

West Windsor Selectboard
Draft Minutes
April 7, 2016

Present: Dick Beatty, Tom Kenyon, Jason Booth (Aldrich + Elliott), Nate Pion (Aldrich + Elliott), Patricia Beavers (P2 Environmental), Michelle Carbonneau (VT Drinking Water Division), Dennis Brown, Bill Stillson, Laura Farrell, Martha Harrison

1. Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 1:30 PM.
2. Changes or additions to the agenda – Tom noted some items for discussion at the April 11th meeting
3. Announcements/Public Comment - None
4. West Windsor Water System 60% Design Review with A+E and the VT Drinking Water Division – Nate highlighted some changes since the 30% meeting, including the following: Patricia replaced the failed compound meter at Reservoir #1 on March 22nd. Since the compound meter totalizes the flow coming from the well, there's no need for a redundant meter at the well site. Nate said the compound meter will be connected to the new telemetry. Michelle had no problem with that. Regarding the decommissioning of the booster pumps in the Base Lodge, Nate said A+E recommends cutting and capping the water lines outside the Base Lodge since the town doesn't own the building. Patricia said P2 could hire a plumber to remove the booster pumps if the town wants them. Jason said once the new booster pump station is on-line and the water lines to the old booster pumps are cut and capped, the pumps are effectively decommissioned. Dick said he doesn't want there to be a delay in the demolition of the Base Lodge. Nate said it turns out that the line from Reservoir #1 to the old lodge is only 1¼", rather than 8" as A+E originally thought, so it can't be used to fill Reservoir #1 from Reservoir #2 & #3 in the event of a fire or a low pressure situation. Instead, the design will include a pressure reducing/flow control valve in the new booster pump building to tie into the distribution system for the low zone. Michelle said she would like to look at that. Regarding Mountainside, A+E will route around the booster pump building but it's up to the Condo Association to abandon/decommission the structure. Regarding power for the new booster pump station, the plan is to come up from the maintenance garage. Nate said they did encounter ledge with three of the soil borings, once at 6 feet and twice at 9 ½ feet. Nate went through the plans and drawings and explained how the system will operate. Nate said the town will need an easement from Mountain's Edge for the new 8" line, but there should be an existing easement for the existing 4" transmission line. Bill Stillson asked about the location of the new booster pump building. Nate said it's going to be tucked into the woods on the side of the ski slope. Nate said there will be a meter measuring how much water is being pumped up to Reservoir #2 and #3 so the usage in the low zone and the high zone can be calculated. Michelle was concerned about the proposed pump size not allowing for future expansion. Nate said the pumps will be upsized from 30 gpm to 45 gpm to accommodate the full allocated demand in the high zone. Jason said larger pumps wouldn't help because of the limited storage capacity. Nate said if the town were to increase the storage capacity, larger pumps could be installed without building a whole new pump station. There was discussion about including a "T" to allow for a third pump, or a larger pump, although the proposed 45 gpm pumps could also be removed and replaced with larger pumps if additional storage is added at some point in the future. There was discussion about increasing the size of the booster pump station from 16' x 20' to 20' x 20' to allow for office space and storage. Nate confirmed that the proposed project includes a spare well pump. Dennis asked about the access road to the pump station. Nate said the road would be downhill from the base of the new rope tow. Michelle suggested adding a sump in the pit where the flow control valve will be located. Nate said there will be a flood alarm too. Patricia suggested an intrusion alarm as well. Dennis asked about getting electricity up to Reservoir #1 once the Base Lodge is demolished since the existing supply comes from the Base Lodge. Nate and Jason said they will look into that and discuss it with their electrical engineer. Patricia asked when the temporary electrical permit expires. Martha said she will check on that. Nate said A+E's electrical consultant has talked with Green Mountain Power about running 3-phase power from the existing transformer

on Ski Tow Road to the maintenance garage, over the ravine, and up to the new booster pump station via overhead power lines. Martha was concerned about running overhead power lines across the ski trail and asked about the difference in cost to run the lines underground. Jason said they will look into that. Dick said the town would have to consult with Upper Valley Land Trust (UVLT) about power lines on the conserved land. Martha will contact UVLT. Regarding the access road, Nate said he will sketch that in. Patricia wondered about access to Reservoir #1 in the winter once the new community ski area is active. Michelle asked about leakage between the well and the compound meter. Patricia said the hour meter at the well helps her monitor for leakage. Nate asked about the condition of the existing PRV vault. Patricia said it used to collect ground water but two years ago they drilled a hole to drain it. Patricia said the vault needs a new ladder. There was discussion about the location and size of the existing water lines serving Mountainside. Nate said test pits will be dug. The town is responsible for decommissioning Mountainside's old well, which is now on town property. Martha asked about the "as built." Nate said they will only provide "as built" for the new infrastructure but they will update the existing maps with whatever additional information they discover during the project. Nate said there will be tracer wire boxes every 500'. Regarding the booster pump building, Tom said he wants a corrugated metal roof, not a standing seam roof. Nate said they will have additional electrical information at the 90% meeting, which was scheduled for Tuesday, May 10th at 1:00 PM. Patricia asked if moving the meeting from May 5th to May 10th will affect the state's ability to issue a Permit to Construct (PTC) by June 30th. Michelle agreed to issue it as soon as she can. Nate reviewed the rest of the schedule, with construction planned to start in late August/early September. There was discussion about the lead time on the booster pumps and controls and the possibility of a direct purchase. Jason said Don Haddox is concerned about the town doing a direct purchase before the PTC is issued. Michelle said if there were a change after the direct purchase, the loan would not cover the costs associated with that change. Martha asked if the direct purchase could be done after we get a PTC but before a contractor is on board. Jason said they could put out an RFP for the pumps and controls a few weeks before the PTC is issued and then award the contract afterwards. Michelle said she would like to run that plan by Don Haddox. Nate handed out a table of contents for the front-end specifications, which will be provided in full at the 90% meeting. Nate said the basis for design was submitted to Michelle last week and the environmental document was submitted to Ashley Lucht on March 16th. Nate is still waiting for a project review sheet (PRS) from Jackie Carr. Nate said the application for a permit from Fire & Safety will be submitted with the final, stamped construction contract documents. The project should be "low-risk" in terms of the stormwater construction general permit. A town zoning permit is not required and the archeological review has been completed. Martha asked about Act 250. Nate said the PRS will specify whether or not an Act 250 permit is needed. Jason said the town will need to provide a check for \$900 when the PTC application is submitted. Nate noted easements needed from Orange Lake, MFW, Mountain's Edge and Mountainside, and said he will provide Matt Birmingham with the exhibits in the next couple of weeks. Tom asked if the booster pumps will be out of the Base Lodge before the snow flies. Jason said we can sever the connection to the Base Lodge once the new pumps are in service. Nate said he received the bond information from Cathy Archibald yesterday and forwarded it on to Ashley Lucht. Nate said he still needs the financial and audit information. Martha said she has the 2016 water budget. Nate said Ashley also wants a projected budget for 2017. Nate said he talked with Ashley and she agreed that the town can provide a Short-term Asset Replacement Table with the long-range plan and hydraulic analysis, after the project is complete. Nate said the town will need to sign a Step III contract with A+E. Meanwhile, Ashley is going to approve a Step II loan so the town can start asking for reimbursement for Step II design costs. Michelle said once she issues the PTC, she signs off on the Step III loan and then Ashley signs off on it. Nate said he will revise the construction cost estimate for the 90% meeting. Tom asked Patricia to provide a contract for her services as water system operator. The Selectboard agreed to ask the Utility Committee to provide a projected water budget for 2017. Dick asked what other information Ashley Lucht needs. Martha said she needs some audit information from Cathy. Dick noted that, in addition to paying Patricia (P2 Environmental), the town is paying Dennis Brown.

5. Consider signing corrective deed & survey of Coaching Lane Extension – Dick noted that the town has received the survey but not the deed.
6. Consider reclassification of Hotel Road & Coaching Lane Extension as Class 3 public highways – **Tom moved to reclassify Hotel Road and Coaching Lane Extension as Class 3 town highways. Dick seconded the motion, which passed unanimously.** Dick and Tom signed the Notice of Reclassification of Town Highways and agreed to record it when the corrective deed for Coaching Lane Extension is received, prior to April 22, 2016. Dick noted that the Mylar and deed for Hotel Road have already been recorded.
7. Town Hall heating system – Tom said he is 95% convinced that the propane hot water system is the way to go. Dick asked if the town has received a proposal and contract offer. Tom said yes, but there are some things that need to be ironed out.
8. Other Business – Siren: Tom said he'd like to mount the siren in the tower of the Town Hall. Brownsville Cemetery: Tom said the cemetery association would like to buy a new mower in 2017 and the town's share is \$3,000 so we need to remember to set aside \$3,000 in next year's budget. Tom said he asked the cemetery association to give the town a copy of their bylaws and suggested that the Selectboard review and adopt them. Dick asked who owns the cemeteries. Tom said Sheddsville Cemetery is owned by the town and Brownsville Cemetery is owned by the Brownsville Cemetery Association. **Tom moved to pay the assistant caretaker \$18 per hour and the overseer \$20 per hour. Dick seconded the motion, which passed unanimously.** EC Fiber representatives: Dick asked Martha to check with Dave Halpert and Ken Parrot to see if they are willing to continue to represent West Windsor on the EC Fiber Board. MAO Lease & appointment of representative: Dick said he has asked Chris Callahan for two copies of the lease agreement, together with the referenced exhibits, signed by Mt. Ascutney Outdoors (MAO). Dick said he would like the Selectboard to hold off on appointing an ex-officio representative to the MAO Board until the town can confirm that MAO's bylaws provide for such an appointment.
9. Sign Town Clerk's orders – **Tom moved to sign orders. Dick seconded the motion, which passed unanimously.**
10. Adjourn – **Tom moved to adjourn at 3:15 PM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison