

West Windsor Selectboard  
Draft Minutes  
November 7, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Gerald Tarrant (by phone), Martha Harrison

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 11:00 AM and **moved to go into executive session with Attorney Gerald Tarrant, who was on speaker phone, to discuss the draft net metering agreement with MountainFunds, LLC. Win seconded the motion, which passed unanimously.** At 11:48 AM, **Win moved to come out of executive session. Tom seconded the motion, which passed unanimously.**
- 2) Changes or additions to the agenda – None
- 3) Announcements/Public Comment – None
- 4) Review draft utility financial statements – Win said the draft statements provided by John Mudgett are a good start but there are some things that will need to be changed. For example, Win said, the \$49,482 under “Operations & maintenance” includes a \$32,000+ charge for the new well pump, which should be capitalized, not expensed. Win said the town will have to adopt a capitalization policy for assets that are going to be used over many years. Win said Dennis Brown’s salary is also not reflected in the operating expenses. Win said the bond bank has asked Martha for a draft water budget going forward, including debt service, so we’re looking at the details behind these numbers to come up with a budget, which we will send to the bond bank by the end of the day. Superficially, Win said, it looks like the water and sewer systems are operating on a sound basis and there is probably enough reserve in the water system to cover a portion of the new line to Mountainside if the entire cost is not covered under the loan. Whether or not we can afford a generator for the well remains to be seen, although there may be an opportunity to get a grant for that. Win said the “processing fees” and “operation & maintenance” fees for the sewer system together constitute the treatment charges we pay to Windsor. Win said he’s not sure it makes sense to separate them. Regarding unpaid sewer charges, Win said we need to get a list of customers with past due accounts from Cathy. In the future, Win said, he thinks the Selectboard will need to have more meetings as “water and sewer commissioners.” Win agreed to go over the statements with the Utility Advisory Committee. Dick asked about the \$11,012 for engineering. Martha said \$7,000 of that was a payment to the fire department to pump the trucked in water when the well pump failed. Win said the budget should provide some contingency for that type of unforeseen circumstance.
- 5) Budget planning – Next year, Win said, we need to budget for an audit – the cost of which should be allocated among the entities being audited. Win provided Tom and Dick with draft capital budgets for the highway department and the fire department and explained the sources and uses of funds. Win said at this point, the highway Equipment Fund would have a balance of \$15,000 in 2022, shortly before we need to purchase a new grader. Win suggested combining the Paving Fund and the Road Refurbishment Fund into one Road Maintenance Fund. Tom said the Refurbishment Fund was created by a separate article at Town Meeting. Win said we may have to amend the article. Win said with a \$100,000 loan for 5 years at 4%, a paving grant in 2017, and a structures grant in 2020, the Road Maintenance Fund would be able to repave a substantial portion of Brownsville-Hartland Road, repave several smaller sections of road, and replace the Bible Hill culvert, and still be in good shape with a balance of \$102,000 in 2020. For the Equipment Fund and the Maintenance Fund combined, Win said he is suggesting an appropriation of \$110,000 per year. With debt service on the loan, the budget impact would be \$132,500. The current budget is \$120,000 (\$85,000 to the Equipment Fund, and \$35,000 to the

Maintenance Fund) so the increase would be \$12,500 but that doesn't leave much in the Equipment Fund to cover the grader purchase, so we may want to budget a higher appropriation. Win said these numbers are preliminary. Win also went over the draft capital budget for the fire department, which proposes another 5-year 4% loan for \$270,000 to buy a new tanker. The debt service on that loan would be \$60,600 per year. Between the two loans, Win said, we would be adding nearly \$75,000 to the budget next year, plus \$10,000 for the audit. Win said what this demonstrates is that we have some significant capital investments that we have to make and we have to budget for them. Win said we may have to have a new agreement with the Fire Department, if we can't come up with the old one, saying that the town will own the fire truck and the fire department will operate it. Win said it would not do any good to put these purchases off for a year or two because then they will stack up. Tom expressed concern about increases in the school budget. Win said he thinks we need to be sensitive to increases in state education taxes but, at the same time, if the town has needs, we should budget for them.

- 6) Sign Town Clerk's orders – **Tom moved to sign orders. Win seconded the motion, which passed unanimously.**
- 7) Other Business – Resignation: Dick noted that Preston Bristow has given notice that he will be resigning as of January 27, 2017 so we will need a new Zoning Administrator. Martha said when she started doing the work that Glenn had been doing, there was a vote at Town Meeting to increase the budget by \$25,000, and half of that was supposed to be used to hire a Zoning Administrator/Administrative Assistant (ZA/AA). Martha said Preston was doing zoning but he didn't have time to take on the other administrative work so, hopefully, when we find someone to replace him, that person will be able to take on some additional responsibilities. Win said maybe we can share a Zoning Administrator with a neighboring town. Dick asked Martha to send him the ZA/AA job description. Martha said if she's going to spend time on water and sewer, maybe some of her other responsibilities could shift to the ZA/AA. Win said we're going to have to think about water and sewer administration.
- 8) Adjourn – **Win moved to adjourn at 12:45 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison