

WEST WINDSOR SELECTBOARD

Draft Minutes
October 18, 2011

Present: Glenn Seward, Tom Kenyon, Bruce Boedtger, Phil Hathorn, Gary Austin, Mike Spackman, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 7:30 AM.
- 2) Executive Session – **Glenn made a motion to go into Executive Session to discuss personnel matters. Bruce seconded the motion, which passed unanimously.** After discussion, **Tom made a motion to come out of Executive Session. Bruce seconded the motion, which passed unanimously.** Glenn noted that no action was taken in Executive Session.
- 3) Consider authorizing A&E to dig test pits in connection with wastewater evaluation - Glenn said A&E has determined that the Leland property is the only possible site for a community subsurface disposal system but they need to test the soils for suitability so they have asked the Selectboard to authorize the digging of test pits at a cost to the town of \$1,800, not including the backhoe. Glenn said the property owner has given permission for the work to be done on Thursday. Tom asked where the funding is coming from. Glenn said he hasn't figured that out yet. Bruce said he thinks the test pits are necessary. Glenn said the highway budget is only \$12,000 in the hole, even with all the flood damage repairs that have been done to date, not including the covered bridge but including Jon Murphy's work on Brook Road and Harrington Road. Glenn said he got an email from the regional planning commission indicating that West Windsor would start to receive reimbursement payments in January 2012. Tom asked if the road repairs are going to be separated out from the regular highway budget in the Town Report. Bruce said that's a good idea. **Bruce made a motion to approve the digging of test pits by A&E. Tom seconded the motion, which passed unanimously.**
- 4) Appoint representative to the Windsor/Ascutney Sewage Treatment Enterprise (WASTE) Board – Glenn said he received a letter from Hal Pyke resigning from the WASTE board. **Glenn moved to accept the letter with regret. Bruce seconded the motion, which passed unanimously. Tom made a motion to appoint Glenn Seward to replace Hal on the WASTE Board. Bruce seconded the motion, which passed with Glenn abstaining.**
- 5) Other Business - Bowers covered bridge: Tom asked if Roger Gilman from Miller Construction got in touch with Kelly at the Vermont League of Cities and Towns (VLCT) regarding the breakdown on the bridge costs. Brownsville-Hartland Road: Tom also asked about the status of the Brownsville-Hartland Road repair. Glenn said he hopes to have more information after he meets with FEMA this afternoon. Ski Tow culvert: Tom asked Glenn if he has looked at the culvert by the Ski Tow bridge on the uphill side because there is a bunch of rock missing. Glenn said he will look at it today. Brook Road culvert: Glenn said the culvert was being repaired when it was discovered that a culvert band was needed. The band had to be ordered but Murphy will proceed with the repair as soon as the band is in. Harrington Road culvert: Glenn said Mike Spackman was grading Harrington Road yesterday when the grader dropped into the stone box in front of the Harrington house. Glenn said he suspects that the walls were compromised during the flood and the top gave way when the grader went over it. Glenn said he'd like to dig it up and put a pipe in there; otherwise it will be a constant headache. Glenn said the opening of the box is 2' x 3' so he and Mike think a 4' culvert will be more than adequate. Bruce and Tom agreed that it should be repaired properly. Bowers covered bridge: Regarding the Bowers bridge, Glenn said he hopes Steve Bodley is going to start this week. Glenn said Steve Newman from Historic Preservation has agreed to Steve Bodley's plans. Glenn said he is hoping he can convince FEMA that we need to raise the bridge at least one foot given the hydraulic study. Glenn asked who owns the land where the old house was torn down. Tom said the Nilsons own it. Glenn said it would be nice if we could use their property to work on the bridge. Tom said he will call Barbara

- Nilson. Glenn said Historic Preservation would not approve increasing the inside height of the bridge itself. Glenn said we will have to try to lessen the angle of the approaches to the bridge.
- 6) Zoning regulations – Tom handed out copies of the zoning regulations with his comments in red. Tom suggested moving lot line adjustments into the zoning regulations. Bruce said technically, in the eyes of the state, a lot line adjustment is a subdivision. Martha noted that the state has a waiver for lot line adjustments of less than 2% or 3%, so maybe those could be in the zoning regulations. Bruce said that would make sense if we followed the state’s guidelines. Glenn agreed. Tom said he has concerns about our regulations on walls and fences, and Certificates of Occupancy. Martha said the state uses the term “certificate of occupancy” whether the structure is going to be occupied or not. Tom suggested defining the term. Tom also suggested defining “municipal” as “Town of West Windsor.” Bruce said Certificate of Occupancy is a common term used nationally. Martha said “Certificate of Compliance” has a different meaning. Bruce asked about the structure that Duncan Brettell is building. There was discussion about whether or not he needs a permit. Martha noted that the Brettell property is partially in the floodplain.
 - 7) Review health insurance options with employees – Glenn said the Selectboard agrees that the Blue Cross plan with the health savings account (HSA) is the way to go, with the town contributing 80% of the deductible. Glenn said the new plan would result in significant savings for the town, some of which could be used for wage increases. Bruce noted that the money in the health savings account belongs to the employee. Mike noted that the plan with the lower deductible would be more costly for the town but less costly for the employees. Bruce asked when the decision has to be made. Cathy said the new plan would go into effect January 1st. Phil said employee contributions to the HSA are pre-tax. Martha asked when the Selectboard would make contributions to the employees HSA accounts. Glenn said they have not discussed that but he would suggest funding half of it at the beginning of the year and the other half in July. There was discussion about the options employees have regarding how and when to make contributions to the HSA. Glenn said he would like to contact Tonya Chambers today and let her know which plan West Windsor is going to choose. Bruce said the plan with the \$2500 individual deductible and the \$5000 family deductible gives the town a larger pool of savings to use for salary increases. Bruce said he also agrees with the philosophy of employees contributing something for their health care. Glenn agreed. Phil asked if the plan will be revisited every year. The Selectboard agreed that the plan should be reviewed every year with adjustments made as necessary. There was discussion about prescriptions and about how the plan would work if someone were to have an expensive procedure early in the year before the HSA was fully funded. Cathy asked about setting up the accounts. Glenn said we will have to work out the mechanics with Tonya Chambers. The employees agreed that they are okay with the plan. **Glenn made a motion to change the town’s employee health insurance benefit to an HSA plan with the town funding 80% effective January 1, 2012. Bruce seconded the motion, which passed unanimously.**
 - 8) Other Business – There was a request for funding from a non-profit organization. Cathy said she will send an email explaining the process.
 - 9) Adjourn – **The meeting adjourned by consensus at 8:45 AM.**

Respectfully submitted,

Martha Harrison