

West Windsor Selectboard  
Draft Minutes  
December 10, 2015

Present: Dick Beatty, Ted Siegler, Tom Kenyon, Glenn & Shelley Seward, Jim Lyall, Aaron Gonthier (Windsor on Air), Cathy Archibald, Martha Harrison

1. Call to Order – Dick Beatty called the meeting to order at 9:00 AM.
2. Changes or additions to the agenda – Transportation Advisory Committee (TAC) update
3. Announcements/Public Comment – None
4. Review & consider signing Grant of Trail Easement and Related Rights – **Ted moved to authorize the Chair to sign the Grantee’s acceptance of the Trail Easement. Tom seconded the motion, which passed unanimously.** Dick asked Martha to attach the map and inquire with Dan Purjes where he would like the document sent.
5. Review & consider signing MOU with Ascutney Mountainside Condominiums & the Trust for Public Land – Ted asked why the town is signing this document. Dick said Mountainside is agreeing to release the covenant prior to the land being conveyed to TPL, the town is agreeing to convey a portion of the land the town is acquiring from TPL to Mountainside, and Mountainside is agreeing to convey a parcel of equal size to the town. **Ted moved to authorize the Chair to sign the Memorandum of Understanding (MOU) between the Trust for Public Land (TPL), the Town of West Windsor and Ascutney Mountainside Condominiums. Tom seconded the motion, which passed unanimously.** Dick said the final map showing the proposed boundary line adjustment should be attached to the MOU. Dick noted that there are some documents that need to be held in escrow when TPL buys the property. Ted he imagines that TPL will want a copy of Nate Stearns Power of Attorney attached to the MOU. Dick agreed. Dick said Nate should be able to use the same Power of Attorney for the permits and the actual land transfer with the town. Dick signed two copies of the MOU.
6. Authorize the Selectboard Chair to sign documents related to closing on the acquisition of mountain property from the Trust for Public Land and/or MFW Associates, LLC – **Ted moved to authorize the Chair to sign all necessary closing documents related to the transfer of land from TPL and/or MFW Associates to the Town of West Windsor. Tom seconded the motion, which passed unanimously.**
7. Review and consider approving interim community forest management plan (CFMP) & baseline documentation – Ted said he reviewed the second draft of the CFMP and noted in his comments that it’s an interim plan that needs further review by the town. Ted said Kris Hammer agreed that the title of the document should specify that it’s an interim plan. Ted said he has not heard back from John Roe (Upper Valley Land Trust). Ted said it’s his understanding that the town does not need to sign the Interim Forest Management Plan. Ted said he is willing to authorize the Chair to sign the plan if necessary but he’d rather we not sign it until after it’s been more thoroughly reviewed. Ted said after the closing, the Selectboard will have to enter into an agreement with Mt. Ascutney Outdoors and will have to decide who’s responsible for reviewing the CFMP. Ted suggested disbanding the Town Forest Committee (TFC), expanding the Conservation Commission (CC) to include two members from the TFC, making the CC responsible for the CFMP and the conservation easement, and making Mt. Ascutney Outdoors (MAO) responsible for the recreation. The CC would then bring the CFMP to the Selectboard for approval. Tom asked about the town forest

budget. Ted said the TFC budget and the CC budget would be merged. Ted said the CC is going to need a consultant to help with the CFMP and would have to budget for that. Ted suggested not taking any action on this item. Dick asked about the baseline documentation. Ted said the baseline documentation is based on Tii McLane's original work so that has been well vetted. Dick asked if the baseline has to be signed. Martha said she thinks so. Dick said he thinks the motion from item #6 (above) should cover it. Dick noted that he will have to sign the Grant of Development Rights but that should also be covered under item #6.

8. Other Business – TAC: Tom asked Ted and Dick if they're okay with an overlay on Route 44 rather than a complete re-do; otherwise we're going to wait a long time. Tom said the funds won't be allocated until July 1, 2016 so the work wouldn't start until after that. Ted asked if they're going to do a base coat and a final coat, rather than grinding it down. Tom said yes. Ted said the distance is from Route 106 to Route 44A. Martha asked about moving the centerline on the stretch between Seems Road and the Post Office. Tom said the state agreed to pave the shoulder on the north side of that section. Ted asked Tom to have a conversation with the state about that section. Tom said the next TAC meeting is on the 17<sup>th</sup>. Tom said the project doesn't address the problems with the Coaching Lane intersection. Tom said the town was hoping to establish a crossing of Route 44 near the intersection but the sight distance is not adequate under existing conditions. Town Forest access from Kimball Farm Road: Ted asked if the realignment of the trail from Kimball Farm Road into the Town Forest has been completed. Tom said yes. Dick said you have to walk down the trail to see the realigned section. Dick said, according to Mike, Dianne Connors agreed that the new section of trail is off her land and Vicky Jones was present taking photos of the work being done. Ted suggested recording Paul Gillies' letter confirming the town's ownership of the property. Dick said we should check with Paul before recording it. Dick noted a new survey by Bob Farnsworth that has the area under discussion as an insert. Trail easement: The Selectboard discussed the trail easement and map with Jim Lyall, who confirmed that the map is accurate. Ted said he just received an email from Dan Purjes asking that the executed trail easement be forwarded to him and Mary Vitullo. Dick said Glenn and Shelley Seward will need to record the easement prior to closing on the purchase of Mile Long Field. Martha said she will scan the document and send it to Dan, Mary and the Swards. Solar facility: Dick said the application for the solar facility has not been filed with the Public Service Board yet. When it is filed, the town will get a copy and have another opportunity to comment. Computer issue: Martha said she's having a problem with the search feature on Microsoft Outlook. Ted suggested upgrading to Windows 10.
9. Sign Town Clerk's orders – Ted asked Cathy if she's going to get a credit card for the town. Cathy said yes. Cathy said in November (2014) the Selectboard approved a loan from the town to the sewer project for \$200,000 so she's going to write a check to the sewer account for a temporary loan to help cover payment #2, which will be approximately \$300,000. Regarding the \$105,000 needed for the mountain closing, Cathy said in the minutes of the October 1, 2014 informational meeting, Glenn said \$50,000 would come out of the Conservation Fund. Cathy said the Conservation Fund has a CD for \$35,600 that doesn't mature until March 2016, so she's going to loan the Conservation Fund \$35,600 and take the balance out of the Conservation Fund's savings account, which has about \$21,000 in it. In the October 1<sup>st</sup> minutes, Glenn also said that \$55,000 would come from the Town Forest Fund and surplus funds. Cathy said the Town Forest Fund only has \$8,000 in it. Ted suggested that Cathy take as much out of the Town Forest Fund as she can without incurring penalties, and the rest from surplus. Cathy said Kate Wanner suggested that the \$15,000 grant from the

Byrne Foundation and the \$3,630 remaining from the Davis Foundation go into an account for the town forest and conservation. Cathy asked if those amounts can just go into the Conservation Fund since the Selectboard is planning to merge the Town Forest Committee with the Conservation Commission. The Selectboard agreed. Dick said he thought the balance remaining from the Davis Foundation was going toward the purchase of the property. The Selectboard asked Martha to check on the allowed uses for the funds. Dick said he recalls some of the Davis Foundation funds being used for expenses for which TPL agreed to credit the town on the settlement statement. Dick said he would like to make sure TPL did credit the town. **Tom moved to sign orders. Ted seconded the motion, which passed unanimously.** Worker's compensation: Ted asked how Erik Boedtke is getting paid since he has been out. Cathy said the town is paying 10 ¼ hours and Erik is using 3 ¼ hours of paid personal time, with the remainder being paid through worker's compensation. Regarding Dennis Brown's pay, Cathy said the water company will reimburse the town at the end of the year. Water System: Dick asked about snowmobile access to the valve house. Martha said the water system doesn't own a snowmobile. Martha said, according to Mike Spackman, Dan Lesnick has provided snow removal for the water system in the past. Tom suggested that the water system continue to hire Dan as needed. Dick suggested checking with P2 Environmental to see if that arrangement was satisfactory and, if it was, to continue with that arrangement. Tom and Ted agreed. Dick said he is going to talk with Paul Giuliani tomorrow about closing on the water system. Dick asked if the new lighting has been installed in the Base Lodge. Martha said yes. Dick asked about AT&T's contribution to the roof work done on the Base Lodge. Martha said she has not heard from AT&T since sending the town's comments on their draft MOU. Ted said we need to start sending AT&T an invoice every month for their share of the power. Martha said Cathy gets the bills from Green Mountain Power but we don't have the sub-meter readings. Ted suggested asking Dennis or Patricia to read the sub-meter. Martha said she will touch base with them. Library furnace: Tom said the Trustees are looking into replacing the furnace in the Library.

10. Adjourn – **At 10:20 AM, Tom moved to adjourn Ted seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison