

West Windsor Selectboard
Draft Minutes
March 12, 2018

Present: Brett Myers, Win Johnson, Matt Kantola, Matthew Birmingham (Town Attorney), Glenn Seward, Mike Spackman, Tom Kenyon, Martha Harrison, Cathy Archibald, Curt Peterson (Vermont Standard), Cathy Hoyt (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:04 PM.
- 2) Executive Session – **Brett moved to go into executive session at 6:05 PM. Matt seconded the motion, which passed unanimously.** After discussing possible litigation in the Landino driveway matter, **Brett moved to offer the property owner \$3,000 towards the cost of repaving their driveway. Matt seconded the motion, which passed unanimously.** The Selectboard agreed that the Town Attorney would send a letter to the Landinos notifying them of the offer. The Selectboard discussed the legal aspects of three other matters with the Town Attorney but took no action. **Brett moved to come out of executive session at 6:34 PM. Matt seconded the motion, which passed unanimously.**
- 3) Changes or additions to the agenda – Under “Water System Update” Win asked Martha to let the Board know where we stand with the AT&T connection for the water system and the possible need for an upgrade in the software. Tom Kenyon said he would like to talk about Town Hall building needs under “Other Business.”
- 4) Announcements/Public Comment – None
- 5) Town Clerk/Treasurer’s Report – Cathy had a liquor license application for the bike race event on March 25th from 11:00 AM until 4:00 PM. Win explained that the town had approved the use of the parking lot for the event provided everything was in order with the food vendor’s liquor license. **Brett moved to approve the liquor license application. Matt seconded the motion, which passed unanimously.**
- 6) Sign Town Clerk’s orders – **Brett moved to sign orders. Win seconded the motion, which passed unanimously.**
- 7) Re-appoint EC Fiber representatives – **Brett moved to re-appoint Ken Parrot as West Windsor’s EC Fiber representative and Bob Joyal as West Windsor’s alternate representative. Matt seconded the motion, which passed unanimously.**
- 8) Appoint/re-appoint Southern Windsor/Windham Counties Solid Waste Management District representative(s) – **Brett moved to re-appoint Tom Kenyon as West Windsor’s representative to the SW/WC Solid Waste Management District, to appoint Matt Kantola as the alternate representative, and to authorize Win to sign the appointment letter. Matt seconded the motion, which passed unanimously.**
- 9) Highway Foreman’s report – Water System UTV: Mike said he has made progress on the negotiations for the UTV for the water department and he thinks the deal will be finalized this week. For Matt’s benefit, Win provided background on the situation. Sand pile: Mike said the pile may need to be replenished if the weather continues as it has been. Vehicles: With the last storm, Mike said, the highway department had multiple issues with vehicles off the road and had to call Reed’s Towing Service for one of them. Mike said there was no damage to the trucks and there were no injuries. Mike said it’s extremely dangerous to plow when the roads are soft and noted that the Town of Sharon rolled a truck over and the Town of Rockingham ran over a plow, which sent the operator to the hospital. Win noted that two

of the incidents involving West Windsor trucks off the road occurred because the truck had to pull over to let someone pass. April 17th: Mike said there will be a Road Foreman's meeting at the Town Garage on April 17th at 9:30 AM and Jim Ryan will be there to talk about the Municipal Road General Permit. Win encouraged Matt to attend if possible.

- 10) Bible Hill culvert update – Win provided background for Matt and noted that the most troublesome issue remaining is the possible relocation of the telephone pole. Win said at the site visit a couple of weeks ago, those present agreed to go back out when the final design is ready and the exact boundaries of the project are known. Win asked Mike about test pits. Mike suggested a bore test in the vicinity of the telephone pole. Win said the Agency of Transportation (AOT) was worried about ledge. Mike said they're going to hit hard pan, but there's no ledge. Matt asked about the nature of the problem. Win said it's an undersized culvert and the water hits at an angle. Matt asked who is doing the engineering work. Win said the highway department (AOT) is doing it at their expense.
- 11) Consider initiating proceedings to discontinue the Class 4 sections of the following roads & designate them as Legal Trails: Jaquith, East Duling, Wardner, Queen Victoria, Bergland, Rowe Hill and Barton – Win showed Matt the map of hydrologically connected road segments and said a Road Erosion Inventory is being done this summer to confirm the segments and determine which ones fully meet the standard, partially meet the standard, or do not meet the standard. Win added that the town is obligated to bring all roads up to standard over the next twenty years, but we can avoid doing that on Class 4 roads if we reclassify them as Legal Trails. Win asked about the urgency of reclassifying the roads. Mike said there's no urgency. Win said the reclassification would save the town approximately \$200,000 because we would not have to improve them if they're trails rather than roads. There was discussion about the various road classifications and the town's maintenance obligations. Win suggested visiting two or three of the sites at a time in May or June and then deciding how to proceed.
- 12) Water system update – Telemetry issue: Martha said Champlin Associates installed the telemetry for our water system, which runs off G3 from the cell tower behind the old base lodge. Last fall, when AT&T put G4 service on the mountain and shut off the G3 service, our water system went haywire, until Champlin figured out what was happening and AT&T turned the G3 service back on. Martha said Champlin is pretty upset because AT&T agreed to provide G3 service until 2020 and now they want Champlin to upgrade to G4 two years earlier than planned. Martha said she talked with Dave Crawford from Champlin and they are working on a fix, but it will have to be field tested. Matt asked if the telemetry system collects data. Martha said yes, but it also turns components of the system on and off. Martha said Ascutney Outdoors wants the G3 tower gone so they can do their site work. Martha added that the telemetry for the sewer system also runs off the G3 tower and it's critical for pump station #1 and pump station #2 to communicate with one another. Source isolation zone easement: Martha said the town does not own the property that the well is on but the state wants us to control the 200' area around the well so she's been talking with Orange Lake about an easement. They're okay with the idea but want to be sure that existing structures and uses will still be allowed. Win said Jim Barlow is working on the easement language. Win said we'll also need an easement with Windsor House, because they own part of the property that's within 200' of the well. Martha said she contacted the Windsor House property manager to see who could sign off on an easement. Martha said Jim Barlow

suggested that she contact the Drinking Water Division first, before he drafts the easement, to make sure they're going to be okay with the exclusions.

13) Sewer system update

- a. Review final pollution abatement grant information – Martha said the Facilities Engineering Division (FED) wants to know that we're okay with the final project cost numbers they provided. Win said one of Martha's emails indicated that FED is still using estimated costs rather than actual costs and he's worried that they're going to change the awarded amount again. Martha said she has pointed out to them that they're using estimated costs but she can mention it one more time to make sure they're okay with that.
- b. Consider sewer inspection bids – Win said most of the sewer lines have been inspected and there are some improvements that need to be done, but there are some lines that haven't been inspected yet. Martha said we have three bids for the remaining inspection work: Eastern Pipe's bid is \$4,650; Green Mountain Pipeline's is \$5,580; and Hartigan's could be as high as \$19,000 if they need four days to complete the work. Martha said she asked Jason Booth if he has had any experience with Eastern or Green Mountain and he said A+E has worked with Green Mountain quite a bit and they're a good company. Matt asked if this is preventative maintenance. Martha said the lines are 30 to 35 years old and some issues have been identified but, before we start fixing the known problems, we want to make sure we've inspected all the lines. Martha said some of the manholes are in the middle of fields, so doing the inspection work right away might not be possible. Win read from the town's procurement policy. Martha suggested that the Selectboard consider Green Mountain based on Jason's positive experience with the company. Win said he'd like to get references from Eastern before making a decision.
- c. Review and approve RFQ for sewer rehabilitation project – Martha said if we're going to fund the project with state money, we need to request qualifications from several engineering firms, interview the top three, and then decide which one we want to hire.
Brett moved to issue an RFQ for engineering firms interested in working on our sewer rehabilitation project. Matt seconded the motion, which passed unanimously.
- d. Review draft sewer easement – Win said one of the lines that serves the upper loop crosses Mountain's Edge property and we know that parts of that line have problems so we need to get an easement to work on the property. Win noted that Jim Barlow has drafted an easement. Martha said we still need a description and a map. Win said he will discuss the easement with Jeff Nelson tomorrow.

- 14) Sheddsville Cemetery discussion – Tom said, in the past, the Selectboard has unofficially appointed him to oversee the Sheddsville Cemetery. Tom said the people hired by the town to maintain the Sheddsville Cemetery are usually also hired by the Brownsville Cemetery. Dwight Davies and Ronald Laplante currently maintain both cemeteries and do a good job but they're not happy with their rate of pay. Tom proposed a two-year contract with a rate of pay of \$25 per hour for the Sexton and \$22 per hour for the Assistant. Win asked if there's a budget for Sheddsville Cemetery and asked what the costs are for a lot. Cathy said it costs \$150 per person, plus \$100 for cornerstones. Win asked how much the Brownsville Cemetery charges. Tom said he thinks they charge \$250 or \$300. Win said he thinks the charges for the Sheddsville Cemetery should be the same as the Brownsville Cemetery charges, especially if the hourly maintenance costs are the same. Win asked how the Brownsville Cemetery covers their costs. Tom said, a long time ago, someone donated stock to the Brownsville Cemetery Association. Matt asked how many burials there are at the

Sheddsville Cemetery. Cathy said six or seven per year. **Win moved to create a new position called the Sheddsville Cemetery Supervisor and appoint Tom Kenyon to the position. Brett seconded the motion, which passed unanimously.** Win asked Tom to provide a budget for the Sheddsville Cemetery at the next Selectboard meeting. Cathy asked if the Supervisor position will be an annual appointment. Win said yes. Library Trustees: Tom suggested listing the Library Trustees in the next town report. Win agreed.

- 15) Request for use of Ski Tow Road parking lot – Martha said there’s a woman getting married at Reading Farms on October 6th and she’d like to have some overflow parking at the town’s parking lot on Ski Tow Road. Martha asked if the use would comply with the Facility Use policy since it’s not connected with Ascutney Outdoors or the town. Matt suggested that they look into using the parking area at the pellet plant. Martha said there would be a maximum of 75 cars, but probably fewer. Matt said if the cars were parked at the east end of the lot, they wouldn’t really impact other uses. Win said according to the policy, “Only Town or Ascutney Outdoors (AO) sponsored or co-sponsored activities and events may be conducted within the Mount Ascutney Easement Area” so, right now, it wouldn’t qualify. Mike said some of the guests may be staying at Orange Lake. Win said that’s a good point; if Orange Lake applied, they wouldn’t qualify either and they should. Mike agreed that local businesses and tax payers should qualify. Win suggested tabling the request and considering an amendment to the policy. Matt and Brett agreed. Matt noted that October 6th is peak season. Win agreed that there could be other events that want to use the parking lot at that time.
- 16) February Police Report – There were no comments.
- 17) Other Business – Town Hall improvements: Tom suggested purchasing two additional microphones for use in the Town Hall so we can have at least one up in the balcony for large meetings. **Brett moved to authorize the purchase of two additional microphones. Matt seconded the motion, which passed unanimously.**
- 18) Approve Minutes – February 26th, March 2nd (AM), March 2nd (PM), March 6th: **Brett moved to approve the minutes. Win seconded the motion, which passed with Matt abstaining.**
- 19) Adjourn – **Win moved to adjourn at 7:48 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison