

**WEST WINDSOR SELECTBOARD
FOURTH OF JULY COMMITTEE**

Draft Minutes
August 19, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Dennis Lemire, Rudy Gross, Johnny Jones, Arthur Steinberg, Polly Ouelette, Cathy Boedtke, Laura Stillson, Chris Nesbitt, Jim Lyall, Dick, Sherry Barbour, Jennifer Rathburn, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the joint meeting to order at 6:30 PM.
- 2) Public Comment – None
- 3) July Fourth Committee – Glenn expressed the town’s appreciation for the committee’s work and asked them how it’s working out being an official town committee. Cathy Boedtke said the primary reason for being an official town committee is for the insurance coverage. Glenn noted that the committee is also handling more than \$10,000 so the insurance is a good idea. Glenn said as a town committee, there are certain things that have to be done with regard to minutes and warnings. Glenn gave the committee some copies of the Open Meeting Law and asked the committee to have an annual organizational meeting, to have all financial matters under the auspices of the Town Treasurer, and to post a notice if meetings are cancelled. Cathy said it is posted on the website that the committee meets the fourth Monday of every month at 6:30 PM. Cathy said the committee would like to see some of the financial categories tightened up. Cathy said she would like the committee to continue to make decisions such as whether or not to hire a band. Glenn said, personally, he has no interest in getting involved in the committee’s decisions at that level. As for financial categories, Glenn suggested that the committee create sub-accounts for the Treasurer’s chart of accounts and keep those records for themselves. Dick asked what the Selectboard’s involvement is with the Fourth of July Committee. Glenn said all town committees are under the auspices of the Selectboard but he, personally, has no interest in getting involved in the details of the committee’s work as long as they adhere to state requirements for operating a committee. Dick said, as an example, he was not aware that the committee had money left over after the event. Chris said, unbeknownst to the committee, a donor made a substantial contribution a few days before the event and that’s why there was a surplus. Chris agreed that the committee can keep detailed track of its expenses and comply with the open meeting law. Glenn suggested a wrap-up meeting after the event to review what went well and what needs improvement and to do a final accounting of income and expenses. Cathy asked that the committee be notified if there’s a large contribution at the last minute. Chris said it has been harder each year to raise the funds. Dennis agreed that donations have been decreasing and said that it may have to be a budget line item for Town Meeting. Glenn said given the current financial situation, it may be difficult to get that passed. Tom offered to chair the Fourth of July Committee for the next three years. Tom said he has ideas about scheduling the celebration around Hartland and Reading’s celebrations so they don’t all fall on the same day. Tom had some suggestions for event themes, and said he’d like to get the army and navy bands to participate. Bruce said he doesn’t think the Selectboard should micromanage the committee. Tom said it would be a committee decision who chairs the committee. Tom said he hopes the committee can meet before October. Sherry asked if Cathy Archibald could update the committee on finances every month. Martha asked if there’s still discussion about the Mountain Bike Festival being on the July 4th weekend next year. Cathy Boedtke said she thinks that decision will be made in September. Cathy said it may be difficult for the festival to set up if

fireworks are being launched from the same location. All agreed that there could be logistical issues that would have to be worked out.

- 4) Discuss new multi-use trail from Town Forest parking area to Kimball Farm Road – Glenn said he spoke with abutting property owner Dianne Connors and she is not pleased with the concept for a number of reasons. Glenn said we would have to get an Act 250 amendment so it would be nice to have the blessing of abutting property owners. Arthur noted that the existing trail is downhill from Dianne’s property so the noise doesn’t carry up to her house as easily as it would if the trail were uphill. Glenn noted that Dianne is also concerned about tree cutting that would remove some of the shade from her property. Dennis got an estimate (#305, dated 8/17/13) from Dan Lesnick for \$8,460, which does not include tree cutting or large boulder/ledge removal. Dennis said the snowmobile club would be willing to cut the trees for a flat fee of \$5,000. Glenn suggested that the Selectboard take this under advisement and seek funding if we decide that we want to move ahead with it. Glenn asked if the Town Forest Committee is in favor of rerouting the trail. Rudy Gross said yes. Cathy Boedtger said the TFC’s support is not unanimous. Bruce said having an abutting property owner who objects can make the Act 250 process lengthy and expensive. Bruce added that, given the cost of the project, he’s not comfortable moving ahead without some indication of support from the general public. Tom suggested that the TFC consult with a logger and a forester to see if this project could pay for itself and create habitat for wildlife. Rudy agreed and added that the main reason for the proposed change was to route the trail so it doesn’t connect onto Kimball Farm Road in an area where there’s traffic. Dennis said this trail started with the Selectboard two years ago, not with the snowmobile club or the TFC. Dennis asked what the Selectboard’s position is going to be if Dianne doesn’t change her mind. Glenn said he would like to hear from the other property owners in the area. Tom noted that the Selectboard was not aware of the cost until now. Glenn said he will ask Dianne and the other property owners to submit their thoughts in writing. Rudy said he doesn’t expect that the trail would be used by more than a few vehicles at a time.
- 5) Appoint Administrator/Administrative Financial Officer & Municipal Authorizing Official for Community Development Block Grant application – **Glenn moved to appoint Martha Harrison to serve as Administrator/Administrative Financial Officer. Bruce seconded the motion, which passed unanimously. Tom moved to appoint Glenn Seward to serve as Municipal Authorizing Official. Bruce seconded the motion, which passed unanimously.**
- 6) Sign Town Clerk’s orders – **Tom moved to sign orders. Bruce seconded the motion, which passed unanimously.**
- 7) Other Business – Glenn said the sign committee is short the \$602.27 that it needs to pay Peter Ferrick for the sign frames. Glenn suggested authorizing the payment of that amount. Glenn said the town pledged \$900 to the sign project and has only paid \$600 so far, so the town would pay the \$300 that it owes plus an additional \$302.27. Any additional funds raised by the committee would be used to reimburse the town for the \$302.27. Bruce said this would have to be a warned item on the agenda for the Selectboard to take action.
- 8) Adjourn – **Glenn moved to adjourn at 7:35 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison