

WEST WINDSOR SELECTBOARD

Draft Minutes
December 21, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 7:30 AM.
- 2) Public Comment – None.
- 3) Sign Town Clerk's orders – Tom asked about the taxes due on the Giles property and suggested drawing an order for \$968.52 from the Town Forest account. Glenn said John Giles has agreed to donate his lot on Coaching Lane to the town and an acceptable means of transferring the property has been determined, but the Giles have asked for an abatement of their 2012 taxes. Glenn said he has spoken with the Town Treasurer and there's no way to abate the taxes but Tom has suggested paying the taxes out of the town forest account. Bruce suggested conferring with the Town Forest Committee (TFC). Glenn said he will call the members individually and they can formalize their decision at their next meeting. Bruce and Tom agreed. Bruce asked if the land is going to be part of the town forest. Glenn said yes. Tom said we're not authorized by the voters to buy anything but there's nothing to prevent the TFC from paying that tax. The Selectboard asked the Town Treasurer to draw up an order. Tom said we should also contact the lawyers involved and let them know that it's been resolved. Cathy asked if she should cancel the Board of Civil Authority meeting. The Selectboard said yes. **Tom moved to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.**
- 4) Appointments – **Glenn moved to appoint: Barbara Gerstner to the Conservation Commission for a 4-year term, Tom Kenyon as representative to the Southern Windsor County Management District, Tom Kenyon as Surveyor of Wood/Lumber, Hal Pyke as representative to the Southern Windsor County Regional Planning Commission (SWCRPC) for one year, and Tom Kenyon as alternate representative to the SWCRPC. Tom seconded the motion, which passed unanimously.**
- 5) Town & Highway Budgets – Town: The Selectboard continued reviewing the budget, item by item, confirming or adjusting the amounts. There was discussion about getting price quotes on fire extinguisher inspections. The Energy Committee has been inactive so no funds were budgeted. Glenn said the Conservation Commission requested \$2,000 for an operating budget and \$5,000 for the Conservation Fund. Glenn said Ted Siegler also requested funding for a geomorphic study of Mill Brook. Glenn suggested including that on the warning as a separate article. Bruce asked about the fire department's purchase of an ATV. Tom said he thinks the fire department has put that on hold pending additional research. Cathy said the Reading Food Shelf is requesting \$500, which will be a separate article. Bruce noted that there are a lot of people from West Windsor who go to the Reading Food Shelf. Cathy said the American Red Cross is asking for \$500. The Selectboard tabled the request. Cathy suggested an article changing the time for special town meetings from 7:30 PM to 7:00 PM or 6:30 PM. Cathy added up the budgeted expenses for 2013 and said they total \$503,558, which is \$1,701 more than last year, not including three of the appropriations or \$10,000 for the audit. Tom asked when the audit has to be done. Martha said she thinks it's supposed to be done by March. Glenn said we didn't spend \$500,000 this year but we're anticipating that an audit will be required by the bond bank. Cathy said we did not spend \$500,000 in 2011 or

2012 so we do not need an audit for FEMA. Martha asked if we received any other federal money. Bruce said the Clean Water State Revolving Fund money is federal money. Regarding the Recreation/Economic Coordinator position, Bruce said the end goal is to improve the economic vitality of the town. Glenn agreed and suggested changing the name for the position. Tom said the Selectboard should establish a level of funding for the position that voters will support. Bruce and Glenn agreed. Bruce said there are other communities who are trying to capture as much of the recreation market as they can and, if we wait too long, it will be too late. Glenn said he has asked the Planning Commission and the other boards and committees to provide vocal support for the articles that are going to be presented at Town Meeting. There was discussion about the need for a Town Manager or Town Administrator at some point in the future.

- 6) Other Business – School: Bruce said he would like to see the school building open for public use. Bruce said he is not aware of any other community that does not allow the public to use a public building. Tom said safety and cleaning should be taken into consideration. Glenn suggested meeting with the School Board after the holidays. Coaching Lane Extension: Bruce asked if Coaching Lane Extension will be signed over to the town by Town Meeting. Glenn said he thinks so, unless it gets jammed up in the courts. Next meeting: Thursday, January 3rd at 7:30 AM. Tom asked Cathy to provide a draft of the Town Meeting warning for the next meeting. Time off: Cathy asked the Selectboard to increase her time off. **Glenn moved to increase the number of days that Cathy Archibald can take off from 30 to 36. Tom seconded the motion, which passed unanimously.** Highway Book: Tom said the highway book has not been updated for a long time. Glenn said we should establish what needs to be in the book, per state statute. Tom said the ancient road decisions should be included. Martha said the ordinance book has not been updated either and there are many highway accesses that have not received final approval. Bruce asked if it would make sense to scan the information and put it on a disk. Glenn said yes. Tom said we should make a list of all the projects that need to be done. Church bell: Bruce said he heard that a salvage company in Charlestown came across an historic church bell that says “West Windsor” on it. Bruce suggested following up. Cathy said she will see if she can locate the salvage company. Town Hall: Tom said the ladder from the clock tower to the roof needs to be replaced.
- 7) Adjourn – **Glenn moved to adjourn at 8:55 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison