

WEST WINDSOR SELECTBOARD

Draft Minutes
March 24, 2014

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

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 9:00 AM.
- 2) Changes or additions to the agenda – None
- 3) Sign Town Clerk’s orders – None
- 4) Public Comment – Tom said the Library Trustees and the Church Council are unanimously in support of the sewer project, and he anticipates that the Historical Society will be supportive too.
- 5) Highway Foreman’s report – Mike said three out of four vehicles are now running. Gary’s truck has a fuel pressure problem. Mike said he has received one sand/gravel bid so far but is expecting more bids. Glenn suggested asking St. Pierre for a bid. Mike agreed. Mike said a resident on Hammond Hill Road requested that a tree be taken down. Mike referred the request to the Tree Warden. Mike said the plow frame on the one-ton truck has needed a lot of work. Mike also noted that road salt is over budget due to the weather.
- 6) Review draft bond election materials & schedule bond vote – Glenn read the proposed wording of the article to be voted on. Glenn said the loan portion of the project would be funded by a 2%, 20-year loan through the Clean Water State Revolving Fund (CWSRF). Tom asked if the loan can be paid off early. Glenn said he will inquire about that. Bruce asked if the town will know about the grant funding prior to the bond vote. Glenn said yes. Glenn said Tom Kennedy and Aldrich & Elliott have assured him that, in the past, towns found to be eligible for a pollution abatement grant have always received one. Glenn said the unknown right now is the additional CDBG-DR funding that the town may be eligible for under the “low to moderate income” objective. Tom asked how sure we are of the \$2.1 million construction cost estimate. Glenn said the estimate was done by our engineers so it should be fairly accurate. Bruce said he thinks there will be plenty of contractors interested in bidding on this project. Bruce asked about repayment of the loan. Glenn said debt service costs will be shared by all tax payers. There was discussion about the cost of replacing the individual on-site systems for the school, fire department, town hall, etc. relative to the cost of constructing a village sewer collection system. Glenn noted that replacing individual systems would not allow for growth or development in the village and would not address surface water and water supply pollution issues. Tom said an upgrade to the school’s wastewater system, if done by the school, could be subject to the increased costs associated with Act 60 and Act 68 while the construction of a sewer collection system by the town would not. **Needs Resolution: Glenn moved to sign the Needs Resolution dated March 24, 2014. Bruce seconded the motion, which passed unanimously. Declaration of Official Intent: Glenn moved to accept the Declaration of Official Intent to reimburse certain expenditures from proceeds of indebtedness. Bruce seconded the motion, which passed unanimously. Warning: Glenn moved to accept the warning as read. Tom seconded the motion, which passed unanimously. Ballot: Glenn moved to accept the official ballot as presented. Bruce seconded the**

motion, which passed unanimously. Informational Meeting & Vote: Glenn said there is an informational meeting scheduled for Thursday, May 1st at 6:30 PM, and the bond vote is scheduled for Tuesday, May 6th. Glenn noted that there is a Wastewater Committee meeting this Wednesday at 6:30 PM. The committee will discuss how to get the word out about the sewer project, informational meetings and bond vote, perhaps with a FAQ sheet. Glenn noted an email from Katharine Otto with the name of the person to contact about coordinating our sewer project with the repaving of Route 44.

- 7) Police report – Glenn said he has asked Martha to arrange for the Selectboard to have access to monthly police reports. In February, Glenn said, there were 25 directed patrols and 11 other calls. Glenn said people seem pleased with the Windsor Police Department's presence in town. Bruce said the random nature of the directed patrols is good.
- 8) Review current projects – Glenn provided a list of projects that he has been spending a lot of time on and asked Bruce and Tom to consider taking the lead on some of them. The list includes: EC Fiber; the recreational trail system; the village sewer construction project; overseeing the operation, maintenance and improvement of the newly acquired resort sewer system; various other resort-related projects; town hall maintenance and improvements; accounting and budgetary issues; highway projects; the pellet plant area; education funding reform; the revision of various plans and regulations; the Hale property buyout; and renewing ambulance and law enforcement contracts. Regarding EC Fiber, the town needs to decide on an initial loop, form an operating agreement with Valley Net and EC Fiber, and come up with financing arrangements. Regarding the trail system, the town needs to work on resort easements because the trails are not secure; continue our relationship with the Vermont Mountain Bike Association (VMBA); and work to keep the Mountain Bike Festival here. Glenn said the town also needs to come up with a Master Plan for the trail system that works in conjunction with the resort's conceptual plan for the acreage to the west of Mile Long Field. Glenn said the Act 250 permit also needs to be amended to cover additional trail work in the town forest. Tom asked about the land that the ski slopes are on. Glenn said the resort owner has indicated that he would like to continue the conversation with Trust for Public Land (TPL), so a meeting has been scheduled to do that this Wednesday. Tom asked if the state might be interested in acquiring that portion of the mountain. Glenn said he doesn't know but Tom Kennedy is going to touch base with the VT Department of Forests and Parks. Regarding the village sewer project, Glenn said if the bond vote is successful, the Selectboard will be the primary resource for project information, the permit process will have to start immediately, and financing arrangements will have to be finalized. Regarding the sewer system at the resort, there are inspections, improvements, rate negotiations, etc. Tom asked about "as built" drawings. Glenn said there are fairly good drawings. The Selectboard agreed to gps the manholes. Martha asked if the "as built" are recorded. Glenn said he will ask A&E to provide paper copies for recording. Glenn said the town needs to come up with an agreement with the resort regarding Snow Storm I, emergency access, Coaching Lane Extension, etc. Regarding Coaching Lane Extension, Glenn said the resort owner needs to provide the deed. Regarding the Town Hall, Glenn said he is still interested in upgrading the phone system and would like to get a quote from Key Communications. Glenn said the town should also establish a protocol for email communications with specific town email accounts for town officials, separate from their private email accounts. Regarding accounting, Glenn said the town needs to establish infrastructure values and depreciation schedules. Glenn said the Selectboard also needs to work on a capital budget. Related to that, Glenn said the Selectboard should consider acquiring the Burke property in order to relocate the sand pile. Glenn said other projects

include the Brownsville-Hartland Road slope, the 911 sign project, the Route 44 bridge replacements, bridge and paving grants, the Safe Routes to School project, and possible improvements to road shoulders. Mike noted that the Agency of Transportation has been out on Coaching Lane recently doing measurements. Glenn added the town forest gravel pit project to the list and the slope work on the south side of Lower Sheddsville Road to improve visibility at the intersection with Brownsville-Hartland Road. Glenn said the town has also been asked by the school and the supervisory union to be involved in discussions about education funding. Glenn said the Planning Commission will be revising the flood hazard regulations this year and is holding a public hearing on the town plan shortly. Glenn said Martha has started revising the Emergency Management Plan, which has to be adopted prior to May 1st. Glenn said there is an ongoing geomorphic assessment of Mill Brook. Glenn added that the Hale property buyout appears to be moving forward and we're going to need to get a contractor involved. Glenn said the law enforcement contract needs to be reviewed and renewed. Tom said Hartland is considering contracting with the Windsor Police Department as well. Tom wondered how that might affect coverage in West Windsor. Regarding the pellet plant, Glenn said we need to maintain positive relationships with the owner of the plant and the owner of the tailing ponds, investigate the possibility of gaining access through Reading, and plan for the future use of the property in the event that it is donated to the town. Tom said the cemetery should be added to the project list. Glenn agreed. Martha said the town forest survey also needs to be completed. The Selectboard agreed to send the RFP for the survey work to Deb Daniels, David Rose, and Bob Farnsworth. Tom said the Town Hall Centennial should be added to the project list.

9) Other Business – None

10) Adjourn – **Glenn moved to adjourn at 10:23 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison