

West Windsor Selectboard  
Draft Minutes  
February 26, 2018

Present: Brett Myers, Win Johnson, Mike Spackman, Tom Kenyon, Martha Harrison, Deb Shearer, Ted Siegler, Mike Dudley

- 1) Call to Order – Selectboard Vice Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Martha suggested that the Selectboard consider approving the minutes of February 16<sup>th</sup>. Win suggested that the Selectboard meet at 4:30 PM on Friday, March 2, for an executive session focused on personnel matters, and to prepare for Town Meeting. **Brett moved to schedule the meeting. Win seconded the motion, which passed unanimously.**
- 3) Announcements/Public Comment – Tom said the Girl Scout training that was going to take place at the Town Hall is now going to be held at the Library. Win asked if the trainers are certified firearms safety instructors. Tom said yes. Tom said he and others did not like the idea of firearms being in the Town Hall. Win said neither he nor Dick objected as long as the trainers are certified but, if it's at the Library, that's fine. Win asked when the training will take place. Tom said Thursday, March 1<sup>st</sup>.
- 4) Review Financial Statements – Win provided copies of the financial statements from the NEMRC system and noted a couple of irregularities. Ted asked if the budget categories are still the same. Win said there may be some minor differences, but the chart of accounts was modeled on our old system. Ted said one of the Selectboard's goals was to make the information available electronically so that Martha, or anyone else who needed it, could use it. Win said there are some different opinions on who should have access that need to be resolved. Win noted that the plan is to have the information "in the cloud" so authorized personnel can access it. Ted asked if there will be public access to some portion of the information. Win said that has not been discussed but there will be public access to the extent that reports will be available at monthly meetings. Martha asked what time period the report covers. Win said from the beginning of the year through today. Tom said it's his understanding that the Town Clerk plans to retire in the near future so he hopes the system and the software are in place for the new Town Clerk. Win noted that the consultant is very experienced and Cathy is picking it up quickly.
- 5) Public Hearing: Flood Hazard Area Bylaws – Win read the list of changes from the Planning Commission's report. Deb said they also defined "small structure" as 1,000 square feet or less. Win noted that the recent geomorphic study is not reflected in the bylaws. Ted said he'd like to understand why the Planning Commission (PC) did not move forward with more comprehensive flood bylaws. Deb said it's her understanding that the PC thought more comprehensive bylaws would be too restrictive. Win said he recalls that the PC did not want to add another layer of regulation. Win added that the Selectboard recently discovered that the Town is sacrificing some potential FEMA reimbursement by not having a higher level of regulation. Win asked Ted if the Conservation Commission (CC) might consider taking this up, after communicating with the PC. Ted said the CC does not want to usurp the work of the PC but, if they would like some assistance, he thinks the CC would be interested in reviewing the flood regulations. Ted also wondered if state flood regulations apply to properties that are exempt under municipal regulations. Martha noted that the town just expanded the sewer

system into the village for a couple of reasons, one being to prevent the next flood from wiping out everyone's on-site septic tanks and leach fields, and another being to allow increased development. Win suggested adopting the Flood Bylaws as presented and then moving on with the work rather than holding everything up. Ted said he is in favor of that, but he doesn't want to say "our job is done" because he continues to worry about what the next flood is going to do. Win asked Ted to talk with PC Chair Al Keiller about how to proceed. Ted said he'd like to put it on the agenda for the next CC meeting and invite both the local Planning Commission and the Regional Planning Commission to attend and bring the CC up to speed on what could be done. Deb said there are a few towns that have recently adopted floodways so it might be helpful to talk with them. Win noted a recent River Corridor presentation and said the presenters could probably provide some helpful information. Ted agreed that Marie Caduto would be a good resource. Ted said, since the geomorphic assessment was done, the CC has been talking about ways to acquire development rights along the river corridor. Win said he would like more information so the Selectboard can make an educated judgement. Deb said the PC is now looking at updating the Town Plan and will be looking at tactical river basins as part of that. Tom asked if there are other projects, beyond the removal of the two dams on Mill Brook, that the town should be considering. Ted said the dam removals were the highest priority but there are other projects the town can work on over time. Martha asked if the PC looked at the Flood Resilience chapter of the Town Plan when they were revising the Flood Bylaws. Deb said she doesn't know, but that chapter will be incorporated into the next revision of the Town Plan. With no more comments, Win closed the public hearing. **Brett moved to approve the revised Flood Hazard Area Bylaws. Win seconded the motion, which passed unanimously.**

- 6) Appoint new Planning Commission member – Win said the Selectboard received a recommendation from the Planning Commission that they appoint Mike Dudley to fill the vacancy on the commission. Mike shared some information about himself and his background. **Win moved to appoint Mike Dudley to the Planning Commission for a three-year term. Brett seconded the motion, which passed unanimously.**
- 7) Q & A on Proposed Budgets – No one had any questions about the town and highway budgets as presented in the 2017 Town Report.
- 8) Town Clerk/Treasurer's Report – None
- 9) Sign Town Clerk's orders – **Brett moved to sign orders. Win seconded the motion, which passed unanimously.**
- 10) Event application by Lucy Mackenzie Humane Society for a Cabin Fever dinner at 4832 Route 44 on March 10<sup>th</sup> from 5:00 PM until 10:00 PM – Martha said they have held this event for years with no problems. **Win moved to approve the application. Brett seconded the motion, which passed unanimously.**
- 11) Highway Foreman's report – Vehicles: Mike had no news on the ATV or the new one-ton truck, but noted that the old one-ton is having warranty work done. Blood Hill project: Mike said we received a Better Roads grant for the project but the work will not be done until after July 1<sup>st</sup>. Win asked how many hydrologically connected segments the project will address. Mike said two or three. Bids: Mike said we'll have to get sand and gravel bids soon. Road conditions: Mike said road conditions were bad this week so they decided not to plow while the roads were soft. Banister Road: Mike said he received a complaint from a property owner on Banister Road, which he forwarded to the Selectboard. Mike said a culvert on Banister

Road got plugged and, when the highway department unplugged it, the material went on the adjacent property and the property owner would like the town to clean it up. Mike said the owner bought the property knowing where the culverts dumps out so it's not the town's responsibility; it's out of the right-of-way and the town doesn't work outside the right-of-way. Work in ROW: Mike said there have been two instances recently of people working in the right-of-way without permission. One person was using a tractor and messing up the crown on Coon Club Road. Win said he thinks the town should send him a letter. Mike said the other person didn't mess up the road but it's a liability issue.

- 12) Bible Hill culvert update – Martha said there's a meeting on Friday to talk about the adjacent telephone pole and the ledge. Mike said they also want to talk about easements. Win suggested inviting the abutters to attend. Win said at this point, we're cautiously optimistic.
- 13) Sign agreement to have Route 44 paving contractor adjust manhole height – Win asked Mike if he wants to do the work. Mike said absolutely not. Mike asked where the manholes are. Win asked Martha to find out. **Brett moved to sign the agreement. Win seconded the motion, which passed unanimously.**
- 14) Sign Certificate of Compliance for Town Road & Bridge Standards – Win asked Mike if we comply with the standards. Mike said yes. **Brett moved to sign the certificate of compliance. Win seconded the motion, which passed unanimously.**
- 15) Review RFP for relocation of sand pile – Win said this has to do with the Burke property across the street from the Town Garage, which is for sale. The town may want to consider purchasing it to relocate the sand pile and, eventually, the fire station, given its current location in the floodplain. Before the town makes a decision, Win said, we should have a land planner determine whether it is suitable for its intended uses. **Win moved to send out the RFP. Brett seconded the motion.** Tom suggested evaluating the current highway garage as well. Win said we may not need a land planner for that; we may be able to do that ourselves. **Win called for a vote on the motion, which passed unanimously.**
- 16) Water system update – Usage: Martha said the usage is up but it's a vacation week so that's not surprising. Leaks: Win asked about the leaks. Martha said one of them was a false alarm; the property has a dehumidifier and the leak technician was hearing the drainage from that device. Point to Point event: Martha said our Water Operator is okay with allowing showers at the Point to Point event in August so we can get a better idea what the water usage is. Once we have data, we can decide whether to allow events with showers in the future. Asset management & hydraulic studies: Win noted that the consultant has met the project benchmarks to date. Well area easement: Martha agreed to talk with Orange Lake about establishing an easement for the area around the well.
- 17) Sewer system update – TV investigation of sewer lines: Martha reported that we have received one estimate and are waiting for two more. Win said he is reluctant to do much more planning until we meet with the Utility Advisory Committee. Request for Qualifications (RFQ): Martha said depending on when we want to have the rehabilitation work done on the sewer system, we may want to start by sending an RFQ to engineering firms, which will not commit us to anything. Win agreed that we should proceed with an RFQ. Pollution Abatement Grant: Win asked if the grant numbers are final yet. Martha said no; not that she's heard. Win asked if we're going to get more money. Martha said she thinks we're going to get another \$4,000 approximately. Win said we'll have to explain at Town Meeting that we don't know what our final debt amount is yet, so we don't know what our debt service is going to be. Win read a note about the debt service that he included in the

Town Report. Win noted that the actual tax impact of the village sewer project is going to be lower than the town's 2-cent estimate. Win said we're going to have to remind people that it was made absolutely clear that the village sewer project would have an impact on the tax rate. Martha said the FAQ was mailed to everyone in town.

18) Other Business – As noted above, the Selectboard scheduled a meeting for Friday.

19) Approve Minutes – February 12<sup>th</sup> & 16<sup>th</sup>: **Brett moved to approve the minutes. Win seconded the motion, which passed unanimously.**

20) Adjourn – **Brett moved to adjourn at 7:30 PM. Win seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison