

West Windsor Selectboard
Draft Minutes
July 23, 2018

Present: Brett Myers, Win Johnson, Matt Kantola, Mike Spackman, Tom Kenyon, Martha Harrison, Deb Shearer, TJ Towne (White River Toyota), Karen Lavoie, Ray Shannis, Gary Burke, Mike Silverman, Chris Eggleton, Marty Hunt, Bob Norris

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Snowstorm I & footbridge; meeting with VT Dept of Housing & Community Development
- 3) Announcements/Public Comment – Recent events: Tom noted that the Independence Day celebrations and the Vermont 100 went extremely well. Mt. Ascutney: Tom also noted that Mt. Ascutney has retained its name. Win said the discussion was interesting because it got people thinking about how to incorporate the mountain’s history into other things.
- 4) Town Clerk/Treasurer’s Report - Sign Town Clerk’s orders: **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.** Review Financial Statements: Win noted that the audit is over-budget, but that’s not unexpected. Town Hall maintenance is also high because of the alarm system.
- 5) Ascutney Outdoors – Win noted that all events that take place on town forest property have to be co-sponsored by Ascutney Outdoors. Ascutney Mtn. Music Festival on October 21st from 11:00 AM until 5:00 PM behind the AO Center, using the Ski Tow Road lot for parking: TJ Towne was present on behalf of White River Toyota, which is organizing the event. Win asked about the type of music. TJ said he doesn’t know; there will be 4 or 5 different bands playing, but they have not chosen the bands yet. Marty said she was under the impression that at least some of the music would be country. Win said he asked Ray to attend because he has organized two previous music events on the mountain. Marty said the event is a fundraiser for CHaD (Children’s Hospital at Dartmouth). Marty said she talked to Justin Ciccarelli, who also works at White River Toyota, about limiting the number of vehicles that can park in the lot. Marty added that they are planning to have food and beer vendors, and they know they need police protection and port-a-potties and they have to clean up after the event. Marty said they will not allow BYOB; there will be licensed servers. Win asked Ray about noise issues with previous music events. Ray said there’s never been an issue. Ray asked if Ascutney Outdoors (AO) will benefit. Marty said yes, they’re negotiating a fee for the use of the AO Center and the parking lot, as well as a per person fee. Marty said the AO events committee is supportive. Ray said it’s difficult to secure the boundaries of the event; to prevent people from walking in without paying. TJ said they’re thinking about having people pre-pay for a parking pass. TJ said Justin will talk with the police and the fire department. Mike Spackman suggested that they contact FAST Squad Director Nancy Gaynor also. Win suggested notifying the hotel management about the event. Win asked about insurance coverage. TJ said they will either provide a blanket policy or require each vendor to have insurance. Win asked about clean-up after the event. TJ said they’ll have a crew come in, probably White River Toyota staff, and will leave it how they found it. **Brett moved to approve the application subject to receiving a certificate of insurance and confirmation from the police, fire department and FAST Squads that they are comfortable with the event. Matt seconded the motion.** Tom asked about snow. TJ said

they haven't factored in weather. **Win called for a vote on the motion, which passed unanimously.** Win noted that any alcohol vendors need to be licensed. Vermont 50 Mountain Bike/Ultra Run from September 29th at noon until September 30th at 7:00 PM at the Ski Tow Road parking lot and on area trails and roads: Mike Silverman was present to answer questions about the event. Mike said the race is going to start and end near the AO Center this year. Mike said the event has letters in to the FAST Squad and the fire department and has an email from the Police Chief. Mike said he has 250 volunteers and plenty of port-a-potties. Win asked how many people attend the event. Mike said there are 1,300 participants and approximately two observers for each participant so there are over 3,000 altogether. Win asked how many port-a-potties they rent. Mike said 18. Mike said they have a little over 600 cars in the parking lot. Win asked about camping. Mike said they don't plan to expand the camping area. Last year, Mike said, they had an agreement to use the parking area at Leland's for overflow but they didn't need it. Mike said he and Mike Bell are going to observe how the VT Mountain Bike Festival and Ragnar are using the space and adjust their plans for the VT 50 accordingly. Mike said the large tent will go above the skier bridge and the vendors will probably be in front of the building. Win asked about alcohol. Mike said they haven't had a licensed vendor in many years. They prefer BYOB. Marty said there is a new BYOB policy. Mike said he will provide a Certificate of Insurance to the town and AO. Mike Spackman noted that there are fire hydrants above and below the skier bridge and those hydrants need to be accessible. **Brett moved to approve the application. Win seconded the motion, which passed unanimously.** Mike Silverman said there were complaints last year about people speeding in the village; he said he will encourage event participants to drive slower but he also asked about a blinking speed sign. Win said the town is looking into acquiring a sign but it probably won't be in place for this year's Vermont 50. Sign zoning permit application for Ascutney Outdoors (AO) T-bar project: **Matt moved to authorize Win to sign the zoning permit application on behalf of the town as Landowner. Brett seconded the motion, which passed unanimously.** Ratify signing Notice of Intent for Stormwater Discharges (Construction General Permit) for AO T-bar project: Win said at the last meeting the Selectboard authorized him to sign the Act 250 application for the T-bar project. Subsequently another form had to be signed for the project so he went ahead and signed it. Matt and Brett had no objection. Request for Letter of Support from Selectboard for grant for T-bar project: Win said he sent a draft letter to Brett and Matt earlier today. **Brett moved to authorize Win to sign a letter of support endorsing AO's grant application. Matt seconded the motion, which passed unanimously.** Update on Ascutney Outdoors projects: Marty said the interior of the AO Center was painted over the weekend and carpet should be installed within 30 days. Trim and cabinets should be installed within three weeks and electricity will be turned on this week. Grading, seeding and mulching is nearly complete. Stormwater work is on-going. Dirt has been added to the tubing hill to correct the lift line contours and the installation of the lift should be completed within 8 weeks. For the T-bar, the Act 250 permit was submitted on Friday.

- 6) Request for use of Ski Tow Road parking lot on Friday, October 5th: Win noted that, several months ago, the Selectboard approved a request to use the parking lot for overflow parking for a wedding on October 6th. The applicants have asked to use the lot on October 5th as well for rehearsal dinner parking, which does not conflict with any of AO's events. **Brett moved to approve the request. Matt seconded the motion, which passed unanimously.**

- 7) Discussion with Planning Commission (PC) – Win said Al Keiller could not be here tonight so we can put the Town Plan and Junk Ordinance discussion on a future agenda. Deb offered to send the Selectboard a list of some of the Town Plan changes the PC is considering. Win said he is anxious to hear how the Planning Commission might work with the School Board, and how we might develop more commercial opportunities in the village. Win said the town also needs a capital plan for public buildings, especially the Town Hall.
- 8) Radio Equipment Maintenance – Win said last fall her wrote up a summary of the town’s radio equipment, which needs periodic maintenance. Win said he has tried to coordinate maintenance with the Repeater Association but has been unsuccessful. Mike Spackman said the Repeater Association uses Burlington Communication. Mike noted that the Repeater Association is meeting Wednesday so he can get back to the Selectboard after that. The Selectboard agreed to consider this item at their August 13th meeting.
- 9) Village Lane drainage issue – Karen Lavoie had a hand-out with photos and diagrams to show the erosion that is occurring on her property, which she purchased in January. Karen asked if the town culvert could be moved to drain into the ravine, which would cost about \$1,500. Mike Spackman said that culvert has been there for more than 35 years. Mike said he feels badly for Karen but when you buy a piece of property you inherit issues. Mike said the culvert extension done for the property owner was not done the way he suggested, with a stone-lined ditch. Karen said she can handle the drainage issues for her property but not for the whole road. According to the realtor, Karen said, this was a ski house which may not have been occupied in the summer so former owners may not have experienced this problem. Mike said for the proposed solution to work, the culvert would have to be extremely deep. Mike suggested that the Selectboard go look at it. The Selectboard agreed to schedule a site visit this week if possible, and to discuss the issue further at their next meeting.
- 10) Highway Foreman’s Report – Bible Hill culvert project: **Matt moved to ratify the selection of Murphy & Son Construction for the Bible Hill culvert project. Brett seconded the motion, which passed unanimously.** Route 44 paving: Mike Spackman said they’re going to pave Route 106 to the South Woodstock town line, Route 44 from the intersection with Route 106 to the intersection with Route 44A, and Route 44A to Route 5. Timing will depend on weather. Blood Hill project: Mike said the trees have been cut for the Blood Hill project and they’re going to start stumping tomorrow. Equipment: The mower should be back this week with the transmission issues fixed. The hydroseeder pump is five weeks out. The new one-ton truck is here. School walkway: Mike said the school walkway work was done before July 3rd to make it safe for all the activities planned around the school. Fire Department Open House: Mike said the Fire Department is having an open house on Sunday, August 12, to celebrate their 60th birthday and everyone is welcome. Dam removal project: Mike said there is a pre-construction meeting on August 6th.
- 11) Utility Reports - Sewer System: Martha said we need to submit a QBS/RFQ Form to certify that we have gone through the appropriate process for selecting an engineer for the sewer rehabilitation project. Win noted that the town interviewed three engineering firms and decided to work with Aldrich + Elliott on the project. **Matt moved to authorize Martha to sign the QBS/RFQ certification form. Brett seconded the motion, which passed unanimously.** Martha said the final section of the sewer system was video-camera inspected the week of July 4th but Green Mountain Pipe has not provided the report yet. Matt asked if the town will have to put the repair work out to bid. Martha said yes, but we’ll have to have a bond vote first. Win said we might be ready for a bond vote in March but first we have to go

through the preliminary engineering process. Martha noted that the Mts. Edge easement has been signed, which allows the town to cross their property to work on the sewer system. Water system: Martha said the isolation zone easement around the well still needs to be signed by Orange Lake and the Windsor Building's authorized representative, and Jim Barlow needs to do some research to make sure there are no title issues or encumbrances. Ascutney Outdoors has agreed to sign the access easement that allows us to cross their property to get to our water system infrastructure. Matt asked if the town is going to do anything with the well house next summer. Martha said she doesn't know if it will be done next summer but it is part of the long range plan for the water system. Martha said there will have to be a bond vote for that project as well. Win said there are four parts to the project: the well house, the emergency generator, and the two lines under the skier bridge, with a total project cost estimate of \$640,000. Win noted that P2 is going to start exercising valves and replacing them as needed. Martha said she just got information on a grant the town could apply for to help with the cost of a generator. Martha said the guidance document for the grant application is 162 pages long. Win said A+E will be working on preliminary engineering for both the sewer and water projects this fall so there may be two bond issues for approval in March. Win noted that the bonds would be repaid by the utility users and would not affect the municipal tax rate.

- 12) Consider proposal by CCI Managed Services to transfer town email accounts to new service provider – Martha said the town has had valley.net email accounts for a long time and was notified about a month ago that they are discontinuing that service. Martha said she contacted some other towns, including Hartland, about their email providers. Hartland had CCI Managed Services set up their email so she contacted them for a proposal. Hartland and several other towns who replied to Martha's inquiry use Office 365 for email. Win said the Regional Planning Commission uses Office 365 too. Win said using Office 365 will allow us to have a westwindsorvt.org email address if it's available. Win noted that this involves both a one-time fee and an annual fee that we don't have budgeted. Matt asked if we pay a fee now. Martha said yes, it's currently \$15 per month. Martha said we can just switch our valley.net accounts, or we can add Deb's gmail account and the highway department's Comcast account. The fee is based on the number of people using the service. Matt said he thinks all town employees should have the same domain name. Win asked if the \$71.50 includes everyone. Martha said yes. On a related note, Deb said her computer is not set up to back up to Carbonite like the other town computers. Tom asked if valley.net will forward email to the new addresses. Martha said she doesn't know but thinks each employee can set up an automatic notification. Mike said he doesn't think the highway department needs to be included. After discussing the pros and cons, **Win moved to approve the proposal from CCI. Brett seconded the motion, which passed unanimously.**
- 13) Other Business – Burke property: Gary Burke said he hasn't heard anything about the engineering study being done on his property. Win said Engineering Ventures has apologized; they agreed to provide a report within a certain timeframe but the town has not received it yet, which is disappointing. Snowstorm I & the footbridge: Win said Orange Lake is only interested in Snowstorm I from a liability perspective; they want to maintain the footbridge but have no interest in Snowstorm I. Win asked Mike Spackman about his interest in the building. Mike said he doesn't have a problem with the building being removed as long as the concrete portion with the dry hydrant is left intact. Win noted safety and aesthetic considerations. Mike said it would be expensive to remove the pumps, which are junk. Win

said we need to get some advice. Matt said he'd like to take a look at it. Win said he'll schedule a site visit with Glenn Seward. Capitol for a Day: Win said the Commissioner and Deputy Commission of the Department of Housing and Community Development visited West Windsor and the new AO Center today. Win noted discussion about Act 250. Martha said there is an open comment period on Act 250 right now. Tree Warden: Tom said when the asphalt was being removed on Route 44, one of the Bicentennial trees was damaged so he agreed that the affected limb should be removed. Road Erosion Inventory: Mike said he and Chris Yurek are meeting on Thursday to look at water quality issues. Sign in front of Town Hall: Matt said he thinks the sign should be bigger and should face the road. Mike said the sign was re-built when it was moved. Win said the way it is, you can see it from both directions. The Selectboard agreed to discuss the sign further at another time.

14) Approve Minutes – July 9th: **Win moved to approve the minutes. Brett seconded the motion, which passed unanimously.**

15) Adjourn – **Win moved to adjourn at 8:05 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison