

West Windsor Selectboard  
Draft Minutes  
January 22, 2018

Present: Dick Beatty, Brett Myers, Win Johnson, Cathy Archibald, Mike Spackman, Tom Kenyon, Cathy Hoyt (Windsor on Air), Martha Harrison, Jeff Lewis (A+E), Jason Booth (A+E), Deb Shearer, Chris Nesbitt, Sue Greenall, Ted Siegler, Glenn & Shelley Seward

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Under “Other Business,” Win wanted to discuss scheduling a joint budget information meeting with the School Board, and next steps with regard to the Dugdale appeal. Dick noted that there is a River Basin Planning meeting here at the Town Hall tomorrow, January 23<sup>rd</sup>, from 6:00 PM until 8:00 PM.
- 3) Announcements/Public Comment – Tom noted that the Library Trustees hired Lynn Esty to be the new Librarian for the Mary Blood Library, and changed the hours to Wednesdays from 1:30 to 5:30 and Saturdays from 9:00 AM to 1:00 PM.
- 4) Town Clerk/Treasurer’s Report – None
- 5) Sign Town Clerk’s orders – **Dick moved to sign orders. The motion passed unanimously.**
- 6) Review 2014 & 2015 sewer reports and discuss needed repairs with Aldrich + Elliott – Jason said, at Win’s request, A+E reviewed the prior collection system investigation work and submitted a memo to the Selectboard. Jason said some of the lines still need to be inspected and Hartigan has provided a rough estimate of \$8,000 to \$10,000 to do that work. Jason said the town could include the inspection work in a loan application or could fund it out of reserves. Win said he thinks we should finish inspecting the system as soon as possible before prioritizing the rehabilitation work. Win asked about the total cost of addressing the system’s immediate needs. Jason said the sewer rehabilitation project has been on the priority list for the past few years with a rough cost estimate of \$500,000, which would include engineering and construction. Win asked if there are other firms that do inspection work. Jason said yes; Green Mountain Pipeline Services and Northeast Pipeline Services. Jason offered to help put together an RFP.
- 7) Consider signing CWSRF & DWSRF priority list applications – Jason recommended that the town apply to be on the CWSRF and DWSRF priority lists for 2019 and noted that there is no obligation to move forward with a project. CWSRF: Jason said the CWSRF application should be submitted on-line. **Win moved to submit the CWSRF priority list application electronically. Brett seconded the motion, which passed unanimously. Win then moved to put out an RFP for investigating the remainder of the sewer collection system with funds from sewer reserves. Brett seconded the motion, which passed unanimously.** Jason noted that the SRF program now offers loan subsidies of 50% of engineering costs and up to \$200,000 in construction costs for eligible applicants. DWSRF: Jason said the asset management effort that is currently underway includes identifying areas of concern for the water system. The concerns discussed include: the well building, a generator for the well, and the 4” supply and 8” distribution lines that go under the Ski Bridge. Jason said a conservative cost estimate is \$640,000, which includes planning, engineering and construction. **Win moved to authorize the Chair to sign the DWSRF priority list application. Brett seconded the motion, which passed unanimously.** Martha suggested looking at both the sewer priorities and the water priorities so we’re not proceeding with two projects at the

same time. Win said there is growing concern about the amount of the town's outstanding debt so it might be preferable to have one bond vote for both projects.

- 8) Pollution Abatement Grant update – Dick noted that the award amount was reduced in the most recent grant agreement provided by the state and the engineer who has to review any changes to the agreement is on leave. Jason said he will contact Jeff Fehrs tomorrow and go over the applicable construction cost estimates. Dick noted that Martha has prepared a letter to the VT Municipal Bond Bank. Jason said he has seen the letter and thinks it would be appropriate to send it. Jason said he will call Martha after he talks to Jeff in case there are any developments that might affect the content of the letter.
- 9) Review and approve Town Meeting warning – **Win moved to approve the warning as written. Brett seconded the motion, which passed unanimously.**
- 10) Appoint Emergency Management Coordinator – See below
- 11) Committee & Officer appointments – **Dick moved to appoint the following officers: Dwight Davis as Cemetery Sexton; Mark Nowlan to the Conservation Commission for a 4-year term; Sue Greenall to the Conservation Commission for a 4-year term; Pauline Ouelette to the Council on Aging; Barbara Truex to the Development Review Board for a 3-year term; James Kenyon as Emergency Management Coordinator; Ted Siegler as Green-up Coordinator; Matt Kantola to the Planning Commission for a 3-year term; Tom Kenyon as Southern Windsor County Management District representative; Tom Kenyon as West Windsor's representative on the Southern Windsor County Regional Planning Commission (SWCRPC); Win Johnson as the alternate representative on the SWCRPC; Tom Kenyon as Southern Windsor County Transportation Advisory Committee representative; Tom Kenyon as Surveyor of Wood and Lumber, with all terms to be for one year unless otherwise specified. Win seconded the motion, which passed unanimously.**
- 12) Event application by Ascutney Outdoors for Winterfest on February 17<sup>th</sup> from 8:00 AM to 4:00 PM in the warming hut area & adjacent trails – Deb said Winterfest and “Winter Wild” are on the same day. Deb said she has email confirmations from Nancy Gaynor and Chief Sampson that they do not have concerns about either event. Deb said Mike Spackman would like the warming hut parking area to be kept clear for emergency vehicles and the event organizers are fine with that condition. Deb said this is the second year for both events. **Win moved to approve both event applications. Brett seconded the motion, which passed unanimously.**
- 13) Event application by Brandon Baker for “Winter Wild” snow run/ski mountaineering on February 17<sup>th</sup> from 3:30 PM to 8:00 PM in the warming hut area & adjacent trails – See above.
- 14) Highway Foreman's report – One-ton truck: Mike said the one-ton truck has been ordered and will arrive in May. Sand pile: Mike said if the weather continues to be bad, the sand pile will have to be replenished. ATV: Mike said he met with Butch on Friday and he is trying to work out the issues with the seller. Fire Truck: Mike said he and David Jaacks are going to Florida to inspect the new fire truck on February 7<sup>th</sup> – 9<sup>th</sup>. Mike hopes to have the truck before Town Meeting. Plow: There was an issue with the plow on the one-ton but it was covered under warranty. Bible Hill culvert: Win asked if VTrans has provided the plans for the Bible Hill culvert. Mike said he hasn't seen anything. Win asked Mike to contact them.
- 15) Consider approving new private road name – Martha said the residents have suggested Dunkel Road as the name for the private road serving three houses off Coon Club Road. Win

asked if giving it a name is the same as giving it the town's blessing. Mike said no; if an access serves three houses or three lots, it has to have a road name. Win asked Mike if there's anything the town can do if the road is deficient. Mike said no. **Win moved to give the name "Dunkel Road" to the access off Coon Club Road. Brett seconded the motion, which passed unanimously.**

- 16) Consider signing 2018 Certificate of Highway Mileage – **Win moved to sign the Certificate of Highway Mileage. Brett seconded the motion, which passed unanimously.**
- 17) Review Flood Hazard Area Regulations submitted by Planning Commission – Deb said the only change she's aware of, since the Planning Commission held their hearing, is the clarification that "small structure" means an uninhabited structure 800 square feet or less. Deb said State Floodplain Manager John Broker-Campbell has reviewed and approved the regulations. Deb said the regulations can be bound together with the zoning and subdivision regulations, or they can be a stand-alone document. Win asked if the regulations supplant an existing set of regulations. Deb said yes. **Win moved to hold a public hearing on the Flood Hazard Area Regulations on February 26, 2018. Brett seconded the motion, which passed unanimously.**
- 18) Correspondence – Landino: Win said he doesn't think it makes any sense to replace the trench patch. Win said the quote to have the entire paved area re-surfaced was \$8,169 and we estimated that roughly 75% of that was the driveway, and the portion of the driveway we dug up to run our pipe was about 33%. In addition, since the driveway had deteriorated, the town should contribute about 80% of the cost, which comes to \$1,618. Dick said he thinks the offer to the Landinos was reasonable and suggested sending them a letter indicating that we disagree with their assessment of the situation but stand by our previous offer. Win and Brett agreed.
- 19) Consider accepting 2018 audit proposal – Eventually, Win said, he'd like to have a review done rather than an audit but, given the comments we've received from the state, he thinks the town should have a full audit for the fiscal year ending December 31, 2017. **Win moved to accept the audit proposal from Mudgett, Jennett & Krogh-Wisner, P.C., and to authorize the Chair to sign the proposal on behalf of the Selectboard. Brett seconded the motion, which passed unanimously.**
- 20) Authorize funds to finalize sewer ordinance – Win said we had authorized up to \$2,000 to have Attorney Barlow go over the sewer ordinance. He has invoiced for slightly over that and there are still some outstanding issues which need to be addressed. **Win moved to increase to \$3,000 the amount authorized for a final draft of the sewer ordinance for review by the Selectboard and the Utility Advisory Committee (UAC).** Win said he hopes the draft will be done by mid-February. **Brett seconded the motion.** Tom asked when the UAC meets again. Win said April. Win noted that the Chair of the UAC has suggested that the Water Ordinance did not include certain edits that had been agreed upon. Win said he knows of no such agreed upon edits so he thinks the UAC Chair will have to be more specific. **Dick called for a vote on the motion, which passed unanimously.**
- 21) Other Business – Dugdale appeal: Win suggested informing the Dugdales that, according to the Town Attorney, the Development Review Board cannot take appeals from decisions of the Selectboard under the Event Ordinance and if they want to pursue it, such appeals have to go to the Windsor County Superior Court. Dick said he talked with Matt Birmingham today and Matt is going to draft a letter to the Dugdales. Joint budget session with School Board: Win suggested holding a joint information session with the School Board in February to

present information on the town and school budget proposals. Win said School Board Chair Elizabeth Burrows is interested and will suggest some dates.

- 22) Approve Minutes – January 8<sup>th</sup>: **Brett moved to approve the minutes. Dick seconded the motion, which passed with Win abstaining.**
- 23) Adopt Community Forest Management Plan (CFMP) submitted by Conservation Commission – Ted Siegler said the Plan is required by the conservation easement, which the town donated to the VT Housing & Conservation Board in order to receive funds to purchase the Ski Area. The plan and the easement affect both the Town and Ascutney Outdoors (AO), since AO is leasing much of the property. Ted said the Conservation Commission had about 15 meetings on the CFMP and a sub-committee also met with John Roe from the Upper Valley Land Trust (UVLT), the co-holder of the easement, to work out some of the more difficult issues. Ted said the Conservation Commission voted unanimously to submit the plan to the Selectboard for adoption. Glenn said AO is very appreciative and supportive of the work that has been done by the Conservation Commission. Chris confirmed that the UVLT has seen the document and is willing to accept it as drafted. **Win moved to authorize the Chair to sign the CFMP on behalf of the Town of West Windsor. Brett seconded the motion.** Ted asked Martha to print a hard copy, with all the appendices, for future reference.
- 24) Executive Session – **At 7:38 PM, Win moved to go into executive session to discuss contracts. Brett seconded the motion, which passed unanimously. At 8:20 PM, Win moved to come out of executive session with no action taken. Brett seconded the motion, which passed unanimously.**
- 25) Adjourn – **Win moved to adjourn at 8:21 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison