

West Windsor Selectboard
Draft Minutes
August 28, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Cathy Archibald, Glenn & Shelley Seward, Mike Spackman, Bill Ley, Bruce Boedtke, 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 – Under “Other Business” Win said he’d like to discuss July Fourth planning, and a communication from Nate Stearns to Matt Birmingham. Dick noted receipt of a letter from the VT Department of Health requesting the opinion of local leaders on alcohol, tobacco and marijuana policy.
- 3) Announcements/Public Comment – None
- 4) Town Clerk/Treasurer’s Report – None
- 5) Sign Town Clerk’s orders – **Win moved to sign orders. Brett seconded the motion, which passed unanimously.**
- 6) Event application: Lucy Mackenzie Humane Society for a 5K9 Race on Sunday, October 1st from 7:00 AM until 1:00 PM at Ascutney Trails location – Win asked if Ascutney Outdoors is co-sponsoring the event. Glenn said yes. Dick suggested tabling consideration of the application until later in the meeting. Win and Brett agreed.
- 7) Consider signing Act 250 application & Municipal Impact Questionnaire for tubing area and trail improvements – Glenn said Shannon Harrington sent the application to the Selectboard. Win asked if there are any noteworthy impacts. Dick read the summary of work to be done. Martha asked about impacts to the water system in the area. Glenn said the unloading area for the tubing lift is close to the shut-off valve so there will be some minor grading but it will not impact the shut-off. **Win moved to authorize the Chair to sign the application on behalf of the Selectboard. Brett seconded the motion, which passed unanimously.** Glenn asked if there is a leak in that area. Martha said as far as we can tell, it’s probably ground water. Glenn said a site visit with wetland officials is scheduled for Wednesday at 2:15 PM if anyone is interested in attending. Glenn said AO is planning a fairly significant drainage system around the rope tow, which could help. **Win moved to authorize the Chair to sign the Municipal Impact Questionnaire. Brett seconded the motion, which passed unanimously.** Glenn said AO hopes to file the application on August 30th and hopes to have a permit within 45 days. If it’s much longer than that, Glenn said, AO will have to wait until next year to build the lift. Glenn said stormwater is not an issue with this application because no impervious surface is being created.
- 8) Discuss revised Facility Use Policy – Win suggested that both AO and the town send the revised draft to their insurance companies for their advice before adopting it. Win asked Dick about the hold harmless provision. Dick said when AO applies for each event, it will become part of the certificate. Dick also agreed with Win’s suggestion that the issue be addressed with the next revision to AO’s lease. Glenn agreed to have AO’s insurance company review the policy. Win said it may be possible to get short-term incremental insurance for large events, which may be more cost-effective than carrying “worst case” alcohol coverage all the time. If AO does get additional coverage for large events, Win said, they would have to provide a Certificate of Insurance for each event but if their full-time insurance is adequate to cover events at which alcohol is being served, then one certificate should be sufficient to cover the organization for the year.

- 9) Correspondence – Trace Landino: Dick noted that Ms. Landino is waiting for more information about the restoration work on her property and suggested sending her a letter. Win said if she wants to discuss the driveway patch further, he's sure the Selectboard would be willing to discuss it at a meeting.
- 10) Highway Foreman's report – Silver Hill project: Mike said the project is complete within the right-of-way, although they were not able to address the sight issues at this time. Open position: Mike said no one has applied for the highway position yet so he would suggest additional advertising via social media. Mike said he thinks the pay scale may be a stumbling block. Mowing & ditching: Mike said the highway department is doing their second round of mowing and is ditching with a hired machine. Sign: Mike said when they moved the bulletin board, it was damaged and had to be rebuilt. Bible Hill: Win asked Mike if he has heard anything more about the culvert project on Bible Hill. Mike said he heard that it would be done in mid to late September. Martha said Scott Jensen has taken over for Todd Menees. Win asked Mike and Martha to follow up. Striping: Dick noted that the striping has been done on the Brownsville-Hartland Road.
- 11) Municipal Roads Grants-in-Aid – Martha said the town got an email from Cindy Ingersoll at the Regional Planning Commission saying "the program requires that all sites have been selected, a site visit conducted, and a road erosion inventory submitted by September 30th." Mike said he is meeting with Cindy tomorrow.
- 12) Coaching Lane traffic study – Dick asked what the speed limit is on Coaching Lane. Mike said 30 MPH. Dick noted that 30 MPH is the recommended speed for the road. Bruce requested a copy of the study. Martha agreed to email it to him. Blinking speed limit sign: Martha said the Windsor Police Chief said they have one we can use; he's going to get back to us with more information. Win said he thinks it would be worthwhile. Dick noted that the majority of drivers are driving responsibly but there are exceptions. Martha said the Windsor County Sheriff said if there were enough towns in the area interested in renting it, he could look into acquiring one. Win suggested discussing it with Katharine Otto at the Regional Planning Commission.
- 13) Tree Warden's report – Tom said there's a tree on town property at the mountain that could fall on the house of an abutting property owner and he'd like to have it taken down. The Selectboard agreed.
- 14) Water system update – Martha said she'd like to review with A+E the list of work that needs to be done before signing off on Manosh's final Change Order and Pay Request. Win agreed with that approach. Dick asked if Manosh has sent a bill for the hydrant area excavation. Martha said no. Dick asked about other water system charges. Martha said it's her understanding that Manosh and A+E are not charging for their response to the recent emergency when the upper loop area lost water. Patricia is charging her usual hourly rate. Win agreed that Patricia should be paid.
- 15) Sewer update – Generator: Martha said the controller for the generator at the fire station failed in mid-August so Brook Field Service came out and replaced it. Martha said she called Brook Field and was told that the controller is under warranty so the sewer system will only have to pay for labor and travel. Then, today, the town got a bill that included a charge for the controller so she called Brook Field again. They're looking into it and will get back to her. Deschamp driveway: Martha said Laura Deschamp called and said her driveway used to have a berm at the top to prevent it from washing out. According to Laura, the berm was removed during the sewer project and now it washes out every time it rains. Martha said she passed Laura's concern along to A+E and Bob Moulton agreed that there was a berm there and that Zaluzny would take care of it. Dick asked if Zaluzny has been back yet to complete

the other unfinished work. Martha said no; she has contacted A+E several times to find out when Zaluzny is coming back but nothing has been scheduled yet.

- 16) Review revised Sewer System O&M Service Agreement – Win said the only question he has is the one Martha raised about whether there are generators at the Hotel and the Fitness Center. Martha said she has not gotten an answer on that yet so she suggested deferring consideration of the agreement. Mike said there isn't a generator at the Fitness Center but he doesn't know about the Hotel. The Selectboard agreed to defer consideration pending further information.
- 17) Appoint Brownsville representative to Utility Advisory Committee – Tom Kenyon said he has support from half the users in the village. **Win moved to appoint Tom Kenyon as the village representative to the Utility Advisory Committee. Brett seconded the motion, which passed unanimously.** Tom said Jennifer Bodnar has a bump in her driveway that was not included on the inventory but needs to be fixed, and Stefan Ricci is missing the cap on his clean-out. Tom asked if he has the authority to get those things fixed. Dick said if the cap was in place when the project was finished, the town should not have to pay to replace it. Win said there's no harm in asking Zaluzny to repair the bump but it should have been included on the inventory. Win added that any repairs needed should be reported to Martha. Win suggested reporting the missing cap to Windsor. Dick said if the property owner has work done that results in damage to the system, he's not sure it's the town's responsibility to repair it.
- 18) Consider signing audit representation letter & approval of financial statements, reports and adjustments – Win said John Mudgett pointed out that there are some standard forms that should have been signed on April 24th in connection with the audit. **Win moved to authorize the Chair to sign the audit representation letter and other forms.**
- 19) SWCRPC proposal to review/modify river corridor maps – Martha said she forwarded a letter from Allison Hopkins saying that the Southern Windsor County Regional Planning Commission (SWCRPC) has a grant to pilot the process for amending river corridor maps and would like to work with West Windsor. Martha said they have asked her, Dick, Deb Shearer and Al Keiller to participate in three meetings. Win said he thinks the Conservation Commission should be included as well. Dick agreed, and said he thinks the project is worthwhile. **Win moved to participate in the river corridor mapping project. Brett seconded the motion, which passed unanimously.**
- 20) Town Fair 2017 – Martha said in the past West Windsor has not sent a representative to vote at the meeting but we can. Mike said the Highway Department used to attend but he doesn't think it's worthwhile. Dick and Brett said they don't plan to attend. Win said he will review the information.
- 21) Other Business – Fourth of July: Win said he was invited to a meeting of an ad hoc group that would like to begin planning for the 2018 Fourth of July celebration. The group would like to expand the activities and the number of participants. Win said the fireworks are the biggest expense and noted that other towns in the area that have fireworks make a contribution to the event. Win said the Selectboard will probably receive a request to include on the warning in March an item for the town to make a contribution. Win said there is a \$2,000 balance left over from the 2017 celebration. Nate Stearns email: Win noted that Matt Birmingham forwarded an email from Attorney Nate Stearns who represents the Property Owners Association. Win said Nate had some potentially helpful comments on the water ordinance, which he forwarded to Martha for her to review with Jim Barlow. Win said Nate also warned the Selectboard to stay with the current configuration of the Utility Advisory Committee. Win said he would like to meet with Matt and Attorney Stearns to go over the

current draft of the committee charge. Dick had no problem with that. Dick noted that Nate acknowledges that the committee is an advisory committee.

- 22) Approve Minutes – **Win moved to approve the minutes of August 14th. Brett seconded the motion, which passed unanimously.**
- 23) Adjourn – **Win moved to adjourn at 7:35 PM. Brett seconded the motion, which passed unanimously.**
- 24) Reconvene – Realizing that they had forgotten to consider the Lucy Mackenzie Humane Society’s event application, **Win moved to reconvene the meeting at 7:36 PM. Brett seconded the motion, which passed unanimously.**
- 25) Event application – **Win moved to approve the application for an event submitted by the Lucy MacKenzie Humane Society. Brett seconded the motion, which passed unanimously.**
- 26) Adjourn - **Win moved to adjourn at 7:37 PM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison