

West Windsor Selectboard  
Draft Minutes  
June 20, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Tom Urban, Martha Harrison

- 1) Call to Order – Dick Beatty called the meeting to order at 9:00 AM.
- 2) Changes or additions to the agenda – Town Hall lawn, General Store flow calculations, Historical Society update
- 3) Announcements/Public Comment – Tom Urban, who was present on behalf of the Landinos, said the sewer contractor’s patch to the driveway is unacceptable. The Selectboard agreed to look at the area at the end of the meeting.
- 4) Sign Notice of Intent for Stormwater Discharges for water system improvements - **Win moved to authorize the Chair to sign the Notice of Intent on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.**
- 5) Consider signing temporary construction license agreement with Mountainside – Win said it’s his understanding that Mountainside needs all property owners to sign the easement so, while that process is moving forward, the Town Attorney suggested that the Selectboard sign the temporary license agreement. Martha said she thinks there’s still some question whether the license is sufficient to allow the work to go forward. **Win moved to approve the signing of the temporary license agreement. Tom seconded the motion, which passed unanimously.**
- 6) Sign bond bank loan documents (Step II – Final Design of Water System) – **Tom moved to approve signing the bond bank loan documents. Win seconded the motion, which passed unanimously.**
- 7) Approve removal of fence, road improvements and main well generator from water system improvement project – Win said he supports removing these items from the project but he thinks we need to have audits done on both the water and sewer funds from inception so we can clearly identify the reserve funds available to pursue these items separately from the loan-funded improvement project. Win said we need to get John Mudgett here soon to get the audit work underway so we know what we have, and what we need to budget to add to the reserves. Dick agreed and noted that these items are being removed so the town can stay within its bonding limitations. **Win moved to remove these three items from the scope of the loan-funded water system improvement project. Tom seconded the motion, which passed unanimously.** Tom asked if this puts us back on track. Martha said it should, assuming everything else falls into place, including the Permit to Construct and the easements.
- 8) Consider Group Net Metering Agreement with Mountain Funds, LLC – Dick said the PSB has issued a CPG to MountainFunds, which included all the terms and conditions requested by the town. Dick said Gerald Tarrant is reviewing the net metering agreement on behalf of the town and will get back to us with comments. Dick noted the current agreement includes a 12.5% discount rather than a 15% discount and runs for a longer period of time – 25 years rather than 10 years. Win asked if the school is included. Martha said we provided information about the school’s meters and usage. Dick noted that the meter and usage information for the water system will be changing once the new electrical service is installed. Dick said AT&T appears to be planning to move their facility to the top of the mountain, rather than the maintenance parcel, but MFW still holds two telecommunications easements on the maintenance parcel.
- 9) Other Business - Town Hall lawn: Tom said we budgeted \$4,000 and have spent \$1,325 so far. Tom said he would propose that we don’t do anything at this time. Win said he thinks we should wait until the sewer project is finished before deciding what to do with the lawn and the

plantings. Ascutney Outdoors: Win suggested partitioning the maintenance garage and giving Ascutney Outdoors one bay on the end, with its own door. Tom said the groomer only fits in the middle bay. Win said the short-term solution is allowing AO to use the building this winter and a possible longer-term solution is partitioning the building so AO has a separate, secure space. Dick said that's fine with him. Tom said he would like to postpone any work on the building until funds have been budgeted. Regarding the old, old lodge, Tom noted that we're waiting for AO to provide an estimate on dumpster costs. Dick suggested asking them again. Win said he plans to meet with Steve Carihfield. Electrical service to maintenance parcel and water system: Win suggested that the town cover the cost of the poles and the power lines, rather than sharing that cost with AO, since the town needs that infrastructure for the water system. If AO wants to run power off the pole, Win said, they would have their own meter and pay their own electric bills. Dick asked when the poles and power lines will be installed. Martha said, according to A+E, we can proceed with that work separately. Tom said he is fine with proceeding once the contract is awarded. Town Hall celebration: Tom said the Historical Society is proposing a celebration of the Town Hall's centennial for Sunday, October 16<sup>th</sup>. Tom noted that it's time to put the time capsule back. General Store sewer & water calculations: Tom said he thinks the number of equivalent users attributed to the store for the sewer system is too high. Dick asked if the issues surrounding the store's water supply have been resolved. **Win moved that, based on the history and the understanding that a source would be provided, the water system continue to provide free water for the General Store. Tom seconded the motion, which passed unanimously.** Regarding the sewer, Tom said the store reduced the amount of seating provided so he would prefer to consider it as one "equivalent user". Win asked about the criterion that would trigger an increase. Martha said for residential uses, it's 200 or 210 gpd but, for commercial uses, it's based on the Environmental Protection Rules. Dick suggested consulting with Aldrich + Elliott and then applying the criteria consistently. Dick noted that the sewer fee is currently \$216.25 per quarter per equivalent user. Win asked how the sewer fees are determined. Dick said the Utility Committee makes a recommendation to the Selectboard. Win said he's planning to visit with Windsor Town Manager Tom Marsh to get a better understanding of their charges in order to develop a more comprehensive budget.

- 10) Review and adopt revised Rules of Procedure and Conflict of Interest policies – Dick said he will review and propose changes to the Rules of Procedure and Conflict of Interest policies, but he has not done so yet.
- 11) Sewer ordinance – Win suggested sending the letter that the Selectboard received from Nate Stearns on Friday to Town Attorney Matt Birmingham for his opinion. Win also suggested reviewing and developing the sewer and water ordinances in parallel so the general structure of each, and the definitions and application procedures included, are the same. Win offered to do an initial side-by-side review of the two ordinances over the next month. Tom and Dick agreed. **Tom moved to send Nate Stearns' letter dated June 17, 2016 regarding the sewer ordinance to Matt Birmingham for his review. Win seconded the motion, which passed unanimously.**
- 12) Review and discuss water ordinance – See item #11 above.
- 13) Review and discuss Personnel Policy (if time allows) – The Selectboard deferred discussion of the Personnel Policy.
- 14) Review and discuss Drug & Alcohol Policy (if time allows) – The Selectboard deferred discussion of the Drug & Alcohol Policy.
- 15) Approve Minutes: May 23, 27 & 31 – **Win moved to approve the minutes of May 23, May 27 and May 31. Tom seconded the motion, which passed with Dick abstaining on the minutes of May 27 and May 31.** Win asked if we need to modify the minutes of May 18, which indicate

that the Town and AO are going to share the costs of installing a new electric line from Ski Tow Road through the maintenance parcel. Dick said the minutes also indicated that a second conduit would be installed underground, in case AO needs it in the future. Tom said AO should pay for anything from the pole on. Win agreed. Tom said we don't need to amend the minutes; we can add clarification. Win said our current understanding is that we're going to cover the costs up to the final pole and, from there on out, the construction and metering costs will be split. Martha asked Win if he is suggesting that AO share the cost of digging the trench from the pole to Reservoir #1. Win said no, but if they want us to run a second conduit, they would have to pay for it. Tom and Dick agreed. Dick suggested consulting with Steve Carihfield to see if AO wants to pay for a second conduit in that location.

16) Sign Town Clerk's orders & cemetery deed – **Tom moved to approve the orders and cemetery deed. The motion was seconded and passed unanimously.**

17) Adjourn – **Tom moved to adjourn at 10:05 AM, following the site visit to the Landino/Urban property. Win seconded the motion.** Win said if the Selectboard thinks an adjustment should be made, they will notify the contractor and A+E's resident engineer Bob Moulton. **The motion passed unanimously.** (*Note: The Selectboard agreed with Tom Urban that the driveway repair should be fixed.*)

Respectfully submitted,

Martha Harrison