

WEST WINDSOR SELECTBOARD

Draft Minutes

March 14, 2011

Present: Glenn Seward, Tom Kenyon, Mike Spackman, Cathy Archibald, Martha Harrison, Hal Pyke, Annie Burke, Susan Hines

Absent: Bruce Boedtger

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes – Weathersfield Transfer Station; Use of Town Hall by Bone Builders group
- 3) Sign Orders – The Selectboard signed the Town Clerk’s orders.
- 4) Public Comment – None
- 5) Town Clerk/Treasurer’s Report - None
- 6) Consider appointment of interim Lister – Board of Listers Chair Annie Burke reported that Lister Brett Myers has submitted a letter of resignation to the Town Clerk and Susan Hines has offered to take her place. **Tom made a motion to accept with regret the resignation of Brett Myers and appoint Susan Hines to the Lister position. Glenn seconded the motion, which passed unanimously.**
- 7) Town Constable/Delinquent Tax Collector’s Report – Tom asked if the tax sale is still on. Glenn said yes.
- 8) Law Enforcement – Glenn said the South Royalton barracks of the Vermont State Police requested that West Windsor appoint a representative to a Community Advisory Board. **Glenn made a motion to appoint Jim Kenyon to serve on the State Police Community Advisory Board on a trial basis. Tom said he has a conflict as Jim’s brother but he doesn’t stand to gain financially so he will second the motion, which passed unanimously.**
- 9) Highway Foreman’s Report – Mike said the inmates are almost finished painting at the Town Garage. Mike said he and Gary started hauling gravel today. Mike said Mark Dow worked twelve hours last Monday. Mike said Martha got the bid letters out. Glenn asked about the deadline for responding. Mike said April 1st.
- 10) Road and Bridge Standards – Glenn noted receipt of the grant applications and the annual financial plan from the Agency of Transportation. Glenn added that the Selectboard will fill out the financial plan at their annual meeting with Trevor Starr, and Martha will send in the form regarding town officers. Glenn noted that Mike Spackman spent a lot of time on the committee that developed the best management practices and, as a result, there’s a lot of common sense in the document. **Glenn made a motion to accept the road and bridge standards as revised by the State of Vermont and to sign the Certification of Compliance for Town Road and Bridge Standards. Tom seconded the motion, which passed unanimously.**
- 11) Wastewater feasibility study – Glenn said he received an amended version of the contract from Aldrich + Elliott with the updates recommended by the town and the state. Tom asked if the amount is \$30,500. Glenn said yes. Tom noted that it will be paid by the state unless we actually construct a water and/or wastewater system. **Tom made a motion to approve the agreement for the Town of West Windsor municipal water/wastewater evaluation A+E Project #10070. Glenn seconded the motion, which passed unanimously. Tom made a motion to authorize the Chair to sign the agreement on**

behalf of the Selectboard. Glenn seconded the motion, which passed unanimously. Glenn said Al Keiller, the Chair of the Wastewater Committee, asked whether or not the Selectboard would like the committee to continue to be involved in the feasibility study moving forward. Glenn said he thinks they have done an excellent job and should continue to be involved. **Tom made a motion to authorize the committee's continued involvement. Glenn seconded the motion, which passed unanimously.**

- 12) Mile Long Field discussion – Glenn said he has received a Letter of Intent which has been reviewed and approved by the Town Attorney. Glenn said the Upper Valley Land Trust (UVLT) will have some comments on it. Glenn said the application for the grant through UVLT has to be submitted by April 4th. Glenn said, so far, there are pledges in the amount of \$45,000 toward the purchase of Mile Long Field. Glenn said he has spoken with Conservation Commission Chair Ted Siegler about using \$25,000 of the Conservation Fund for the purchase of Mile Long Field and Ted was supportive. Glenn said Bruno Associates has used a number of maps to estimate the acreage to be purchased at 47.95 acres. Bruno Associates also plotted the proposed snowmaking pond on a map. Tom asked if the town is interested in the adjacent lot on Mountainside Drive. Glenn said UVLT has urged the Town to incorporate lot T-7 (1.53 acres) because it provides another access and parking and makes the grant application more attractive. Glenn said the cost per acres is \$7,800. Glenn said the map prepared by Bruno Associates is not a legal survey, so a formal survey would still have to be done. Tom asked about access to the proposed pond. Glenn said there are two accesses off Mountainside Drive. Annie said there is an access off Route 44 as well. Glenn said there are also accesses off Lemire Road and Coaching Lane. Tom asked if UVLT needs more time. Glenn said the LOI is good for 90 days from the date it is signed, but he has asked that it be extended to 120 days because UVLT will not know the outcome of the grant application until June 17th. Hal asked who is going to be the legal purchaser of the property. Glenn said the Town of West Windsor. Hal asked to whom donations are going to be made. Glenn said they will be made to the Town of West Windsor, earmarked for Mile Long Field, so they will be tax-deductible. Glenn said he will schedule a meeting to sign the Letter of Intent when it has been finalized.
- 13) Zoning Office update – **Glenn made a motion to approve the sound proofing of the zoning office by Lemire Carpentry for \$1,280. Tom seconded the motion, which passed unanimously.**
- 14) Efficiency Vermont Light Project – Glenn said the labor cost on the Town Garage project is \$1,763.98, so the total cost to the town, after incentives, is \$1,823.98 and the first-year energy savings are estimated at \$1,100. Mike asked what line item the project would come out of. The Selectboard agreed that it would come out of “Repairs and Maintenance.” **Tom made a motion to approve the Efficiency Vermont Project #6012-L138 for the West Windsor Town Garage. Glenn seconded the motion, which passed unanimously.** The Selectboard did not approve the Town Hall light project.
- 15) Southern Windsor County Regional Planning Commission (SWCRPC) contract – Glenn said the Town Forest Project was divided into two tasks and this contract reflects both tasks. Having already signed a contract for the first task, Glenn was reluctant to sign a contract for both tasks. Tom asked if there was any urgency in signing the contract. Glenn said no. Glenn said he would like to have a separate contract for the second task.

Tom made a motion to table consideration of the contract. Glenn seconded the motion, which passed unanimously.

- 16) Approve Minutes: February 28th (morning): **Tom made a motion to approve the minutes of the February 28, 2011 morning meeting, as written. Glenn seconded the motion, which passed unanimously.** February 28th (evening): The Selectboard tabled consideration of the February 28th evening meeting minutes. March 1st: **Tom made a motion to approve the minutes of March 1, 2011, as written. Glenn seconded the motion, which passed unanimously.** March 7th: **Glenn made a motion to approve the minutes of March 7, 2011. Tom seconded the motion, which passed unanimously.**
- 17) Other Business – Weathersfield Transfer Station: **Tom made a motion to send a letter to the Weathersfield Town Manager requesting clarification on the changes proposed for the transfer station operation beginning on July 1st. Glenn seconded the motion, which passed unanimously.** Bone Builders' Use of Town Hall: Tom said the group leaves their weights and chairs in a circle and the equipment is in the way when someone else wants to use the hall. Tom said he would like to look into getting two carts on which to store the equipment so it can easily be moved out of the way. Meanwhile, Tom said, he thinks the equipment should be stored on the stage and the chairs should be put away. Cathy said it should be stored at the back of the stage because there is an event on Friday. Minutes: Tom asked Martha to give a copy of the minutes to the Town Clerk as soon as they're finished. Beaver Brook: Tom said it appears that the dam worked so the town may want to add a few more stones to it and take those two trees down.
- 18) Adjourn - **Glenn made a motion to adjourn at 7:20 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison