

## WEST WINDSOR SELECTBOARD

Draft Minutes

July 14, 2010

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Cathy Archibald, Martha Harrison, Mike Spackman, Rudy Gross, Cathy Boedtke, Hal Pyke, Phil Arvidson

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:00 PM.
- 2) Executive Session – **Tom made a motion to go into Executive Session to discuss legal matters with the Town Attorney. 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.
- 3) Changes or Additions – status of waiver for Constable, ADA accessibility of Town Hall, Solid Waste District status, hang gliding update, cemetery
- 4) Public Comment – Cathy Boedtke asked about the possibility of working on the town website and setting up email correspondence with residents. Cathy said she thinks more people would attend meetings if they were notified about them by email. Cathy noted that the website's address is not easy to remember or find. Cathy said she would like to have copies of the agenda available at meetings. Cathy said she would like to get a few computer literate people together with Martha to work on the website. Cathy said tonight's Town Forest Committee meeting is not posted on the website. Glenn said he thinks it's a great idea. Cathy noted that the Conservation Commission is not listed on the website. Cathy said she would like people to be able to sign up to be automatically notified about specific issues. Glenn said he would be happy to have Cathy spearhead that effort. Tom said he is in favor as long as town employees are not overwhelmed with additional work.
- 5) Town Clerk/Treasurer's Report – Cathy had orders for the Selectboard to sign.
- 6) Town Constable/Delinquent Tax Collector's Report – Ralph had no report. Glenn noted that there is an unsubstantiated rumor that there are foreclosure proceedings going on at the resort. Phil asked if the resort has paid the remaining property taxes due. Glenn said no. Ralph said they still owe \$32,501.65, which the bank will be liable for if they foreclose. Glenn noted that the Selectboard got a letter from June Kelly regarding West Windsor's request for a waiver of the constable training requirements. Glenn reported that June Kelly said that, since the deadline for implementing the new training requirements has been extended, the waiver request has been tabled.
- 7) Highway Foreman – Regarding the ongoing grant project with the state of Vermont, Mike said they started cutting brush but more trees may need to be removed than he initially thought. Mike said mowing is 2/3 complete. Mike would like to get some ditching done before the new guidelines are in place. Mike said the hydro seeder works fine. Mike asked the Selectboard their feelings on allowing other towns to borrow the hydro seeder. Glenn said he is generally not in favor of lending out equipment. Bruce agreed. Mike suggested offering a demonstration for other towns. Glenn had no problem with that. Mike said maybe he could do a demonstration at a Road Foreman's meeting. Mike said while on jury duty he fills out his time sheet as if he worked and if he gets any reimbursement from the state, he will turn it over to the town. Glenn said that's fine. Bruce agreed. Regarding the safety shoulder project, Mike said the state has to extend the culvert under Route 44 and then they will be ready to receive material from the Brook Road project. Tom noted that the June 2010 issue of Vermont Local Roads has a nice article about Mike.
- 8) Discuss liability concerns associated with hang gliding in the town forest – Glenn said he contacted the president of the hang gliding association as well as the local representative. Glenn said West Windsor is, and has been, named as an additional insured on the hang gliding association's insurance policy. Glenn said the association does not know of any formal agreement to use the platform on town property. Glenn said from now on, the association will make sure that the town receives a copy of their certificate of insurance every year. Tom said a copy of the certificate should go in the town forest file and the insurance file. Tom also suggested forwarding a copy of the certificate to our insurance company. Glenn said he emailed the town forest committee members and asked them to

forward any correspondence or agreements that they have with any organization, including the hang gliders or STAB. Bruce said the Selectboard is the only body that has the authority, legally, to enter into agreements and that should be made clear to all the advisory boards. Bruce said the state requires hang gliders who use the platform on state property to sign a waiver. Bruce said he would like to know what that waiver form looks like and he thinks the town should consider drafting a similar waiver. Glenn said he asked the association's local representative what happens when someone who is not a member wants to use the launch site. Glenn said he was told that anyone using the launch site has to be a member of both the state and national hang gliding association. Glenn said he will ask about the waiver. Cathy Boedtger asked how the state controls access. Glenn said the association members have a key to the access road gate. Bruce said the association has a strong interest in self-policing because they don't want to lose access to the platform. Glenn noted that the association was very responsive to his questions.

- 9) West Windsor Town Plan: Make changes and schedule public hearing – Glenn said he doesn't have any changes and would like to schedule a hearing. Bruce and Tom agreed. Cathy asked if the Planning Commission made changes after their public hearing. Hal said yes. **Tom made a motion to hold the Selectboard's public hearing on the proposed Town Plan on August 9<sup>th</sup> at 6:00 PM at the Town Hall. Bruce seconded the motion, which passed unanimously.**
- 10) Appoint Barbara Truex, Win Johnson, Elvin Kaplan, Al Keiller, Glenn Seward and others (as needed) to the Wastewater Committee – Rudy Gross volunteered to serve on the Wastewater Committee. Glenn said the committee is going to look for public input as to whether or not there is interest in pursuing a feasibility study. Glenn said after the committee members are appointed, he will contact the state representative who will attend the committee's initial meeting. Tom asked if the committee will have a chair and a vice chair. Glenn said yes. **Tom made a motion to appoint Barbara Truex, Win Johnson, Elvin Kaplan, Al Keiller, Glenn Seward and Rudy Gross to the Wastewater Committee. Bruce seconded the motion, which passed with Glenn abstaining.** Bruce asked if the Wastewater Committee could report on their progress at the next regular Selectboard meeting. Glenn said he will try to schedule the Wastewater Committee's first meeting for late July/early August so there will be a report at the next Selectboard meeting. Tom asked if the committee members are appointed until they are removed, rather than for a specific term. Glenn said yes.
- 11) Clarify mission of Wastewater Committee – Glenn said he thinks the mission is to test the waters to see if people are interested in pursuing a feasibility study. Tom said there may be more interest now, given the possibility of foreclosure at the resort. Glenn agreed.
- 12) Beaver Brook bank stabilization project – Glenn said the DRB approved the project last night. Glenn said he also received an email copy of the state permit today. Bruce said he spoke with Mike Adams at the Army Corps who has forwarded his approval to his boss in Concord and is waiting for the paperwork. Glenn said once all approvals are in hand, the Selectboard should decide whether they want to do all, or a portion, of the project. Glenn said the town may need an extension because the state permit is only good through October 1, 2010.
- 13) Sidewalk – Mike said the sidewalk project is done, it looks good, and as long as the state pays their portion, we're good to go.
- 14) Correspondence: Green Mountain Horse Association (GMHA) – Glenn noted receipt of a letter of support for Ashley Pakenham and her work on the trail system from Peter Campot, President of GMHA. Glenn said the town is negotiating with Ashley about trail easements on her property. Glenn read the last paragraph of the letter and said it is available for anyone who would like to read it.
- 15) Other Business – Solid Waste district: Tom said the price of recyclables crashed in 2008-09 but so far there has been no impact on fees. Cemetery: Tom said he would like to schedule a meeting with the Brownsville Cemetery Association sometime to discuss allowing multiple cremation burials in a single lot. Tom said it will save land and help address a lack of funding. Glenn said he would be happy to talk with the cemetery association. Town Hall accessibility: Tom said we got a letter from the state after they inspected the town's voting accessibility because it doesn't meet ADA code with regards to the length of the run, the railings, and other criteria. Tom said he researched it and came up with a plan to modify the ramp that would meet the ADA code and priced it out. Tom said we

presently have \$15,784.41 and the state owes us an additional \$4,114.20, so we have a total of \$19,898.61. Tom said he got a rough price of \$3,893 for the concrete work, \$4,000 for excavating, and \$1,500 from Osgood for the railings, for a total of \$13,700. Tom said he sees no reason why the town wouldn't get permission to use community development grant funds for the project. Bruce asked if we need a permit for the project. Tom said the town doesn't regulate ramps. Bruce said he would like some assurance from the state that, if we do this project, they're going to be happy with it. Glenn agreed that the state should sign off on it first. **Tom made a motion to approve the project, subject to state approval of the design. Bruce seconded the motion, which passed unanimously.** Library: Tom said the library is low on funds. Tom said the money approved at Town Meeting 2010 is for use during the following year, but the trustees would like to draw on those funds now. Tom said the trustees are extremely happy with new Librarian Tony Pikramenos. Tom said the money is typically distributed in December for use in the following year, but that restriction is not in the article, it's just the way it's been done. Tom said by the end of the year, the library will not have enough funds to continue running the way it is now. Tom said the trustees anticipate showing how well the library is being run at town meeting. Bruce asked if it is being used more. Tom said yes. Glenn asked how much money the trustees are going to ask for at Town meeting next year. Tom said approximately \$10,000. Glenn said he has no problem releasing the funds. Bruce agreed. Windows: Tom said the upstairs Town Hall windows should be painted in early August and the new windows will be installed in late September/early October.

- 16) Approve Minutes: June 14, 2010: **Tom made a motion to approve the minutes of June 14, 2010 as written. Bruce seconded the motion, which passed unanimously.** June 23, 2010: **Tom made a motion to approve the minutes of June 23, 2010 as written. Bruce seconded the motion, which passed unanimously.** June 30, 2010: **Tom made a motion to approve the minutes of June 30, 2010 as written. Bruce seconded the motion, which passed with Glenn abstaining.** July 1, 2010: **Tom made a motion to approve the minutes of July 1, 2010 as written. Bruce seconded the motion, which passed unanimously.**
- 17) Adjourn – **Glenn made a motion to adjourn at 7:45 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison