

West Windsor Selectboard
Draft Minutes
April 13, 2017

Present: Dick Beatty, Brett Myers, Glenn & Shelley Seward, Martha Harrison, Ham Gillett, Cathy Boedtke, Cathy Archibald, Mike Spackman, Aaron Gonthier (Windsor on Air)

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or Additions to agenda – Item #16: Glenn asked the Selectboard to table item #16 and they agreed. Poundkeeper: Dick said Bill Young called him to ask who the Poundkeeper is. Dick contacted Tom Kenyon and Tom agreed to do it. The High Risk Rural Roads Agreement and an inquiry from Michael Epstein will be taken up later in the meeting.
- 3) Public Comment – July Fourth donation: Cathy Boedtke said a prospective donor would like to make a donation but can only donate to a 501(c)(3). Cathy Boedtke asked if the donation can be made through the town. Cathy Archibald said the town is not a 501(c)(3). Dixie Land Band: Cathy Boedtke said the band is performing in West Windsor on July 3rd and July 4th and would like permission to park overnight. The Selectboard agreed to allow the band to park overnight.
- 4) Act 148 update: Ham Gillett (SWCRPC) – Ham said starting on July 1, 2017, all commercial haulers have to offer food scrap collection and all transfer stations have to allow drop off of food scraps, although they are allowed to charge a fee for the service. Ham said there is only one landfill left in Vermont, which is why the state is trying to reduce the amount of material going to the landfill. Ham noted several upcoming composting workshops and hazardous waste collections. Ham also provided information on paint and battery recycling.
- 5) Town Clerk/Treasurer’s Report – This item was moved to the end of the meeting.
- 6) Sign Town Clerk’s orders – This item was moved to the end of the meeting.
- 7) Consider Annual Maintenance Agreement for Town Hall clock – Tom Kenyon, who asked to have this item on the agenda, was not present so this item was tabled.
- 8) Confirm that Facility Use Policy replaces previous Policy on Use of Town Hall – Martha said Win wanted to clarify that the old policy is no longer in effect. Dick asked Martha to note that on the town website.
- 9) Ratify signing of fire truck loan – Martha said there was a motion to approve the loan at the last meeting but the motion was not voted on. **Brett moved to ratify the signing of the fire truck loan. Dick seconded the motion, which passed unanimously.**
- 10) Highway Foreman’s Report – Mike said the highway department has been hauling gravel and scraping roads. Mike said Erik and Dave are taking a grader course on April 26th. As a pre-requisite, they took an OSHA-10 class, as did Mike. Mike said he volunteered with VT Local Roads to teach grader operation in our area. Mike said the fire truck was paid for today and will be delivered next year, and the 10-wheeler town truck will be ready in about a month. Mike requested permission for the highway crew to go to the snowplow and backhoe competition in Barre on May 10th. The Selectboard agreed. Epstein inquiry: Dick noted an email from Michael Epstein asking whether some of the paving grant money could be used to replace the culvert on Bible Hill Road. Mike said paving money cannot be used for structures. Mike said the town also applied for a grant to replace the culvert but we have not heard back on that yet. Request to work in ROW: Martha said Ralph Stone has asked to work in the Bible Hill right-of-way to install conduit to connect the Burke property to EC Fiber.

Dick asked Mike if he has any objection provided the work is carried out as required for the connection of the Pedrick property last year. Mike had no objection. **Dick moved to approve the request by Ralph Stone with regard to the proposed work in the right-of-way to connect the Burke property to EC Fiber at the south end of Bible Hill Road. Brett seconded the motion, which passed unanimously.** Mike said he thinks it's important for the Selectboard to consider and approve each request that is made since the circumstances will vary depending on the site. Dick agreed and asked Martha to send an approval letter to Ralph Stone.

- 11) Consider sand & gravel bids – Mike said he got four bids from Cersosimo, D&D, Twin State and Pike Industries. Mike recommended using Twin State and Cersosimo for gravel, depending on which road the crew is working on, and using D&D for sand. **Dick moved to approve the Highway Foreman's recommendation. Brett seconded the motion, which passed unanimously.**
- 12) Consider equipment/contractor bids – Mike said bids were received from Dan Lesnick, Matt Waters and Miller Construction. Mike recommended that the town choose Dan Lesnick as our primary contractor and Matt Waters as our secondary contractor. **Brett moved to approve the Highway Foreman's recommendation. Dick seconded the motion, which passed unanimously.**
- 13) Accept paving bid subject to project award – Mike said bids on paving the Brownsville-Hartland Road were received from Pike Industries and Blaktop. Mike said Pike Industries' price per ton is much lower than Blaktop's price per ton so he would recommend accepting the bid from Pike. Mike said Pike would like to do the work before July 1st even though they won't get paid until after July 1st. **Brett moved to approve the Highway Foreman's recommendation and authorize Dick to sign the proposal. Dick seconded the motion, which passed unanimously.**
- 14) Silver Hill right-of-way discussion – Martha said there was some question about how to respond to the abutters' refusal to allow the town to work outside the right-of-way. Dick said he thinks the town should check with the Town Attorney to see what our rights are in doing something to improve the safety of the travelling public on town roads. Dick said he doesn't think the town is interested in buying the property. Dick added that the project can be done within the right-of-way but with a less acceptable outcome. Mike agreed. Mike noted a proposed meeting with Alan May and the Agency of Transportation to look into options for moving the stream and doing a bank stabilization project on the opposite side of Silver Hill Road, which would require a larger grant from another source.
- 15) Consider request by Ascutney Outdoors for underground power – Glenn said Ascutney Outdoors (AO) is planning to construct a new building on the foundation of the burned-out Base Lodge once permits and funding are in place and they're going to need power. Glenn noted that the night lights and warming hut are connected to the town's power line extension for the new water system booster pump building and asked if the new building could be connected to the same pole. Glenn said the power line would be buried. Dick asked if we have maps for the newly installed water pipes in the area. Martha said we don't have "as built" plans for the water system improvements yet but Bob Moulton could provide information on the location of the pipes. Glenn said, with the town's permission, he'll contact Bob and go over the proposed route for the power line, which would not be as deep as the water lines. Glenn said if the town does grant permission, Green Mountain Power has a waiver form indicating that the town won't charge AO for connecting. Dick didn't know why the town would charge AO for connecting, provided the line is metered. Glenn agreed that it would be a separate account with a separate meter, but the town could choose to recoup some of its construction costs. Dick said the town appreciates that AO is improving the site and

will further improve the site when the new building is in place. Dick asked if the town has to get permission from the Upper Valley Land Trust (UVLT) before allowing AO to run an underground power line on the conserved property. Glenn said he has asked Ted Siegler that question and is waiting for a reply. Glenn said AO would not proceed without approval from the Conservation Commission or UVLT. Dick asked if the power company will need an easement. Glenn said he doesn't think the power company will need an easement because the line will be customer owned but AO may need an easement from the town or UVLT. Glenn noted that there may be other situations where AO needs power across conservation land so he's wondering if the Community Forest Management Plan should mention utility easements. Dick suggested doing all anticipated easements at once, rather than one at a time. Glenn said the Selectboard's approval could be contingent on the approval of the Conservation Commission and UVLT if necessary. **Brett moved to approve the request by Ascutney Outdoors for an underground utility line, subject to the approval of UVLT if such approval is needed, with an easement to be executed in the future, and waiving any fee by signing the Green Mountain Power waiver. Dick seconded the motion, which passed unanimously.** Glenn said he will follow up with the Conservation Commission and UVLT and talk to Matt Birmingham about drafting some easement language. Glenn suggested emailing the waiver to Dan Austin at Green Mountain Power.

- 16) Review status of trail license agreements – Dick said the Selectboard agreed to table this item at the beginning of the meeting. Dick noted that the kiosk on the Cunningham property, which is mentioned in the agreement with Orange Lake, no longer exists because when MFW terminated our trail license agreement, Jim Lyall removed the signs and the kiosk. Glenn said the kiosk is now on town property in the Recreation Infrastructure Area.
- 17) Water system update – Access road: Mike said he heard that the road serving the water system and AO's handicapped parking area is being moved. Dick said it would be on the left-hand side of AO's building. Glenn said AO's plans are fluid at this point; after a site visit with their engineers, they're thinking that the road should go on the west side of the building as originally discussed. Glenn said AO's engineers are going to provide a site plan, which they will review with all interested parties. Dick said a road on the west side might be better from the perspective of the fire department. Mike agreed. Dick noted that there are also stormwater issues that need to be addressed. Glenn agreed that the road plan needs to be finalized before AO and the Town can apply for stormwater permits. Chlorinator: Martha said our water operator is concerned that the chlorinator has been disconnected. Before the improvement project, it was hard-wired so, when the well pump went on, the chlorinator would go on but that wiring was dismantled as part of the project and nothing was included in the plans to replace it. Martha said A+E got a quote from John Arrison to install a flow switch for \$1,300 but our operator thinks the town should approach A+E about covering that cost. Dick agreed that Martha should discuss it with A+E. Dick said he was hoping that Dennis Brown would be able to make fewer trips to the reservoir and the booster pump building not more, so we don't need malfunctioning equipment. Dick said he doesn't think we have much choice; if the situation is worse than it was, we should correct it. Brett said she's not really familiar with the water system, but what Dick is saying makes sense. Dick said he thinks we should go ahead and do it. Martha said a public water system has to be able to chlorinate. Meters & mission system: Martha said the engineer and contractor are still working out some issues with the meters and mission system not communicating. Leak: Martha added that there was a leak at the booster pump building, with water coming in through one of the conduit penetrations. The contractor has fixed the problem temporarily and will provide a permanent fix when they come back in the spring. Meeting: Martha said

the meeting with the Drinking Water Division to try to work out the capacity and allocation issues will be on April 25th.

- 18) Sink hole at School – Dick said it appears, from Vicky Jones’ email, that the problem is the result of a missing manhole cover. Martha said Zaluzny will be here tomorrow morning to address the problem. Dick said he’d like to make sure our engineers are on top of the situation. Martha said when she talked to Jason Booth, he said the repair shouldn’t cost anything because the work is still under warranty.
- 19) Public notice locations – Martha said the bulletin board outside the school is broken. For now, notices can be posted inside the school but the school will not be open in the summer. Mike suggested posting notices in the hotel lobby at the resort.
- 20) March Police Report – Dick noted nothing unusual in the report.
- 21) Other Business – High Risk Rural Roads agreement: Dick said the state is going to install signs and pavement markings in the vicinity of the school at no cost to the town, but the town has to agree to maintain the improvements. **Brett moved to authorize Dick to sign the agreement. The motion passed without objection.** Annual Maintenance Agreement for Town Hall clock: Cathy had the maintenance agreement for the clock. Dick said the agreement is for \$1,900, which he thinks is a bit high. Brett agreed. Dick suggested putting it on the agenda for the next meeting and asking Tom Kenyon to come and discuss it with the Selectboard.
- 22) Responsibilities, compensation & software for Zoning Administrator – Dick noted that Deb Shearer will be taking over as Zoning Administrator for Preston Bristow at the end of this month. Dick asked if we have a job description that encompasses the zoning statute. Martha said when we advertised the position, we advertised it as “Zoning Administrator/ Administrative Assistant” so the new hire could do other things, such as maintaining the website or doing minutes, when she has time. Brett asked if enough money was budgeted. Martha said at the part-time rate of \$18/hour for 8 hours per week, the total would come to \$7,500 but there’s only \$7,000 in the budget. Dick asked how much time Preston worked. Martha said he was usually here on Thursdays. Cathy said he worked six to eight hours per week. Dick asked if Preston is caught up on the recent Certificates of Occupancy. Martha said she doesn’t think so; he’s not sure he’s going to have time. Dick said Tom Kenyon is working on the older Certificates of Occupancy. Cathy said Tom is about half done. Dick said we need to know the average number of hours Preston worked in a week to know whether enough money was budgeted. Brett said we also need a good job description. Dick said Win is of the opinion that Vermont statute lays out the functions of the Zoning Administrator pretty clearly but the Administrative Assistant duties are less clear to him. Dick suggested putting this item on the agenda for the next meeting. Martha asked the Selectboard to approve the purchase of Microsoft Office for Deb. It’s \$149 without Outlook Express and \$229 with Outlook. Regarding compensation, Dick said it’s his recollection that Preston’s pay was increased after three months. Dick noted that Preston had experience as a Zoning Administrator and asked if Deb has similar experience. Martha said no. Dick suggested a three-month probationary period to enable the Planning Commission and Development Review Board to evaluate Deb’s performance, with a raise in pay to follow if the evaluation is positive. Dick asked if \$18 per hour is the standard wage for part-time employees. Cathy said yes. Brett asked if the Zoning Administrator’s wages can be different. Dick said they can be based on the expertise involved. Brett suggested keeping the wages the same for all part-time employees. Dick said he has no objection to that but explained that the Selectboard departed from that practice with Preston due to his experience. **Brett moved to start Deb at \$17/hour, with an increase to \$18/hour after three months. Dick seconded**

the motion, which passed unanimously. Martha asked about purchasing Microsoft Office. Dick said Deb should have the software she needs to do the job. Brett agreed.

23) Anticipated executive session: personnel matters – There was no executive session.

24) Approve Minutes – March 27th: The Selectboard tabled consideration of the minutes of March 27th. April 5th: **Dick moved to approve the minutes of April 5th. Brett seconded the minutes, which passed unanimously.**

25) Town Clerk's orders – **Dick moved to sign orders. The motion passed without objection.**

Dick asked if the school will be paying their Next Sun bill directly. Martha said she thinks the bill will still come to the town and she'll forward it to School Business Manager Ed Connors for payment.

26) Adjourn – **Brett moved to adjourn at 8:02 PM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison