

West Windsor Selectboard
Draft Minutes
March 21, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Steve Bodley, Chris Bump (Agency of Transportation), Michael Blakslee (Agency of Transportation), Mike Spackman, Glenn Seward, Martha Harrison, Cathy Archibald

1. Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 9:05 AM.
2. Changes or additions to the agenda – Bowers Bridge; liquor licenses; Coaching Lane Ext.
3. Announcements/Public Comment – Tom noted that the meeting on the 23rd is for discussion only.
Bowers Bridge: Steve Bodley was present to discuss recent damage sustained by Bowers Bridge. In the past three months, it looks like the bridge has been hit three times, leaving behind orange and white paint. Steve said the main 4” x 4” horizontal timber supporting the secondary structure needs to be replaced. **Win moved to repair the bridge. Tom seconded the motion.** Win said the Selectboard should get Mike Spackman’s opinion before making a decision. There was discussion about installing a STOP sign or a camera. The Selectboard postponed voting on the motion until they consult with Mike.
4. Award contract for removal of Underground Storage Tank – Martha reported that the references for the low bidder were positive. **Win moved to accept the bid from Calkins Excavating for \$12,470. Tom seconded the motion, which passed unanimously.**
5. Annual meeting with VT Agency of Transportation, District 4 – Chris Bump and Michael Blakslee were present on behalf of the Agency of Transportation (AOT). Codes & Standards: Martha said she sent the certification last week. Annual Financial Plan: Mike said \$662,450 of town tax funds go to the highway department. Added to the Class 2 and Class 3 highway funds from the state, the total comes to \$749,872.52. Chris asked about the percentages the town allocates to winter maintenance and non-winter maintenance. If 60% of the total is allocated to winter maintenance, the amount would be \$449,923.51, with the balance to non-winter maintenance. Mike said for the Highway Department, winter is from November 15th to April 15th. Chris said the state bases their emergency grants on the non-winter maintenance amount. Looking at past annual financial plans, it was determined that the town usually budgets 60% for winter maintenance and 40% for non-winter maintenance. Win suggested that, in the future, Mike and Martha meet with Chris in advance to work through the numbers. **Win moved to table consideration of the Annual Financial Plan until Mike and Martha have had a chance to go over it with Chris. Tom seconded the motion.** The Selectboard agreed to put this item on the agenda again for April 11th. **Dick called for a vote on the motion, which passed unanimously.** Grants: Chris said he told Mike and Martha that West Windsor is in line for a paving grant this year but that’s not the case. West Windsor is currently ranked 14th out of 30 towns. Chris explained that funding is distributed based on the percentage of Class 2 mileage in each town. Mike asked how many towns will get grants this year and whether West Windsor is likely to get one next year. Chris said West Windsor’s chances will be better next year but we should still apply this year. The Selectboard noted that West Windsor has not received a paving grant since prior to 2008. Chris noted that four new towns were added to District 4 this year. Mike said West Windsor is planning to apply for two structure grants. Chris said the deadline is April 15th. Dick said he would like to attend when Mike and Martha get together with Chris.
Coaching Lane/Route 44 project: Chris asked about the Coaching Lane/Route 44 project. Mike said we’re just going to do that project this summer, with town funds if necessary. Chris said the town will need a 1111 permit from the District. Chris said the most important thing is to make sure everything is graded right to get the water into the culverts. Brownsville-Hartland Road: Mike asked about widening the Brownsville-Hartland Road when we pave it. Martha said the grant application asks about compliance with Complete Streets legislation. West Windsor has a draft Bicycle & Pedestrian Master Plan that calls for widening the road by one foot on each side and delineating a 3’ shoulder. Martha asked if the town would have to do that as part of the paving project in order to

comply with the legislation. Chris said the town should consult with Katharine Otto or Jason Rasmussen on that and let him know what they say. Dick asked if the Bicycle & Pedestrian Plan has been approved. Martha said she doesn't think so. Mike asked if the widening should be done when the road is repaved; is that the best time to do it. Chris said he thinks the widening would have to be done if the road is being reclaimed but not if it's being maintained. Mike said the town is just planning to re-pave what we have. Route 44 paving: Mike asked Chris about the Route 44 paving project. Chris explained how the projects are prioritized. Martha asked why District 4 ranked the project 8th, while the Regional Planning Commission ranked it 1st. Chris said the District bases their rankings on surface conditions. Tom said Route 5 is in much better condition than Route 44. Chris said that's where traffic counts come into play.

6. Highway access application: Seward (parcel #3-52.002) – Win asked why the Selectboard is considering an access onto a private road. Martha said it's her understanding that the Selectboard considers the point at which the access route connects with a public road, which in this case would be the intersection of Mountainside Drive and Skyhawk Lane. Win said he thinks the subdivision regulations already address these types of situations. **Win moved to approve the application for access by Glenn and Shelley Seward for parcel #3-52.002. Tom seconded the motion, which passed unanimously.**
7. Other Business – Future AOT meetings: Win expressed frustration with the AOT meeting and said, in the future, he would prefer to have Mike and Martha meet with the AOT representatives ahead of time. Dick agreed. Bowers Bridge: Win asked Mike for his opinion on Bowers Bridge. Mike suggested removing the bridge or closing it to vehicular traffic. In the short term, Mike agreed that the existing damage should be repaired but noted that all covered bridges have the same problem. **Dick called for a vote on the motion (see item #3) to hire Steve Bodley to repair the bridge. The motion passed unanimously.** Win asked Mike if the town can put a Stop sign at the intersection. Mike said yes but added that none of the other signs have made a difference. Mike said he doesn't know the legal process for installing a Stop sign. Dick said the other option is to close the road to vehicular traffic and he's sure there's a procedure the town would have to go through in order to do that. Win agreed that the town should consider that option.
8. Stormwater pipe in parking lot – Tom said there's a hole in the middle of the parking lot that the town now owns, where there's a rusted out metal culvert. Tom said temporary barriers have been set up to prevent someone from driving over it. Tom said he asked Dan Lesnick to look at it. Win suggested that Mike look at it as well. Martha said the rusted out culvert is part of the stormwater system for which the permit has expired. Tom said Dan quoted \$20 per foot, plus labor. Martha suggested talking with Chris Tomberg from the state's stormwater program before proceeding in case the state has specific requirements. Mike said there may be some alternatives such as ditching along the road and then crossing the parking lot at the east end. The Selectboard agreed to gather information and include this item again on a future agenda. Sewer line pipe: Dick asked about the bump in Hotel Road where the sewer line crosses it. Martha said she asked A+E to look at the results of the video sewer line inspection to see if there is damage in that location but they said the camera was blocked by mortar in that area so they couldn't determine the condition of the pipe.
9. Consider signing Rutland Town Resolution re: renewable energy projects – Tom said he thinks Montpelier may already be addressing this issue. Dick said he thought legislation was enacted last summer that gave Selectboards and Planning Commissions party status, although the resolution goes beyond that. Win suggested asking the Regional Planning Commission for their opinion on the need for this resolution. **Tom moved to table consideration of the resolution. Win seconded the motion, which passed unanimously.**
10. EC Fiber update – Martha said the town hall is now wired for internet from EC Fiber. Martha said wiring for phone service with EC Fiber is a more complicated matter so she wanted to confirm that the town is interested before proceeding. Martha said Key Communications will also have to come in to make sure everything works with our system. Win said it's his understanding that all town buildings get free telecommunications – phone and internet – through EC Fiber. Win said as long as switching over isn't going to cost more than we would save by having free service, we should do it.

Dick asked about the cost of our current phone service. Cathy said about \$269 per month for the town hall and \$50 per month for the town garage. The Selectboard asked Martha to talk with EC Fiber and Key Communications about the costs of switching over. Win asked about interference with fire calls. Mike said the changes shouldn't interfere with radio communications.

11. Other Business – Coaching Lane Extension & buffer area: Win said, according to the Listers, the “buffer area” belongs to MFW Associates and they are paying taxes on it. Martha said the Boedtkers intend to have a corrective deed recorded. Dick said the town needs a corrective deed from MFW conveying not only the center line of Coaching Lane Extension but also the 50' ROW for the road. Dick noted that the deed should reference the survey, which should be recorded along with the deed. Win said the buffer area is a separate issue. Dick said we need to get the corrective deed in place so we can classify Coaching Lane Extension as a Class 3 town highway. Martha asked if Matt Birmingham should contact Chris Dugan. Dick said yes. Cathy said MFW should pay to have the survey recorded. Martha said she thinks the town had an agreement with MFW that we would pay the survey costs. Dick asked about moving up the schedule for filing a decision on Hotel Road and Coaching Lane Extension. Win said if the decision is contingent on correcting the deed, we should give the Town Attorney a deadline. Dick said he will contact Matt. Liquor Licenses: **Tom moved to approve the liquor license applications. Win seconded the motion, which passed unanimously.** AO Lease: Win said he thinks Matt Birmingham and Chris Callahan will have a final draft of the lease agreement soon. Win said the insurance provisions still need to be worked out because VLCT has recommended higher insurance coverage. Win suggested waiting until the start of ski season before requiring AO to increase their insurance coverage. Dick said we should make sure VLCT is okay with that. Sewer Ordinance: Dick asked for clarification about which version of the sewer ordinance the Utility Committee would like the Selectboard to consider. Water ordinance: Dick said we also need a water ordinance. Martha said she has sample ordinances from other towns and will go through them as soon as time permits.
12. Sign Town Clerk's orders – **Tom moved to sign orders. Win seconded the motion, which passed unanimously.**
13. Adjourn – **Win moved to adjourn at 11:13 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison