

## WEST WINDSOR SELECTBOARD

Draft Minutes  
December 4, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke (by speaker phone), Cathy Archibald, Mike Spackman, Martha Harrison, Windsor Town Manager Tom Marsh, Windsor Police Chief Steve Soares

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 7:30 AM.
- 2) Public Comment – None
- 3) Consider signing the Green Mountain Power (GMP) “Notification of Pole and Wire Locations” form for the Blood Hill/Cross Road/Parrish View project – Glenn said it is his understanding that the Highway Foreman reviewed the project with GMP and is satisfied with it. **Tom moved to sign the form. Bruce seconded the motion, which passed unanimously.**
- 4) Budget discussions – Tom said it would be helpful to have the number for current taxes. Highway Budget: Glenn suggested just addressing areas of concern. Tom and Bruce agreed. Cathy said we have \$13,375 left to get to the end of the year. Glenn asked if the bridge grant reimbursement is for Wardner Road. Cathy said yes. Glenn noted that FEMA reimbursement is \$157,900 so far this year. Glenn also noted that the town received a \$5,000 grant from the Preservation Trust. Glenn said “special projects” is over budget. Mike said the salt shed and Coaching Lane Extension are included under special projects. Tom asked for a breakdown. Glenn asked about showing a receivable for Coaching Lane Extension. Cathy said that would be next year. Cathy said she is keeping track of Coaching Lane Extension income and expenses in excel. The Selectboard agreed that there should be an accounting in the Town Report. Mike said more bills will be coming in for special projects. Regarding gravel and culverts, Tom said \$31,000 was budgeted and \$56,000 was spent. Mike said we are over budget because of the bad mud season and Irene work. Glenn asked about “Other Aggregate.” Mike said that includes ditch stone and hard pack. Regarding Irene Equipment Rental and Material, Glenn said we’ve spent \$320,000 and we’ve received \$157,900. Glenn said we’re expecting an additional \$80,000 or so. Glenn asked about the difference between the income and expenses. Cathy said maybe some of the expenses were from last year but we paid them this year. Bruce said people are going to want to know the shortfall from Irene. Martha said we won’t know for sure until we get final payments from FEMA and the state. Glenn said FEMA is currently reviewing our request for final payment. Mike said the overage under Equipment Rental is for the salt shed so “Special Projects” is Coaching Lane Extension and the Better Backroads bank stabilization. Martha said, according to our calculations, we’re supposed to get another \$84,000 from FEMA and \$15,000 from the state for the Bowers Covered Bridge, so the local share would be \$37,000. Cathy said “Equipment Rental/Construction” is the Wardner Road Bridge. Mike said the overage in tires was because each truck needed 6 new tires. Regarding diesel fuel, Glenn surmised that the overage is due to the cost increase per gallon. Tom said at the end of the year, we should look at the New Equipment Fund. There was discussion about winter maintenance wages due to the addition of a part-time employee to drive the new one-ton pickup. Glenn suggested budgeting a small increase. Mike suggested \$5,000 but everyone agreed that we don’t know how many storms we’re going to have. Glenn said Mike has recommended getting an

extended 7-year, \$75,000 warranty on the new one-ton truck. Mike said the warranty would cost \$3,195 and carry a \$100 deductible. **Tom moved to purchase the extended warranty. Bruce seconded the motion, which passed unanimously.** Mike said the cost should come out of the Equipment Fund. The Selectboard agreed to meet to conduct Highway Department reviews on December 11<sup>th</sup> at 8:00 AM at the highway garage. Town Budget: Cathy said the town budget is \$93,000 to the good at this point. Glenn noted that Cathy has done \$36,000 worth of recording. Tom noted that the town has also collected a lot of delinquent taxes. Glenn noted that current use income amounts to \$117,000. Glenn said legal fees are high primarily due to the sewer acquisition, with a little bit due to the Coakley litigation. Cathy said "Selectman's expense" is over due to public hearing ads. Cathy said "Restoration of Records" is offset by income. Tom asked about Law Enforcement. Cathy said the new radio equipment is included. Glenn said "Grounds Care" is over budget. The Selectboard agreed to discuss planting some lower maintenance shrubs. Cathy said Town Hall repairs and maintenance was over due to the painting. The Selectboard agreed that the Town Hall needs a new door. Glenn said it is highly unlikely that we're going to get reimbursed by FEMA for our additional dumpster fees. Tom noted that there is a streetlight out at the intersection of Route 44 and Brownsville-Hartland Road. Glenn agreed to inquire about that. Glenn asked about development review and planning expenses and mileage. Cathy said that is offset by the municipal planning grant. Glenn asked about BCA Lister's expense. Cathy said that is due to grievances and lowered assessments. Tom said if assessments go down, taxes will have to go up. Glenn said the Town Forest Fund can carry forward almost \$15,000. Tom said the library is asking for \$14,000 and the Historical Society is asking for the same amount as last year. Town Clerk's order: **Tom moved to sign the Town Clerk's orders. Glenn seconded the motion, which passed unanimously.** The Selectboard agreed to schedule another budget meeting at Monday night's meeting.

- 5) Review law enforcement arrangement with Windsor town officials (8:30 AM) – The Selectboard discussed with Windsor's Town Manager and Police Chief how things are going with the current law enforcement arrangement. Glenn said almost 100% of the feedback that he has received has been positive. Chief Soares said he is surprised by the number and the seriousness of the events that the Windsor Police Department has responded to in West Windsor. Tom Kenyon asked for more speed surveillance on Brownsville-Hartland Road. Chief Soares estimated that his officers are spending at least 20 hours per week in West Windsor. Chief Soares said the average number of calls from West Windsor is seven per week. Glenn asked how the communication system is working. Chief Soares said there are some issues near the station in Windsor but he has not found any "dead spots" in West Windsor. Glenn asked Chief Soares if he feels the number of hours is adequate. Chief Soares said yes. Tom Marsh said the Windsor officers are spending more time in West Windsor than anticipated and, if that continues, Windsor and West Windsor should revisit the contract. Chief Soares noted that Windsor P.D. has two officers on 24/7. Tom Kenyon said if West Windsor starts having more recreation events, or if the ski area reopens, we may need more coverage. Chief Soares asked the Selectboard to let him know about events in advance for planning purposes and noted that West Windsor would be invoiced for extra services.
- 6) Other Business - Consider signing Act 250 Municipal Impact Questionnaire for Sykes property on Route 44: Glenn said Leigh Sykes is planning to build a single-family home with an apartment and a 7-bay garage and the town has been asked to sign an Act 250 municipal impact form verifying that the town can provide fire, rescue and police services. Glenn said

Martha has been in touch with the service providers and everyone is okay with it. **Glenn moved to sign the Act 250 Municipal Impact Questionnaire for the Sykes project on Route 44 (parcel #3-214.1). Tom seconded the motion.** Tom asked about the 7-bay garage. Glenn said he is sure the DRB will be involved in reviewing the project. Bruce asked why an Act 250 permit is needed. Martha said it may be because the lot is more than 10 acres. Tom asked if it's a commercial or residential project. Martha said there has been no application for a local zoning permit yet, so she doesn't have any other details. Tom asked if we are giving up our rights under Act 250. Glenn said no; we are simply acknowledging that we can provide the services listed for the project described. **Glenn called for a vote on the motion, which passed unanimously.** Consider renewing initial highway access approval for Clay property on Rush Meadow Road: Glenn said there does not appear to be any way to extend a highway access permit if someone doesn't get the work done within a year. Glenn described the Clay situation. Glenn said he thinks a highway access permit should be valid for more than one year unless the road changes. Bruce suggested allowing applicants to write a letter requesting renewal. Bruce added that the Selectboard should do a quick review prior to granting a renewal to make sure nothing has changed. Glenn said he will draft some suggested changes to the highway access ordinance, as well as the highway adoption ordinance. Tom said he doesn't want to grant approval and then forget about it. Bruce suggested simplifying the renewal process rather than extending the time period.

- 7) Adjourn – **Glenn moved to adjourn at 9:00 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison