

West Windsor Selectboard  
Draft Minutes  
March 26, 2018

Present: Brett Myers, Win Johnson, Matt Kantola, Ken Burke, Glenn & Shelley Seward, Mike Spackman, Tom Kenyon, Martha Harrison, Cathy Archibald, Cathy Hoyt (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Planning Commission resignation, review financial statements (under Town Clerk/Treasurer’s Report), vicious dog, proposed Burke property assessment (under Other Business), Selectboard Institute, Regional Planning Commission update
- 3) Announcements/Public Comment – None
- 4) Town Clerk/Treasurer’s Report – Cemetery deed: Cathy had a cemetery deed for the Selectboard to sign. **Brett moved to sign the deed. Matt seconded the motion, which passed unanimously.** Financial Statements: Cathy handed out year-to-date financial statements. Matt asked about policing arrangements. Win said we pay the Windsor Police Department quarterly and we get a monthly report. Matt asked if they are in town for a certain number of hours. Mike said they’re supposed to be here one hour per shift per day. Matt said it doesn’t seem like there’s been as much speed patrol lately. Win said he asked Katharine Otto at the Regional Planning Commission about purchasing a flashing speed sign for the towns in the region to share and she said she would look into it. Tom said he will mention it at the next Transportation Advisory Committee meeting.
- 5) Sign Town Clerk’s orders – **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.**
- 6) Vicious dog issue – Win handed out copies of a draft letter to the dog’s owner. Win asked Ken if the police report looks accurate to him. Ken said yes. Win said, according to VLCT’s “Big Book of Woof,” there is a procedure that has to be followed if there’s a formal complaint about a vicious dog. Win said Ken has not filed a formal complaint yet but he thinks the Selectboard should treat the incident almost as if a complaint had been filed. Regarding the letter, Win said he thinks there should be a two-week deadline for constructing the kennel. Matt said he thinks the town should have a plan for what to do if this happens again. Ken said it should never happen again. Win added a sentence to the letter stating that the dog will be impounded and probably destroyed if it is seen off its leash or out of its kennel. **Brett moved to send the letter, as revised, tomorrow by certified mail. Matt seconded the motion, which passed unanimously.**
- 7) Consider revising Facility Use Policy – Win suggested an amendment to the policy, which he wrote to address requests for use of the parking lot that are not related to Ascutney Outdoors (AO) or town-sponsored events, such as the request for wedding parking. Win then mentioned the bike ride event that happened this past weekend and said he thought it was co-sponsored by AO but Glenn and Shelley were not aware of that. Win said he thinks events that are sponsored or co-sponsored by AO should be signed by AO to ensure that AO is aware of and supportive of the event. Glenn agreed. Tom asked who is responsible for maintenance of the parking lot, including plowing. Win said the town plows the west end of the parking lot but, for the bike ride event, AO did some additional plowing. Win read a revised amendment, which is simply to add the words “or approved” after “sponsored or co-

sponsored” in paragraphs #2 & #8. **Matt moved to approve the amendment. Brett seconded the motion, which passed unanimously.** Glenn said AO will make sure the town is regularly updated with an events schedule. Matt said people who want to use the parking lot should pay a small fee.

- 8) Consider request for use of Ski Tow Road parking lot – Martha said the request is to use the parking lot for a wedding on October 6<sup>th</sup>. Glenn said he can check AO’s event schedule and let Martha know if there’s a conflict. In this case, Win said, he thinks there should be a fee. Matt suggested designating the east end of the parking lot for the wedding. Win agreed but said there can’t be parking in the helicopter landing area. Martha suggested a consistent formula that can be applied to come up with the fee; \$2 per car for example. Win said the wedding is probably a one-off event. Martha asked if the person inquiring about wedding parking should fill out a Facility Use application. There was discussion about whether the application is necessary if AO approves the event. There was also discussion about whether or not to charge a fee and, if so, how much. Alternatively, Matt said, the town could suggest a donation. Shelley pointed out that the parking lot is not included in AO’s lease. After discussion, the Selectboard concluded that AO also has to fill out the facility use form whenever they want to use the parking lot for an event. Martha suggested working toward an event application form that satisfies the requirements of both AO and the Town. Win said we’ll still need a separate Facility Use application. There was discussion about liability insurance and general agreement that the owner of the facility (i.e. the parking lot) is not liable if someone’s vehicle is damaged. Glenn asked if it would simplify things to include the parking lot in the lease. Win suggested that the Selectboard authorize him to review the lease with AO and suggest revisions for approval at a later date. **Matt moved to allow the use of the parking lot for wedding parking on October 6<sup>th</sup>, subject to AO confirming that there are no schedule conflicts, and the applicant filling out the Facility Use form, with a suggested donation of \$100 to the Town of West Windsor. Brett seconded the motion, which passed unanimously.**
- 9) Highway Foreman’s report – Mike reported on a number of topics. UTV: The purchase of the UTV is still in process. New one-ton: There’s no delivery date yet for the new one-ton, which is an F550. Ice storm: An ice storm is forecast for Tuesday night into Wednesday morning. Grading: Grading is in process where the ground’s not frozen. Material: The gravel pits are not opening until mid-April so getting material is a challenge. Old one-ton: The old truck, an F350, is going into the shop again tomorrow. Road Foreman’s meeting: Win asked Mike to let Martha know when the meeting is.
- 10) Bible Hill culvert project update – Win summarized the March 22<sup>nd</sup> meeting for Brett. Martha asked who is going to sign the Stream Alteration and Army Corps permit applications for the project. Win said Brett can sign them. Matt asked why we have to get an Army Corps permit. Martha said if we cut any trees, we have to have the project reviewed for impacts on the long-eared bat.
- 11) Water system update:
  - a. Standby Power Evaluation application – Martha said in Phase I, the contractor for the Drinking Water Division will determine the appropriate generator size for our well at no charge. Phase II, if our application is approved, will cover 75% of the cost of purchasing and installing a generator. **Brett moved to authorize Win to sign the application on behalf of the town. Matt seconded the motion, which passed unanimously.**

- b. Review draft well isolation zone easement – Martha said the Drinking Water Division will approve a 125’ isolation zone, rather than a 200’ zone, which helps because it takes the swimming pool and the paved road out of the protected area. Martha said the Division also commented on Jim’s draft language and Jim has responded. When everyone’s on the same page with the language, Martha said, we should probably have the isolation zone surveyed. Win said he thinks we should run the draft by Orange Lake. Martha agreed that we should run it by Orange Lake, Windsor House, and anyone else who owns property in the easement area. Win asked Martha to circulate the language.
- c. Consider surveying well isolation zone – Win agreed that we should have a survey done after we finalize the language. **Matt moved to authorize Martha to ask Bob Farnsworth to survey the isolation zone. Brett seconded the motion, which passed unanimously.**
- d. Sanitary survey April 2<sup>nd</sup> – Martha said the state sends a couple of people to inspect the water system every few years. Matt said he’d like to participate so he can get a better understanding of our water system.
- e. Telemetry – Win said AT&T switched from 3G to 4G service, which is not compatible with the telemetry for our water system. The cost to upgrade is \$672.24. If the upgrade is successful, AT&T can remove the temporary tower behind Ascutney Outdoors’ new building. Martha noted that Windsor is covering the cost of upgrading the telemetry for the sewer system. **Matt moved to approve the work by Champlin Associates. Brett seconded the motion, which passed unanimously.**

12) Sewer system update:

- a. Consider sewer inspection bids – Win noted that one of the references for Eastern Pipe was quite negative. After brief discussion, **Matt moved to award the contract to the second lowest bidder, Green Mountain Pipeline Services, and to thank the other two companies for their bids. Brett seconded the motion, which passed unanimously.**
- b. RFQ was sent out, posted on “works in progress” & published in VT Standard – Martha said she has had a couple of inquiries but has not received any responses to the RFQ yet. The deadline is March 30<sup>th</sup>.
- c. Review draft sewer easement – Win suggested that he and Martha meet with the President of the Mts. Edge Condo Association to review the easement language.
- d. Pollution abatement grant – Martha said she again pointed out to the Facilities Engineering Division that they were using estimated costs in their calculations, rather than actual costs, which prompted a request from them for more information. Martha said she provided the information and is waiting for a response.

13) Stormwater permit update – Win said Orange Lake has the most acreage involved so they are looking into this. Martha said there is CWSRF funding available for stormwater planning and design but we have to go through the RFQ process in choosing an engineer in order to be eligible for the funding, which includes 50% loan forgiveness. Martha asked to be kept in the loop. Matt agreed that the town should be informed.

14) Sheddsville Cemetery update – Tom reported that the Brownsville Cemetery Association (BCA) is in agreement with having a two-year contract for the maintenance of both cemeteries and paying the maintenance staff the same hourly wage. Tom is going to draft bylaws for the Sheddsville Cemetery using the BCA’s bylaws as a model. Tom said going forward both cemeteries will have the same fees as well. Tom agreed to prepare a budget for

the Sheddsville Cemetery. Tom also suggested that the town consider clearing the Sheddsville Cemetery property on the north side of Cemetery Road.

- 15) Resignations – Win noted that Elvin Kaplan has resigned from the Planning Commission and John Bossen has resigned from the Utility Advisory Committee. **Brett moved to accept the resignations and send Elvin and John letters of thanks for their service. Matt seconded the motion, which passed unanimously.**
- 16) Review April meeting schedule – The April 9<sup>th</sup> meeting will proceed as planned with some participating by phone. Jim Barlow will be present for the April 23<sup>rd</sup> meeting to review the revised sewer ordinance with the Selectboard. The Selectboard agreed to consider approving the Local Hazard Mitigation Plan at their May 14<sup>th</sup> meeting.
- 17) Other Business – Burke property update: Win said before deciding whether or not to purchase the Burke property, the Selectboard wanted to have an evaluation done to see if it would be a suitable location for the sand pile and, eventually, the fire station. The town put out an RFP and, so far, two engineering firms have expressed interest but neither has provided a proposal yet. The deadline is March 30<sup>th</sup>. The Selectboard agreed to review any proposals received at their April 9<sup>th</sup> meeting. Regional Planning Commission update: Tom said replacing the Route 5 Bridge in Windsor has been moved up in the priority rankings. Tom said Windsor may also get Brownfields funding. Selectboard Institute: The Selectboard members briefly discussed what they learned at VLCT's Selectboard Institute on March 24<sup>th</sup>, which all three members attended.
- 18) Approve Minutes – **Matt moved to approve the minutes of March 12<sup>th</sup>. Brett seconded the motion, which passed unanimously.**
- 19) Adjourn – **Win moved to adjourn at 8:20 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison