

WEST WINDSOR SELECTBOARD

Draft Minutes
December 9, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Cathy Archibald, Mike Spackman, George Calver (Vermont Standard), Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda - None
- 3) Sign Town Clerk's orders – **Glenn moved to sign orders. Bruce seconded the motion, which passed unanimously.**
- 4) Town Clerk/Treasurer's Report – Ambulance contract: Cathy had the ambulance contract from Windsor. **Glenn moved to execute the Town of Windsor Ambulance Service contract in the amount of \$11,737, which is the same as last year. Bruce seconded the motion.** Glenn said he was going to contact Golden Cross for a proposal but, given that our choice of ambulance service was based on proximity and response time rather than price, he decided not to. Tom noted that FAST Squad members have not been responding to calls so it's more important than ever to have an ambulance service that's close. **Glenn called for a vote on the motion, which passed unanimously. Bruce moved to have the Chair sign the contract on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.** Bruce and Tom signed as witnesses. Police services invoice: Cathy said she got an invoice from Windsor for \$5,000, which is an additional charge for police services for July through December. Cathy said the contract is for \$70,000 with quarterly payments of \$17,500; she doesn't remember seeing a revised contract for \$80,000 and she can't find anything in the minutes. Glenn said he remembers a discussion about increasing the price due to the amount of time the police are spending in West Windsor. Bruce said he thought the price increase was going to be effective at some point in the future. Tom agreed. Glenn agreed to contact Chief Soares. Tom said the amount in the budget is \$80,000. Cathy said the extra was for radios and for coverage of special events like the Fourth of July.
- 5) Preparation for 2014 Town Meeting – Tom noted that the due date for committee reports for the Town Report is January 8, 2014. Glenn said he thinks we should consider separating the town meeting and the school meeting. Glenn said School Board Chair Erik Schutz is fine with the idea but he wants to discuss it with the other School Board members and would like the school meeting to go first. Bruce said he would like the town meeting to go first. Tom said the voters have set the start time for town meeting at 9:00 AM so it's out of our hands. Glenn said he plans to attend the next School Board meeting. Glenn added that the School Board is planning to discuss their budget and taxes and has invited the Selectboard to attend. Tom said he will plan to attend.
- 6) Public Comment - None
- 7) Highway access application (agricultural): Brown (Bryant Road) – Glenn said he visited the site and there is an existing access in the location depicted on the application but the stakes marking the proposed access are not in the location shown on the application. **Glenn moved to table the application pending submission of a corrected drawing and inspection by the Highway Foreman. Tom seconded the motion. After discussion, the motion passed unanimously.**

- 8) Consider emergency services contract with Windsor – This item was discussed under #4, ambulance contract.
- 9) Highway Foreman’s report – Mike said we haven’t been reimbursed by the state yet for our Better Backroads project or our Brook Road culvert project. Mike asked about the schedule for the Bowers Bridge work. Glenn said he thinks the contractor, Jan Lewandoski, will be here by the end of this week. Tom asked if our insurance company has looked at it since it was removed from its abutments. Glenn said he has contacted the insurance company twice with no response. Glenn said if Jan finds additional damage, the insurance company needs to be notified and they need to inspect it within 24 hours. Glenn said when Jan starts, he will notify the insurance company that the contractor is on site and request that they come down to do an additional inspection. Mike said the highway department needs a credit or debit card. The Selectboard agreed. Cathy said she will look into it. Welcome signs: Mike said he would like to illuminate the “Welcome to West Windsor” signs. Martha noted the zoning regulations on signs and lighting. The Selectboard agreed to look into lighting that would comply with the zoning regulations. Municipal Complete Streets Compliance Form: After discussion, Glenn agreed to fill out and submit the form - a result of Act 34, which passed in 2011.
- 10) Consider signing Certification & Information Release form for the Vermont Community Development Program: Disaster Recovery grant application – **Tom moved to sign the form. Bruce seconded the motion, which passed unanimously.**
- 11) 2014 budget discussion – Tom said he is not prepared to discuss salary-related budget items. Highway budget: Cathy asked about engineering costs for the Brownsville-Hartland Road. Glenn said they should be \$750 per quarter. Tom asked about fixing the corner of Lower Sheddsville and Brownsville-Hartland Road. Mike agreed to get some estimates. Mike asked if the town’s share of the cost of repairing Bowers Bridge should be included in the budget. Glenn said yes and noted that the town’s share is \$30,000 but we got a grant for \$5,000. Tom noted that 3 cents of the increase in the municipal tax rate this year is supposed to be allocated for highway indebtedness. The Selectboard agreed to discuss this budget item further at a later date. Regarding paving, Mike said we put \$30,000 into the paving fund from the highway budget and spent \$49,000 out of the paving fund. Tom asked about the balance in the paving fund. Cathy said it will have about \$75,000 in it at the end of this year. Glenn suggested splitting the highway surplus, if we have one, between the Paving Fund and the Equipment Fund. Tom and Bruce agreed. Mike budgeted \$8,000 for tires and noted that there are 52 tires on the highway equipment. Mike suggested \$80,000 for the Equipment Fund. Tom asked if we can budget less for the Equipment Fund if we have a surplus in 2013 and put some of the surplus in the Equipment Fund, as Glenn suggested. Mike said we have no money set aside to replace the loader and the grader in 2020 and 2024 respectively. Mike said the cost of a loader was \$150,000 in 2006 and the cost of a grader was \$300,000 in 2004. Town budget: Tom asked about current use revenue. Cathy said she will look into current use tomorrow. There was discussion about the uncertainty surrounding legal fees, which may depend on what happens with the resort. Glenn suggested discussing a retainer with the town attorney. Bruce had concerns about that idea. The Selectboard agreed to revisit “legal fees” toward the end of the budget process. There was discussion about budgeting \$10,000 for accounting this year, rather than an audit. Glenn asked Tom about refinishing the floor in the balcony of the Town Hall. Tom said we have to decide whether we’re

going to move the clock first because they should be done at the same time. Regarding street lights, Mike and Tom suggested that we get LED lights. Tom said we need to find out if we own the lights or if Green Mountain Power owns them. Glenn suggested a town meeting article for \$10,000 to fund the installation of 911 signs. Tom asked to have the \$8,000 approved by the voters for improvements to the county courthouse as a separate line item. Regarding the \$2,000 budgeted for Sheddsville Cemetery, Glenn said there has not been an appropriation for the cemetery in quite some time but, given the state of affairs, it would be appropriate to have one in 2014. Cathy asked if the \$2,000 would help cover the wages for cemetery maintenance. Glenn said yes. Tom asked if it's necessary to contribute to the Listers Fund in 2014. The Selectboard agreed to consult with the Listers. Mike suggested including the town's share of the gravel pit reclamation in the budget. Glenn said the Selectboard should consider budgeting for improving the road to the gravel pit this winter.

- 12) Next meeting – The Selectboard agreed to meet again on Thursday, December 19th at 8:00 AM.
- 13) Approve Minutes - November 5th: **Tom moved to approve the minutes of November 5th as written. Bruce seconded the motion, which passed unanimously.** November 11th: **Glenn moved to approve the minutes of November 11th as written. Bruce seconded the motion, which passed unanimously.** November 15th: **Tom moved to approve the minutes of November 15th as written. Bruce seconded the motion, which passed unanimously.** November 25th: **Glenn moved to approve the minutes of November 25th as written. Bruce seconded the motion, which passed unanimously.** December 2nd: **Tom moved to approve the minutes of December 2nd as amended. Glenn seconded the motion, which passed unanimously.**
- 14) Other Business – Part-time help: Mike said Gary may be out for up to 8 weeks, and Charlie is willing to help out with plowing and sanding only. Mike said Peter Hunt may be able to help fill in for Gary. Tom suggested that Mike find two temporary part-time employees. Resort status: Tom asked about the status of the resort. Glenn said MFW has possession of the property through the foreclosure and they are weighing their options. Sewer purchase: Glenn said there is a meeting tentatively scheduled for December 17th to review the closing documents for the sewer purchase. Mike said the road to the pump station has been repaired. Glenn said Snowdance will reimburse the town for that work.
- 15) Executive Session: Personnel matters - None
- 16) Adjourn – **Glenn moved to adjourn at 7:55 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison