

West Windsor Selectboard
Draft Minutes
March 27, 2017

Present: Win Johnson, Brett Myers, Glenn & Shelley Seward, Martha Harrison, Cathy Boedtger, Cathy Archibald, Mike Spackman, Tom Kenyon, Deb Shearer, Bill Ley, George Calver (VT Standard), Susan Hines

- 1) Call to Order – Selectboard Vice Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or Additions to agenda – Tree Warden report under “Other Business”, defer item #6, Lister position: **Brett moved to appoint Shirley Ouelette to fill the vacant Lister position. Win seconded the motion, which passed unanimously.**
- 3) Public Comment – None
- 4) Town Clerk/Treasurer’s Report – Note for fire truck: Cathy said the loan for the fire truck purchase will be at 2.55% for five years, resulting in annual payments of \$55,000. **Brett moved to approve the loan of \$275,000 for the purchase of the fire truck.** Mike said no money will be sent until the performance bond is signed.
- 5) Sign Town Clerk’s orders – The Selectboard agreed to sign orders at the end of the meeting.
- 6) West Windsor Historical Society Old Home Day – This item will be discussed at a future meeting.
- 7) Appoint Zoning Administrator – Win noted that the Planning Commission has recommended that Deb Shearer be hired as Zoning Administrator. **Win moved to appoint Deb Shearer as West Windsor’s Zoning Administrator when Preston Bristow vacates the position. Brett seconded the motion, which passed unanimously.** Brett asked if there’s a job description for the position. Martha mentioned the Zoning Administrator’s Handbook. Win said Title 24 is pretty specific about the duties of the Zoning Administrator.
- 8) Highway Foreman’s Report – During the last big storm, Mike said the highway department only had one truck break down for 45 minutes, due to a radiator leak. Sand, gravel and contractor bids are coming in for consideration at the next meeting. Correspondence re: Cowshed Trail – Bob Young: Mike said he hasn’t observed any damage to the Cemetery/Cowshed intersection due to people cutting the corner. Regarding the cutting of trees, Mike said Cowshed Trail should be a two-lane highway from Cemetery Road to the new driveway so trees may need to be cut to widen that section of road. Meeting with AOT District Coordinator: Win said the District Coordinator, Chris Bump, thinks Route 44 will be repaved this summer, although he would not guarantee it. Win said Chris was not optimistic about the town getting additional funding for the Silver Hill project. Win said Chris agreed that our budget meets AOT’s requirements. Win added that we are going to get a paving grant. Mike said he’s going to meet with both paving contractors tomorrow and they will write up proposals we can submit with our grant application. Win said we will also request a structures grant. Consider signing Annual Financial Plan: **Brett moved to approve and sign the Annual Financial Plan for Town Highways. Win seconded the motion, which passed unanimously.** Silver Hill project: Mike said the Silver Hill project may have to be done in stages. Win asked Mike about the abutting property owners’ refusal to allow the town to work outside the right-of-way. Mike said the town would just do the project within the right-of-way. Mike said we could start with cutting the trees, ditching, replacing the culvert and preparing the area for blasting. Mike said he would request a revised blasting bid since we’ll

be blasting a smaller area. Win said we could include the project in the capital budget. Mike said he doesn't think we need to do anything right now; let's see if we get the grant and then decide how to proceed. New Trucks: Win asked Mike when we'll have the new fire truck and the new highway truck. Mike said we'll have the new fire truck in a year and the new highway truck in July probably. Mike said the truck that was damaged last fall is headed back to the shop tomorrow but not for an issue related to the damage incident.

- 9) Ascutney Outdoors – Consider signing Amended Land Lease Agreement: Win suggested signing the lease and, if there are additional changes needed related to the tubing lift, we can address those at a later date. **Win moved to sign the Amended and Restated Land Lease Agreement with Ascutney Outdoors. Brett seconded the motion, which passed unanimously.** Cathy Boedtger asked how this document relates to the Community Forest Management Plan (CFMP). Win said the Lease requires Ascutney Outdoors (AO) to provide draft language for the "Recreation" section of the CFMP. Glenn said AO has submitted the draft language to the Conservation Commission. Use of Recreation Infrastructure Area (parking lot) for tubing/handle lift: Glenn said AO would like to install a 600' tubing lift from the corner of the Ski Tow Road parking lot toward the Hanover Building. Glenn said a large flat area is needed for the upper terminal. Glenn said AO has put a deposit on a tubing lift and has retained Stevens Engineering to design the tubing park. Glenn added that Bob Farnsworth has done an initial survey, which may change a little, but the lift would not extend any further into the parking area. Glenn said AO would like an initial nod from the Selectboard, contingent upon review of the final plans. Win said he'd like to see the project staked out and schedule a site visit. Glenn agreed but suggested waiting until the location has been finalized. Glenn estimated that the lift would "eat up" seven or eight parking spaces. Win said he thinks the Selectboard is encouraged by AO's plans and hopeful that something can be worked out. Mike asked how close the lift terminal is to the fire hydrant. Glenn said it's fairly close but he envisions a fence or wall separating the two and understands that access to the hydrant is a higher priority. Glenn said he will contact Ross Stevens and find out if the proposed location for the terminal is reasonably accurate and, if so, we can proceed with a site visit. Cathy asked if the project will impact the July Third festivities. Glenn said AO needs to get an Act 250 permit before they can proceed. Win said he's sure AO will cooperate with regard to the festivities. Glenn agreed that AO can hold off on the project until after July 3rd if necessary. Tom asked if there will be night tubing and where the electricity will come from. Glenn said they're hoping to have lights, contingent on permits and funds, and the power could come from a transformer in the parking lot, or to the west of the skier bridge. Glenn said they may also need a small building to store the tubes, but he does not envision a lift attendant building. Win asked if this is a ground lift. Glenn said yes, and described the lift. Win asked Glenn to let the Selectboard know when AO is ready for a site visit. Sale of surplus property: Glenn asked the Selectboard to affirm their approval for him to sell the surplus ski area materials and equipment on town property. **Brett moved to authorize Glenn Seward to sell any salvageable material on the town's mountain property with no fee for his service. Win seconded the motion, which passed unanimously.** Approve additional cost for disposal of waste: Win noted that the old lodge was demolished today but there was some additional waste collected from around the building that needs to be disposed of. Glenn said Casella will remove the additional waste at a not-to-exceed cost of \$1,500. **Brett moved to approve the removal of the additional waste. Win seconded the motion, which passed unanimously.**
- 10) Consider signing Facility Use Policy (Town Hall keys) – **Win moved to approve the Facility Use Policy. Brett seconded the motion.** Win asked how the Town Hall is accessed after hours. Cathy said anyone authorized to use the Hall can borrow a key from her. Mike

said the Town Hall knock box needs to be reinstalled. Win suggested that Mike work that out with Tom Kenyon, who has agreed to continue to be responsible for Town Hall maintenance. **Win called for a vote on the motion, which passed unanimously.**

- 11) Water system update – Capacity/allocation issue: Win said one of the challenges the Town has faced, since acquiring the water system, is understanding which property owners have water allocations, how much they have, and under what conditions they might lose their allocation. Win noted that Martha is organizing a meeting with various state officials and town representatives to work out these issues. Martha said after putting together a draft ordinance, the Town had Attorney Jim Barlow review it and he encountered the same issues with capacity and allocation that she had encountered. Subsequent conversations Martha had with our engineer were helpful in shedding light on the issues, but not in resolving them, which is why she is trying to arrange a meeting with several state permitting officials. Authorize additional legal assistance with Water Ordinance: Related to that, Win said the Selectboard had authorized Jim Barlow to spend up to 20 hours on the water ordinance and he has reached that limit, in part due to time spent on the capacity/allocation questions, and still needs to review the second half of the ordinance. If we want him to continue, Win said, we need to authorize additional time, which is an expense of the water utility. Win said Jim has estimated 15 hours to finish his work on the ordinance and Win would like to add 5 hours to that so Jim can attend the meeting Martha is arranging. **Win moved to authorize an additional 20 hours for Jim Barlow to work on the ordinance. Brett seconded the motion, which passed unanimously.**
- 12) Email correspondence – Wynn Medinger re: Late filing of homestead declaration: Win said the Selectboard has had a number of emails from Wynn Medinger regarding fees for late filing of his homestead declaration. Win suggested notifying Mr. Medinger that if he wants to discuss the issue, he should ask to be on the agenda and come to a meeting. Brett agreed. Martha inquired about sending Mr. Medinger a letter. The Selectboard agreed.
- 13) Other Business – Tree Warden report: Tom said a maple and an elm next to the bridge need to come down. Tom asked for authorization to approach the property owner about the town having the trees removed. The Selectboard agreed. Win asked about the pine tree by the new booster pump station. Tom said that will come down, along with a few others.
- 14) Approve Minutes – March 13th and March 15th: **Brett moved to approve the minutes. Win seconded the motion, which passed unanimously.**
- 15) Adjourn – **Brett moved to adjourn at 7:25 PM. Win seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison