

West Windsor Selectboard
Draft Minutes
February 12, 2018

Present: Dick Beatty, Brett Myers, Win Johnson, Cathy Archibald, Mike Spackman, Tom Kenyon, Martha Harrison, Cindy Ingersoll, Al Keiller, Barbara Truex, Peter Vollers, Cynthia Stoddard

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:15 PM.
- 2) Changes or additions to the agenda – Under “Other Business,” Win wanted to discuss communication about the upcoming school vote, as well as a proposal from VLCT to provide comparative data on employee compensation and benefits. Win also requested an executive session at the end of the meeting to discuss personnel matters. Tom said he’d like to provide some information about the Historical Society.
- 3) Review and consider adopting West Windsor’s Local Hazard Mitigation Plan (LHMP) – Cindy Ingersoll described the work that went into revising the plan. Cindy noted the factors that affect the town’s Emergency Relief and Assistance Fund (ERAF) rating, which is currently 12.5%. In order to increase the amount of disaster relief funding the state will contribute to 17.5%, the town would have to adopt river corridor regulations. Al said the Planning Commission decided not to adopt river corridor regulations because they would be much more restrictive than the current flood hazard regulations. Cindy also noted that, in order to be eligible to apply for hazard mitigation grants, the town has to have an updated LHMP. Al noted that Table 8 contains a work plan and timeline. Cindy said the town doesn’t have to accomplish everything included in the work plan within the five-year timeframe. Barbara said it’s important to have these plans on the town’s radar so we can look for opportunities to accomplish them. Cindy noted a form for reviewing the LHMP strategies every year. Dick said the company that was monitoring the slope on the Brownsville-Hartland Road, just north of Coon Club Road, is no longer doing that. Cindy said there may be additional funding for slope stabilization coming along. Dick said the state has done the survey for the Bible Hill culvert project but we haven’t heard anything from them recently. Martha said we’re waiting for them to provide the plans. Win asked if the Selectboard needs to adopt the LHMP. Cindy said FEMA needs to review and approve it first. Dick asked if the Planning Commission will need to modify the zoning and subdivision regulations to comply with the LHMP. Cindy noted some areas where the LHMP suggests reviewing the zoning regulations. Al said the Planning Commission will have to address some of the suggestions in the Town Plan as well, and noted specifically the need for a second entrance to the mountain.
- 4) Announcements/Public Comment – Tom said the town got a bill for \$140 for sidewalk cleaning associated with the Old Home Day celebration last summer. Tom said the Historical Society will pay the bill or reimburse the town.
- 5) Town Clerk/Treasurer’s Report – Cathy had a contract for winter sidewalk cleaning by Jamie Barbour. **Win moved to sign the contract. Brett seconded the motion, which passed unanimously.**
- 6) Sign Town Clerk’s orders – **Win moved to sign orders. Brett seconded the motion, which passed unanimously.**
- 7) Event application by Peter Vollers (Vermont Overland) for the Maple Adventure bike ride, a 24-mile ride which will start and end at the main parking lot on Ski Tow Road on March 25th

from 8:00 AM to 3:00 PM – Peter described the event and the route and said Ascutney Outdoors is the designated charity this year. Win asked if there will be police at major intersections. Peter said when police are present, riders assume that the intersection is secure and they don't need to slow down, so he prefers not to have police at the intersections. Peter said there will be a controlled start so everyone will start at the same time but they will be behind a vehicle going 10 to 15 MPH. At the end of the ride, the Pizza Lupo truck will be set up in the parking lot and Mike Bell will provide portable fire pits. Peter said Pizza Lupo has a liquor license. Peter said 300 people sign up for the event but they don't all show up. Peter agreed to take care of any additional plowing needed for the event. **Win moved to approve the event provided everything is in order with the liquor license. Brett seconded the motion, which passed unanimously.**

- 8) Discuss NEMRC implementation progress with Cynthia Stoddard – Cynthia said a decision was made not to purchase NEMRC's water and sewer module, and the current utility billing system is not integrated with the general ledger at this point because the system is on a non-networked computer. Cynthia suggested that the Selectboard decide if they want to set up a network server, or if they want to network through the cloud. Cynthia described how a cloud network would be set up and said there would be a \$10/month fee for each user. Cynthia said the accounts payable, payroll and general ledger modules have been installed and Cathy has been using them since January 1st. Cynthia noted that the tax administration module has not been linked to the general ledger yet. Win asked about getting a budget v. actual report. Cynthia said most Selectboards like to see the Budget Status Report on a regular basis. Mike said it would be nice if he could access highway budget information from the Town Garage. Cynthia said that can be done if the town networks through the cloud. Win asked if the Selectboard can get budget v. actual reports for the utilities. Cynthia said yes. Regarding the Budget Status Report, Cynthia said it can show summary and/or detail information. Cynthia said the next step would be to integrate the tax administration module with the General Ledger before tax bills go out, and also to connect the Grand List and the utility billing. Mike asked about direct deposit and said most of the highway employees want it. Cynthia said the system can handle direct deposit, it's just a matter of setting it up. Cathy said it would cost \$420/year. Mike said she can charge it to the highway account. Brett asked Cathy if it would make more work for her. Cathy said yes. The Selectboard agreed to consider it and discuss it with Cathy. Win asked about aged accounts receivable. Cynthia said the tax module can provide an aged A/R report. Cynthia suggested sending one sewer bill per year, with four payment stubs, which would save postage, but people might forget to pay. Win asked if the data is being backed up. Cynthia said they are backing up manually right now, not automatically. Win requested a budget report for the next meeting. Win asked if there's a procedures manual. Cynthia said she is putting a binder together.
- 9) Highway Foreman's report – Mike said the storms keep coming and he has not followed up on the ATV. Mike added that we'll have to ask for sand & gravel bids and contractor bids soon. There's no news on the one-ton purchase yet. Win said there was a plowing complaint involving our new highway employee and he took the initiative to talk to the property owner and straighten things out, which is a credit to the employee and the highway department.
- 10) Consider issues associated with Municipal Road General Permit – Mike said he heard there may be issues with the funding to help towns comply with the permit requirements. Martha said since Class 4 roads are not exempt from the permit requirements, it might be worthwhile to consider turning them into Legal Trails. Win said if we want to reclassify the roads, we

should start the public hearing process. Win asked if Legal Trail abutters have the right to ask for an upgrade or improvement. Mike said the abutter would have to do the work at their expense and the Selectboard can say no whether it's a Legal Trail or a Class 4 road. Win said it sounds like there may be good reasons to reclassify our Class 4 roads. Mike said it's going to save us a lot of money. Win asked if we have to do it in the next six months. Mike said no, but we should do it sooner rather than later. Win asked for a list of the roads and the mileage to be considered for reclassification.

- 11) Approve request for assistance with organizing maps, manuals, etc. – Martha said Susan Hines offered to help organize the maps and boxes in her office if the Selectboard is willing to pay her for that. **Dick moved to spend up to \$500 to put the maps and other information in usable order, with the cost to be charged to Selectboard expenses. Win seconded the motion, which passed unanimously.**
- 12) Water system update – Leak detection: Martha said the VT Rural Water Association (VRWA) did some free leak detection work for us recently and found three leaks. Two of them have been repaired and the daily water demand numbers are going down. The third is at a house owned by the bank. The bank agreed to send someone out to meet our Water Operator but they have not done so yet. Shut-off Notice: Dick said he got a notice that the water is going to be shut off for 30 minutes tomorrow. Martha said there are two shut offs in each of the 8-unit Village Condo buildings but apparently the one they need to turn off is not working so they need to shut off a main valve in Ski Tow Road. Eventually, Martha said, she's hoping the town will have shut-off information for every unit and will test every valve on a regular basis.
- 13) Sewer system update – Pollution abatement grant: Martha said Jason Booth is meeting with Jeff Fehrs and Don Haddox tomorrow to review the eligible costs for the pollution abatement grant. Other issues: Win said Martha has raised a number of sewer questions recently having to do with easements and rights-of-way, the location of lines, and other issues, so he organized a meeting for Friday morning to try to address as many of the issues as possible.
- 14) January Police Report – Dick noted five burglar alarms. Win asked Martha to look into updating our alarm policy. Dick noted that a Windsor police officer talked to the owner of the barking dog and provided her with a copy of the ordinance.
- 15) Other Business – Comparative pay and benefit information: **Win moved to approve up to \$150 to get the information from VLCT as soon as possible. Brett seconded the motion, which passed unanimously.** School merger vote information: Win said there are two meetings scheduled to inform voters about the upcoming school merger vote – one in Windsor and one in West Windsor. Win said this is a very important issue and we need to get as much information to the voters as possible. **Win moved to pay for a mailing to every household in town. Brett seconded the motion, which passed unanimously.** Win said the mailing should include a summary of the report but should not take a position. Win said he will follow up with School Board Chair Elizabeth Burrows. Joint budget meeting: Dick noted discussion about a joint budget meeting with the school on March 1st. Win said he thinks the biggest point of confusion is on the sewer bond issue. The bond issued to purchase the sewer is being repaid by the sewer users, but the bond issued to expand the sewer into the village is being repaid by all tax payers. Maple Adventure Bike Ride: Tom said the bike ride doesn't start until 10:00 AM. Power in parking lot: Tom said Ascutney Outdoors is going to run power to the parking lot area for their warming hut and tubing lift. Tom suggested that the town consider establishing an electrical power access in that area as well. Illegal parking:

Mike said he had to call the Windsor Police about vehicles parked illegally during recent storm events. New fire truck: Mike said the fire truck inspection went well and the new truck will probably be delivered a week after Town Meeting.

- 16) Approve Minutes – January 22nd and 29th: **Win moved to approve the minutes of January 22nd and 29th. Brett seconded the motion, which passed unanimously.**
- 17) Executive Session – **At 8:10 PM, Win moved to go into executive session to discuss personnel matters. Brett seconded the motion, which passed unanimously. At 8:25 PM, Win moved to come out of executive session with no action taken. Brett seconded the motion, which passed unanimously.**
- 18) Adjourn – **Win moved to adjourn at 8:26 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison