

West Windsor Selectboard
Draft Minutes
January 28, 2019

Present: Win Johnson, Matt Kantola, Brett Myers, Mike Spackman, Martha Harrison, Tom Kenyon, Cathy Archibald, Peter Vollers, Chris & Nancy Nesbitt, Glenn & Shelley Seward, Michael Bell, Marty Hunt, Barbara Gerstner, Ben Bardwell, Elvin Kaplan, Justin Burrows, Cathy Hoyt (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – None
- 3) Announcements/Public Comment – Tom expressed concern about wood smoke regulations.
- 4) Sign Town Clerk’s orders – **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.**
- 5) Sign ambulance contract – **Brett moved to authorize the Chair to sign a two-year ambulance contract with Windsor for \$11,737 per year. Matt seconded the motion, which passed unanimously.**
- 6) Event application by Ascutney Outdoors for a winter fundraising event on Saturday, February 23, from 1:00 PM until 10:00 PM at the Ascutney Outdoors Center and on adjacent property – Marty described the event, which includes a ski race, fat bike ride, snow shoeing, a pig roast, and an evening party with a live band and chili bar. Marty noted that the Butcher and Pantry will serve alcohol. The rope tow and the tubing lift will be running from noon until 4:00 PM. Marty said she’s been in touch with Nancy Gaynor; Mike Spackman is going to talk with Peter Varkonyi about the fires; and she’s talking with Chief Sampson about police coverage. **Brett moved to approve the event. Matt seconded the motion, which passed unanimously.**
- 7) Event application by Peter Vollers (VT Overland) for a Maple Adventure Bike Ride on Sunday, March 24, from 8:00 AM to 4:00 PM, starting and ending at the Ski Tow Road parking lot & Ascutney Outdoors Center, and using town roads – Peter said he has talked with Chief Sampson and Sergeant Adams about a police escort from Ski Tow Road through the village. Peter noted the increasing popularity of gravel bike rides and the trend toward eliminating signage along the route and having the riders self-navigate. Peter explained that it takes a lot of time to set out signs and many of them get stolen; his preference is to post notice on Front Porch Forum. Barbara asked Peter to educate the riders about riding around horses. If there are no signs, Barbara said, people riding horses won’t know when or where the bike ride is going to be, which could be dangerous. When approaching a horse, Barbara said, bike riders should slow down, get in a single line, and say “hello” so the horse knows there’s a person on the bike. Win asked Peter to let the riders know they need to be careful around horses. Ben suggested reaching out directly to the horse groups and letting them know there’s going to be an event. Barbara said that’s a good idea, but not everyone belongs to a horse group. Peter said he always coordinates with GMHA. Regarding signage, Peter agreed to put a sign on the bulletin board in front of the Town Hall and at the Butcher & Pantry. Mike said he thinks there should be signs on the Brownsville-Hartland Road the day before the race, especially above the turn onto Sheddsville Road. Peter agreed. **Matt moved to approve the application. Brett seconded the motion, which passed unanimously.**
- 8) Discuss traffic control and signage for August 25th Bike Ride - Win suggested meeting again between the March event and the August event. Peter agreed.

- 9) Discuss possible closure of Ski Tow Road during Point to Point event on August 10th – Michael said after last year’s race, participants and volunteers voiced safety concerns about the stretch of Ski Tow Road that runs alongside the parking lot where the road is narrow and there are no shoulders. Michael said the rides go out hourly between 7:00 AM and noon, and by noon the early riders are starting to come back. This year, Michael said, they’re expecting about 1,000 riders so they’d like to block the road between the east entrance to the parking lot and the intersection on the far side of the ski bridge from 6:30 AM until 5:00 PM. Michael said the Windsor Police Department would provide traffic control and there would be a controlled start for each race. Michael said there will be three road rides, a trail ride, a trail run, and maybe a gravel ride. Michael said Leslie Levesque is fine with having Hotel Road as a detour. No one objected to closing the road. Mike Spackman agreed that it’s a safety issue and the road should be closed but people should be notified ahead of time. Win and Mike suggested signage at both ends with the date and times of the closure. Win said the Selectboard can take official action on the request when they receive the event application.
- 10) Town computer system recommendations – Win said Justin Burrows has been assessing the town’s computer system. Justin noted some of the issues the town may want to address, including eliminating a very old computer, reconfiguring the client-server relationship, ensuring adequate back-up processes, and improving access to information. Justin introduced the CRUD concept (Create, Read, Update, Delete) for data privacy permissions, and noted that NEMRC allows for different permissions, such as “Read Only.” Win asked if the town would have to sign a contract with NEMRC to put our data on the cloud. Justin said the town already backs up the Grand List with NEMRC. Justin explained what and where “the cloud” is, and suggested figuring out our permission preferences before talking with NEMRC about transitioning to the cloud. Justin said he’d also like to make sure it’s not a time consuming, expensive process. Win asked Justin about the old computer. Justin said it’s a pre-1995 computer so we need to move the information to a stable environment. There was discussion about the town’s current back-up providers and processes. Justin said the idea is to create a shared repository that can be accessed by more than one user at a time. Win said he is concerned about the security of the town’s NEMRC data so he’d like Justin to talk with our NEMRC rep as soon as possible. Brett asked if all our information would be backed up with NEMRC, or just our NEMRC data. Matt said it would be helpful if Justin could provide a summary on the architecture of our computer system. Justin suggested that the town review the permission matrix. Win said he or Cathy will get Justin in touch with Cynthia Stoddard. Win thanked Justin for his help.
- 11) Adopt Junk Ordinance – **Matt moved to adopt the ordinance. Brett seconded the motion, which passed unanimously.**
- 12) Highway Foreman’s report – Mike said the storms have been hard on the equipment. Mike said culverts are not going up in price this year and noted that it’s time to get sand and gravel bids. Matt asked Mike if they’ve been sanding less. Mike said when it’s really cold the traction is usually not too bad, and you can’t get the sand out of the trucks anyway. Mike said it’s going to be that way again at the end of this week. Elvin asked if the sand available for residents is going to be replenished. Mike said they replenish it every day that they’re there. Matt asked about the speed cart. Mike said he hasn’t talked to the sergeant yet but we can’t put it out in the snow anyway.
- 13) Sign Certificate of Compliance for Town road and bridge standards – **Brett moved to sign the certificate. Matt seconded the motion, which passed unanimously.**
- 14) Sign Certificate of Highway Mileage – Martha said whenever we make any changes to our highway map, we have to send a lot of documentation to the state. Mike noted that we

discontinued and added a Legal Trail. **Brett moved to sign the Certificate of Highway Mileage. Win seconded the motion, which passed unanimously.**

- 15) Consider signing non-binding Letter of Intent to purchase Burke property – Matt gave Win and Brett a copy of the letter. Win said he's not in favor of making a refundable deposit. Matt agreed that he doesn't think that's necessary. Win suggested sending it back with no deposit and \$91,000 payable on closing, and see if they accept it. Brett agreed. Matt said he will talk with Seth Warren tomorrow.
- 16) Appoint Cemetery Sexton – Cathy said the sexton does the mowing and supervises the digging of graves, among other things. **Matt moved to appoint Dwight Davis as Cemetery Sexton. Brett seconded the motion, which passed unanimously.**
- 17) Water & Sewer Utilities - 2019 Budgets: Win mentioned the Utility Advisory Committee meeting and said the committee members were fine with the budgets, which propose no changes in the water and sewer rates for 2019. **Matt moved to adopt the water and sewer budgets. Brett seconded the motion, which passed unanimously.** Preliminary Engineering Reports: Win said the committee's primary concern is the rate impact of the proposed projects. Win said he thinks there will be little or no impact on the sewer rate, but there will be some impact, possibly 10% to 20%, on the water rate. Win said we can reduce the impact by using some of the reserves. Martha said the cost estimate for the water project is \$425,000. Tom asked if the committee talked about increasing the size of the storage tanks. Win said yes. Win said there was also discussion about the town's collection of usage data to show the state that we actually have more reserve capacity than the state has suggested. The data indicate that we could probably allow a single-family home to connect but not a 20-lot subdivision. Win said there haven't been any engineering studies done on replacing the tanks but, when the time comes, they would most likely recommend replacing the two upper tanks with one larger tank. Win said tank replacement would be contingent on demand. Tom asked about sprinkler system requirements. Win said he knows nothing about that. Consider renewing VT Rural Water Association membership – **Brett moved to renew the town's VRWA membership. Matt seconded the motion, which passed unanimously.**
- 18) Other Business – Liquor License application: Cathy said the Butcher & Pantry applied for a license to serve beer at the Ascutney Outdoors winter fundraiser on February 23rd from 3:00 to 9:00 PM. **Brett moved to approve the application. Matt seconded the motion, which passed unanimously.** Unpaid bill: Cathy said on October 14, 2016, there was a water leak at Mountain's Edge and the town hired Miller Construction to fix it. Cathy said TPW paid all but \$500 of the bill, and indicated that they would pay the balance when the work was done. Martha said Mts. Edge complained about a low area in the parking lot that Manosh never fixed so they were holding the \$500, but they're two different companies and two different situations. Cathy said she's going to ask Don Jennings to come in and talk with her and Martha. Win offered his help if needed.
- 19) Approve Minutes – **Brett moved to approve the minutes of January 14th. Matt seconded the motion, which passed unanimously.**
- 20) Adjourn – **Brett moved to adjourn at 7:55 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison