

West Windsor Selectboard  
Draft Minutes  
July 27, 2020

Present at site visit: Win Johnson, Brett Myers, Leslie Barilli, Mike Spackman, Deb Shearer, Martha Harrison, Peter Money

Present at Town Hall: Win Johnson, Brett Myers, Mike Spackman, Cathy Archibald, Peter Money, Deb Shearer, Chuck Armstrong

Present via zoom/phone: Martha Harrison, Terry Shearer, Tom Kenyon, Ben Bardwell

- 1) Site visit: The Climb Fitness Center (Hotel Road) – Those present discussed the additional parking spaces recently added to the area adjacent to the outdoor pool without a permit. Mike is concerned about cars backing out onto Hotel Road or getting damaged when the highway department plows the road. Deb said the zoning regulations only allow parking in the front yard of a structure in the village district. Deb also noted the possibility that an Act 250 amendment might be needed. After considering the alternatives, Leslie agreed to withdraw her request for additional parking spaces and have pool users park in the Cunningham lot. Leslie will also return the area where hard pack was added to its pre-existing condition.
- 2) Reconvene at Town Hall & Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 3) Changes or additions to the agenda – census sign, outside band shells at ABS, surge suppressors for water system’s Mission telemetry, Better Roads grant, year-to-date financials
- 4) Announcements/Public Comment – None
- 5) Coronavirus Updates – Mike had nothing to report. Win said the hotel has re-opened so there are a lot of new people in town with no adverse consequences so far. Brett said trail use is way up. Peter noted the Governor’s mask mandate, which goes into effect on August 1.
- 6) Meeting Technology – Win said he “attended” Weathersfield’s Selectboard meeting last week and the audio was good. Win said he has ordered a microphone that is supposed to pick up everything within 25 feet. Win said “in person” participation still has to be limited so we’ll have to encourage people to participate via zoom or phone if they can. If we have a larger group, Win said, we’ll have to meet upstairs.
- 7) Re-opening Library – Win said he has noticed that more libraries are opening. Peter said the Library Trustees have not met since the library closed in March. Peter had copies of a Library re-opening plan for the Selectboard. Peter said 30% of Vermont libraries are open but they tend to be larger libraries that serve people without homes and/or computer access. Peter said the Mary Blood Library has a five-phase plan, and entered Phase 2 in early May, which means they are offering curbside service, delivery, wifi, and on-line content through a facebook page; this level of service is in line with most other libraries. Win asked what other area libraries are doing. Peter said Reading, Hartland and Windsor are offering services similar to the services offered in West Windsor. Weathersfield is different because of their size and ventilation. Win said the town has a no-touch thermometer for the library, as well as hand sanitizer and masks. As for a sneeze guard, Win encouraged Peter to have one built. Peter said Phase 3 would allow people inside by appointment, so we would need a sneeze guard for that, but we’ve been serving the community well under Phase 2. Peter noted 30 book deliveries associated with the ABS summer reading program, and 40 book deliveries to community members. Peter said he would like to get the word out about these services. Win asked about the obstacles to Phase 3. Peter said they want to make sure vulnerable people

will be as safe as possible. Win asked Peter if he is prepared to sanitize after people leave the library. Peter said yes, but he is more concerned about ventilation and the single door access. Peter noted that some of the windows don't open. Win asked Peter if he is feeling any pressure to re-open. Peter said no; there are volunteers ready to help but he wants to be sure they will be as safe as possible. Deb asked about ventilation. Peter said there are fans, and the board is looking into air conditioning, but the unit that was donated is very old and heavy and may not be the best solution. Peter wants to talk with the Board about the vulnerable population. Win and Brett complimented Peter on his approach thus far.

- 8) Town Clerk's report – Orders: Win said the only large outlays have been to Murphy & Son for Jon Murphy's work on the Harrington Road culvert. Mike said the guard rail still needs to be installed. Win asked when the reimbursement request will go in. Martha said that's up to the Selectboard. Brett didn't have questions about the other orders. Cemetery deed: **Brett moved to authorize Win to sign two copies of a cemetery deed. Win seconded the motion, which passed unanimously.** Copier: Win noted that the copier wasn't working on Friday and then was working again on Monday morning. Win suggested calling for service and then shopping around for a new machine.
- 9) Consider waiving interest & penalties on 2020 delinquent taxes – Win said he still thinks the Town should handle payment issues through the abatement process. Brett agreed. Win noted that the tax rate is going up 10 cents; 1 cent on the municipal rate, and 9 cents on the state education tax rate. Cathy noted that people can't grieve their taxes, they have to grieve their assessment.
- 10) Highway – Armstrong agricultural access application (Yale Heights): Chuck Armstrong said they purchased an easement to access their wood lot off Yale Heights and now they need approval to put in an access. Mike said the sight distance to the north is not good but Mr. Armstrong is willing to shave the bank back to improve it; the sight distance to the south is good. Chuck said they will have some harvesting done every five to ten years in accordance with their forestry plan and their agreement with the state. Deb wondered about the turning radius for large trucks. Mike said Chuck will have to have a 15" culvert installed, 30' to 40' in length. **Brett moved to approve the application with the conditions noted. Win seconded the motion, which passed unanimously.** Foreman's report: Mike said the first culvert project on Harrington Road is done, except for the guard rail, and the bill has been paid in full. The second Harrington Road culvert project is going to start on Monday. The Rush Meadow Road project should start at the end of August. Roadside mowing is done and ditching on Skyhawk Lane is done. Coaching Lane ditching starts tomorrow. Mike said he had not heard about the Better Roads grant until tonight. Martha said the project is on Sheddsville Road; the grant is for \$20,000 but we can't start doing the work until we sign a grant agreement and the environmental review is done. Win asked Mike if he has time to do the project this fall. Mike said yes. Win asked about the Town's share of the cost. Martha said 20%. Martha said we need to send the Army Corps the Work Start Notification form for the second Harrington Road project and put a notice on the website about the road being closed again. Martha said we also need a new Certificate of Insurance from Crown Point. Mike said he will ask about that tomorrow. Work in Hotel Road right-of-way (Holiday Inn Club Vacations): Win said after the site visit, Leslie Barilli agreed to withdraw the request. People who want to use the pool will park in the Cunningham lot, so there are no zoning, Act 250, or public safety issues. Bardwell residential access application (Seems Road): Ben said he's hoping to build a garage addition and it would make more sense to abandon the existing

access and establish a new one down the road. Mike said there's no sight distance to the south. Ben said you can see the same distance in both directions. Mike said you have to be able to see far enough in both directions from a height of 3 feet when you're 12 feet off the side of the road. The Selectboard agreed to do a site visit with Ben and Mike on Wednesday at 4:30 PM. Shearer residential access application (Yale Heights): Deb said this is a second access so, in addition to Selectboard approval, they need DRB approval. Deb said they want to build a storage building and, because of all the ledge on the property, there's nowhere to put it that can be accessed by the existing driveway. Mike said there's no sight distance to the north unless the ledge is removed. Mike noted that it looks like the ledge has already been blasted and loosened up. Deb said if they can't remove the ledge, they'll abandon the project. Mike said they would not need a culvert because there's a cross culvert for the road right above the proposed driveway location. **Win moved to approve the Shearer's highway access application on the condition that the ledge to the northeast is removed to improve sight distance and the DRB approves the conditional use application. Brett seconded the motion, which passed unanimously.** Sign TA-65 for Harrington Road culvert project: Mike said the guardrail cost was included in the billing from Murphy & Son so there won't be any more invoices. **Win moved to authorize Martha to sign the TA-65 for the Harrington Road project. Brett seconded the motion.** Martha said the signature indicates that "the project is complete and has been accepted by the municipality" so maybe she should wait until the guard rail is in. Mike said the guard rail will be done by Friday; if it's not, he'll call Martha and let her know. Win said Martha can send it in next Monday. Martha said the total cost was \$94,827 and we're asking to be reimbursed for 90% or \$85,344.30. **Win called for a vote on the motion, which passed unanimously.**

- 11) Approve final draft of Town Plan for public hearing – Win said at the end of the Plan there's a matrix of priority recommendations. Win suggested that the Selectboard review all the recommendations in the Plan and choose the ones that are highest priority. Win asked Martha if she can cut and paste all the recommendations into one document for the Selectboard to review. Martha said yes, but noted that we're running short on time to finalize and approve the document. Deb asked if members of the Planning Commission could help prioritize the recommendations. Win said absolutely. Win said he is concerned about the sign standards in the zoning regulations so, in his opinion, clarifying those standards should be a priority.
- 12) Set Town Plan public hearing date and time – The Selectboard agreed to defer action on this item until they have a final draft of the Town Plan, including an updated priority matrix.
- 13) Sewer & water updates – Martha said there's nothing new with the projects but there have been problems with the Mission system so they've ordered a new motherboard, which will be installed on Thursday. Win noted the recommendation by Watts Up Electric to install surge protectors, which Win thinks is a good idea. Brett agreed. Win also said the area around the well house needs to be cleaned up. Martha said she will let A+E know.
- 14) Other Business – Census sign: Win said a poster to encourage people to complete the census would cost \$100. Those present agreed that the existing sandwich board sign is sufficient so we don't need a poster. Band shells at Albert Bridge School: Win said the school has two band shells that they want to put up for outside instruction this fall, which he thinks is a great idea. Mike asked if they will be taken down in the winter. Win said yes. There was some concern about the location of water lines and underground power lines but, otherwise, there was no objection. Win said he will encourage the school to contact Dig Safe and Act 250. Year-to-date financial info: Win asked Brett to let him know if she has any questions.

- 15) Approve Minutes – **Brett moved to approve the minutes of July 13<sup>th</sup>. Win seconded the motion, which passed unanimously.**
- 16) Adjourn – **Brett moved to adjourn at 7:45 PM. Win seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison