

West Windsor Selectboard
Draft Minutes
June 8, 2020

Present on conference call: Win Johnson, Brett Myers, Matt Kantola, Martha Harrison, Mike Spackman, Nancy Gaynor, Tom Kenyon, Peter Ferrick, Ginger Mason, Candee & Scott Brohinsky, Glenn & Shelley Seward

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – tax rate timing, unlicensed dogs, Rush Meadow stream alteration permit, water system’s UTV, dog bite, Town Hall garden, cars in town parking lots
- 3) Announcements/Public Comment – None
- 4) Consider proposed proclamation – Win said the Brohinskys have asked the Selectboard to adopt a proclamation thanking the Butcher & Pantry (B&P) for their service during the Covid-19 crisis. Scott noted the unique period of time we’re experiencing and the central role the B&P has served in meeting the basic needs of local residents, which made them an essential resource. Scott thinks the town should recognize the unbelievable effort they made to change their operation to meet local needs in a positive and sensitive manner. Win read a few excerpts from the proclamation and noted that it is in the public folder. **Matt moved to adopt the proclamation. Brett seconded the motion.** Win said he is an investor in the store and asked if anyone feels he should recuse himself from voting. No one felt that Win should recuse himself. Pete asked if the town has ever adopted a proclamation before. Win was not sure. There was discussion about whether “proclamation” is the right word. Win said whatever we decide to call it, the message of appreciation is the same. There was also discussion about a frame and/or a plaque for the outside of the building but the discussion was impeded by the poor quality of the phone conferencing system. **Win called for a vote on the motion, which passed unanimously.**
- 5) Coronavirus Updates –Non-emergency phone line: Nancy said there were two calls since the last Selectboard meeting; one had already found a different source of help when Nancy called back. Mike said he left a message for the other caller but did not hear back. Use of Town Hall: Win said we will have a thermometer and disinfectant wipes shortly so we can publish the guidance but, before doing that, Win wanted to talk about holding Selectboard meetings in the Town Hall due, partially, to the poor quality of the teleconferencing services we have tried. Future Selectboard meetings: Win suggested making “in person” meetings accessible via Zoom. Brett said she would like to try having meetings at the Town Hall. Matt said if everyone’s wearing a mask, that should be fine. Win said anyone who is uncomfortable being there could participate via Zoom. Win said he will try to get this arrangement set up in time for the meeting on June 22nd. Brett asked if the state has limited the number of people who can be present in a room. Martha said she would have to look at the latest guidance; last she heard, it was 25% of capacity. Martha said the Conservation Commission had difficulty providing a phone number to use with Zoom. Win said you can’t do it if you’re using the free version.
- 6) Town Clerk’s report – Orders: Win asked Matt and Brett if they have any questions about the orders. Matt had some questions about the expenditures for the garden at the Town Hall. The Selectboard agreed that they need to be clear about their expectations going forward. Tax rate: Win said the state is delayed in setting the school tax rate so we won’t set the municipal

tax rate until July. Win said if we're not going to do the stone wall at the cemetery this year, and the Windsor Rec Center is not going to be open for classes, then we don't have to include those items when calculating the tax rate for 2020. Unlicensed dogs: There are 31 dog owners who have not registered their dogs and it's our practice to turn them over to the Constable for follow up. **Brett moved to authorize Win to sign the dog warrant, which will allow Bill Young to seek compliance from the owners of unlicensed dogs. Matt seconded the motion, which passed unanimously.**

- 7) Review Ascutney Outdoors (AO) summer projects – Win said AO has submitted a list of planned summer projects. Martha asked about sight distances for the crosswalk. Glenn said if you cross in the existing crosswalk you end up face-to-face with the parking lot sign with no pathway to the parking lot. Glenn suggested moving the AO parking lot sign and making a hard-pack walkway from the edge of the pavement into the parking lot. Mike agreed that should be done. Glenn agreed to check the sight distances. Regarding the bridge abutments, Win said there may still be interest in doing a student art project there but it's hard to say with the school being closed. Glenn said painting the abutments is not a high priority so they can wait to hear more about the school's plans. Win asked Glenn to keep Mike updated on improvements to the maintenance garage. Win asked which abandoned ski area structures still need to be removed from the mountain other than the unloading platform and ski patrol building at the top of the triple. Glenn said there's a ski patrol building at the top of the former quad. Glenn said Ted Siegler indicated that he'd like to see the paragliding area cleaned up, including the trees that were cut last year. Glenn said the paragliders would like to cut some additional trees and perhaps they would be willing to take down the unloading platform in exchange for being allowed to cut those trees. Glenn said they're also going to start chiseling away the remaining tower base. There was discussion about whether a machine would be needed or whether the work could be done by hand. Win asked if they're qualified to do this kind of work. Glenn said yes. Matt asked if the town would be liable if someone got hurt. Glenn said we'll have to address that. Win agreed that we need to find out if we have any exposure by allowing volunteers to do heavy tree work and demolition. Glenn said he will talk with the paragliding group about liability and then he thinks we should have a meeting onsite. Cars in town parking lots: Glenn and Shelley provided an updated count of cars using the two parking lots and asked the Selectboard if they want the count to continue. Shelley noted that Mile Long Field was very busy both days this past weekend. Shelley said there have been a couple of second home owners using ATVs and AO has tried to address that issue with them. Matt said he doesn't think it's necessary to continue to count the cars in the parking lots. Shelley said we can always reinstitute the practice if we start seeing significant traffic. Win asked Glenn and Shelley how they feel about the town posting the list of AO summer projects on the website. Glenn agreed to send an edited list.
- 8) Highway Foreman's report – Speed cart: Mike said Windsor didn't take the speed cart last week so we're going to put it on the Brownsville-Hartland Road, northbound, just above the cemetery. Road maintenance: Mike said they started mowing today and will continue for about six weeks. The ditching is done and they're starting summer grading. There are some culverts that need to be replaced, but nothing critical. Sand & salt: Mike said the sand bunker for the public is where the salt shed was and they're re-doing the ditch that's behind it. Site visit: Win suggested a site visit to go over what Mike has done, and what he plans to do. The Selectboard agreed to meet on Thursday at 4:15 PM. Equipment: Mike said the tractor and mower need to be upgraded, which he would like to do next year.

- 9) Burke property – Mike said he hasn't seen anything from Alan Liptak on the water quality monitoring.
- 10) Ratify signature of Army Corps permit application for Harrington Rd project – Win said after the last meeting, when the Selectboard authorized Martha to sign the stream alteration permit application for this project, another permit application came in so he told Martha to go ahead and sign it. **Brett moved to ratify Martha's signature on the Army Corps permit application for the Harrington Road project. Matt seconded the motion, which passed unanimously.** Win said we also need to authorize Martha to sign another stream alteration permit application for the Rush Meadow Road project. Martha said the contractor is going to need an Army Corps permit for that project too so the Selectboard could authorize her to sign both. **Brett moved to authorize Martha to sign any permit applications that are needed for the Rush Meadow Road project. Matt seconded the motion, which passed unanimously.** Mike said he met with Jon Murphy today and signed off on the plans. Jon is planning to start construction in mid-August. Win asked if any of the MRGP or Better Roads projects are going ahead this year or if they're on hold. Mike said he spent last year's grant money last year. Martha said the state delayed its grant decisions because the legislature hasn't passed a budget yet. Mike said Jon is going to start the project at the west end of Harrington Road the week of July 6th, weather permitting, and three weeks later, Crown Point is going to do the project at the east end of Harrington Road. Win said we'll need to inform the public about the road closures.
- 11) Renew Intermunicipal Police Agreement with Windsor – Win said the amount is \$98,500 in quarterly installments. **Matt moved to approve the agreement. Brett seconded the motion, which passed unanimously.** Win said he'll print it out and sign it tomorrow and Matt and Brett can stop by the Town Hall and sign it too.
- 12) Sewer and Water projects – Water: Martha said the contractor poured the concrete on Friday, as Green Mountain Power required. The generator is supposed to be delivered this Friday and should be installed the following week. The exhaust fan and vent for the well house are delayed in arriving but otherwise the well house is in good shape. There's a project meeting on June 17th. Last Thursday, Martha said, we had to shut the water system down to put in two new valves near the Windsor building, which was an inconvenience for the Butcher & Pantry so she's trying to arrange the next shutdown, later this week, at a time that won't be too much of an inconvenience. Win asked if the valve installation was part of the project. Martha said no, but Daniels did the work. Martha said on Friday everything went haywire with the water system but it looks like they've figured out that the booster pumps were air-bound, so that's been fixed but there are still some issues with the Mission system. Champlin Associates is going to come down on Wednesday and look at that. Martha added that she's waiting for an estimate from Dana Arey for cleaning out tanks 2 & 3; they have to be cleaned every five years. Sewer: Two weeks ago, Avery said he would be back in two weeks but he's not back yet so Jason's going to touch base with him. Martha said A+E received bids to repair the sag in the sewer line from Daniels and Willey. Miller just looked at it this morning so we don't have their bid yet. There's also some other work that needs to be done that was not part of the original project. Initially, Avery was interested in doing it but he's no longer interested so Martha's waiting to hear from Jason how he's planning to get that work done. Win asked if we need to go through a formal bid process for the sag project. Martha said, according to Jason, we can just get three bids; we don't have to go through the whole procedure again. Martha said she's hoping Tom Marsh will send Windsor's sewer budget tomorrow.

- 13) Town Hall windows & door – Matt said the plan is to install the door before next Friday, June 19th. Win said he'd like to compare the budget to actual before we commit to doing more window work. Regarding which windows to replace next, Matt said the upstairs windows are a major heat loss. Matt said it would be \$946 per window to replace the six large windows upstairs, not including labor, which Matt estimated at \$1,500. Win suggested discussing this in more detail at the first meeting in July.
- 14) May Police Report – No discussion.
- 15) Resolution on Federal Aid for Cities & Towns – Win said VLCT has asked the towns to adopt this resolution. **Brett moved to support the resolution. Matt seconded the motion, which passed unanimously.** Win asked Martha to find out if we have to sign it.
- 16) Other Business – UTV: A few years ago, the water operator requested a UTV that has never been used. Win suggested that we advertise it in Front Porch Forum, noting that it was purchased second-hand several years ago for \$7,000. It's a Polaris 700. Anyone interested should contact Mike for more information.
- 17) Approve Minutes – **Brett moved to approve the minutes of May 26th. Matt seconded the motion, which passed unanimously.**
- 18) Adjourn – **Brett moved to adjourn at 8:14 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison