

West Windsor Selectboard
Draft Minutes
December 21, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Cathy Archibald, Mike Spackman, Martha Harrison, Jason Booth (A+E), Bob Moulton (A+E), Patricia Beavers (P2 Environmental), Dennis Brown, Nick Manosh (Manosh Construction), Laura Farrell (Ascutney Outdoors)

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 8:30 AM.
- 2) Changes or additions to the agenda – issue with minutes; workers compensation; HMGP grant amendment; trail license agreement termination; letter from attorney for General Store; net metering agreement
- 3) Announcements/Public Comment – None
- 4) Approve minutes – Tom said the Listers got an email from someone pretending to be Tom Kenyon asking them to send money. Tom was concerned that posting minutes on our website makes us vulnerable to scams of this nature and suggested that we only post abbreviated minutes, with full minutes available upon request. The Selectboard agreed to consult with counsel and put this issue on a future agenda for discussion. **Win moved to approve the minutes of December 1st, 5th, 7th, 12th and 15th as written. Tom seconded the motion, which passed unanimously.**
- 5) Sign Recreational Trails grant report – This is the final report on a grant that Cathy Boedtger applied for to provide funding for work on the trail system in the town forest. Jim Lyall supervised the work. Cathy Archibald said the town pays the bills and the Conservation Fund reimburses the town. **Tom moved to authorize the Chair to sign the report on behalf of the Selectboard. Win seconded the motion, which passed unanimously.** Win asked about the municipal planning grant. Cathy said she will set up a receivable for that.
- 6) HMGP grant amendment – **Win moved to authorize the Chair to sign the HMGP grant amendment on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.** Win asked if this grant will cover all the town's expenses for the removal of the mobile home on Brook Road. Martha said yes.
- 7) Sign Town Clerk's orders – **Win moved to sign orders. Tom seconded the motion, which passed unanimously.**
- 8) 2016 and 2017 Budget Discussions – Town: Tom said he would like to review the budget again after we have final numbers for 2016. Cathy noted that the hourly rate for part-time employees was increased last year from \$16.75 to \$18.00 per hour. Cathy said she'd like to increase the number of hours for the Assistant Town Clerk. There was discussion about whether the Delinquent Tax Collector should be a separate position, or part of the Town Clerk's job. Dick said he thinks it should be a separate position. Win asked Cathy if she has a breakdown of legal fees. Cathy said Matt's office is working on it and will provide it by next Wednesday. The Selectboard agreed to budget \$20,000 for legal fees at this point. Regarding audit costs, Win said there may be additional expenses like mileage and printing, but a percentage of the total cost should be allocated to the utilities. Win suggested including \$9,000 in the town budget and \$1,500 each in the water and sewer budgets. After noting that law enforcement costs are increasing by 3.5% as of July 1, 2017, the Selectboard agreed to budget \$89,000. Cathy said she will call about the county tax and bond payments. Cathy said once the Selectboard comes up with wages, she can calculate social security and other wage-

related expenses. Cathy said medical insurance should be \$28,000. The Fire Department has requested \$51,800 but the FAST Squad has not made a request yet. There was discussion about the cost of insuring FAST Squad members who don't show up for calls. After discussing that Windsor County Youth Services never provides a report on their activities and has no local presence, the Selectboard decided not to budget an appropriation for that organization, noting that if anyone feels strongly about it, they can speak up at Town Meeting. The Selectboard also agreed to increase the appropriation for the Food Shelf from \$500 to \$1,000. Martha said she has asked Tom Marsh for information on the cost of preventative maintenance for the generators. Martha added that they talked about splitting the maintenance cost between the town and the sewer system but she hasn't received the actual cost numbers from him yet. Win said he thinks we need to meet with Tom Marsh to discuss sewer issues and Patricia Beavers to discuss water issues.

- 9) Other Business – Workers Compensation: Win said West Windsor does have workers' compensation insurance and asked if we're filing incident reports. Cathy and Mike said yes. Trail license termination: There was discussion about the letter from MFW Associates and the immediate actions that license termination will require on the MFW land between Mile Long Field and Coaching Lane, and at Cunninghams. Dick said he is not in favor of paying MFW's taxes in order to maintain the license agreement. Dick asked if the town has any trail signs that need to be removed. Win said yes. Win suggested notifying MFW that we received the letter and notifying STAB that the trail signs need to be removed. Dick asked Martha to draft a letter to STAB President Mike Bell, with a copy to Jim Lyall. Letter from Attorney for General Store: Win suggested referring the letter to Town Attorney Matthew Birmingham and asking him to review it and make a recommendation. Dick and Tom agreed. Dick suggested referring Matt to A+E if he has any related engineering questions. The Selectboard also agreed that the town's insurance company should be notified. There was discussion about the temporary and permanent easements on the General Store property. Hydrant: Tom said Daniels may come today to move the hydrant. Win asked Bob if he is aware of that. Bob said no and added that he should have contact with them before they dig. If they don't do the work today, Bob said, he will send them an email this evening with his concerns. Bob noted that there could be a communications wire between the hydrant and the parking lot.
- 10) Discuss sewer tank inspection proposals – Jason said the proposals are for cleaning and inspecting the three 30,000 gallon storage tanks at pump station #1. One proposal was for approximately \$27,000 and one was around \$15,000. Jason said he has asked one of the companies to break out the cleaning and inspection costs. Jason said \$25,000 was budgeted for this portion of the project. There was discussion about the age and function of the storage tanks. Win asked if the tank inspection is the last "loose end" in the sewer project before we can close out the loan. Jason said yes, although loans are often kept open until the end of the warranty period. Win said we need accurate numbers as of December 31st for our auditor. Jason said if he doesn't get the information he requested soon, A+E will proceed with making a recommendation and requesting concurrence from the state.
- 11) Discuss winter access to water system – Win said we need to decide whether or not to plow the access to Reservoir #1 throughout the winter. Laura said she thinks it makes sense to plow the access. Win said plowing is more expensive but he's willing to do whatever Patricia and Dennis recommend. Dennis said right now the system isn't running automatically so he has to go up to the Base Lodge twice a day to turn the pumps on and off manually. Patricia said there's a malfunction in the existing telemetry, which should be resolved when the new

system is up and running. Dennis said he needs to be able to get to the maintenance garage at any time, day or night. Dennis added that he is comfortable using a snowmobile for routine access. Dennis suggested plowing the Reservoir #1 access until the new system is up and running. Patricia agreed. Dennis noted that the chlorinator at Reservoir #1 should be checked daily but he can do that with the snowmobile. Dennis asked if the telemetry can be set up to enable him to take readings from the new booster pump building. Jason said A+E will have to talk with the electrician about that. **Win moved to have the water system fund the plowing of the access to Reservoir#1 until the new system is up and running. Tom seconded the motion, which passed unanimously.** Win expressed concern about Dennis going up there by himself at 2:00 AM in the wintertime, and encouraged him to let someone know if he has to do that. Patricia said with the new telemetry, she'll be able to sit in her office and see the tank levels, which will be very helpful. Water project budget: Jason said the Mountainside line pushed the project over budget, as expected and discussed earlier this fall. Win said what he didn't know about was change order #2. Jason said change order #2 addressed an unanticipated culvert issue and an additional communications line, which enabled the remote telemetry unit to be moved to the well house and addressed concerns expressed by the electrical inspector. Water system concerns: Patricia expressed concern about the storage tank being left open. Nick said he will check at the end of every day to make sure everything's secure. Nick said he has a locksmith coming to address the issues with the pump station door. Dick asked if people are breaking in. Nick said no; the problem is that it's almost impossible to get in.

- 12) Participate in monthly water project meeting (10:00 AM) – Jason provided an agenda for the water meeting. Completed work: Bob said since the last meeting, the Mountainside line is complete, although it's not tied in yet; the Mountainside hydrant is installed, but not active; the two hydrants on the Hotel line are in; the Mountain's Edge PRV is in; the PRV vault for the Hotel is in; the Mountainside booster pumps have been piped around; the control panel is being installed as we speak; and, as soon as the pumps are ready to go, the valves can be opened to send water up to Reservoir #2 and #3. Win said a member of the Utility Committee expressed concern about a low area in the Mountain's Edge parking lot, close to the ski slopes, and would like the posts and chain re-installed. Bob said the posts are back in and the parking area has been leveled off. Bob noted that there is a valve at the east end of the parking lot that is about 6" below grade and it will have to be dug up and used from time to time. Dennis said we'd need a jack hammer to get to it in the winter. Bob said that section of pipe could also be shut off from the PRV vault. Scheduled work: Jason said he hopes the booster pumps can be turned on tomorrow. Nick said the VFD is supposed to arrive today to be installed tomorrow. Jason said getting the booster pumps operational is a higher priority so the town can shut off the valve to the burned-out Base Lodge. Nick said they're also waiting for a transducer but he thinks the old communications can be made to work in the interim. Nick said, with the holidays coming up, it will be two weeks before he can do the tie-ins for the Mountainside line. In the meantime, Jason said, Mountainside will continue to be served via Reservoir #1. Jason said the water will have to be shut-off to tie in the Mountainside line and they'd rather not shut off water while people are up for the holidays. Weather permitting, Nick will try to do the tie-ins on January 4th. Win asked if the old booster pumps are being removed from the Base Lodge. Jason said that is not Manosh's responsibility; the connection will be terminated outside the building. Jason said the pumps could not be used as spares. Win said the town can allow Ascutney Outdoors to salvage them

if they want them. Patricia suggested reusing the fencing in the Base Lodge and asked if the alarm system is salvageable. Win said he will ask Glenn to have the fence pulled out for us. Patricia agreed to call the alarm company. Shop drawings: Jason said there's nothing of concern with regard to the drawings. Outstanding change orders: Jason said Don Haddox has reviewed change order #2 and has no concerns. **Win moved to authorize Tom Kenyon to sign the change order. Dick seconded the motion, which passed unanimously.** Win said once this project is done, the town would like to discuss the water system's ongoing capital needs with A+E so we can determine our reserve requirements. Jason said the state is going to require a hydraulic analysis when the project is complete to determine any remaining deficiencies in the system. Pay estimate #4: Jason said he will get Don Haddox's signature on the pay estimate, at which point it can be paid. The project is 81% complete and the amount due is \$101,195.61. At the end of the project, Jason said, there will be a balancing change order. Owner concerns: Patricia asked about the Mountain's Edge PRV. Bob explained that there was a hole in the bottom of the old pressure reducer which was leaking about 14,000 gallons per day. Dick said the primary owner concern is to get the new booster pumps working. When the project is complete, Win said, the town needs to meet with Patricia to discuss ongoing operations. Engineer's concerns: Jason said the main concern is to get the pumps operational but, once that happens, A+E will coordinate training with John Champlin, Dennis, Patricia and anyone else who wants to participate. Win suggested inviting personnel from Orange Lake to participate. Dennis asked if the spare well pump has been ordered. There was discussion about the type of well pump currently installed.

13) Move to Library for Executive Session on personnel matters – **Win moved to recess and go into Executive Session at the Library. Dick seconded the motion, which passed unanimously.** After discussion, **Win moved to come out of Executive Session. Tom seconded the motion, which passed unanimously.**

14) Adjourn –**The Selectboard adjourned by consensus at approximately 12:20 PM.**

Respectfully submitted,

Martha Harrison