

WEST WINDSOR SELECTBOARD

Minutes

March 8, 2010

Present: Bruce Boedtke, Tom Kenyon, Glenn Seward, Ashley Pakenham, David Jaacks, Ted Emerson, Annie Burke, Bob French, Ralph Johnson, Jim Kenyon, Leone Bushkin, Mike Spackman, Hal Pyke, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:40 PM. Tom noted that the meeting started 10 minutes late because the Selectboard had a meeting with the Town Attorney.
- 2) Changes or Additions – None
- 3) Public Comment – None
- 4) Planning Commission Appointments – Hal said there are two vacancies on the Planning Commission (PC) because Joe D’Anna resigned and Glenn Seward was elected to the Selectboard and is, therefore, a non-voting Ex Officio member of the Planning Commission. Hal said Elvin Kaplan and Al Keiller are both willing to serve. Hal said Al’s accounting background would help the PC in developing a capital budget. **Tom made a motion to appoint Elvin Kaplan to serve the remainder of Glenn Seward’s term and Al Keiller to serve the remainder of Joe D’Anna’s term. Bruce seconded the motion, which passed unanimously.**
- 5) Highway Access application: Ted & Ava Emerson – Ted said he would like to move the access to his driveway on parcel #1-61 twenty-five feet to the north to allow for more expeditious snow removal. According to Ted, snow banks have been a visual obstruction in the past and this project will enable him to eliminate the snow bank and have a safer access onto Rush Meadow Road. Mike said he has talked to Ted about adhering to the B-71 standard so he can stop on a level surface before entering the road. Mike said he also suggested that Ted leave the big trees but remove some of the brush on the north side. Mike said right now you can see all the way to the bridge or beyond and that’s adequate for a speed limit of 35. Ted said once the new access is in place, he’d like Mike to come back and see if there are other issues. Ted said they have taken out a couple of the larger trees that were on the inside corner and that has improved it somewhat, but there are a few trees that are questionable. Ted said his neighbor is okay with any tree removal necessary to create a safe access. Ted said he needs a property line adjustment in order to proceed with this project but he didn’t want to go ahead with that until he had approval from the Selectboard and the Development Review Board. Tom said it appears that the driveway does not enter Rush Meadow Road at a right angle. Ted said the landing would be at a right angle, but the section of the driveway from the stream up to the landing is not at a right angle. Tom asked if the driveway is for a single-family residence. Ted said yes. Bruce said the proposed driveway has a much better approach to the bridge than the current driveway. Bruce said he has no issue with the proposal as long as Ted abides by the standards. Glenn said the existing and proposed sight lines are both 175 feet. Glenn asked if Ted is not expecting any improvement in the sight line. Ted said his sight line in the winter is about five feet and that’s the issue he’s trying to address. Tom said he was thinking that the bridge could be raised if, at some point in the future, the driveway serves more than one residence. Ted said, as Bruce mentioned, the proposed project does straighten the angle at which you approach the bridge. **Tom made a motion to grant initial highway access approval to Ted and Ava Emerson, subject to the approval of the Development Review Board and the adjustment of the boundary with the Schreimbans. Bruce seconded the motion, which passed unanimously.** Ted asked what is meant by “initial” approval. Glenn said once it’s in place, there is a final inspection to ensure that it was done according to the standards.
- 6) Tax map update – Annie had two bids for the Selectboard to consider; the third bidder was not able to prepare a bid without more information. Annie said the Listers have fairly simple mapping needs but Martha needs more information for zoning purposes. Annie said the Listers would like a current use overlay map at some point. Tom said he was impressed by Avatar’s presentation. Hal said the Listers

would like to get the basic maps done this year and make sure they are correct before requesting overlays. Annie said Martha needs a map that shows all existing lots even though the Listers consider all contiguous lots to be one parcel. **Tom made a motion to approve the proposal by Avatar.** Bruce asked if the optional items on Avatar's estimate are included in the web-based GIS application. Annie said the optional items are not included, but can be added at some point in the future. **Bruce seconded the motion, which passed unanimously.**

- 7) Town Constable/Delinquent Tax Collector's Report – Tom asked if anyone has explored the possibility of subdividing the talc plant property and selling a portion of it. Glenn said he has not explored that possibility. Glenn offered to call Matt for advice on where to go from here. Bruce and Tom agreed. David asked if the talc plant had gone up for auction. Bruce said it has gone up for auction twice, but no one bought it. Dave asked the amount of the back taxes. Tom said approximately \$20,000. Tom said it's his understanding that the buyer would also have to pay off the mortgage.
- 8) Town Clerk/Treasurer's Report – No report
- 9) Appointment of town officers – **Bruce made a motion to reappoint Jim Kenyon as Service Officer. Glenn seconded the motion, which passed unanimously. Bruce made a motion to reappoint Jim Kenyon as Inspector of Lumber; Rad Dike, Dennis Brown and Tom Kenyon as Fence Viewers; the Selectboard as Poundkeepers; and Tom Kenyon as Southern Windsor County Management District representative. Tom seconded the motion, which passed unanimously.**
- 10) Liquor license – Cathy had liquor licenses for the Selectboard to sign at the end of the meeting.
- 11) Highway Foreman's Report – Mike said sand and gravel bid requests need to go out. Mike asked the Selectboard for permission to hire Kim Perry as needed for a maximum of 20 hours per week, for one month, or when one of the full-time employees is out. For example, Mike said, during mud season it might be advantageous to have three trucks hauling gravel and the grader running at the same time. Glenn asked about the impact on the budget. Mike said he thinks the overall impact would be less than \$2,000. Bruce asked if Mike would report at each meeting whether or not he had hired Kim during the previous month. Mike said he would contact Glenn each time before he even went ahead with it. Tom said Mike would also have to notify the Town Clerk so there is clear evidence that Kim was hired. Glenn suggested trying it through the end of the year and then reviewing it. **Tom made a motion to authorize the Highway Foreman to hire Kim Perry as needed through December 31, 2010 after notifying the Selectboard Chair and the Town Clerk. Bruce seconded the motion, which passed unanimously.** Mike said we had more storm damage to the equipment than to the roads. Mike said during the most recent big storm, his truck had a hydraulic issue and his plow and wing were damaged. Mike said Gary's wing was also damaged. Mike said one plow is not repaired yet but it can be repaired in a couple of hours. Mike said the bill for the hydraulic work was less than \$3,000.
- 12) Brook Road bank stabilization grant agreement – Glenn said the grant agreement has become more involved since the last time the town received a grant. Mike described the project. Tom asked if Mike will come up with a plan for what to do with the fill. Mike said yes. Bruce agreed to review the project and the grant agreement with Mike to determine if any permits are needed. **Tom made a motion to authorize the Selectboard Chair to sign the Better Backroads Formal grant agreement. Bruce seconded the motion, which passed unanimously.**
- 13) Bridge #7 on Route 44 – Tom said Bridge #7 is the bridge just east of the village. Tom said he has gotten the bridge onto a list of bridges for future replacement but he wanted to know if the town wants sidewalks on both sides of the bridge or just on one side. The Selectboard agreed that they only want a sidewalk on the downstream side.
- 14) ADA Work on Village Sidewalks/Sidewalk to Post Office – Tom said there is approximately \$32,000 left over from the lift project at the Grange Hall and the Selectboard has considered using that money for ADA work on the sidewalks in the village. Tom said it's also possible that the remaining community development grant funds could be used for an audio system for the Town Hall. Tom said

when the Selectboard first priced the sidewalk work it was \$45,000. Cathy said she doubts that the funds could be used for an audio system. The Selectboard agreed to find out before the next meeting. Tom said the last time the town looked into extending the sidewalk from Seems Road to the Post Office, the price was \$165,000. The Selectboard talked about widening that section of Route 44 using fill from the Brook Road bank stabilization project. Glenn noted that the Planning Commission is addressing this issue in the Town Plan. Mike said he will call Tami Ellis to see if the state would approve the widening project.

- 15) Erosion on town property by Beaver Brook – Tom said there is erosion at the south end of the school property. Glenn suggested a site visit prior to the next meeting. Bruce agreed.
- 16) Cady Fund Request – Tom said the Cady Fund has a balance of \$7,000. The Cemetery Association is going to replace the south wall of the cemetery, which will cost between \$21,000 and \$22,000. Tom said the church has pledged \$1,000 to the project and he would like the town to consider pledging \$2,000 from the Cady Fund. Tom said Trace TanCreti has given the Cemetery Association a reasonable price and Tom Urban and the Landinos have agreed to have the work done on their property so the cemetery will not be disturbed. **Bruce made a motion to use \$2,000 of the Cady Fund for the Cemetery Association’s south wall replacement project. Glenn seconded the motion, which passed unanimously.**
- 17) Tree Warden Request & Report – Tom noted that the power company is continuing to trim trees and brush in their right-of-way. Tom said he’d like to get together with Mike and decide which dead trees need to come down. Tom said the Sheddsville Cemetery tree planting will take place around Mother’s Day.
- 18) Request for Updates from Boards & Committees – Tom said he would like to know the status of the projects that the various boards and committees are working on. Glenn said he would prefer an oral presentation. Bruce and Tom agreed. The Selectboard agreed to ask one board or committee to give them an update at each of their next few meetings.
- 19) Town Hall Window Energy Project – Tom said the company that the town was planning to hire to install the windows recommended that the windows be glazed and painted first. Tom said he has identified one person who is interested in doing the glazing and painting and will try to get a few more bids for the Selectboard’s next meeting.
- 20) Town Hall Furnace Project – Tom said Dead River’s estimate on a new furnace was \$52,000. Glenn asked what type of furnace they were proposing to install. Tom said he thinks the estimate was for a hot water furnace. Ted said, since the Energy Committee is planning an audit for the Town Hall, he hopes the town will wait for the results of the audit before proceeding with any energy saving projects. Bruce said that makes sense. Glenn agreed. Tom said he wonders if some remodeling of the space would make it more useful and energy efficient. The Selectboard agreed that the audit should be the first step. Ted asked if the Selectboard would sign the contract for the audit. Glenn said yes.
- 21) Town Hall Audio ADA Work – Already discussed under item #14
- 22) Review of town bid process – Tom suggested keeping a list of contractors who are interested in being considered for any projects (plumbing, carpentry, slate work, etc.) which the town might undertake in the future. Glenn said there would still have to be a public bid process. Tom agreed. Glenn said the first people on the list should be those who have done satisfactory work for the town in the past.
- 23) Correspondence: Vermont Land Trust – Glenn read the third to last paragraph of a letter dated February 2, 2010. Tom said he would like to refer the letter to the Town Attorney. Bruce and Glenn agreed.
- 24) Other Business – Request for waiver of training requirements: Glenn said he has a letter requesting a waiver of the Rule 7 training standards for Ralph Johnson which he would like the Selectboard to sign. Tom and Bruce agreed. Library: Tom noted that the library trustees appreciate the vote at Town Meeting in favor of the funds they needed. Tom said he was supposed to attend Local Government Day in Montpelier but we had one of the worst snow storms of the year so he did not attend. Junk vehicles: Tom asked if a letter is going to be sent regarding the junk vehicles on Bowers Road. Glenn said he drove by and identified five to seven unregistered vehicles. Martha said yes; there is a letter

ready to go. Zoning Administrator: Glenn said he thinks the Selectboard should consider appointing an Acting Zoning Administrator who could serve in Martha's absence, where there is a conflict, or when Martha is overwhelmed with work. Glenn suggested Shannon Harrington. Martha said the Planning Commission did formally nominate Shannon back in December. Bruce said he would like more specifics on how often Shannon would be needed. Glenn said his sense is that it would be intermittent. The Selectboard agreed that Glenn would ask Shannon if she is interested. Energy Committee resignation & appointment: David Jaacks said that Cathy Boedtke has resigned from the Energy Committee and Dave Halpert and Lindsey D'Anna are both interested in serving on the committee. David asked if the committee is limited to four members. Glenn said if there are people who are interested, he sees no reason why they should not be involved. **Tom made a motion to accept Cathy Boedtke's resignation with regret and to appoint Dave Halpert and Lindsey D'Anna to the Energy Committee for 2010. Bruce seconded the motion, which passed unanimously.** Ted said the Energy Committee has a small display that they would like to put up in the library. Tom said the library trustees were delighted with that proposal.

- 25) Town Constable's Report – Ralph said sixteen mailboxes were vandalized this past weekend and a house on Sheddsville Road had a window broken and the gate knocked down.
- 26) Approve Minutes: February 8, 2010; February 22, 2010; March 2, 2010 – February 8th & February 22nd. **Bruce made a motion to approve the minutes of February 8th and February 22nd, as written. Tom seconded the motion, which passed with Glenn abstaining. March 2nd. The Selectboard approved the minutes of March 2, 2010 by unanimous consent.**
- 27) Anticipated Executive Session – The Selectboard agreed that an Executive Session is not needed.
- 28) Sign Town Clerk's Orders/Adjourn – **Tom made a motion to adjourn at 7:45 PM, subject to signing the Town Clerk's orders and the liquor licenses. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison