

WEST WINDSOR DEVELOPMENT REVIEW BOARD
Draft Minutes
October 18, 2016

Members Present: Shannon Harrington; Barbara Truex; Jane Hoisington, Dick Beatty

Others Present: Laura Farrell, Edson Pierce, Preston Bristow

1. Call to Order – Chair Shannon Harrington called the meeting to order at 6:30 pm.
2. Changes or Additions to Agenda – Resort-PUD district mailings
3. Public Comment – None
4. Approve Minutes – the minutes of the August 18, 2016 and September 13, 2016 meetings were approved.
5. The **public hearing on application #2638 by the Mt. Ascutney Outdoors and the Town of West Windsor** to install lights on the rope tow towers and use a warming hut at 400 Ski Tow Road on the Town Forest (parcel #3-2) was opened at 6:35 pm. Shannon Harrington read the hearing notice. No DRB member disclosed any ex parte communications or conflicts of interest. No one requested status as an interested person. Laura Farrell was sworn in.

Laura Farrell presented this application on behalf of Mt. Ascutney Outdoors. A rope tow was approved as application #2604 by the DRB on November 9, 2015 and the rope tow was installed and operational for the 2015-2016 season. Ascutney Outdoors now seeks to add 14 LED lights to the rope tow towers to permit night skiing and to use a 24' x 26' warming hut.

Included with application #2638 as submitted were: (1) an undated letter describing the location and proposed use of the 14 LED lights; (2) an undated response to an 'Incomplete Act 250 Land Use Permit Application' form regarding the 14 LED lights; (3) the technical specifications for the RAB brand LED lights; (4) an undated aerial photo map entitled "Proposed Rope Tow Lights, Power Trench"; and (5) an undated letter describing the history and proposed use of the warming hut.

In response to questions Laura Farrell make the following statements:

1. The 14 LED lights are already installed; one light is on pole #2, two lights are on poles #3,4,5,6,7,8, and one light is on pole #9.
2. The front of the warming hut will have two lights that will point up the mountain toward the rope tow loading area.
3. The rope tow would regularly be open for night skiing from 4 pm to 8 pm on Thursdays, Fridays and Saturdays with the lights off by 9 pm.
4. The lights may be used for special events on days other than Thursday, Friday and Saturday, or run later than 9 pm, or used in off-season.
5. The warming hut was moved to its current site on August 27, 2016 with the permission of the Upper Valley Land Trust and a 16' x 26' deck has been added to the front of the warming hut.
6. An Act 250 application has been submitted for the lights and the district coordinator is processing it as a minor application; the warming hut was not included in the Act 250 application because it is temporary and on skids.

7. The Department of Public Safety has inspected the warming hut for public occupancy and electrical code.
8. Public access to the warming hut and rope tow will primarily be from the parking lot via snow steps up to and over the ski bridge and lighted with solar lights stuck in the snow.
9. The driveway to the old base lodge would be used to drop-off children and the disabled, and for emergency access.
10. The warming hut will be heated with a propane heater and hot chocolate may be heated and served.
11. Food will not be prepared or sold but patrons will be encouraged to bring their own food.
12. Picnic tables and a propane grill will be provided on the deck for patrons to use.
13. A portable toilet will be provided near the warming hut in addition to the portable toilet in the kiosk at the parking lot.
14. The warming hut will have a water dispenser and a hand sanitizer.
15. The warming hut may be used year-round for cyclists and hikers.
16. A permanent base lodge is planned for construction in 2017.
17. If a base lodge is constructed the warming hut would be used by ski patrol and for storage.

In response to this presentation the DRB requested that the applicant secure sign-offs in writing (by email or other means) from the following entities:

1. Department of Public Safety on the warming hut.
2. Wastewater Management and Prevention Division on the warming hut
3. Act 250 jurisdiction on the warming hut.
4. West Windsor Volunteer Fire Department on the expanded hours and use.
5. West Windsor Volunteer FAST Squad on the expanded hours and use.
6. West Windsor Selectboard on the use and maintenance of the driveway to the old base lodge.

At 8:00 pm the DRB voted unanimously to recess the hearing and to reconvene the hearing on Wednesday, November 9, 2016, at 6:30 pm at this same location.

6. Dick Beatty reported that it has come to the attention of the Selectboard that every time a conditional use is proposed in the Resort-PUD district a mailing of up to 210 pieces is made to all abutters including all condominium owners. This costs the town around \$250 for each mailing for envelopes and labels and for copying, folding, stuffing, sticking and stamping. Dick questioned if it was required to mail a notice to all condominium owners, and if it should be the responsibility of the applicant to notify abutters. Preston agreed to research the issue and to report back at the November 9 meeting.
7. The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Preston Bristow