

West Windsor Selectboard
Draft Minutes
January 4, 2017

Present: Dick Beatty, Tom Kenyon, Win Johnson, Martha Harrison, Deb Shearer, Shawn Mason (Pro Performance Event Marketing), Mike Spackman, Aaron Gonthier (Windsor on Air), Matt Birmingham (by speaker phone), Cathy Archibald

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 9:00 AM.
- 2) Changes or additions to the agenda – The Selectboard added to the agenda: discussion with the Town Attorney; consideration of a request for water for the Base Lodge demolition; review of the December Police Report; discussion of the open Zoning Administrator position; and removal of the Base Lodge alarm. The letter from Mountain Funds will be on the agenda for January 9th.
- 3) Announcements/Public Comment – None
- 4) Application for Public Assembly by Pro Performance Event Marketing for “Dirty Road-a-Coaster” adventure bicycle ride from Saturday, June 24, 2017 at noon until Sunday, June 25, 2017 at 6:00 PM at the parking lot across from the ski area – Shawn Mason said this event has been based in Hartland for the past two years but they would like to move it to the Ascutney parking area for 2017. Shawn said the event will take place on June 25th on state and town roads. Shawn said he needs to get approval from the Town and Ascutney Outdoors before he can get a permit from the state. Dick asked if alcohol will be served. Shawn said last year the caterer got a permit to serve alcohol. Dick said he doesn’t think we can authorize alcohol on town property. Shawn said that’s not a deal breaker. Win said we can consider that separately when the caterer applies for a permit. Dick asked if the application is being submitted in conjunction with Ascutney Outdoors (AO) and AO has no objection to it. Deb confirmed that AO supports the application. **Win moved to approve the application with the proviso that there is further consideration regarding the provision of alcohol by the caterer. Tom seconded the motion, which passed unanimously.** Win asked Martha to put alcohol policy discussion on a future agenda.
- 5) Discussion with Town Attorney – Town Attorney Matt Birmingham joined the meeting by speaker phone to discuss the issue with the General Store. Matt said Martha notified the town’s insurance carrier and he expects he’ll get a call from their attorney. Matt said he has questions about how the septic system got filled in and whether or not it had any value after 10 years in service. Tom said it was part of the agreement that the contractor would decommission the system and the store owner signed all the paperwork. Matt confirmed that he has a copy of the letter from the store’s attorney, as well as a copy of the easement signed by the owner of the store. Dick said this is the first we’ve heard about this issue. Matt said the carrier will do an investigation and report back to him and/or the Selectboard. Tom said Bob Moulton, the representative for Aldrich + Elliott, was there and never heard anything. Tom said he never heard anything either about preserving any part of the system. Matt said he will contact the store’s attorney and let him know that the matter has been turned over to the town’s insurance company. Win said he has some questions and asked if the insurance company will consult with the town before taking any action. Matt said yes. Tom said it’s his understanding that the store’s on-site system was in violation prior to being connected to the

new sewer system. Matt said if the system was non-compliant, that would further reduce its value. There was discussion about when the store was connected to the sewer system.

- 6) Sign Town Clerk's orders – **Tom moved to sign orders at the end of the meeting. Win seconded the motion, which passed unanimously.**
- 7) 2016 and 2017 Budget Discussions – Win said he would like to review the draft provided and reconvene this afternoon to discuss it. Win provided copies of the capital budget. Win said he thinks we'll be in pretty good shape in the Road Maintenance Fund at the end of five years but we'll be short in the Equipment Fund given the need for a new grader in 2024. Win suggested putting \$100,000 in the Equipment Fund and \$20,000 in the Road Maintenance Fund. Win said the two projects that would be partly paid for with Road Maintenance funds and partly paid for with grants are the Brownsville-Hartland Road paving project in 2017 and the Bible Hill culvert replacement in 2020. Win said he is not suggesting a change in the overall amount contributed to the funds, he's just suggesting an increase in the amount going to the Equipment Fund and a decrease in the amount going to the Road Maintenance Fund. Win said he is also suggesting combining the Paving Fund and the Road Refurbishment Fund into one Road Maintenance Fund. Win said combining the funds may have to be approved by the voters at Town Meeting. Win said the current combined balance of the two funds would be \$143,621. Mike had no objection. **Win moved to put an article on the Town Meeting warning to combine the Paving Fund and the Road Refurbishment Fund into one Road Maintenance Fund, and to budget \$100,000 as a contribution to the Equipment Fund and \$20,000 as a contribution to the Road Maintenance Fund. Tom seconded the motion. After discussion, the motion passed unanimously.** 2012 Audit: Win said he was interested in the "Unassigned Balance" of \$546,000 in the 2012 audit, which he thinks is a net accumulation of surpluses and deficits from prior years. Win said he looked at the deficits and surpluses in the General and Highway Funds from 2000 to 2015 and came up with a net surplus of \$597,000 in the General Fund and \$163,000 in the Highway Fund. Through 2012, Win said the combined net surplus was just under \$490,000, but that does not include surpluses and deficits from before 2000. Win concluded that there is a fairly healthy surplus in both the General Fund and the Highway Fund, which could be used to reduce taxes going forward. Win said he doesn't think the Selectboard should continue to allow this surplus to accumulate. Tom said he would like to see the account balances to confirm the amounts. Mike questioned the surplus in the highway fund. Win agreed to go over the numbers with Mike. General Fund: Win asked about the difference between the budgeted and actual tax payments in the General Fund. Cathy said a lot of that is due to the fact that people don't file their homestead declarations on time. **Win moved to recess budget discussions until after the Selectboard returns from its 1:00 PM meeting in Windsor. Tom seconded the motion, which passed unanimously.**
- 8) Discuss net metering agreement – Dick said he sent an email to Amelia with the suggested changes to the contract and she confirmed that she received it but he has received no further communications from Next Sun. Dick said he told Amelia that the town would like to contract for roughly 185,000 kWh and that we would like to have the contract reviewed by counsel. Martha said she's still concerned about the estimate for the new booster pumps because Joe Duncan based his estimate on the pumps running two hours per day and the more recent estimate is based on the pumps running ten hours per day.
- 9) Consider approving contracts for cleaning and inspection of sewer system storage tanks at pump station #1 – Martha said the contract was set up for A+E to sign with Atlantic Testing

Labs (ATL) and she's not sure that's how it should be set up. The total estimate for Hartigan to clean the tanks and ATL to inspect them is between \$15,000 and \$17,000 with the funds to come from the loan for the village sewer project. The other estimate, from ATC Eclipse, was for \$27,000. **Win moved to sign the low bid contract when it's available. Dick seconded the motion, which passed unanimously.**

- 10) Other Business – Water request: Dick said Glenn Seward has asked to use between 15,000 and 20,000 gallons of water from the hydrant next to the Base Lodge for the demolition of the Lodge. Dick said the demolition contractor has a device to prevent backflow. Mike said he needs to talk with Glenn about the plan. Tom said the hydrant doesn't drain. Mike agreed that Casella will have to pump out the hydrant every time it's used. Dick said he would like to get approval from P2 Environmental as well. Win said we should also make sure the contractor cleaning the sewer tanks and the demolition contractor are not withdrawing water at the same time. **Tom moved to grant initial approval subject to review by the Fire Chief and P2 Environmental. Win seconded the motion.** Dick suggested consulting with the Advisory Committee as well, although he thinks everyone agrees that the building should come down. **Dick called for a vote on the motion, which passed unanimously.** Base Lodge alarm system: **Win moved to authorize the alarm company to remove the alarm for storage and re-installation in another building at a later date. Tom seconded the motion, which passed unanimously.** December Police Report: Dick noted nothing unusual on the Police Report. Zoning Administrator position: Dick said the hearing on the Ascutney Fields subdivision application has been continued until January 31, 2017, which is after the date that Preston Bristow had planned to resign as Zoning Administrator. Dick said he has asked Preston to continue in the position until the end of April and Preston has agreed, although he will not be present at the Town Hall every Thursday as he has been. Dick suggested that the Selectboard concur in the extension of Preston's term of service as a town employee. Dick noted that he included Al Keiller and Shannon Harrington in his correspondence with Preston. **Win moved to approve Preston's continued employment through the end of April. Tom seconded the motion, which passed unanimously.** Town Hall & Library work: Tom noted that the inmates from the correctional facility will be doing some work at the Town Hall and the Library next week. Hydrant work: Tom said Daniels Construction is here moving the hydrant below the ski bridge. Certificates of Occupancy: Tom said he'd like to continue working on the backlog of certificates. Tom was concerned about the state requirement that buildings be in compliance with residential building energy codes. Booster pump control panel: Tom said the pumps are running on automatic and there's nothing to prevent the demolition of the Base Lodge. Martha said the Mountainside line will be connected tomorrow.
- 11) Sign HMGP Planning Grant reimbursement request – Martha said if we want to use volunteer time as a match, we have to include it on this form so she needs to get that information from the regional planning commission and revise the form. Win asked how the project is going. Martha said she has not been involved; Tom, Mike, Nancy Gaynor, and Barbara Truex are working on it with the regional planning commission. Mike said they have had three meetings so far.
- 12) Recess – At 10:15 AM, after the Town Clerk's orders were signed, **Dick moved to recess the meeting until this afternoon after the meeting in Windsor. Win seconded the motion, which passed unanimously.**

- 13) Reconvene – The meeting and budget discussions reconvened at 2:45 PM. For the highway budget, Win suggested reducing the amount to be raised by taxes from \$593,148 to \$568,148. Win noted that financing for the fire truck is not included in the town budget since the purchase has not been approved by the voters yet. Win estimated the debt service on the fire truck to be \$61,000 at 4% for five years. Win suggested reducing the amount to be raised by taxes in the town budget from \$505,006 to \$480,006. Tom said he is concerned about planning to reduce taxes when we don't know what the Grand List is going to be. Cathy said she will call the bank to find out about financing for the fire truck. **Win moved to approve the recommendations with regard to the budget. Tom seconded the motion, which passed unanimously.** Cathy proposed wording for the article merging the Paving Fund and the Refurbishment Fund. The Selectboard approved the wording.
- 14) Other Business – Environmental report: Martha said Glenn Seward has asked for the Selectboard's approval to send Harper Environmental's report on the Base Lodge to the state. The Selectboard approved the request.
- 15) Adjourn – **Win moved to adjourn at 3:20 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison