

West Windsor Selectboard
Draft Minutes
August 14, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Tom Kenyon, Martha Harrison

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Win said he would like to discuss Cathy’s email about the state audit of federal programs. Dick noted that Chief Sampson has agreed to increase speed patrols at the north end of Brownsville-Hartland Road. Tom said someone contacted him wondering when the lines are going to be painted on Brownsville-Hartland Road. Dick said, according to Mike, the lines will be painted in August.
- 3) Announcements/Public Comment – Tom said he thinks the Library restroom will be done by mid-September.
- 4) Request for use of Town Hall parking lot and parking along Ski Tow Road and Hotel Road: Mike Silverman (Vermont 50) – Dick said he is not in favor of allowing parking along Hotel Road or Ski Tow Road. **Win moved to allow the Vermont 50 to use the Town Hall parking lot. Brett seconded the motion, which passed unanimously.**
- 5) Highway access application, temporary logging: Felone (Silver Hill Road) – Martha said she talked to Mike about this application and he had no problem with it and saw no need for a culvert. Win asked what “temporary” means with regard to this application. Martha said the application specifies that the work will be done between August and October. **Win moved to approve the application, provided the access is closed by the middle of November 2017. Brett seconded the motion, which passed unanimously.**
- 6) Highway access application, new culvert: Dike (Delano Road) – Martha said Rad Dike wants an access to the 9 acres at the north end of his property to enable a future subdivision. Win asked if Mike has reviewed the access. Martha said yes, and reported that Mike said the access would have to be built in accordance with the B-71 standards to ensure no water runs onto Delano Road and an 18” x 40’ culvert would have to be installed. **Win moved to grant initial approval for a permanent access on Delano Road for the nine acres at the north end of parcel #4-33, subject to the conditions specified by the Highway Foreman. Brett seconded the motion, which passed unanimously.**
- 7) Correspondence – Trace Landino: Win said when the Selectboard did the inspection, Tom Urban was on the premises and could have come out and described what the property owner is looking for. Win added that this is the second trench patch the town has done; the property owner objected to the first one and the town agreed and had it re-done. Finally, Win said, the town had competent people inspect the patch and say it’s the best it can be. Win said he has no desire to change the town’s decision on this. Dick said the day of the inspection was hot and dry so obviously there was no puddling, but we have to respect the opinion of our engineers and they told us that the trench patch is the best than can be done. Brett agreed. Dick said he doesn’t think it’s going to do much good to look at it again. Nate Stearns: Win noted a letter dated July 27, 2017 from Nate Stearns about the reconstitution of the Utility Advisory Committee as proposed in the water ordinance. Win said the Selectboard forwarded the letter to Town Attorney Matt Birmingham, who has tried to contact Nate twice without success. Win said Matt is confident that he will be able to talk with Nate when he returns from vacation. Dick asked if Nate Stearns also sent a letter about the pressure issues at Mountainside. Martha said no; that was a verbal communication.

- 8) Review traffic count information – Win said he was impressed that most people are travelling within or close to the speed limit, but a small number are going well in excess of the speed limit, which brings the average up. Win said he thinks the only way to control that is to police it. Win asked about signs that tell the driver how fast he or she is going. Tom suggested talking to the Sherriff's Department. Win asked Martha to find out how we might obtain one of those signs. Win suggested posting the speed information on the town's website. Dick said it's public information, although he doesn't agree with the recommendation to increase the speed limit on three of the four roads studied. Martha suggested sharing the speed information with the Windsor Police Department. Dick said he thinks that would be good.
- 9) Bible Hill culvert update – Dick noted Todd Menees email. Win said Todd would not approve side-by-side 3' culverts, but agreed to work with the town to determine the best structure for the site and get a solid plan in place, and the state agreed to do the survey and design work in advance of next year's application. Dick said Todd discussed the plan with Rob Calhoun, who agreed to convey it to Michael Epstein. Tom suggested that matching funds be included in the warning for Town Meeting and set aside for this project. Dick said by the time the Selectboard is working on the 2018 budget, hopefully we'll have a recommended structure and estimated cost.
- 10) Route 44 paving issues – Martha said Mike is willing to work with the state on design issues, such as expanding the shoulder between Seems Road and Harrington Road. Win said he was not on the conference call but heard that the state was not able to commit to providing matching funds for the federal grant that will be used for the project. Dick said that wasn't the whole story. Dick said he thinks Ted Siegler was concerned that they're just going to pave over what's already there, which will only last for 5 to 10 years. Win suggested writing our legislators and letting them know about the importance of the state match for this funding. Dick said the width of the road was also discussed and they're not planning to widen it so we could provide input on that and try to get it done as part of this project. Dick said he thinks this would be a good time to contact our legislators and offered to draft a letter.
- 11) Consider signing request for reimbursement for paving project – **Win moved to sign the reimbursement request. Brett seconded the motion, which passed unanimously.**
- 12) Consider signing DWSRF planning loan application – Martha said this is the loan for A+E to do the hydraulic study and long range plan for the water system. **Win moved to sign the application. Brett seconded the motion, which passed unanimously.** Martha said the hydraulic study will create a computer model of the system that will help A+E identify deficiencies. Win asked about the system's capacity issues. Martha said she's using the Mission system to track usage and pump run times daily, which will enable us to determine our maximum demand, average demand and peaking factor, which will help with our capacity calculations.
- 13) Water system update – Dick asked if we've gotten a bill for the excavation of the hydrant area. Martha said Cathy would know if we've gotten a bill. Martha said VT Rural Water came back and checked the 8" line and there were no leaks, and she's checking the pump run times every day to make sure there are no unusual fluctuations that might suggest a leak on the 4" line. Martha said there could also be a leak in the sewer line but it seems more likely that it's groundwater running into the area that was disturbed. If that's the case, Martha said, it can be resolved with drainage. Martha said she talked with Glenn Seward today and he said the tubing park design will include drainage. Win asked about final costs on the water project. Martha said Manosh hasn't submitted a final pay request yet. Regarding the mapping portion of the asset management project, Martha said Patricia started marking the curb stops

today. Win asked about pressures. Martha said they've been fine as far as she knows. Win noted that Martha raised the issue of succession planning and agreed that it would be a good idea to ask Dennis Brown to mentor an apprentice if we can find someone local who is interested. Dick agreed. Win said he would like to finalize the water project costs as soon as possible. Martha said she doesn't have all the cost information for the water project.

- 14) Sewer update – UAC representative: Martha said she received a nomination for a Utility Advisory Committee representative from the village but the nominee is not interested. O&M agreement with Windsor: Martha said she sent the Selectboard and Tom Marsh a draft updated agreement but she'll be revising it based on Tom's feedback and will send out another draft. The Selectboard agreed to consider the agreement at their next regular meeting. Special meeting: The Selectboard agreed to meet with the Town Attorney on August 24 to discuss school merger issues, and to start reviewing the Land Use regulations at that same meeting. Dick said he will forward the draft school district Articles of Agreement to Matt. Pollution Abatement Grant: Martha noted that the state has confirmed that we will be getting the rest of our pollution abatement grant for the sewer project. Martha said she has asked Jason Booth to update the "grant eligible" costs so we can submit a request for funds. Sewer Ordinance: Martha said Jim Barlow sent her a draft of the revised sewer ordinance and she sent him some comments on it. Debt service: Win said in 2018 the town will start paying debt service on both the water project loan and the sewer project loan.
- 15) Stormwater permit – Win noted that the town sent Chris Tomberg's letter about the resort's expired stormwater permit to Town Attorney Matt Birmingham. Win said he talked with Glenn Seward about it and Glenn doesn't think it will have a negative impact on Ascutney Outdoors.
- 16) E.C. Fiber update – Martha said E.C. Fiber has completed construction of the fiber optic network along Rush Meadow and some of the feeder roads, including Duling, Wardner and Delano, and they're hoping to have the whole town done by the end of October.
- 17) July Police Report – Dick noted no unusual activity.
- 18) Consider purchasing file cabinets – Win asked Martha where the file cabinets would go. Martha suggested sliding the shelf down and putting them in the back corner of the meeting room. Win said he would like to make better use of the furnace room if possible. Tom said he's been waiting to have the vent work done but if the work crew from the correctional facility can't do it in the next month or two, he'll ask Dave Silvester to do it. Tom suggested fire-proof cabinets for the furnace room. Tom agreed to follow up with the Department of Public Safety once the vent work is done.
- 19) Other Business – State audits: Win said, according to Cathy, Barbara Sargent from the state came to audit grants from 2014 – 2017 and had some questions about our grant agreements. Martha said she gave Cathy copies of grant agreements for half a dozen grants and apparently some of them were signed by the town but not by the state. Martha said it's her understanding that Barbara suggested we keep a hard copy of the agreement that was signed by the state in our files. Martha said two of the grants were for "highway by-pass" when the state replaced a bridge on Route 44 and, as far as she knows, the town never submitted a written application for the funds. Tom said he thinks Mike may have applied. Win asked Martha to follow up with Mike. Computer problem: Win noted that one of Cathy's computer folders, with all of her Word files in it, disappeared last Friday. Win said he was unable to find it for her so he called Justin Burrows and Justin came down this morning and fixed the problem. Win expressed his thanks to Justin. Highway job opening: Dick asked if any applications have been submitted. Martha said she's not aware of any. Win said he was asked if the Selectboard would consider eliminating one of the highway positions by not filling the

vacancy. Win said he told the person inquiring that the Selectboard thinks a four-member crew is necessary. Correctional Facility: Tom expressed sadness at the state closing the correctional facility. Bulletin Board: The bulletin board has been moved to its new location at the Town Hall. There was discussion about the procedure for posting information.

- 20) Approve Minutes – July 24th & August 2nd: **Win moved to approve the minutes of July 24th and August 2nd. Dick seconded the motion but noted that, after the August 2nd meeting adjourned, the Agency of Transportation agreed to do the survey work for the project. Dick called for a vote on the motion, which passed unanimously.**
- 21) Town Clerk/Treasurer's Report – None
- 22) Sign Town Clerk's orders – **Win moved to sign orders. Brett seconded the motion, which passed unanimously.**
- 23) Adjourn – **Win moved to adjourn at 7:46 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison