

West Windsor Selectboard
Draft Minutes
April 24, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Ken Phillips & Xaveria Vegh, Edson Pierce, Tom Kenyon, Martha Harrison, Cathy Archibald, Mike Spackman, John Mudgett, George Calver (VT Standard)

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:00 PM.
- 2) Public Hearing: Village Sewer System – Dick opened the public hearing on the village sewer system. Martha said the hearing is a requirement of the Community Development Block Grant. Xaveria asked if more houses are going to be added to the system. Dick said no; not as part of the current project. Ken said the contractor did not come back and replace the gravel in their driveway and, where they excavated, there's a "soup hole." Ken said they did not compact the soil in the excavated area. Edson noted a problem with the paving in the Post Office parking lot by the Barbour's house. Tom said A+E and Zaluzny are going to come back and inspect every property and fix any problems. Win asked Martha to find out when they're coming back because he thinks a Selectboard member should be present. Tom noted the sink hole at the school and the Urban/Landino driveway, as well as areas where the grass seed didn't take. Edson said the new drain to Mill Brook goes across a portion of his land and is reducing the value of his property because it's taking the earth and the grass. Win asked if the drain was put in at the same time as the sewer system. Edson said no. Edson said the catch basin in front of the Historical Society is frozen in all winter. Edson said he has excess water going across his lawn toward the grange eave drip then toward the brook. Edson asked if his driveway could be raised up. Win asked how long this has been going on. Edson said it just started this past winter. Tom said the Historical Society paved their driveway. Win asked if it's possible that water that was flowing off further west is now coming down the road further. Edson said yes; definitely. Tom said the water should be going into the drain in front of the Grange Hall. Tom said Route 44 is supposed to be repaved so that's the time to resolve any drainage problems. Win asked if the drain could be plugged. Tom said it's possible. Edson said it's just frozen. Win suggested asking Mike Spackman for his opinion when he arrives, even though the state highway is not his responsibility. Edson suggested moving the storm drain in front of the Historical Society further to the west. Tom said the state should address the drainage issues when they repave. Edson said there must be regulations about how much the crown in the road can pitch to one side or the other. With no more comments, **Win moved to close the public hearing. Dick seconded the motion, which passed unanimously.**
- 3) Changes or additions to the agenda – Dike highway access application; comments on April 13 minutes; Tree Warden report; West Windsor Chamber of Commerce; Landino paving bid – Dick said the Landinos provided a paving bid today and there's a second bid coming from Springfield Paving but it's his understanding that this work is part of the sewer contract and Zaluzny will be coming back to go over all these things. Win said he looked at it today and agrees that it has sunk a little bit.
- 4) Announcements/Public Comment – None
- 5) Consider Annual Maintenance Agreement for Town Hall clock – Tom said it's cheaper to maintain it than to repair it if it's not maintained. Win agreed. Tom said the bid is a little high but they're professionals and they did all the work to get it back into working condition. **Win moved to approve the annual maintenance agreement for the town hall clock for \$1,900, and to authorize the Chair to sign the agreement. Dick seconded the motion, which passed unanimously.**
- 6) Town Clerk/Treasurer's Report – Cathy had a cemetery deed and liquor license. **Win moved to sign the liquor license for Orange Lake. Dick seconded the motion, which passed unanimously.** Cathy said someone called and asked to use the upstairs hall on June 27th at 5:00 PM for a wedding. Cathy said the person is a resident and it will be a small gathering of 10 to 20 people so she said yes. Win said there's a Facility Use form they need to fill out. **Win moved to approve the use of the**

Town Hall for a wedding on June 27th, subject to receiving a signed Facility Use agreement.

Dick seconded the motion, which passed unanimously.

- 7) Sign Town Clerk's orders – **Win moved to sign orders. Dick seconded the motion, which passed unanimously.** Dick asked how the town is going to get verification that the school paid its Next Sun bill. Martha said she can ask them to verify payment.
- 8) Review 2016 audit report – John Mudgett reviewed the Town of West Windsor Financial Statements and Independent Auditor's Reports with the Selectboard. John said the town's \$2,352,000 in federal funding required additional information, which is currently contained in a separate report. Win asked if the Selectboard has time to consider what they want to include in the "Management's Response" section. John said yes. John noted that the findings are the same in both reports. John pointed out that there are positive balances in all funds. There was discussion about the net position of the Water Fund and John said he should have subtracted the accounts payable in determining the net investment in capital assets, which would turn the negative "Unrestricted" number into a positive number. Win asked John if he's correct in concluding that the water system actually has an unrestricted surplus of approximately \$90,000. John said he thinks that's pretty close but he'd have to check and see how much of the Accounts Payable are related to the capital improvement project. Win asked if most towns fund depreciation. John said some do, but he hasn't found one that funds it 100%. Dick asked about the debt service on the various loans and noted that the debt service on the long-term loans is an expense of the water and sewer users. Win agreed except for the debt service on the village sewer loan, which is an expense of the town general fund. John said he has an excel spreadsheet that combines the debt service schedules, which he will provide to the town. Win also asked for the trial balance. Win said the unassigned balance of \$687,211 in the General Fund, which apparently is an accumulation of surpluses and deficits over the years, seems large to him. Tom said the unassigned balance allows the town to operate without borrowing money even though taxes aren't due until October and it also facilitates emergency purchases. Win said he agrees but still thinks it's a large number. John agreed that the town needs to have some funds available, the question is how much. Win asked if the town should be concerned about long-term pension obligations. John cautioned that the information that was available is old. John said the footnotes reference where additional information on actuarial assumptions can be obtained. Ultimately Schedules 3 and 4 will have ten years of information, John said, but right now they only have two years of information because the requirement was implemented in 2015. Win asked if the town is going to have to raise taxes at some point due to pension issues. John said right now it's not an issue; it's an obligation but the expectation is that over time funding of the plan will increase and returns on investment may go up, which would keep the obligation under control. Win asked John if he knows of an "internal controls" procedures document. John suggested inquiring with the VT League of Cities and Towns. Noting that the Treasurer has less oversight than he would feel comfortable with, John said the Selectboard could change the role of the Selectboard, the Town Administrator or the Auditors. John said it's critical that everyone communicates and he gets the sense that sometimes everyone doesn't communicate. Win said a number of neighboring towns use NEMRC. John said it's a good accounting system and relatively straightforward. Tom suggested having the Auditors go over the bank statements once a month. Win said that's a fairly typical internal control. John recommended running a trial balance once a month as well. John said these things are not hard to do but they should be in someone's job description. John also encouraged the town to track capital assets and depreciation, as well as long-term debt and debt service payments.
- 9) Highway Foreman's Report – Mike said they've been hauling gravel and resurfacing, and are going to start ditching soon. Mike plans to hire a skid steer to clean under the guardrails in preparation for paving. Mike said he needs to know when Ascutney Outdoors is going to move the groomer so the highway department can store plows in the maintenance garage. The new truck should be available in about six weeks. Mike said they're also getting the mower ready for mowing. Village storm drains: Win asked Mike for his opinion on whether the storm drains in the village are working properly. Mike said if there were issues, there would be water coming out of the drains and, as far as he knows, they're all taking water. Mike said he would recommend that Edson build up his driveway a little. Win said he was wondering if the problem was a result of the sewer project.

- 10) Dam behind Fire Station – Mike said the Fire Department built the dam. Dick noted that the dam is adjacent to Snowstorm I and he was under the impression that the town acquired that building as well as the equipment in it. Mike said he was told the same thing. Dick said he'll contact Paul Giuliani to try to get more information. Dick noted that Orange Lake has an ownership interest in the strip of land there. Mike said the Fire Department didn't own Snowstorm I; the resort owned it. Martha said when Snowdance subdivided the hotel property, the small property where Snowstorm I is located went with the Bennington Building. Dick said they need to know who owns the property on which the dam is located so they can remove the dam. Mike said half the dam is on the fire department's property but he doesn't know who owns the property on the other side of the brook. Tom said the town may have a right-of-way associated with the water system. Dick said it sounds like the Regional Planning Commission will have to do some title work. Win agreed.
- 11) Approve Local Emergency Operations Plan (LEOP) – Win asked if there's a class the Selectboard needs to attend. Martha said whoever signs the plan on behalf of the town has to have taken an Incident Command System class. Martha said she's the only one who can sign it at this point. Win said he signed up to take a class but it may be cancelled if more people don't sign up. **Win moved to authorize Martha to sign the LEOP on behalf of the town. Brett seconded the motion, which passed unanimously.** Win said he will send the class information to Dick and Brett.
- 12) Approve installation of flow switch to restore automatic chlorinator operation – Win said he noticed in the April 13th minutes that our operator thought the town should ask A+E to cover this cost. Dick agreed that it doesn't make sense to remove something that's essential to the operation of the system. Dick said he thinks we should replace it so the system is operating correctly and then discuss with the engineers whose responsibility it is. **Win moved to authorize the expenditure of \$1,300 from the Water Fund to install the flow switch. Brett seconded the motion, which passed unanimously.**
- 13) Water system update – Tom said the pine tree next to the booster pump station has been removed. Win asked when Manosh is coming back to finish up. Tom said they're waiting for things to dry out. Dick asked if Zaluzny addressed the problem at the school. Martha said yes; they put covers over the two openings but they didn't repave over them. Meeting: Martha said the meeting to discuss the capacity and allocation issues is tomorrow, followed by a meeting to discuss the asset management grant. Tom asked about the allocation for the burned-out Base Lodge. Martha said the current allocation is 11,000 gallons per day but Ascutney Outdoors is planning to file a water/wastewater permit application for a lesser amount. They don't know yet what that amount will be.
- 14) Clarify duties of Zoning Administrator/Administrative Assistant – Martha read from the job description published last fall. Win said there's no question we need a Zoning Administrator but, after what we heard at Town Meeting, we have to think carefully about staffing. Win said some of the surrounding towns don't have the same staffing we have. Win noted that they don't have water and sewer systems like we do but he'd like to talk with them to better understand what they're doing. Win said if there are things that need doing that our Zoning Administrator can help with, he's fine with that but he doesn't want to make a commitment to a much broader mandate until we have a better understanding. Win said he will do that and report back. Brett offered to help.
- 15) Official Notice Locations – Martha said the school bulletin board has been repaired. **Win moved to designate the Town Hall, the Post Office and the School bulletin board as the official notice locations. Brett seconded the motion, which passed unanimously.**
- 16) Other Business – Dike access application: Mike recommended approval. **Win moved to approve Rad Dike's application for an agricultural access on Auger Hole Road (parcel #4-33). Brett seconded the motion, which passed unanimously.** Mike said no culvert is needed. Tree Warden: Tom said, with the property owner's permission, the Bi-Centennial maple tree was taken down, along with some dead elms and an alder. Tom is planning to have a magnolia planted. A hollow tree at the entrance to Brook Road was also taken down. Tom is also planning to remove a tree near the old Howland property, and possibly some trees on Queen Victoria Road. Flag pole: Tom said David Silvester donated a flag pole to the Library, which they would like to put on the south side of the building. Win asked if a zoning permit is needed. West Windsor Chamber of Commerce: Tom said having a Chamber of Commerce in the basement of the General Store would reduce or eliminate taxes, which could encourage someone to re-open the store. Tom said a Chamber of Commerce could

be a great attraction, with displays by local businesses, the Historical Society, etc. Tom said there are a number of people who are willing to talk about ideas to get the store up and running. Tom said he doesn't think it's a good idea for the town to buy the store. So far, Tom said, the only thing that has happened is that the proposed Chamber of Commerce has established a mailing address: P.O. Box 206 in Brownsville. Win said he'd like to participate in the discussions.

- 17) Approve Minutes – March 27th: **Win moved to approve the minutes of March 27th. Brett seconded the motion, which passed with Dick abstaining.** April 13th: Dick had a correction to the information about the Poundkeeper. Tom did not agree to do it but he agreed that Bill Young should be appointed. **Win moved to appoint Bill Young as Poundkeeper. Brett seconded the motion, which passed unanimously.** Regarding the issue of conduits under the road, Win said he thinks the Selectboard should delegate approval to the Highway Foreman. Mike said the Selectboard is in charge of town highways so he thinks they should approve work in the right-of-way. Dick agreed with Mike. After discussion, Win withdrew his recommendation. Mike noted the upcoming work by EC Fiber to bury their line for 2,000' along Rush Meadow Road. Win said he wants to know when the communication issues with the water meters and Mission system are going to be resolved. Tom said they were up there today working on it. Martha said it's a pretty complicated system and small adjustments need to be made to get it working correctly. With the changes regarding the Poundkeeper, **Dick moved to approve the minutes of April 13th. Brett seconded the motion, which passed with Win abstaining.**
- 18) Adjourn – **Win moved to adjourn at 8:10 PM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison