

West Windsor Selectboard
Draft Minutes
March 13, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Martha Harrison, Mike Spackman, Cathy Archibald, Tom Kenyon, Bruce Boedtke, Elizabeth Burrows, Bill Ley

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or Additions to agenda – AOT meeting, February Police Report
- 3) Public Comment – None
- 4) Lister resignation – Brett Myers resigned her position as Lister, effective March 7, 2017. Martha said the vacancy needs to be posted within 10 days but the Selectboard can appoint a replacement at any time.
- 5) Town Clerk/Treasurer’s Report – None
- 6) Sign Town Clerk’s orders – **Win moved to sign orders at the end of the meeting.** Win noted that Tom always came in every Monday morning to sign the payroll order. Dick and Win agreed to take on that responsibility going forward. **Dick seconded the motion, which passed without objection.**
- 7) Highway Foreman’s Report – Truck: Mike said the truck that had major damage and was repaired has had more issues. The new issues are not covered by insurance. Bids: Mike has received a few bids from sand and gravel suppliers and excavation contractors but the bids are not due until early April so there’s still time for more to come in. Signs: Mike said the turn-around signs and the signs on the mountain have been installed. Trees: Mike said the trees on the maintenance parcel around the old base lodge have been cut. Mike said he was injured in the process, went to the hospital and got stitches. Mike confirmed that he filed a worker’s compensation report. Dumpster: Mike said the bill from Able for the dumpster should be charged to the highway department. Maintenance Garage: Mike noted that the Fire Department’s trailer will not fit in the end bay of the maintenance garage. Gravel: Mike said the highway department has spent \$7,000 on gravel over the last few weeks. AOT meeting: Win asked Mike if he’d like a Selectboard member present. Mike said yes and said he’s planning to discuss the Silver Hill project with our District Coordinator. Win volunteered to attend the meeting on March 20th at 10:00 AM. Martha said she will get more information about the project in Chester that was funded with a “large structures” grant from the state. Training: Mike said there’s a four-hour “Lock Out/Tag Out” workshop at the Town Garage on March 22nd.
- 8) Discuss Silver Hill Road project – Mike said he got cost estimates of \$42,000 for the blasting, and \$36,000 for the remaining work, so the total estimate is \$78,000 and we only qualify for a \$20,000 grant. Mike said this is a high priority project due to safety issues but it may have to wait until we have more funding. Mike suggested applying for the Better Roads grant and doing the project in phases if necessary. Dick agreed that the town should apply for the grant and also talk with District Coordinator Chris Bump about funding. Mike said the highway department could contribute \$25,000 to \$30,000 to the project. Win said he doesn’t recall this project being included in the capital budget and suggested another review to make sure all high priority projects are included.
- 9) Consider approving Better Roads grant application(s) – **Win moved to authorize the Chair to sign the application for a Better Roads grant for the Silver Hill project. Brett**

seconded the motion, which passed unanimously. Martha noted that we also have an application for a Road Erosion and Culvert Inventory project. **Win moved to authorize the Chair to sign the application for the inventory project. Dick seconded the motion, which passed unanimously.**

- 10) Discuss Tom Kenyon's continued responsibilities – Town Hall: Tom volunteered to continue to work on Town Hall maintenance projects. Noting that the Selectboard will have to approve any projects that require funds, the Selectboard welcomed Tom's continued work on the building and grounds. Certificates of Occupancy: Tom noted that the Selectboard approved his on-going work on the Certificates of Occupancy at a previous meeting. Tom said there are a number of changes to the zoning regulations that he would like to suggest to the Planning Commission. Dick asked if Preston is up-to-date with the certificates he is working on. Martha said she will ask him. Tom said he doesn't think the town should have to wait until the siding is on the building before issuing a certificate of occupancy. Martha said the building has to be complete enough for an energy certificate to be issued before a certificate of occupancy can be issued. Noting that Preston is no longer on the Woodstock Selectboard, Dick suggested asking him if he has enough time now to stay on as West Windsor's Zoning Administrator. Win agreed that Dick should give Preston a call. Tom offered to serve as interim zoning administrator if the Planning Commission doesn't find a suitable candidate by the time Preston leaves at the end of April. Win suggested that Tom talk with the Planning Commission. Sheddsville Cemetery: Tom said he would like to continue cemetery oversight at no charge. Water project: Tom agreed to make sure all the site work gets done this spring.
- 11) Town Hall maintenance – Balcony railing: Tom said Dave Silvester fixed the railing at no charge. Bathroom door: Tom noted that the door is cracked and needs to be replaced. A new door has been ordered. Thermostat: Martha asked about getting a thermostat for her office so she doesn't have to heat the downstairs meeting room when she's cold. Tom said that's a question for Dead River. Clock: Elizabeth asked if the school could have a fifth or sixth grader learn how to wind the clock. Tom said Dave Silvester winds the clock on Monday mornings. The Selectboard had no objection to having an apprentice from the school.
- 12) Review and discuss draft Facility Use Policy – Win said he has finished reviewing the Facility Use Policy and the Ascutney Outdoors (AO) Lease with Glenn Seward and will send out the latest drafts tomorrow morning. Dick said he has some suggestions regarding the consumption of alcohol. Win asked Dick to note his suggestions on the draft. Bruce asked if the policy is available online. Win said once there is a final draft, it will be posted on the website before being adopted but, in the meantime, Win agreed to send the working draft to Bruce. **Win moved to table this item until the meeting with Ascutney Outdoors (AO) on Wednesday at 6:30 PM. The motion passed unanimously.**
- 13) Consider forming a Town Meeting Committee – After discussing the various options, and the pros and cons, Win agreed to draft a charge for a committee.
- 14) Water system update – Access road: Win noted that AO is willing to give the town a right-of-way across their property. Win said those present talked about moving the portion of the road leading from AO's property to Reservoir #1 further to the west (i.e. closer to the tree line), improving it with fabric and material, and adding water bars. There was discussion about the need to remove a large pine tree in the vicinity of the new booster pump building. Maps, plans & hydraulic study: Win asked why Jason is proposing April 30, 2018 for completion of the Long Range Plan if the deadline for completing it is June 30, 2017. Martha said the state is willing to extend the deadline if we apply for an asset management grant. Dick noted that the original proposal from A+E was for \$17,000 with \$5,000 for mapping and \$12,000 for the hydraulic study and Long Range Plan. Martha said Jason sent updated figures after the

town requested additional mapping work and an asset management plan to be done with grant funding. Sanitary survey: Dick said he reviewed the deficiencies outlined in the sanitary survey and noted that a lot of them have been addressed. Win agreed that the town has corrected the water system's most immediate and expensive problems and now we need to fulfill the remaining requirements, which include the Long Range Plan. Pine tree: Tom offered to see if Rice Tree will take down the tree near the booster pump station for \$500. Win said the expense should be charged to the utility. **Win moved to approve the tree removal as proposed. The motion passed without objection.** Water Ordinance: Martha said she spoke with Jim Barlow today about the water ordinance, especially the allocation and capacity issues; he hadn't realized all the issues the town was facing with regard to capacity.

- 15) Village sewer update – Spring clean-up: Tom noted that there's some seeding to be done in the spring. Tank inspection: Martha noted that the tanks were inspected and we're waiting for a report and a bill so we can get reimbursed. Public Hearing: Martha said we need to schedule a public hearing before June 30th to satisfy the requirements of our Community Development Block Grant. The purpose of the hearing is to give the new sewer users an opportunity to comment. Utility Committee representative: Martha said the Selectboard should also think about appointing a representative from the village to serve on the Utility Advisory Committee.
- 16) Consider signing Letter of Support for VT Community Fdn grant application – **Win moved to sign the letter. Brett seconded the motion, which passed unanimously.**
- 17) Signage & events on school property – Policy: Elizabeth asked if the town owns the school. Tom said no; the town owns the land, not the building. Elizabeth said there doesn't seem to be a policy that governs the use of school property when school is not in session. Elizabeth asked for guidance in creating a policy. Tom said, in the past, the school has drafted such policies and then brought them to the Selectboard for concurrent adoption. Concert: Elizabeth said the school would like to have a concert this summer and asked about the requirements. Win suggested that the concert be held on the mountain. Elizabeth said it's her understanding that the mountain property is not ready to be a concert site yet. Elizabeth added that the school got a grant for a summer music education program and they'd like the concert to be part of that so they'd prefer to hold it at the school. Win said the only applicable policy is the event ordinance. Elizabeth asked how they can determine where the sewer and electric lines are so they can put stakes in the ground without damaging any utilities. Mike said they should contact Dig Safe. Signs: Elizabeth said dogs are not allowed on the school grounds and she's wondering how to go about getting the appropriate signs. Win suggested that Elizabeth contact Mike about the signs.
- 18) Publicity & child care for March 23 Act 46 Forum – Elizabeth said the Act 46 Committee purchased supplies – envelopes, labels, etc. - for mailing a letter and brochure to townspeople, and asked the Selectboard if the town would contribute \$600 toward the cost of postage. **Win moved to allocate up to \$750 to the West Windsor Act 46 Committee to provide as much publicity as possible about the upcoming Act 46 meetings. Dick seconded the motion, which passed unanimously.**
- 19) Other Business – February Police Report: Win noted a number of 911 hang-up calls. Flagger training: Tom suggested that the First and Second Constable get trained as flaggers so they can help with traffic control. Mike said he will notify Bill Young and Scott Smith next time there's a training class. **Win moved to approve the funds for the training. Brett seconded the motion, which passed unanimously.** Fire Truck: Mike said in the past the town has gotten a performance bond and paid for the truck in full up front and he thinks we should do the same this time. Mike said the total cost is \$303,558 with \$275,000 to be paid by the town

and the rest to be paid by the fire department. Cathy said she will check on interest rates.

Mike said it will be a year before the truck is delivered.

20) Approve Minutes – **Win moved to approve the minutes of February 27th, March 7th and March 8th. Dick seconded the motion, which passed with Brett abstaining.**

21) Adjourn – **Win moved to adjourn at 8:10 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison