

WEST WINDSOR SELECTBOARD

Draft Minutes

June 17, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtger, Cathy Archibald, Cathy Boedtger, Bob French, Michael Spackman, Shirley Ouelette, Barbara Truex, Jim Lyall, Erik Schutz, George Calver (*VT Standard*), Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions – Cady Mausoleum, Town Hall plantings, Transportation Advisory Committee
- 3) Town Clerk’s orders – **Tom moved to sign orders. Bruce seconded the motion, which passed unanimously.**
- 4) Town Clerk/Treasurer’s Report – None
- 5) Public Comment – July 4th: Cathy Boedtger said she will touch base with Police Chief Soares about police coverage, and will also follow up with the fireworks company. Cathy also asked for assistance in getting power either from the Windsor Building or Cunningham’s. Glenn agreed to contact the property manager for the Windsor Building. Sheddsville Road dumping: Shirley reported that a toilet, chair and TV have been dumped into the brook east of Orcutts. Tom said he has spoken with someone about helping to remove the items.
- 6) Reappraisal update and grand list discussion – Glenn said Change of Appraisal notices have gone out and the Grand List has gone down approximately 12%.
- 7) Discuss ATV use in the Town Forest and on town highways – Glenn said this item is on the agenda to keep the conversation going. Glenn noted that the town of Thetford has been wrestling with the same issues and decided to allow senior citizens and people with handicapped plates to use ATVs on Class 3 and 4 roads. Tom asked about the transfer of the property behind the talc plant to the town. Glenn said if it is transferred it would probably occur around 2017-18. Tom said allowing motorized vehicles on the talc plant property could eliminate the conflict over ATVs in the town forest. Tom said an alternative access would be needed. Glenn agreed and said he has not spoken with Reading Selectboard Chair Bob Allen about access yet. Glenn added that he thinks the town should anticipate permitting issues due to critical wildlife habitat. Bruce said that property would need the same level of study as the town forest. Tom suggested a corridor for recreational use. Jim said the terrain behind the talc plant is more amenable to motorized use. Glenn suggested a preliminary discussion with Robin Reilly. Bruce said if it becomes public property, we’ll need to have public input.
- 8) Town Forest trails update – Jim said he has been closing and opening trails as weather requires or permits. Jim said he’s trying to finish the new “Wind Up” trail before the mountain bike festival. Jim said Erik Schutz was going to contact the Orange Lake General Manager today about the new connector trail from Cunningham’s to the village. Jim is planning to mow when the weather cooperates. Jim noted that he is a little behind schedule on upgrading the beginner trails. Mike noted that the Fire Department did a rescue training in the town forest last Wednesday and will do another one next Monday with Windsor Ambulance, the West Windsor FAST Squad, and other area emergency responders. Jim said the trails will be open during the festival.
- 9) Connector Trail/Crosswalk project – Glenn said he has asked Dan Lesnick for an estimate for the curb cut associated with the crosswalk proposed for Route 44 across from the Fire Department. Glenn said he also met with Marcos Miller from the Agency of Transportation who is reviewing the proposed location. Mike asked where the crosswalk will end on the south side of the road. Glenn said it will connect to the right-of-way for the pump house and Scott Smith’s driveway. There was discussion about the best use of the remaining grant funds. Those present agreed to consider two crosswalks across the Brownsville-Hartland Road: one from corner to corner with no curb cuts, and the other diagonally from the sloped area on the west side by the Sykes house to the sloped area on the east side by the Town Hall. Glenn asked Mike to get four “pedestrian crossing” signs. Glenn thanked Courtney McKaig and Mt. Ascutney Prevention Partnership (MAPP) for the grant.

- 10) Public assembly application: Vermont Mountain Bike Festival – Erik said FAST Squad Director Nancy Gaynor would like two EMTs to be present at the festival for 6 hours on Saturday and 4 hours on Sunday. Erik said Nancy also wants specific medical supplies on site. Jim noted that at least one person on every guided ride will have some first aid training and a cell phone. Mike asked about radio communication. Jim said they will not have radio communication. There was discussion about where the rescue vehicle should be staged and it was agreed that the EMTs and the vehicle should be at the event site. Erik said he confirmed with Orange Lake General Manager Amy Manhardt that everything is still okay for the festival. Regarding the proposed connector trail, Erik said if the town and STAB want written approval for the trail, they'll have to provide a written proposal to send to headquarters in Florida. Glenn asked Erik to generate a map, which he will review with Orange Lake Attorney Michael Thompson. Tom said he is concerned about bears getting into the trash at the festival. Erik said Bugbee's will park their trash truck at Cunningham's on Friday and take it away on Sunday. Erik said all trash barrels will be emptied into the truck at the end of each day. Bruce requested written approval from Mike Spackman, Nancy Gaynor, and Chief Soares. Glenn and Tom agreed. **Glenn moved to approve the application for public assembly for the Vermont Mountain Bike Festival to be held on July 12, 13 and 14 contingent on written approval from the Police Chief, Fire Department and FAST Squad. Bruce seconded the motion, which passed unanimously.**
- 11) Consider signing Ascutney Trails brand development contract – Glenn noted that, at a previous meeting, the Selectboard earmarked \$5,000 of surplus funds for this project. **Glenn moved to sign the Ascutney Trails Brand Development contract by Ryan Thibault dated June 3, 2013. Bruce seconded the motion.** Glenn noted that Ryan has been meeting with local representatives. Glenn said Phase I of the contract includes a \$2,500 down payment and two subsequent \$2,100 payments. Glenn said STAB will be contributing the additional funds needed for Phase I. **Glenn called for a vote on the motion, which passed unanimously.** Jim reported that two trails – one connecting the town forest and the state park, and another across from the state park - have been approved. Erik said STAB is having the required archeological assessment done for both trails. Tom asked who will be able to use the connector trail. Erik said the trail will be for non-motorized use. Shirley asked about horses. Erik said he will have to ask Rick White. There was discussion about whether an Act 250 amendment will be needed.
- 12) “Welcome to West Windsor” sign project update – Glenn said he will contact the property owners on whose land the signs will be located. Cathy said the sign committee has raised \$2,477 so far.
- 13) Highway Foreman's Report – Mike said paving should be done as soon as the weather improves. The new truck should be here by the end of July. The Highway Department has started installing culverts and ditching on Banister Road. Mike said Katharine Otto has finished the mapping and report for the Better Backroads erosion inventory project. Mike reviewed the priorities and projected costs with the Selectboard. Tom said the library is prepared for the paving work. Mike said the library will be done separately from the road. Mike said roadside mowing is scheduled for September. Tom suggested doing the Brownsville-Hartland Road intersections sooner with assistance from inmates from the correctional facility. Shirley asked if mowing could be done twice a year. Shirley noted the presence of poison parsnip on the roadsides and suggested using caution around it. Glenn suggested that the town consider purchasing its own mower. Mike said it costs \$6,800 per year to rent a mower. Tom said the mower should not be used to trim trees. Mike said he is okay with employing inmates if it's not too expensive.
- 14) Consider Bowers Bridge repair proposal from Jan Lewandowski – Glenn said Jan submitted two proposals: one to repair the most recent damage, and one to repair it the way it should be fixed. The difference in the cost, Glenn said, is \$30,000, and the work would be done in late summer or early fall. Glenn said indications are that the insurance company will not fund the more expensive fix. Tom said if we're lifting it off the abutments, we should fix it properly. Bruce agreed. Mike asked if we can reduce the cost by building the pad for the crane ourselves. Glenn said he will check on that. **Glenn moved to accept the proposal from Jan Lewandoski for \$74,300, subject to final**

- negotiation regarding roadway approach work. Tom seconded the motion, which passed unanimously.** Glenn said he will ask Mr. Lewandoski to forward a contract.
- 15) Consider signing grant agreement for Rush Meadow Road bridge replacement – Glenn said the state has approved \$78,597.75 to replace the Rush Meadow Road bridge with a box culvert. Glenn noted that our AOT District #4 representative, Chris Bump, has informed us that we will either get additional funding for the project this year, if it becomes available, or we'll get it next year. **Tom moved to authorize the Chair to sign the agreement on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.**
 - 16) Rush Meadow Road bridge RFP – Mike said the RFP went out to Miller, M&M, Daniels, Wright and Murphy. Glenn said bids have to be received by July 15th and a special meeting will be scheduled that week to consider the bids.
 - 17) Update on adoption of Coaching Lane Extension – Glenn said he hasn't heard from Snowdance regarding the transfer of the right-of-way but the easement for the turnaround has been signed by the property owners.
 - 18) Emergency access to Resort area – Glenn said he sent a letter to the adjacent property owners on June 12th but has not heard back from them. Glenn said he has contacted Todd Menees about a Stream Alteration permit.
 - 19) Discuss sewer line purchase and associated collections from users – Glenn said there is an Act 250 hearing on July 17th at 9:30 AM and, after that, we can schedule a closing. Regarding the collections, Glenn said we still have receivables of \$67,458.51 but continue to hope that people will act responsibly and pay their bills. Glenn said 40% of what we collect goes to Windsor to cover their processing fees. Sewer line extension: Glenn said it's going to be time consuming to apply for grants to extend the sewer line so we have to decide very soon whether we're going to proceed with the project and the bond vote. Glenn noted that the school population is rising rapidly and if it continues to do so at the current rate, they'll be without wastewater capacity in two years. The Selectboard agreed to approach the School Board about scheduling a joint meeting. Mike asked about the cost of extending the sewer line. Glenn said \$2.1 million. Glenn said the impact on taxes would be between 2 and 4 cents, depending on grants received. Bruce asked how we can have a bond vote if we don't know how much to ask for. Glenn said the engineers and the bond counsel have suggested bonding for the full \$2.1 million and then reducing it by any grants received. Martha said the town has to send in a Letter of Interest by July 3rd if we want to apply for a community development grant. Shirley said the tax payers were told that purchasing the sewer system was not going to cost them anything. Glenn said that's true, purchasing the system will not cost the taxpayers anything; the tax rate will only be affected if the sewer line is extended into the village. Glenn said there are pollution issues and development issues but we don't have to address them if the voters don't want to. Glenn said in order to get the most grant funding possible, in the event of a positive bond vote, there's a lot of work that has to be done now. Tom said we should talk with the school board because if the school is not in favor of this, then we're just spinning our wheels. Glenn and Bruce agreed. **Tom moved to authorize Martha to proceed with a Letter of Interest. Glenn seconded the motion, which passed unanimously.**
 - 20) Update on fiber optic line extension project – Glenn said the town received a letter from Bond Counsel Paul Giuliani indicating that the bond vote on the fiber optic line extension was done properly. Glenn said he met with Mascoma Bank regarding financing and just received a packet of information today. Glenn added that Paul Giuliani and Matt Birmingham are working on an agreement between the town and EC Fiber.
 - 21) Talc Plant purchase update – Glenn said he spoke with Mr. Querrey this morning and they have worked out their differences with the District 2 Environmental Commission.
 - 22) Consider adopting Purchasing Policy – Tom suggested adding that the prior year's budget should govern expenditures between January 1 and Town Meeting. **Glenn moved to table the adoption of the Purchasing Policy pending the opinion of the Town Treasurer. Bruce seconded the motion, which passed unanimously.**

- 23) Police report – Glenn said the Police Report from May 1st to May 15th included 19 directed patrols and 4 other calls, including one or two serious incidents.
- 24) Town Hall clock & balcony – Tom suggested sanding the floors, stage and balcony in January. Glenn asked if the work can be done when the windows can be opened to reduce the fumes. Bruce asked about the cost. Tom estimated the cost to be between \$2,500 and \$3,000 and agreed to schedule the work when the windows can be opened.
- 25) Tree Warden: Blood Hill/Green Mtn. Power (GMP) – Tom said GMP is supposed to meet with the Highway Foreman and the Tree Warden before starting work on Blood Hill and they have not met with him. Tom asked that a letter be sent reminding them that they need to meet with him. Mike said GMP met with him last fall.
- 26) Discuss future health insurance coverage for employees – Glenn said there's a meeting scheduled for the end of July. Glenn asked Tom and Bruce what they think of not offering health insurance to the employees and adjusting their compensation accordingly. Tom was concerned about what would happen if the voters decided to reduce salaries at Town Meeting. The employees could end up with expensive insurance and not enough compensation to pay for it. Glenn said it's his understanding that the employees will have choices within the health exchange. Glenn said if Bruce and Tom don't want to eliminate the health insurance benefit, then he won't bring it up at the meeting in July. Tom and Bruce agreed that all options have to be on the table. Mike asked what happens if the whole system fails. Everyone agreed that they are concerned about the transition.
- 27) Other Business – Cady Mausoleum: Tom said the door is being fixed. Transportation Advisory Committee (TAC): Tom said he's going to bring up the issue of the Route 44 & 44A intersection again at the next TAC meeting. Town Hall plantings: Tom suggested planting something that blooms most of the year and takes minimal care. Glenn suggested getting it cleaned up for the 4th of July and then budgeting for new plantings next year. Bruce and Tom agreed.
- 28) Approve Minutes - May 3rd: **Glenn moved to approve the minutes of May 3, 2013 as written. Bruce seconded the motion, which passed unanimously.** May 13th (morning): Tom asked about the status of the gravel pit reclamation. Glenn said it was on the Town Forest Committee's agenda but he has not spoken with them about it. Tom suggested expediting the project. **Tom moved to approve the minutes of the morning of May 13, 2013 as written. Glenn seconded the motion, which passed unanimously.** May 13th (evening): Glenn suggested a change. **Tom moved to approve the minutes of the evening of May 13, 2013 as amended. Bruce seconded the motion, which passed unanimously.** May 21st: **Tom moved to approve the minutes of May 21, 2013 as written. Glenn seconded the motion, which passed with Bruce abstaining.** June 4th: **Tom moved to approve the minutes of June 4, 2013 as written. Glenn seconded the motion, which passed with Bruce abstaining.** June 7th: **Tom moved to approve the minutes of June 7, 2013 as written. Glenn seconded the motion, which passed with Bruce abstaining.**
- 29) Adjourn – **Glenn moved to adjourn at approximately 8:35 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison