

## WEST WINDSOR SELECTBOARD

Draft Minutes  
March 26, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtcker

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 4:00 PM.
- 2) Public Comment – None
- 3) Discuss and execute Bowers Bridge engineering proposal – Glenn said we only received a proposal from Hoyle, Tanner & Associates; the other engineering firm contacted was non-responsive. Glenn said he does not have a copy of the proposal with him but Hoyle Tanner will evaluate the bridge and propose a fix for approximately \$3,600 within two weeks and would recommend an engineered load rating for an additional \$5,000+. Glenn said the Highway Foreman is not interested in getting a load rating. Tom asked if our insurance company will cover any of these costs. Glenn said that's not clear but we could make the request. **Glenn moved to accept the proposal from Hoyle, Tanner & Associates for the Bowers Bridge engineering proposal in the amount of approximately \$3,600. Tom seconded the motion, which passed unanimously.**
- 4) Short term disability policy – Glenn said he discussed the proposed policy with the highway department and they suggested that disability pay start after three weeks and that they be able to bank 100% of any unused personal time, rather than 50%, up to a maximum of 344 hours. Bruce asked if banked time is reimbursed when an employee leaves. Glenn said no. Glenn said he informed the highway employees that a doctor's letter would be required when they go on disability, when they return to work, and possibly during their disability leave. Glenn said they also requested that the policy go into effect on January 1, 2014. Glenn said the net effect would be that anyone going on disability between now and the end of the year would not have to use their personal time first. Bruce said he thinks the proposed policy is reasonable and generous, and he doesn't want to wait until January 1<sup>st</sup> to implement it. After discussion, the Selectboard agreed to continue working on the proposed policy with the intention of implementing it as soon as possible but with a grandfathering clause exempting any employees who are on disability when the policy takes effect.
- 5) Discuss and execute sewer billing and collection agreement and implementation – Glenn said Town Attorney Matt Birmingham has the agreement, which is very similar to the escrow agreement. Glenn said he is going to meet with Matt on Thursday to finalize the various agreements. Meanwhile, Glenn said, he installed billing software on Martha's old computer, which is in the spare office. Glenn said Cathy is going to enter the names and addresses of the sewer users so we can get bills out immediately after we sign the agreements, but he is concerned about Cathy's work load given that Assistant Clerk Paula Waters just resigned and the other Assistant Clerk is relatively new. Tom said it's up to Cathy to hire someone to help her. Glenn said he expects that Cathy will be fielding a lot of phone calls after the bills go out. Glenn said Martha researched whether there is any conflict in a Selectboard member assisting the Town Clerk. Glenn said it's pretty clear from VLCT's model policies that there is no conflict. Glenn said the initial bills will be for the unpaid portion of the current year's sewer fee. After those bills go out, Glenn said, we should request payment on past due amounts from prior years. Glenn suggested getting a new phone system for the Town Hall so calls are routed to the Listers, the Zoning Administrator, and the Town Clerk, and there's a

mailbox for sewer related issues. Glenn said he, or someone else, can help with the sewer issues. Bruce agreed that a new phone system is long overdue. Tom agreed and suggested including a line for the Emergency Management Coordinator if he wants one. Bruce asked about back up power at the Town Hall. Glenn said that needs to be addressed. With a few minor changes, Bruce and Tom approved Glenn's draft letter to the sewer users. Glenn said he will also run the letter by Snowdance and the Town Attorney.

- 6) Discuss town involvement in EC Fiber – Glenn said Paul Giuliani has outlined a way for the town to be involved in bringing EC Fiber into West Windsor. Glenn asked Tom and Bruce if they would like him to continue investigating the town's options. Tom asked if this would be for a trunk line from Reading to the village. Glenn said yes. Bruce and Tom agreed that Glenn should continue investigating.
- 7) Sign Town Clerk's orders – **Glenn moved to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.**
- 8) Other Business – Dry hydrants: Tom said hydrants in streams are not good; it cost the fire department thousands of dollars to get them working again and one has already failed. Tom said hydrants on ponds are a good deal and we should explore getting a grant for a hydrant in the Sheddsville area. Welcome signs: The Selectboard agreed that the sign should feature Mt. Ascutney. Glenn said three 4'x 6' signs are being proposed at a cost of \$1,200 each. Bruce asked about permits. Glenn said we don't need any permits; we just need permission from the property owners. Tom asked if there's going to be anything on the back side and suggested "Come again!" Glenn said he will suggest that. Coaching Lane/Route 44 intersection: Glenn said he has spoken with Chris Bump at the Agency of Transportation and we cannot expect much help from the state. Glenn asked if this should be a priority for the town given the condition of town roads elsewhere. Bruce said he doesn't think it's a priority; if anyone ever wants to do any development up there, the developer will have to fix the intersection. Tom asked if the talc plant reclamation project could use the excess material from the intersection. Glenn said Bob Gray would be interested if the town tests the material and delivers it to the site. Glenn said he's not interested under those conditions. Bruce suggested putting this project on the back burner. Tom suggested talking about it more with Chris Bump. Glenn agreed that the Selectboard should at least start the conversation with the state. Tom said he will mention it at the next Transportation Advisory Committee (TAC) meeting as well. No Appeal or Suit Pending: Glenn said the Listers have asked the Selectboard to sign the Certificate indicating that there is no appeal or suit pending with regard to the 2012 Grand List. **Tom moved to sign the Certificate. Bruce seconded the motion, which passed unanimously.**
- 9) Adjourn – **Glenn moved to adjourn at 4:50 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison