

WEST WINDSOR SELECTBOARD

Draft Minutes
December 13, 2011

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Arthur Steinberg, Elvin Kaplan, Win Johnson, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 10:05 AM.
- 2) Changes or additions – SWCRPC contract amendment, Knight-Orcutt highway access application, rearrange agenda to discuss disaster relief first
- 3) West Windsor Disaster Relief Fund (WWDRF) – **Glenn made a motion to go into Executive Session to discuss disaster relief applications and appropriation of funds. Bruce seconded the motion, which passed unanimously.** After discussion, **Glenn made a motion to come out of Executive Session. Bruce seconded the motion, which passed unanimously.** The Selectboard agreed to meet with the WWDRF again in the near future.
- 4) SWCRPC contract amendment – Glenn said the contract runs out on December 31st, but the work is going to extend into next year. **Bruce moved to accept the amendment to the contract between the SWCRPC and the Town of West Windsor and authorize the Chair to sign it. Tom seconded the motion and noted that the contract amendment extends the date to March 31, 2012. Glenn called for a vote on the motion, which passed unanimously.**
- 5) Wardner and Dugdale Road culvert bids – Glenn said he reviewed the request for proposals and it did not specifically request that the bids be separated. As a result, Glenn suggested that the Selectboard reconsider its exclusion of M&M's bid. Bruce said we should make sure we're comparing apples to apples. **Bruce made a motion to include M&M with a request that they separate their bids for Wardner and Dugdale Road. Tom seconded the motion, which passed unanimously.** The Selectboard agreed to give M&M five days to reply. Tom said he would like to award the contracts by the end of the year. Glenn said we can award the Wardner Road contract but we have to get some indication from FEMA before we proceed with Dugdale Road.
- 6) Brook Road – Glenn said Windsor's Town Manager would like to know what West Windsor's response might be if they don't replace the bridge and a section of Brook Road. Glenn said the repair estimate is approximately \$2 million. Glenn added that VT Stream Alteration Engineer Todd Menees would like the bridge removed. Mike said he doesn't think West Windsor should get in the middle of it. Bruce asked if Windsor has applied for FEMA funding for Brook Road. Glenn said they're working on it. Tom said he knows someone who uses Brook Road in the winter. Mike said from a public safety standpoint, he thinks the road should be open. Bruce said if they can get the money from FEMA, Windsor ought to repair the road. Tom asked what the alternate route would be if Route 44 were closed for some reason. Tom asked if Coon Club Road is the alternate route. Glenn said Route 44 west to 106 and 131 is another alternative. Glenn said he ran it by Town Attorney Matt Birmingham and Matt said that Windsor is not obligated to provide West Windsor with an alternate route. Tom said if Windsor can get money to fix it, it should be fixed. Bruce agreed. All agreed not to weigh in yet.
- 7) Highway Budget – Cathy said the highway budget would be \$498,800 if salaries are not changed. Mike said he thinks sand and gravel should be increased to \$32,500. Glenn suggested looking at the equipment and paving funds as we get closer to the end of the year. Mike said the Selectboard could put an additional \$25,000 into the equipment or paving fund and still "level fund" the highway budget. Cathy said the equipment fund has a balance of \$84,575 and the paving fund will have a balance of \$49,000 after she puts \$25,000 into it for this year. Mike said the replacement for the 2008 truck will be ordered next December and we'll get it in 2013. Cathy said she just noticed that retirement and insurance are not in the budget yet so there isn't a surplus. Discussing the town's portion of the cost of repairing the roads, Mike said our share of the cost

will be reduced because we used our own equipment. Tom said if there is a surplus, we can use it for our share of the cost of the Brownsville-Hartland Road project. Mike said we will also have to pay for 10% of the Bowers Covered Bridge project.

- 8) Knight-Orcutt highway access – There was discussion about the sight distance to the east not being adequate. The Selectboard asked Martha to convey to the applicant that there are problems with the proposed conversion of the agricultural access to a residential access.
- 9) Wardner and Dugdale Road culvert bids – Glenn said he will call M&M this afternoon and ask for separate bids. Mike suggested emailing Murphy and Daniels and let them know about the situation. Tom noted that M&M's bottom line can't change based on their possible knowledge of the other bids. Everyone agreed. Bruce asked Mike to look over the proposals and give his opinion.
- 10) Schedule annual highway review – The Selectboard tentatively scheduled the review for Friday, December 16th at 7:30 AM.
- 11) Town Budget – Glenn said SWCRPC dues have gone up and law enforcement costs are unknown. Tom noted that reappraisal costs come out of the Listers Fund. The Selectboard agreed to leave current use revenue at \$80,000. Glenn said we need to factor in wage changes. Glenn said he will contact David Jaacks about the Energy Committee's budget. Glenn said Ted Siegler requested \$500 to digitize some old records. Cathy asked why that can't come out of the Conservation Commission's \$2,000 allocation. The Selectboard agreed to keep the allocation at \$2,000. The Selectboard agreed to increase the BCA expenses due to an expected increase in appeals. Tom said he doesn't think the fire department allocation will increase. Martha asked about the medical insurance allocation. The amounts were increased to reflect the town's 80% contribution. Tom asked if this is the last year that the Town Forest fund will be funded at that level. Bruce said that depends on what we do about hiring someone to maintain the trails. Glenn said he would like to get the survey finished as well. Glenn said the number should be earmarked for specific expenses such as payroll, survey, signs, and trail maintenance. Tom asked if the Planning Commission should be involved. Glenn said he doesn't think that's necessary. Tom suggested that Glenn run it by the Planning Commission to find out if they're for or against it. Bruce suggested running it by the Conservation Commission also. Tom said he would prefer not to include the request from the Red Cross on the warning. Glenn and Bruce agreed. The Selectboard also agreed to deny requests from Vermont Trails and Greenways and the Lucy MacKenzie Humane Society. Tom said he has two articles for the warning from the Historical Society.
- 12) Appointments (Officers and Committees) – **Tom made a motion to appoint the Selectboard as Animal Control officers; Bob Matthews as Cemetery Sexton; Ted Siegler and Laura Stillson to the Conservation Commission; Polly Ouelette to the Council on Aging; Barbara Truex to the DRB; Jim Kenyon as Emergency Management Coordinator; Ted Siegler as Greenup Coordinator; Barbara Truex and Mark Isenberg to the Planning Commission; Tom Kenyon to the Southern Windsor County Management District; Hal Pyke to the Southern Windsor County Regional Planning Commission; Tom Kenyon to the Southern Windsor County Transportation Advisory Committee; Tom Kenyon as Surveyor of Wood; Dave Halpert, Ted Emerson, David Jaacks, Win Johnson, and Lindsay D'Anna to the Energy Committee; Glenn Seward, Rudy Gross, Win Johnson, Elvin Kaplan, Al Keiller, and Barbara Truex to the Wastewater Committee. Bruce seconded the motion, which passed unanimously.**
- 13) Zoning Administrator appointment – **Tom made a motion to appoint Martha Harrison as Zoning Administrator. Bruce seconded the motion, which passed unanimously.**
- 14) Next meeting – The Selectboard tentatively scheduled their next meeting for Thursday, December 29th at 7:30 AM.
- 15) Executive Session – **Glenn made a motion to go into Executive Session to discuss personnel matters. Bruce seconded the motion, which passed unanimously.** Following the discussion,

Tom made a motion to come out of Executive Session. Bruce seconded the motion, which passed unanimously.

- 16) Zoning Bylaws – Tom said we need to make sure “Con-40” is changed to “Con-30” throughout the document. Tom asked Martha to check the definition of “wetlands” for conformance with the state’s definition. Tom said he needs to see the section on fences without the cross outs. Tom had a minor change to the section on ponds. There was discussion about when local permits are not necessary if state and/or federal permits are obtained. Tom said he liked VLCT’s explanation of the difference between a Certificate of Occupancy and a Certificate of Compliance and would like to include it in the zoning regulations. Glenn and Bruce agreed. Martha said she thinks we would either have to re-word it or get permission to print it from VLCT. The Selectboard scheduled their public hearing on the zoning regulations for Wednesday, January 11th at 7:00 PM.
- 17) Other Business – Town Meeting warning: Glenn asked if the law enforcement issue should be on the warning as a separate article or if the Selectboard should just include it in the budget. The Selectboard discussed the options briefly and agreed to discuss them further at a later date.
- 18) Adjourn – **Glenn moved to adjourn at 12:48 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison