

West Windsor Selectboard
Draft Minutes
April 9, 2018

Present: Brett Myers, Win Johnson (by speaker phone), Mike Spackman, Tom Kenyon, Martha Harrison, Mary Anne Boyce, Bill Young, Deb Shearer, Joan Calhoun, Curt Peterson (VT Standard), Cathy Hoyt (Windsor on Air)

- 1) Call to Order – Selectboard Vice Chair Brett Myers called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – zoning fee waiver request; Pierce dog update
- 3) Announcements/Public Comment – None
- 4) Town Clerk/Treasurer’s Report – None
- 5) Sign Town Clerk’s orders – **Win moved to authorize Brett to sign any orders Cathy has presented. Brett seconded the motion, which passed unanimously.**
- 6) Zoning fee waiver request – **Win moved to waive the zoning fees for the temporary signs related to the Fourth of July events. Brett seconded the motion, which passed unanimously.**
- 7) Event application: Cody Tancreti & Jeff Thomas for “Brave Challenge,” an obstacle course race for people with disabilities at the Ski Tow Road parking lot on September 22nd from 8:00 AM until 4:00 PM – Martha said Cody couldn’t make it tonight due to a family emergency. Win noted that Ascutney Outdoors (AO) has signed off on the event and it’s for a good cause. Win asked if there’s any alcohol involved. Deb said no. **Win moved to approve the event and the use of the parking lot.** Mike said the applicant never contacted him. In that case, Win suggested deferring a decision until the applicant has talked with Mike. Martha said there are letters attached to the application from the Windsor Police Department and from Kristian Kurtzhalz on behalf of the FAST Squad and Fire Department. Mike said he can’t imagine why he would object but he should have been contacted. **Win moved to table consideration of the event application and the facility use application until the applicant has consulted with Mike. Brett seconded the motion, which passed unanimously.** Win asked Martha to notify the applicant.
- 8) Facility Use application: “Brave Challenge” event – See above
- 9) Review responses to RFP for Burke property – Win said the two quotes were virtually identical with Engineering Ventures having the lower bid. Win added that Engineering Ventures is very familiar with West Windsor, having done other work in town. **Win moved to select Engineering Ventures for the project and ask them to meet with town officials, including Mike, before they start work on the project to make sure everyone’s on the same page. Brett seconded the motion, which passed unanimously.**
- 10) Consider Town Hall clock maintenance agreement – Tom said he has consulted with Dave Silvester and their recommendation is that the town have the clock maintained every four years. Tom said, because it’s enclosed in glass, it’s protected from dust and damage. Tom said Dave winds the clock every weekend and can let the town know if it looks like it needs maintenance. Win suggested that the town rely on Tom and Dave to notify the Selectboard if maintenance is needed over the next four years, after which the clock should be maintained. Tom said he will check with Balzer, the company that maintains the clock, to make sure that’s okay.

- 11) Consider signing Lustberg Trail Agreement – Win said he’s concerned about getting on automatic pilot with an agreement that may no longer be important. Martha said there are three trails that come down from the Top of the World and this is one of them; each trail goes in a different direction. Win said he would like to hear from those who use the trail that this is something they would like the Selectboard to renew every year. Brett asked what the repercussions are if the Selectboard doesn’t sign the agreement. Tom said it’s better to sign it and then look into it than to miss a deadline and not get it renewed. Martha said it’s normally renewed in January. Brett noted that we’re already late. **Win moved to authorize Brett to sign the renewal of the Lustberg Trail Agreement. Brett seconded the motion, which passed unanimously.**
- 12) Adopt Local Emergency Operations Plan – Martha said this is a plan that we have to adopt every year in order to be eligible for grants. Win asked if there are any changes from last year. Martha said the only thing she changed was the Selectboard Chair. Curt Peterson said signing the plan qualifies the town for a higher percentage of FEMA reimbursement. **Win moved to approve the Local Emergency Operations Plan and thank Curt for his input. Brett seconded the motion, which passed unanimously. Win then moved to authorize Martha to sign the Plan. Brett seconded the motion, which passed unanimously.** Martha encouraged one of the Selectboard members to take an Incident Command System course so they can sign the plan in the future. Brett and Win agreed to try to take the required class.
- 13) Highway Foreman’s report – One ton: Mike said the one-ton truck should arrive on May 22nd and then the body will be put on. Mike said the current one-ton has been in the shop once a week. It’s still under warranty but some of the work, such as brakes, is not covered. Sand & gravel bids: Mike said Pike Industries offered \$8.50 per ton for ¾” hardpack. Twin State’s price is \$8.30 per ton, and Cersosimo’s price for 1” Cer Pak is \$14.50 per cubic yard. Mike recommended accepting Twin State’s bid with the option to use Cersosimo in some situations. **Win moved to approve Mike’s recommendation. Brett seconded the motion, which passed unanimously.** For winter sand, Mike recommended accepting D&D’s bid at \$7.75 per yard. Win asked if there were other bidders. Mike said Twin State’s sand is \$6.95 per ton, which is more when you figure it out. **Win moved to accept Mike’s recommendation. Brett seconded the motion, which passed unanimously.** Contractor bids: Mike said we got proposals from Dan Lesnick and Murphy & Sons. Mike recommended using Lesnick as the town’s primary contractor and Murphy as the town’s secondary contractor. Win asked if Lesnick was the low bidder. Mike said yes. **Win moved to accept Mike’s recommendation. Brett seconded the motion, which passed unanimously.** Hauling: Mike said the highway crew will continue to haul gravel as we’re in our third or fourth consecutive mud season. As soon as they get the roads in good shape, it freezes and snows, then melts and gets muddy again. UTV: Mike said the vehicle is paid for, we just have to arrange for delivery.
- 14) Bible Hill culvert project – **Win moved to authorize Brett to sign the Stream Alteration permit application and the Army Corps permit application, which are necessary to proceed with the Bible Hill culvert project, assuming the town gets grant funding. Brett seconded the motion, which passed unanimously.** Win suggested meeting with the abutters once the stakes are in place. Joan Calhoun asked about the permit application she was asked to sign, and asked if the Nesbitts would be considered abutters. Martha said she did not think the Nesbitts would be considered abutters. Joan said she was not comfortable certifying that the other landowners, the Epsteins, had been notified. Martha explained that both abutters

have to sign to indicate that they have been notified and Michael Epstein has agreed to sign. Win asked Joan if she would like to have an on-site meeting with him, Mike and Martha. Joan said she thinks that would be great. Win asked Joan to communicate with the Epsteins and let Martha know some dates when both abutters are available. Joan agreed to do that. Joan asked if the town has received the information needed from VTrans in order to submit the grant application by April 15th. Martha said yes; she sent in the grant application on Friday.

- 15) Water system update – Telemetry: Martha said after switching from 3G to 4G, the booster pumps were no longer running automatically so Dennis had to run them by hand for about a week. Last Friday, Champlin got the pumps running automatically again but now all the flow information isn't being communicated to the Mission system. According to Champlin, Martha said, there are software glitches, which they are working on. Win asked if this work is costing the town extra money. Martha said she doesn't think so but she will check on that. Martha said she also asked if the COW can be taken down now but Champlin has not gotten back to her yet. Isolation Zone easement: Martha said she got an estimate on the survey from Bob Farnsworth, which was in the neighborhood of \$1,385. Martha said the Selectboard already authorized the work, she just wanted to know how much it was going to cost. Martha said she'll ask Bob to go ahead. Win asked Martha if she anticipates any obstacles with the easement once the survey is done. Martha said Orange Lake has agreed to sign it but she still needs to find out from the Windsor Building owners if they have any concerns and who can sign it on their behalf. Loan payment: Martha said the state has informed us that our first DWSRF loan payment will be due on June 1st, rather than December 1st as our loan documents indicated. The first payment is due one year after the project is finished. Win said he assumes the amount is the same. Martha said yes.
- 16) Sewer system update – RFQ: Martha said we got three responses to our Request for Qualifications and now we have to rank them, interview them, and check their references, but we haven't discussed how the Selectboard would like to go about that. Win suggested taking it up at a future meeting. Mts. Edge easement: Win said he emailed the head of the Mts. Edge Condo Association and asked him to help the town get an easement across their land for the sewer line that serves the upper loop, but he has not heard back from him. Win said he will follow up.
- 17) March Police Report – Win noted three accidents on March 1st and the dog bite incident on March 21st. Win asked if Fred Pierce has had the dog registered. Bill said no; he talked with Fred on Sunday and told him that he has to get it registered; he can take it to any vet and get it vaccinated. Bill said Fred has no intention of building an outdoor pen for it; the dog is going to be kept inside or on a leash. Win said if Ken decides to file an official complaint, that starts a quasi-judicial proceeding, which the town will need Matt Birmingham's advice on. Win suggested informing Ken Burke that the Pierces have not complied with the letter the Selectboard sent them and he has every right to file a formal complaint. Bill said he will go talk with Ken tomorrow. Win asked Martha to review with Bill how complaints are filed according to VLCT's "Big Book of Woof." Brett asked if the dog is vaccinated. Bill said his understanding from the hospital is that the vaccination is about to run out. Win said not only has the dog not been registered, but the owner has not provided proof of vaccination or re-vaccination. Brett said, legally, the dog needs to be re-vaccinated in order to be registered. Brett asked what the town does if the owner doesn't vaccinate and register the dog. Win said we should refer to the Book of Woof but he thinks the Selectboard becomes a quasi-judicial

board and hears evidence and arrives at a decision. Martha said Cathy prepares a dog warrant every year for all the unregistered dogs but the penalty for being late is so small that people don't bother with it, sometimes until September or October. Win said the fact that this dog crossed the line from being unvaccinated and unlicensed to being involved in a vicious attack puts the whole situation in a different light. Win said he thinks the Selectboard has more power if Ken files a complaint, at which point the Selectboard should consult with the Town Attorney. Tom said the Selectboard has an obligation to protect the general public and the public walks and rides in that area frequently so there are a number of people who could be exposed to an attack by that dog, which makes it a far more serious issue than the owner may realize. Win said Ken was pretty clear that he thinks this dog is a menace. Brett offered to go with Bill to talk to Fred.

- 18) Other Business – Tom said he should have a Sheddsville Cemetery budget by the second meeting in May. Tom said he'd also like to talk about the Daniel Cady Fund and repairs to the Cady Mausoleum at that meeting. Tom said the Coalition of Municipalities is looking for a place to store records for seven years and he told them he thought West Windsor would cooperate but he needs to find out more information so he can share it with the Selectboard.
- 19) Approve Minutes – **Win moved to approve the minutes of March 22nd & 26th. Brett seconded the motion, which passed unanimously.**
- 20) Adjourn – **Win moved to adjourn at 7:21 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison