

WEST WINDSOR SELECTBOARD

Draft Minutes

March 12, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Mike Spackman, Cathy Archibald, Cathy Boedtke, Steve Bodley, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Halpert public assembly, Tree Warden report, Consider adopting Town Forest Management Plan, Certificate of Compliance for codes & standards, Letter from Mary Fenn, Minutes: February 3rd, February 13th (morning), February 13th (evening), and March 9th
- 3) Sign Town Clerk's Orders – **Tom moved to sign the Town Clerk's orders. Glenn seconded the motion, which passed unanimously.**
- 4) Public Comment – Fourth of July Committee: Cathy Boedtke asked the Selectboard if they want to sign all Fourth of July contracts. Glenn said yes. Cathy Archibald said she would prefer to pay the whole bill rather than a deposit and a balance due. **Glenn made a motion to sign the contract with Decker's tent rentals in the amount of \$406. Bruce seconded the motion, which passed unanimously.**
- 5) Town Clerk/Treasurer's Report – Cathy Archibald had four liquor licenses and two tobacco licenses. **Tom made a motion to approve and sign the licenses for Orange Lake, the Brownsville General Store, and the Pond House B&B. Bruce seconded the motion, which passed unanimously.** Cathy said the Selectboard received a note from Lew Lertola thanking them for including the veteran's exemption article on the Town Meeting warning. Cathy said the Selectboard also received a thank you note from Scott and Heather Smith. Cathy said she had set up \$444,020.85 as receivable from FEMA, and we have received \$241,204.61 so far.
- 6) Town Constable's Report – None
- 7) Highway Foreman's Report – Mike said the roads are bad but passable. Late last week, Mike said, Blood Hill was impassable but it's okay now. Mike said the work done on Coon Club Road last fall seems to have helped. Mike proposed changing the highway department's regular hours from 7 AM – 3:30 PM to 6 AM - 2:30 PM during daylight savings time. **Tom made a motion to approve the change in the highway department's hours. Glenn seconded the motion, which passed unanimously.** Mike said Grafton's share of their \$7 million in Irene-related damages is \$47,000 and wondered why their local share is so low. Mike asked if there are different categories. Glenn said no. Martha said it must have to do with the state's 3 cent limit on Irene-related tax rate increases. Tom agreed. Mike said some of the sand and gravel bids have come in, and some of the contractor bids have come in as well. Glenn said bridge and paving grant applications are due in mid-May and asked Mike what projects he'd like to do. Mike said he'd like to replace the culvert on Rush Meadow Road below Wardner Road. For paving, Mike said, we should request the maximum amount. Glenn asked Mike if the highway department's radios are narrow band. Mike said no; they're going to have to be replaced. Glenn said the town would like to get a repeater on top of Mount Ascutney to improve communications with Windsor. Mike suggested using the repeater on Bill Stillson's property. There was discussion about the coverage. Mike said there are no dead spots in town. Mike said it will have to be tested with the frequency that Windsor is using. Certification of Compliance: **Glenn moved to sign the Certification of Compliance indicating that the town's road and bridge standards meet or exceed state requirements. Bruce seconded the motion, which passed unanimously.**
- 8) Bowers Covered Bridge – Tom said cedar shingle roofs don't shed the snow effectively so a metal roof makes more sense. Steve Bodley asked the Selectboard if they would prefer a standing seam roof or a sheet metal roof. Glenn asked Steve when he'll be ready to have the roof put on. Steve said he'll be ready in about two weeks. Steve asked the Selectboard what kind of boarding they want. Steve said he'd like to use ship lap. The Selectboard agreed. Bruce, Glenn and Mike said they'd like a standing seam roof. Steve said he will get bids on the roof. Tom noted that a mink was spotted eating a 10" brook trout in the vicinity of the bridge, so the health of the stream must be okay. Steve asked when the brush pile can be burned. Mike said this might not be a good time because there's no snow there. Glenn said he will contact Miller Construction.

- 9) Sewer line update – Glenn said the Selectboard met with Matt Birmingham last week and Matt is trying to schedule a meeting with Snowdance. Glenn said he talked with a Snowdance representative today and they're still hesitant to sell the interior collection spur serving Orange Lake. Glenn said Snowdance is working on a formal position regarding the ownership of the upper loop with the help of their engineer. Bruce said he sees the interior collection spur as part of the system.
- 10) FEMA update – Glenn said he is going to meet with our Witt representative on Wednesday morning, but things are sounding shaky on Brownsville-Hartland Road. Glenn said our FEMA rep, Riquia, has indicated that FEMA will only reimburse the town for a repair on the Dugdale Road structure, not a replacement. Glenn said he met with Agency of Transportation (AOT) engineers at the Dugdale site last Thursday and they support replacing the structure because they're not sure a repair will work and, if it does work, they're not sure it could be rated for any sort of load. Glenn said he doesn't think the town can appeal until after Riquia writes the project worksheet (PW). Tom said Dugdale needs to support fire trucks and town trucks. Glenn said if FEMA only authorizes funding for a repair, the town can use that amount for a replacement if we choose. Bruce said he thinks we have a good case for replacement. Tom noted that if there's a failure on Dugdale Road, there's no alternate route.
- 11) Law enforcement update & associated radio system funding discussion – Glenn said Karl Rinker gave us a quote of about \$20,000 for a repeater on the mountain, but maybe that won't be necessary if the repeater at Stillson's will work. The Selectboard agreed to investigate further. Glenn said he heard from Tom Marsh that the law enforcement agreement was slated to be signed by the Windsor Selectboard late last week. Bruce asked if we are still planning a joint meeting of the FAST Squad, the Fire Department and the Windsor Police Chief. Glenn said yes; he mentioned it to Windsor and they're fine with that.
- 12) Village wastewater issues – Glenn said the town may want to consider some preliminary engineering work if it can be incorporated into the 0% five-year loan. Tom asked if there may be a shorter route to connect the village to the sewer line. Bruce said that would be part of the engineering study. Tom said if we have an emergency generator for the village system, we wouldn't need storage tanks. Glenn suggested crossing the brook in the center of town. Bruce said that would be smart if it's feasible. Glenn said our engineers are going to put together a proposal for the preliminary work.
- 13) Town Forest Management discussion – Glenn said he got a call about the trail maintenance position. Glenn said we need to advertise the position. Glenn offered to fine tune the town's job application form. Glenn suggested that the Town Forest Committee (TFC) review the applications and make a recommendation to the Selectboard at their regular meeting in April. Cathy Boedtke gave the Selectboard final copies of the Town Forest Management Plan and asked them to adopt it. Cathy added that she'd like the plan to be available on the town website and they'd also like to keep a set of maps at the Town Hall. Cathy said the TFC is going to review the interim town forest policies and make some recommendations for changes. There was discussion about ATVs and horses in the town forest. Cathy asked when we'll know about our Act 250 permit. Glenn said we're waiting for Ken Cox and Forrest Hammond to do a site visit. Glenn said if the interim policies were not included with the Act 250 application, then the TFC can go ahead and make recommendations. Bruce said the single-track trails can't support horses. Cathy had concerns with regard to the re-routing of the Southern Belle trail. Cathy asked who is in charge of closing the access road. Tom said the parking issue needs to be addressed. Tom suggested scheduling special events for ATVs on specific days. Glenn suggested getting the Act 250 permit and the policies in place before addressing the ATV issue. The Selectboard members agreed that they should do a site visit with the Highway Foreman to figure out an appropriate location for a parking area. **Tom made a motion to adopt the Town Forest Management Plan for the Cross and Glebe Lots. Bruce seconded the motion, which passed unanimously.**
- 14) Town Hall telephone issues – Tom said someone is coming from Countryside Alarm tomorrow to discuss the town's intrusion alarm options. Tom said he thinks we should put a phone in the furnace room at the same time. Glenn said he would like whoever installs the phone to check out the phones in Martha's new and old offices and try to improve the sound quality.
- 15) Sidewalk project – Tom said he'd like to get an estimate from the correctional facility on having the inmates come and clean the sidewalks. Bruce and Glenn agreed.
- 16) Review zoning fees – Tom recommended that the Selectboard review the current fees at their next meeting. Martha said she thinks the subdivision fees should be changed.

- 17) Appoint town officers – Service Officer: Glenn nominated Jim Kenyon to continue as Service Officer. Bruce seconded the nomination, which passed unanimously. Fence Viewers: Glenn nominated Conrad Dyke, Dennis Brown and Tom Kenyon to serve as Fence Viewers. Bruce seconded the nominations, which passed with Tom abstaining from voting on his own nomination but supporting the other two nominations. Inspector of Lumber: Glenn nominated Jim Kenyon to continue as Inspector of Lumber. Bruce seconded the nomination, which passed unanimously. Pound keeper: Tom nominated the Selectmen to serve as Pound keepers. Bruce seconded the motion, which passed unanimously. Tree Warden: Glenn nominated Tom Kenyon to serve as Tree Warden. Bruce seconded the nomination, which passed with Tom abstaining.
- 18) Appoint alternate representative to the EC Fiber Governing Board – Glenn made a motion to appoint Ken Parrot as the alternate representative to the EC Fiber Governing Board. Tom seconded the motion, which passed unanimously.
- 19) Assign signature authority for Emergency Watershed Protection projects – Glenn explained that these are projects of the Natural Resources Conservation Service (NRCS) at the Pierce, Yates and Pikramenos properties. Tom made a motion to assign signature authority to the Chair of the Selectboard. Bruce seconded the motion, which passed unanimously.
- 20) Approve Basic Emergency Operation Plan (EOP) – Glenn noted that the EOP is in the Green Book. Glenn moved to approve the Basic Emergency Operation Plan. Tom seconded the motion. Cathy said she thinks a lot of people don't know that we have an EOP and asked if it could be posted on the website. Cathy also suggested that the FAST Squad, the Fire Department and the Windsor Police Chief review the EOP at a joint meeting. Glenn said it would be wise to have Emergency Management Coordinator Jim Kenyon review the EOP with the FAST Squad and the Fire Department. Glenn said he will speak with Jim about it. Tom said he thinks more than one member of the FAST Squad should have a copy of the Green Book. Cathy asked if there is a second Emergency Management Coordinator. Glenn said the Selectboard would serve in that capacity if Jim were not available. Glenn called for a vote on the motion, which passed unanimously.
- 21) Consider signing contract with SWCRPC to revise Chapters 6 & 11 of Town Plan – Glenn made a motion to sign the contract with Southern Windsor County Regional Planning Commission (SWCRPC). Bruce seconded the motion, which passed unanimously.
- 22) Consider actions necessary as a result of town meeting votes – Tom noted that a number of people had a hard time hearing at the Town Meeting and suggested including two more portable microphones with stands in next year's budget. Glenn agreed. Bruce said it didn't work to have voting going on at the same time. Tom suggested moving the voting downstairs. Tom said we should remind people to submit articles for the Town Meeting warning in December. Martha said the Planning Commission talked about exempting alternative energy structures from assessment for tax purposes, which was passed two years ago. Martha asked how these things get implemented and not forgotten. Tom said the exemptions should be listed every year in the town report. Glenn said he'll mention it to the Listers.
- 23) Correspondence – Mary Fenn: Glenn said Mary's letter indicated that she had problems hearing at the Town Meeting. The Selectboard agreed to reply to Mary.
- 24) Approve Minutes: February 3rd: Tom made a motion to accept the minutes of February 3, 2012, as written. Glenn seconded the motion, which passed unanimously. February 6th: Tom made a motion to approve the minutes of February 6, 2012, as written. Glenn seconded the motion, which passed unanimously. February 13th (morning): Tom made a motion to approve the minutes of the February 13, 2012 morning meeting, as written. Glenn seconded the motion, which passed unanimously. February 13th (evening): Tom made a motion to approve the minutes of the February 13, 2012 evening meeting, as written. Glenn seconded the motion, which passed unanimously. February 15th: Tom made a motion to approve the minutes of February 15, 2012, as written. Bruce seconded the motion, which passed unanimously. February 29th: Tom made a motion to approve the minutes of February 29, 2012, as written. Glenn seconded the motion, which passed unanimously. March 6th: Tom made a motion to accept the minutes of March 6, 2012, as amended. Bruce seconded the motion, which passed unanimously. March 9th: Tom made a motion to accept the minutes of March 9, 2012, as written. Glenn seconded the motion, which passed with Bruce abstaining.

- 25) Other Business – Halpert Public Assembly: **Tom made a motion to approve the Halpert public assembly application. Bruce seconded the motion, which passed unanimously.** Donated appliances: Glenn said Windsor House Condo Association is donating their existing appliances to those in need, but they have to have a storage container for them from March 29th through April 9th. Tom suggested asking the church to cover the cost of the storage container.
- 26) Executive Session: Pending litigation – Glenn said the Coakley matter has been referred for mediation and there is a conference on March 16th. Glenn said whoever is going to participate in the mediation needs to be authorized to act on behalf of the town. **Tom made a motion to authorize the Selectboard Chair to represent the town in the Coakley mediation. Bruce seconded the motion, which passed unanimously.**
- 27) Adjourn – **Glenn made a motion to adjourn at 8:00 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison