

## WEST WINDSOR SELECTBOARD

Draft Minutes  
February 27, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Ken Parrot, Mike Spackman, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 8:15 AM.
- 2) Public Comment – Tom asked about a letter received from Susie Hudson, Clerk of the Public Service Board, indicating that the town is buying both the sewer and water systems. Glenn noted that the information is outdated; the town is only buying the sewer system.
- 3) Discuss sign issues and consider waiving fee for Fourth of July sign permit – Glenn said Martha has determined that the sign meets local zoning regulations; however, the state requires the sign to be taken down every two weeks. Tom asked why they don't just put the sign up. Bruce asked if they have to pay the zoning permit fee. **Tom moved to waive the fee. Bruce seconded the motion, which passed unanimously.**
- 4) Discuss EC Fiber funding – Glenn said, at the Selectboard's meeting last week, the idea of using municipal funds to jump start the campaign was raised. Glenn said Ken Parrot and Dave Halpert have investigated and it may be possible to do that so he would like to get a sense from the Selectboard if it's something they would consider. Glenn said he likes the concept and would be in favor of using municipal funds if there are funds available. Ken suggested seeing what support is available from residents before considering town funds. Bruce agreed that we should get more information. Glenn noted that high-speed internet infrastructure is as necessary as roads and bridges. Bruce said sewer and internet are necessary to revitalize the village. Tom asked Ken if he thinks the costs will come down. Ken said no. Bruce agreed that the labor costs are high and not likely to come down. Tom asked about the cost to connect each subscriber. Ken said the cost is about \$1,000 per subscriber, which is recovered through the first year's subscription. The Selectboard agreed that they need more information on the possibility of using town funds. Glenn agreed to send an email to that effect.
- 5) Consider signing amended Clean Water State Revolving Fund (CWSRF) loan agreement – Glenn said the additional items to be included are the sewer rate development, sewer ordinance, construction standards, Act 250 permit, inter-local agreement with Windsor, additional system inspection and bond assistance. Glenn said the additional items, which total \$31,700, would be included in the 5-year, 0% loan from the state CWSRF. **Tom moved to sign the amended CWSRF loan agreement. Bruce seconded the motion, which passed unanimously.**
- 6) Discuss sewer ordinance changes – Glenn said the Property Owners Association (POA) would like the "at large" member of the Sewer Advisory Committee (SAC) to be Tom Kennedy or someone from the regional planning commission. The Selectboard agreed. Glenn said the POA is also concerned about the requirement that the SAC representative be physically present at the Selectboard's monthly meeting; the POA would like the SAC representative to be able to participate via teleconferencing or in writing. Bruce said he would prefer teleconferencing so the representative can be asked for clarification if necessary. Tom and Glenn agreed. Glenn said the POA also requested that special meetings to discuss sewer issues be scheduled on Fridays or Mondays. The Selectboard agreed. Tom

said the SAC will have to provide advance notice if they are planning to participate via teleconference. Bruce said they will also have to provide information in advance so the Selectboard has time to review it before the meeting. Glenn suggested including in the ordinance that participation will be in accordance with VT statute. Bruce and Tom agreed. Glenn said the POA is also very concerned about existing sewer users being saddled with expansion costs. Glenn said he understands their concerns and does not feel strongly about the existing language. Glenn said he thinks it would be acceptable to have the lawyers draft language indicating that all expansion will be funded by the developer or the users receiving the benefits of the expansion, not by the existing user base. Tom and Bruce agreed. Glenn said the lawyers will have to come up with language that allows the voters to approve the expansion into the village. Glenn asked Tom if he recalls suggesting to Aldrich & Elliott that allocation permits only be valid for one year. Tom said yes. Glenn suggested that the Town Attorney get together with the POA's attorney and work out the details of the sewer ordinance. Tom and Bruce agreed.

- 7) Discuss & consider engineering firm for Bowers Bridge evaluation – Glenn said Vanasse Hangen Brustlin (VHB) is not able to help us with the evaluation at this time so he has asked Engineering Ventures and Hoyle Tanner to provide proposals. Glenn said the insurance company wants the town to get an independent engineering opinion. Bruce asked if there is a scope of work. Glenn said no but offered to prepare a Request for Proposals (RFP). Bruce didn't feel that an RFP was necessary. Tom said we should submit the names of the two engineering firms to the insurance company to make sure they're acceptable. Glenn agreed. Bruce offered to provide the name of a third firm. Glenn said Steve Bodley has noticed additional deterioration of the bridge. Glenn suggested that Mike look at the bridge with Steve. Mike said a tractor went through and smashed a 6x6 in half. The Selectboard authorized the Highway Foreman to close the bridge if he feels it's necessary.
- 8) Sign Town Clerk's orders – **Tom moved to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.**
- 9) Executive Session: Purchase & sales agreement – **Glenn moved to go into Executive Session. Bruce seconded the motion, which passed unanimously.** After discussion, **Tom moved to come out of Executive Session. Bruce seconded the motion, which passed unanimously.** Glenn noted that the Selectboard is waiting for the latest draft of the purchase and sales agreement to include a detailed Schedule 1.3, which outlines all liabilities to be assumed by the town at the time of execution of the agreement.
- 10) Adjourn – **Glenn moved to adjourn at 9:05 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison