

West Windsor Selectboard
Draft Minutes
September 11, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Cathy Archibald, Mike Spackman, Cathy Hoyt (Windsor on Air), Deb Shearer, George Calver (VT Standard), Barbara Gerstner, Martha Harrison

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Under “Other Business” Win said he’d like to discuss the letter from Mary Whiting, a meeting with the auditors, and alcohol at the Vermont 50. Dick said he would like to consider the Route 44 letter to our legislators, the McPherson wedding application, and the August Police Report. Win asked Martha if she could find out more information about the incidents on the police report that are labeled “suspicious.”
- 3) Announcements/Public Comment – None
- 4) Town Clerk/Treasurer’s Report – Cathy said she’s proceeding with six tax sales, including some for water and sewer delinquencies.
- 5) Sign Town Clerk’s orders – **Win moved to sign orders. Brett seconded the motion, which passed unanimously.** Win noted that bills from Daniels related to water and sewer should be capitalized.
- 6) Highway Foreman’s report – Job opening: Mike said he has received a number of applications for the open position but half of them don’t have a CDL license, which disqualifies them. After Friday, Mike said, he’ll recommend candidates for interviews. Grants-in-Aid: Mike said he’s meeting with Cindy Ingersoll from the Regional Planning Commission tomorrow to review projects for the Grants-in-Aid program. Sand pile: Mike said we have about two-thirds of the sand we need for winter. Silver Hill project: Mike said he’s still waiting for a bill from Waterworks for the hydro-seeding so we can submit the paperwork for reimbursement. Auger Hole Road: Mike said he talked with the Zoning Administrator about an issue on Auger Hole Road. Mike said there’s a temporary house in the area where the town trucks turn around and they won’t be able to plow this winter unless it’s moved. Deb said she has looked at it and will contact the property owner. Bible Hill culvert: Win noted recent email correspondence from the Epsteins and Calhouns regarding the survey to be done in connection with the culvert replacement. Martha said the property owners have indicated that the area is too overgrown to be weed-whacked as the Agency of Transportation requested. Mike said he will work with the surveyor but you can’t just go up there and clear-cut. Mike said he will look at it but he would be uncomfortable working outside the right-of-way. Win asked who the request came from. Martha said Chris Bump made the request. Dick asked Mike and Martha to keep the project moving along so we don’t miss our opportunity to file a grant application.
- 7) Water system update – Martha said Patricia has marked the valves and curb stops and A+E is coming tomorrow to “gps” them so they can create a map for us. Martha added that the asset management team is meeting on September 19 at 9:00 AM. The river corridor meeting is tomorrow at 11:00 AM and the NEMRC meeting is at 4:30 PM. Martha noted that Manosh has not come back with the containment unit yet, or fixed the booster pump building door.
- 8) Sewer update – Martha said the school is concerned that Zaluzny has not repaired their walkway yet. The Selectboard agreed that the work should be done as soon as possible. Martha said she has been in regular communication with Jason Booth about it.

- 9) Consider adopting revised Facility Use Policy – Win said the most recent change reflects the information that Martha got from VLCT regarding minimum insurance requirements. Win asked if the Town will still wants Ascutney Outdoors (AO) to submit a Certificate of Insurance for every event. Martha said if they have a certificate that’s effective for a year, they could just submit it once a year. Dick noted that Glenn submitted a certificate for AO but also submitted a document that references SSEI Program Management, Inc. of Carson City, NV. Dick said he’d like some clarification. **Win moved to adopt the amendments to paragraph #5 of the Facility Use Policy. Dick seconded the motion, which passed unanimously.** Dick asked Martha to contact Glenn for clarification on AO’s insurance policy.
- 10) Consider adopting revised Sewer System O&M Service Agreement – **Win moved to adopt the agreement as approved by the Windsor Selectboard. Brett seconded the motion, which passed unanimously.**
- 11) Consider draft of audit comment response – Win said the town received three audit comments related to accounting systems, internal controls and capital assets that require a management response. Win read his draft response to each comment. **Dick moved to adopt the management response to the comments. Brett seconded the motion, which passed unanimously.** Regarding the capital assets comment, Win said John Mudgett has recommended that the town adopt a capitalization policy. Win presented a draft policy for the Selectboard to consider. **Dick moved to approve the policy. Brett seconded the motion, which passed unanimously.** Win said he sent a letter to the town auditors updating them on these developments and he plans to meet with them to make sure they understand what the Selectboard is doing. Win said he will let Brett and Dick know when the meeting is scheduled in case they would like to attend.
- 12) Consider interviewing an information system vendor – In response to the audit comment on accounting systems, Win said the Selectboard has an interview scheduled for tomorrow at 4:30 PM with a representative from New England Municipal Resource Center (NEMRC).
- 13) Ratify signing of audit representation letter & approval of financial statements, reports and adjustments – **Win moved to ratify the Selectboard’s previous action on this item. Brett seconded the motion, which passed unanimously.**
- 14) Other Business – Whiting letter: Win noted a letter from Mary Whiting suggesting that the trees on Town Hall property need pruning. **Win moved to ask Tom Kenyon to schedule Scott Danyew to come and prune the trees on Town Hall property. Brett seconded the motion, which passed unanimously.** Route 44 letter to representatives: Win said the letter asks the reps to work on our behalf to get the state match for the federal grant to re-pave Route 44 in 2018. **Win moved to send the letter. Brett seconded the motion, which passed unanimously.** August Police Report: Win reiterated his request for clarification on the term “suspicious” and asked Martha to find out if the town should be concerned about the number of times it’s appearing on the report. Request to serve alcohol at Vermont 50 event: Dick asked if the event is co-sponsored by Ascutney Outdoors (AO). Deb said the event pre-dates AO, but confirmed that AO supports it. Win asked if there has been alcohol at the event in the past. Deb said yes; there hasn’t been alcohol recently but, a number of years ago, alcohol was available. Deb noted that the General Store is closed this year so there is no other location in the area where alcohol may be purchased. Win said as long as the event is in conformance with the newly amended Facility Use Policy, he has no problem with alcohol being served. Dick said under the policy, it’s AO that has to consult with the Selectboard in advance. Deb said that’s why she is here. Win said the vendor has to provide a license and a certificate of insurance. **Win moved to approve the amendment to the Vermont 50**

application, conditioned on compliance with paragraph 5 of the Facility Use policy. Brett seconded the motion, which passed unanimously. McPherson wedding: Dick said the wedding would be at 84 Old Barn Road on the Odden property. Martha said the application indicates that if there is not enough parking, guests will be transported from a parking lot but it doesn't say where that parking lot is located. If they're planning to use a town parking lot, that should be noted on the application. Win suggested deferring action until the next meeting to give the applicant time to pay the fee and clarify the parking situation. Dick said the applicant should also contact the Fire Department and the FAST Squad. School's concerns about work to be done by sewer contractor: Win asked if Daniels came back and did some re-grading. Martha said supposedly they did; but she's not sure how well it turned out. Win suggested that Martha try to arrange a meeting between Jason Booth and Elizabeth Burrows.

- 15) Approve Minutes – August 24th & August 28th: **Win moved to approve the minutes. Brett seconded the motion, which passed unanimously.**
- 16) Executive Session – **Win moved to go into executive session to discuss personnel matters. Brett seconded the motion, which passed unanimously. At 7:55 PM, Win moved to go out of executive session. Brett seconded the motion, which passed unanimously. Win then moved that the Board has found Deb Shearer's performance as Zoning Administrator/Administrative Assistant to be satisfactory and that her salary be increased to \$18.00 per hour retroactive to August 1, 2017, in accordance with terms as previously voted. Brett seconded the motion, which passed unanimously.**
- 17) Adjourn - **Win moved to adjourn. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison