

WEST WINDSOR SELECTBOARD

Draft Minutes
March 18, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtger, Cathy Archibald, Mike Spackman, Dennis Lemire, Jim Kenyon, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions – Talc Plant, Cady Mausoleum
- 3) Public Comment – None
- 4) Consider adopting 2013 Emergency Operations Plan – Jim said the only changes are with personnel. **Tom moved to adopt the 2013 Emergency Operations Plan. Bruce seconded the motion, which passed unanimously. Tom moved to authorize the chair to sign on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.**
- 5) Highway Foreman’s Report – Mike said the new replacement truck has been ordered. Mike said grading has started and the roads are badly in need of gravel but there’s no mud. Mike said Coon Club and Cemetery Road are holding up well. Mike said he has received two sand and gravel bids so far. Mike asked about the town’s annual meeting with the Agency of Transportation (AOT). Glenn suggested including a site visit to Coaching Lane when we meet with AOT representative Chris Bump. Glenn asked Martha to call Chris. Mike said he has been asked to talk with the Bridgewater Selectboard about the new road and bridge standards.
- 6) Discuss Route 44 Bridge maintenance (Bridge #4 and Bridge #7) – Glenn said the town received notice from AOT that they are planning on replacing the decks on Bridge #4 and Bridge #7 this summer. Glenn said they are going to come and talk to us about it in the next few weeks. Glenn said he spoke with the engineer on the project and the state is willing to work with the town on widening the shoulders to the extent possible but they need to close at least one lane while they’re working on them, which will take about 3 weeks. Glenn noted that there is a reasonable detour for bridge #4 but the detour for bridge #7 is rather lengthy, which raises concerns about emergency response. Mike said his main concern is fire protection for the Resort because Route 44 from Windsor is also going to be closed while work is being done on the I-91 Bridge. Everyone agreed that some coordination is needed. Mike noted that Route 131 is also being repaved from Ascutney to Ludlow.
- 7) Sign Town Clerk’s orders – **Tom moved to sign orders. Glenn seconded the motion, which passed unanimously.**
- 8) Town Clerk/Treasurer’s report – Liquor & tobacco licenses: **Tom moved to approve the liquor and tobacco licenses for the Brownsville General Store. Glenn seconded the motion, which passed unanimously.** Short-term Disability: Glenn said Gary Austin requested short-term disability coverage. Glenn noted that the policy needs to be reworked with clear parameters, and said he will revise it for consideration at the next meeting.
- 9) Town Forest trails update – Glenn said Jim Lyall is getting geared up for the season. Dennis Lemire reported that, at the last Town Forest Committee (TFC) meeting, the TFC agreed to ask the Selectboard to pursue an amendment to the Act 250 permit to allow ATVs on the double track trails in the town forest. Tom asked about the relocation of the trail from the parking lot to Kimball Farm Road. Glenn said the town would need an Act 250 amendment for that too. Bruce suggested getting public input. Dennis noted that the ATV issue was

warned on the TFC's last agenda and no one from the general public attended the meeting to speak against it. Glenn suggested separate amendment applications for snowmobiles and ATVs. Bruce agreed. Bruce said we have to consider environmental impacts and conflicts among uses. The Selectboard agreed to send a letter and map to District 2 Environmental Coordinator April Hensel showing the proposed location for the new trail. Glenn said he will draft a letter. Bruce asked if the abutting property owner has been contacted. Glenn and Tom said no.

- 10) Police report – Glenn said he did not receive a police report this month.
- 11) E911 Addressing standards – Martha said the state adopted new standards last August and people who do not have their house number posted on their house or their mailbox are supposed to have it posted at the end of their driveway with 3" x 2.5" reflective numbers. Jim said if we don't comply with the standards, we probably won't be eligible for grants. Tom said he thinks the number should be posted on the building. Mike said he thinks it should be posted by the road at the end of the driveway. Glenn said he thinks we ought to move ahead with an ordinance. Bruce agreed. Mike was concerned about the placement of posts. The Selectboard agreed to require that the posts be placed outside the right-of-way.
- 12) Consider approving sewer system purchase and sales agreement & escrow agreement – Glenn said we still haven't received a final escrow agreement so he would suggest waiting to sign the purchase and sales agreement until both agreements are finalized. Bruce agreed. Tom suggested that Glenn call a meeting when both agreements are ready to be signed.
- 13) DRB appointments – Glenn said Dick Beatty and Dow Davis have volunteered to serve on the Development Review Board (DRB). Glenn said there is one position vacant at this point but he would like to step down as well and just serve as an alternate, so there will be two openings. Glenn said he will stay on until after the April 9th meeting. **Glenn moved to appoint Dick Beatty for a 3-year term ending December 31, 2015, Dow Davis for the remainder of his term, which ends on December 31, 2013, and to change his own status from regular member to alternate member, effective May 1, 2013. Bruce seconded the motion, which passed unanimously.** Glenn asked Martha to send appointment letters.
- 14) Discuss Economic Development Task Force concept & funding requirements – Glenn said there has been interest in developing a group of volunteers who would implement the economic development plan and there is a joint meeting of the Planning Commission and the Selectboard on March 21st to discuss the concept. Tom asked how many members the task force would have and whether they would report to the Selectboard. Glenn suggested a five-member advisory board. Bruce said he thinks it needs to be clear with specific tasks and deadlines. Glenn said Martha has compiled a list of action items, many of which need to be done by the end of April, and STAB (Sports Trails of the Ascutney Basin) has also laid the groundwork for the promotion of the trail system. Glenn said he thinks a member of STAB should be on the Task Force. Bruce said we have to make sure we're promoting West Windsor, not just STAB. Glenn said he thinks we need to get visitors here now and the trail system is the way to go. Glenn said we need to decide if we're willing to spend money on promotion and, if so, where the money is going to come from. Dennis said he thinks the Planning Commission should present a detailed proposal to the Selectboard. Glenn said we don't have a lot of time given that we should be promoting the trail system by the end of April. Dennis said if the town is going to grow, some of the old thinking is going to have to change. Glenn agreed with Dennis and said, from his point of view, we have to promote the trail system now. Bruce said we need to balance the immediate concerns with the big picture.

Glenn said it will take an initial investment by the town of about \$5,000 but he's sure there will be additional costs. Glenn said the money is for a website, posters, etc. Jim said he wouldn't like West Windsor to become like Perkinsville with no post office and no general store. Dennis agreed that it's easier to keep things afloat than to fix them afterwards. Glenn said he will donate his Selectboard salary for the next 3 years. Glenn said STAB has an initial marketing plan with associated costs. Bruce said he is in favor of promoting the trails but also wants to look at the big picture. Bruce asked if STAB is willing to contribute. Glenn said they've already spent \$1,000. The Selectboard looked at the marketing plan forwarded by Erik Schutz. Tom proposed using up to \$5,600 from surplus funds for promotion. Bruce said he would like more specific information about what we're getting for our money. Glenn said he will approach the marketing guys to find out when we can get a presentation with more information. **Bruce moved that in concept the Selectboard agrees to spend up to \$5600 in surplus funds to promote the non-motorized recreational trails subject to receiving and approving more details. Tom seconded the motion, which passed unanimously.**

- 15) Other Business – Water: Mike said he has received a number of calls about water issues at the Resort. Glenn suggested referring people to Dennis Brown or Patricia Beavers, and said he will supply contact information. Cady Mausoleum: Tom suggested a site visit to the Cady Mausoleum to consider trimming some trees so people can see it. Glenn suggested a plaque with some information. Talc Plant: Tom said the prospective buyer will be here on Thursday. As Fire Chief, Mike had some concerns. Letter from AOT: Martha said the Agency of Transportation sent the same letter they send every year about striping the roads. Promotional expenses: Cathy asked how she should code promotional expenses. Bruce and Tom suggested allocating them to planning.
- 16) Approve Minutes - February 6th: **Tom made a motion to approve the minutes of February 6th, as amended. Glenn seconded the motion, which passed with Bruce abstaining.** February 11th: **Tom made a motion to approve the minutes of February 11th, as written. Glenn seconded the motion, which passed with Bruce abstaining.** February 14th: **Tom made a motion to approve the minutes of February 14th, as written. Glenn seconded the motion, which passed with Bruce abstaining.** February 21st: **Glenn made a motion to approve the minutes of February 21st, as written. Tom seconded the motion, which passed with Bruce abstaining.** February 27th: **Tom made a motion to approve the minutes of February 27th, as written. Bruce seconded the motion, which passed unanimously.** March 4th: **Tom made a motion to approve the minutes of March 4th, as written. The motion passed unanimously.** March 5th: **Bruce made a motion to approve the minutes of March 5th, as written. Glenn seconded the motion, which passed unanimously.** March 12th: **Glenn made a motion to approve the minutes of March 12th, as written. Bruce seconded the motion, which passed unanimously.**
- 17) Adjourn – **Glenn moved to adjourn at 8:07 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison