

West Windsor Selectboard
Draft Minutes
February 10, 2020

Present: Win Johnson, Brett Myers, Matt Kantola, Mike Spackman, Cathy Archibald, Erik Boedtker, Martha Harrison, Tom Kenyon, Deb Shearer, Glenn & Shelley Seward, Chris Yurek, Lauren Stevens, Aaron Gonthier (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or Additions – Ash inventory update
- 3) Announcements/public comment – None
- 4) Town Clerk’s Report – Sign orders: **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.** Liquor licenses: Win said there are three license renewal applications from the Butcher & Pantry; one is for sales, one for outside consumption; and one for catering. **Brett moved to approve the applications. Matt seconded the motion, which passed unanimously.** Request to cater VT Overland Maple Adventure Ride: Win noted that 400 to 500 people are expected to participate. Win asked if alcohol service will be limited to a contained area. Lauren said yes, and added that participants will be limited to two drinks. **Brett moved to approve the request. Matt seconded the motion.** Win asked where the food and alcohol service will take place. Lauren said inside the Ascutney Outdoors Center, unless the weather is nice. **Win called for a vote on the motion, which passed unanimously.** Sign No Appeal or Suit Pending for Grand List: Win said the Selectboard has to certify that there are no appeals pending from the action of the Listers, nor suits to recover taxes paid under protest. **Brett moved to sign the certificate. Matt seconded the motion.** Tom asked if this is related to the 2019 Grand List. Cathy said yes. **Win called for a vote on the motion, which passed unanimously.**
- 5) Discuss Event Requirements, including Race Event Information Checklist – Win said this is not meant to apply to every event; this is a check list for the Town and the event sponsor, or Ascutney Outdoors (AO) and the event sponsor, to use to ensure an application has all the information needed for approval. Erik said the most important thing for the Fire Department is the map; the more information, the better, but he doesn’t want to discourage applicants from holding events in West Windsor. Erik noted that some of the information would not be applicable to every event. Win agreed that we would have to review the list with the applicant and agree on what information is necessary. Glenn asked if the checklist applies to races only, or to all large events. Win said it’s intended to apply to race events. Glenn also asked about communications and said he is concerned about having inexperienced people on radios. Win said if the event has aid stations, we need to make sure aid station staff know how to contact emergency medical services. Erik said if we get information ahead of time, our dispatch agency would be in the loop if a 911 call were placed from somewhere on the course. Erik said the communications protocol would just be to call 911. Martha said it’s getting difficult for her, as gatekeeper, to keep track of which application, checklist and/or matrix applies to each event. Shelley asked about the sequence and timing of the steps in the application process. Win said his hope is that AO will go over the checklist with the applicant before an application is submitted. Shelley said it would be helpful if Martha or the Selectboard would let AO know in advance which checklist requirements are applicable to the event. Matt said the application should be complete when it is submitted. Win said if it

comes in three months ahead of time, a lot of the information is going to be preliminary, which is why the checklist requires final information to be submitted two weeks before the event. Shelley asked who the final information would be given to and who would decide if the conditions of approval had been met. Matt said he thinks two weeks is too short. Martha said the event ordinance requires applications to be submitted at least 30 days in advance of the event, and the Selectboard may not consider it for another week or two, but if you increase it to 60 or 90 days, that's overkill for a small event. Win said he would rely on AO to work with the event sponsor. Glenn said if he were sponsoring a large event and didn't know for sure if he had final approval until two weeks before, he would be pretty nervous. Erik suggested having everything due at the time the application is submitted. Matt suggested six weeks as a deadline for final submissions. Win suggested striking the language about revoking the permit. Martha suggested incorporating the checklist requirements into the application; then AO could use the checklist to make sure the application is complete. Glenn said AO would definitely use the checklist as an internal document. Shelley asked if there would be two applications – one for races and one for other events. Win suggested a cover sheet that applies to all events and an appendix for each type of event. Glenn asked who is responsible for dispersing the application, with all the required information, to the various parties. Martha said she could disperse the information to the Police Department, the Fire Department and the FAST Squad and then, if they have any concerns, they would have to make them known within a certain amount of time. Win said he thinks the event sponsor should talk with the emergency service providers. Glenn suggested that emergency service providers be given a packet of information after it has been approved by the Selectboard. Win said he thinks it should be the other way around with the applicant showing evidence of coordination with public safety officials. Erik said he just needs to be able to make hard copies of the information for the WWVFD members. Brett asked if West Windsor has any liability in approving a race event that extends into other towns. Erik said in an emergency, responders would be contacted through the 911 dispatching agency. Erik said he wants to let other towns know in advance because he got a lot of phone calls last year about events that originated in West Windsor. Deb said she thinks event sponsors should be made aware that they can only get cell service through AT&T in West Windsor. Brett asked about liability if a racer gets injured in Reading in an area with no cell service. Erik said there's a certain amount of risk associated with participating in these types of events. Erik added that some events, like the Vermont 100 and the Vermont 50, are very well organized and have radio communications at aid stations that go to people with direct contact to the dispatching agency; it's something the event sponsor needs to think about. Brett asked if participants sign a waiver. Win said we might want to ask applicants to describe emergency medical communication provisions. Glenn asked again about who disperses information about the event, after it is approved, and when that happens. Martha said she typically sends applications to the Selectboard, the Fire Chief, the Police Chief and the FAST Squad Director; after the event is approved, she also sends a copy of the approval letter to those same people. Win said the application information is for the town's benefit; if Erik wants to send the map to adjacent towns with a note inviting them to request more information, that's fine. Martha said if all the necessary information is attached to the application when it's submitted, that should reduce the number of conditional approvals. Glenn said he doesn't think any of these new requirements should apply to events that have already been approved. Martha said she gets applications that are not signed by all parties and then she has to chase

after signatures, but it sounds like that will not happen with the new procedures. Win said he will tweak the checklist again. Tom asked how we prevent two events from happening on the same weekend. Tom also said he'd like to be able to go to the Town's event calendar, click on an event and get all the information about it. Win asked if AO can put race route maps on their website. Glenn said, currently, AO just has a link to STAB so he would have to research that. Win said the Town could require that the course map be submitted in electronic format and noted the strava map submitted for the Runamuck event. Martha said she couldn't print the strava map; the layers got separated. Win suggested adding all approved events to the Town's "Community Events" calendar.

- 6) Review/approve letter of support for SWCRPC's block grant application for stormwater gully remediation design – Chris said the application is for engineering design for the remediation of the ditches below the two outfalls on Hotel Road. Win asked what the Town would have to commit to. Chris said if the project were implemented, the Town - or another party - would have to commit to maintenance. Win asked if grant funding is also available to execute the plan. Chris said yes; it could be the same source, or the WISPr program. Win described the location of the outfalls. **Matt moved to authorize the Chair to sign the letter of support. Brett seconded the motion, which passed unanimously.**
- 7) Highway – Open bids for Rush Meadow Road project & consider awarding contract: The Town received the following bids: \$164,500 from Lewco LLC; \$154,000 from A.S. Clark & Sons; \$124,640 from Murphy & Son Construction; \$190,000 from Neil H. Daniels; \$274,500 from L&M Service Contractors; \$112,600 from Avery Excavation, Inc.; \$138,400 from Adams Trucking & Excavation; \$158,240 from Weaver Excavating; \$195,264 from Manosh Corporation; \$155,500 + \$9,500 for engineering from M.A. Bean Associates & Horizon's Engineering. Win asked Mike if it's safe to reject all but the two lowest. Mike suggested rejecting all but one. Win asked Martha to thank the eight highest bidders. Win asked if the Selectboard can consider bids in executive session. Martha said the Selectboard can discuss contracts in executive session. Win suggested having an executive session at the end of the meeting to talk about the two lowest bids. Matt agreed. Win added that he doesn't want to accept either proposal until Mike has done some due diligence. Foreman's report: Mike said they have done everything they can for now on the Churchill Road project. The grader is back in service and Mike has used it but he hasn't received a bill yet. The speed cart is ready to go in the spring. **Win said the highway crew did a great job with the last storm and moved to ask Mike to convey the Selectboard's appreciation to the crew. Brett seconded the motion, which passed unanimously.** Burke property: Win asked about the bids for the Phase II work on the Burke property. Martha said LE Environmental (LEE) is going to do the work. Win asked if the Town should start communicating directly with LEE. Martha said the Town is not the client this time; the state is the client. Win asked Martha to contact Shawn Donovan and let him know that we have deadlines. Mike said the prep work for the sand pile needs to be done in the April/May timeframe.
- 8) Discuss Town Plan & set date for public hearing – Win asked if we're on the clock now. Martha said the Selectboard has to have a public hearing within four months and then approve or reject the Plan within a year. Win said he has a number of questions about the Plan: Did the PC get Mike's input on the emergency planning section, and Elizabeth Burrow's input on the school section? Deb said yes. Win asked Mike to read the emergency planning section and let the Selectboard know if he has any concerns. Win asked if the list of town-owned facilities is complete, e.g. is the school a town-owned facility? Martha said the

parcel of land that the school building sits on is town-owned. Win said the mountain maintenance shed and the Burke property are not included in the list of town-owned facilities. Tom asked if the land between the cemetery and the brook (the former Cushman property), and the land on Brook Road (the former Hale property), are included. Win noted Recreation Policy #4 and said Ted Siegler suggested alternate wording: Conservation Funds may be used for acquisition of key trail easements or properties that enhance recreational activities. Win asked if the “large erosion areas” on page 52 still need to be addressed. Win also asked if it’s the Planning Commission’s intention that the zoning regulations should now be revised. Deb said that will be discussed at the PC’s next meeting on March 25th. Win asked Deb to let the Selectboard know how much zoning work has to be done to comply with the new Plan. Regarding the priority recommendations, Win said there is an emergency access to the resort. Deb said the PC thinks the Town should keep looking for another access to the resort. Win asked how there can be a priority recommendation with no discussion in the narrative. Win asked if Chapter 14 was tacked on at the end. Deb said it was an addendum to the last Town Plan. Win said the priority recommendation to “consider adoption of model flood and river corridor regulations” doesn’t even reference Chapter 14 and that’s the chapter that talks about flooding. Win said he couldn’t find anything in the Plan about the desirability of moving from floodplain regulations to floodway regulations. Deb said that’s in the discussion stages; the PC doesn’t necessarily support it but the Conservation Commission still wants it to happen. Win also asked about the recommendation to “consider ridgeline restrictions.” Martha said the PC spent at least six months discussing ridgeline regulations a number of years ago and then set it aside. Win said it shouldn’t be a recommendation then, if it’s not discussed in the Plan. Win suggested setting up an informal discussion with the Planning Commission and asked Martha to schedule a hearing as far into May as possible.

- 9) Consider recruiting volunteers for a Sustainability Committee – Win said one of the recommendations of the Plan is to form a Sustainability Committee. Win suggested putting some information out on Front Porch Forum and inviting anyone interested in serving on such a committee to the next Selectboard meeting. Mike asked what the goals of the committee would be. Win said the committee would focus on energy among other things. Matt suggested announcing it at Town Meeting as well.
- 10) Grants: Animating Infrastructure; Cultural Facilities – The Selectboard agreed to pass over this item.
- 11) Sign 2020 Initial Boundary Validation Program (BVP) form – Martha said the Census Bureau sent us maps showing West Windsor’s town boundaries and asking the Selectboard Chair to certify that they are correct as shown. **The Selectboard passed a motion authorizing Win to sign the form.**
- 12) Utilities – Authorize signature of DWSRF Priority List application: Martha said this will keep our current water project on the state’s priority list. **Brett moved to authorize Win to sign the application. Matt seconded the motion, which passed unanimously.** Approve submission of CWSRF Priority List application: Martha said this application doesn’t need to be signed. Consider renewing VT Rural Water Assoc. membership: **Brett moved to renew the Town’s VRWA membership. Matt seconded the motion, which passed unanimously.**
- 13) Other Business – Ash inventory update: Win said the volunteers who are working on this have already inventoried over 50% of the town roads, which is very impressive. When finished, they will provide Mike with a map.

- 14) Approve Minutes – **Brett moved to approve the minutes of January 27th. Matt seconded the motion, which passed unanimously.**
- 15) Executive Session: contract matters – **Brett moved to go into executive session to discuss the two lowest bids for the Rush Meadow Road culvert project. Matt seconded the motion, which passed unanimously.** After discussion, the Selectboard came out of executive session by unanimous consent and asked Mike and Martha to review the proposals in more detail prior to the next Selectboard meeting.
- 16) Executive Session: personnel matters - **Brett moved to go into executive session with Martha for her annual performance review. Matt seconded the motion, which passed unanimously.** After discussion, the Selectboard came out of executive session by unanimous consent. Win said he would make a note of the discussion for Martha’s personnel file.
- 17) Adjourn – **Brett moved to adjourn at 8:50 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison