

West Windsor Selectboard  
Draft Minutes  
June 22, 2020

Present on conference call: Win Johnson, Matt Kantola, Martha Harrison, Mike Spackman, Tom Kenyon, Glenn & Shelley Seward, Ken Parrot, Deb Shearer, Peter Vollers

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Sheddsville Cemetery wall, Annie’s garden, BB&P resolution follow-up, water tank cleaning proposal, delinquent tax penalties & interest
- 3) Announcements/Public Comment – None
- 4) Coronavirus Updates – Non-emergency calls: Reporting for himself and Nancy Gaynor, Mike said there have been no calls in the last two weeks. Future Selectboard meetings: Win said he and Justin Burrows have done some preliminary work to prepare the upstairs room in the Town Hall for meetings. Win noted an echo when using the speaker phone device and said he thinks the audio will be more challenging than the video, but he’d like to plan for an in-person meeting on July 13<sup>th</sup>, with a zoom and/or call-in option for participating. Hotel re-opening plans: Shelley reported that the hotel plans to re-open on the 15<sup>th</sup> or 16<sup>th</sup> of July, depending on the nature of Governor Scott’s restrictions at that time. Event discussion: Win noted that the Vermont 50 race has been cancelled. Win added that Peter Vollers has been in touch with him and Bob Allen, the Selectboard Chair in Reading, to find out if the two towns might entertain the possibility of his holding the VOMAR and VT Overland events on August 22<sup>nd</sup> and 23<sup>rd</sup> as scheduled. With so many sporting events being cancelled, Peter said he is hoping that these two events may still happen; he doesn’t want group activities to become a thing of the past. Peter said he doesn’t need a commitment now and, in fact, would like to wait until August to make a decision. Peter added that VOMAR can start and end in Reading if West Windsor would prefer not to have a large gathering on the mountain. Win asked Glenn why the Vermont 50 decided to cancel. Glenn said they were concerned about having a high concentration of people in one area and didn’t want the event to result in a spike; better safe than sorry. Matt said we’ll have to go by the Governor’s guidance; we can be more restrictive, but not less. Win asked if anyone minds waiting until the last minute to make a decision. Mike said they’re going to have to make a decision about the Shrine Football game next week; the event is scheduled for August 1<sup>st</sup>. Matt said a lot of the riders who would be participating in VOMAR and VT Overland would be coming from hot spots. Peter said people from hot spots are already here. Win suggested waiting until August to see what the Governor is allowing. No one objected.
- 5) Town Clerk’s report – Orders: Matt had no questions about the orders. Win said Cathy would like the Selectboard to make a decision about whether or not to waive interest and penalties on delinquent taxes this year, so Selectboard members should be considering how they feel about that. Win asked Martha to forward VLCT’s guidance on the subject. Year-to-date financial statements: Win said the expenses associated with improvements to the former Burke property total about \$10,000 and asked Mike to be as conservative as possible with other highway expenditures. Win noted that Selectboard expenses are also running high due, he believes, to an unbudgeted payment of the local share for a regional planning grant. Matt said replacement windows for the upstairs hall will cost about \$900 each, plus an additional \$200 to \$300 for installation. Win asked Matt to get specific estimates for consideration at the next meeting. Matt agreed and added that the door was installed a few days ago.
- 6) Discuss Interpretive Trail project – Win noted that the conceptual plan is available on the shared drive. Glenn said plans for the trail are continuing to develop as comments are received. Matt asked if the National Park Service might want to help with an interpretive trail in the Town Forest as well, with stops along the way related to historic uses, scenic views, etc. Glenn said right now they are focused on the current project.
- 7) Appoint ECFiber delegate – Ken said, after attending the most recent ECFiber Governing Board meeting, Alessandro Iuppa is still interested in volunteering to be a delegate and, based on his resume,

it appears he would bring valuable skills to the Board. **Win nominated Alessandro Iuppa to be West Windsor's alternate delegate to the ECFiber Governing Board. Matt seconded the motion, which passed unanimously.** Win asked Martha to let Alessandro know that he has been appointed.

- 8) ECFiber request for underground conduit on Coaching Lane Ext. – Mike said he is okay with the proposed work on Coaching Lane Extension, provided it is done as discussed during the site visit he had with Dannielle Mumma. **Win moved to approve the proposed work. Matt seconded the motion, which passed unanimously.**
- 9) Highway Foreman's report – Mike said they have been scraping the roads but they can't scrape too much when it's dry. Mike added that calcium chloride had been backordered but they finally got a load last week. The mowing is about half done; when Erik is done mowing his route, they'll start working on culverts. Mike noted that the A/C in Dave's truck had to be repaired. Matt said the telephone wire on Sheddsville Road is very low. Mike said he has called about that three times. Ken said Dave Silvester's brother works for Consolidated and offered to see if there's anything he can do to help. Mike said there are a number of places where the wires are too low; Dannielle Mumma has the list, including the pole numbers. Review of Burke property site visit: Win reported on the tour Mike gave the Selectboard, and three members of the public, on June 11<sup>th</sup>. Win noted requests made by the public for additional screening and building improvements (i.e. painting or siding). Win mentioned the need for a plan for expenditure of next year's budget for the building's maintenance.
- 10) Consider preliminary Phase II environmental study results (former Burke property) – Win said the results of the study by LE Environmental look good and they are proposing to recommend to the State that they issue a certificate of completion with restricted use of the one small area that had some minor contamination. Mike said he would like to know the location and dimensions of the restricted area and would prefer to do the clean-up work as soon as possible. Martha said before we can clean up the area, we would have to have a corrective action plan done, which would take about six months. Martha said we may be able to get grant funding for the plan. Win asked Martha to contact the Regional Planning Commission for more information about the availability of grant funding for the plan. Meanwhile, Win suggested accepting Alan Liptak's recommendation provided we can remediate the area in a year or two, when we have the funds. Clarification of the Town's options will be sought.
- 11) Liability risks associated with volunteer labor – Win asked Glenn if the sample service agreement forms would be useful for the logging and demolition work he is hoping to have done by the paragliders. Shelley said she thinks it would be good to ask volunteers to sign a release for that particular project but not for all volunteer projects. Glenn suggested a site visit to the area where the work needs to be done. The Selectboard agreed and asked Glenn to notify them when a site visit could be scheduled.
- 12) Sewer and Water – Consider renewing annual contract with P2 Environmental (water operator): Win said he would like to see more initiative from P2 with regard to exercising and replacing valves, but he agreed that now may not be the best time to entertain proposals from other operators. Martha said P2 has kept our water system in good standing with the state and has always responded in emergency situations so she would recommend renewing the contract. **Win moved to approve the contract. Matt seconded the motion, which passed unanimously.** UTV: Mike said the Town received two bids for the UTV – one for \$6,000 and one for \$4,850. **Win moved to accept the \$6,000 bid and deposit the funds in the Water Fund. Matt seconded the motion, which passed unanimously.** Water tank cleaning proposal: Martha said the tanks have to be inspected every five years and it's difficult to inspect them without cleaning them first. Martha added that Blue Rock Environmental did the cleaning and inspection five years ago and did an excellent job. Martha added that there's a copy of the 2020 proposal and the 2015 report on the shared drive and noted that, unless she is misunderstanding something, the cost to do the work this year is less than it was in 2015. **Win moved to approve Blue Rock Environmental's proposal to clean the steel tanks, provided the \$5,560 is for both tanks, and not each tank. Matt seconded the motion, which passed unanimously.** Sewer line sag: Matt said he was present when Mike Reynolds tried to re-camera the sewer line where

the sag is located but there was too much water to see anything. Mike is going to try again next week after blocking the flow and jetting the line. Win asked Martha to let Matt know when the next attempt is scheduled. Water project: Martha said the new pipes under Ski Tow Road were connected on June 11<sup>th</sup>, which caused the booster pumps to get air-locked again. Dennis and Ben were there late getting the air out of the system. The pipes were installed at a shallower depth than originally planned, due to the issue with Green Mountain Power, so the contractor insulated the pipes. We'll need to get revised drawings for that area. The generator has been installed and mostly connected; Ben is not sure if the automatic transfer switch has been wired yet. The vent, exhaust fan and door for the well house have not arrived yet, but delivery and installation are expected in the next two weeks. Water O&M: There are a couple of valves near the tubing lift that need valve covers. Sewer project: Avery is planning to be back on site this Wednesday.

- 13) Other Business – Sheddsville Cemetery: Tom said he got two bids for the stonewall at the cemetery, but neither was acceptable so he is seeking additional bids. Annie's garden: Tom said the plants and mulch are all in and a soaker hose is being used due to the very dry conditions. The granite for the marker was donated and the engraving will cost between \$400 and \$500. BB&P resolution follow-up: Following up on the resolution passed by the Selectboard at their last meeting, Scott Brohinsky has requested a copy of the resolution on town letterhead, suitable for framing. Scott would also like to have a small plaque made for the outside of the building. Win read the proposed wording, which the Selectboard agreed was fine. When the plaque is ready, Scott would like to arrange to have the Selectboard present it. Win suggested scheduling a presentation after the plaque is ready.
- 14) Approve Minutes – **Matt moved to approve the minutes of June 8<sup>th</sup>. Win seconded the motion, which passed unanimously.**
- 15) Adjourn – **Matt moved to adjourn at 7:57 PM. Win seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison