

West Windsor Selectboard
Draft Minutes
March 9, 2015

Present: Glenn Seward, Dick Beatty, Tom Kenyon, Bob French, Cathy Archibald, Mike Spackman, Laura Stillson, Shirley Ouelette, Martha Harrison

1. Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
2. Changes or Additions – Nilson property, Brook Road, Emergency Management, Town Hall parking, CWSRF priority list
3. Sign Town Clerk's orders – **Tom moved to sign orders. Glenn seconded the motion, which passed unanimously.**
4. Town Clerk/Treasurer's Report – Cathy asked about insurance charges for the water and sewer systems. Glenn said both systems should reimburse the town for their portion of the expense.
5. Public Comment – Ice Cream: Tom said there will be free ice cream at the store on March 20. Agenda items: Tom said he hopes most of the items on the agenda tonight can be resolved so the Selectboard doesn't have to keep revisiting them throughout the year.
6. Highway Foreman's Report – Mike reported on the following items. 911 signs: The highway department is installing 911 signs again as the weather warms up. Sand: Mike talked to our supplier and sand is available if we run short. Meeting: The March 24th Orange & Windsor County Road Foreman's meeting will take place at the Town Garage. Blower: The blower has not been delivered yet. Mike explained that the blower will be hooked up to the tractor in the fall to blow leaves out of ditches, which will reduce the amount of ditch work that needs to be done in the spring. The money for the blower (\$5,300) came out of the Equipment Fund. New Truck: The new truck will arrive in August or September and the old truck will be traded in for \$45,000. New highway employee: The hiring process should start soon if the new employee is going to start working after July 4th. There was discussion about how much to pay. Tom said it should depend on experience. Mike and Martha will draft an ad for the next meeting. Brook Road: Tom asked Mike if West Windsor is still plowing the portion of Brook Road that is west of where the bridge washed out. Mike said yes. Tom suggested that Mike explore the possibility of establishing a turnaround in the right-of-way for the Hale property. Tom said Windsor may throw up their portion of the road and turn it over to the Estey family. Tom asked Martha if the property owner is going to be able to sell the mobile home on the west side of the brook. Martha said the bank was planning to remove the home and sell the land but anyone wanting to put another home on it would have to go through flood hazard review so now someone is thinking about buying the existing home since it's already permitted. Tom suggested that the Chair investigate the asking price for the property. Glenn suggested getting an easement for a turnaround. Glenn suggested that Mike talk with Tom Marsh to see if they can work out a mutually beneficial arrangement. Tom said he doesn't think West Windsor should continue to plow Windsor's road. Glenn suggested determining the costs associated with that section of road and proceeding from there.
7. Discuss 2015 town highway structures & paving grants – Mike said the town applies for these state grants every year. Martha said the applications are due on April 15th, which is a month earlier than last year, so she needs more information about the Bible Hill culvert project. Mike expressed a preference for a concrete box. Glenn said he would defer to the highway foreman but we should make sure the landowners are apprised of the plans because, last time we spoke with them, we were talking about moving the road and installing a pipe arch. Glenn suggested that Tom and Mike meet with the property owners. Tom said the owner of the little brown house contacted him and his leach field is close to the area.
8. Discuss 2015 town road refurbishment project - Tom suggested that Mike consider improving the muddy section of Harrington Road as a refurbishment project this year. Mike said if there's a section of road that is a disaster this spring, then that section might have to be this year's

refurbishment project. Laura noted that there is Japanese knotweed on Harrington Road so the highway department should be careful about where they place the excavated soil because Japanese knotweed will destroy a concrete foundation. Mike agreed.

9. Town Forest Committee (TFC) report – Glenn said there is a “green belt” next to the Giles lot, which MFW is interested in transferring to the town as another potential addition to the town forest. TFC Chair Laura Stillson said the TFC will be discussing possible grants at their next meeting. Laura noted that there are no trail reports because it’s winter. Laura said the committee has agreed to remove their request to re-route the Bicentennial Trail from the Act 250 amendment and to establish a new route after the resort property is acquired. Laura said they would also like to create a new hiking trail from the hotel area, through the intensive use area and merging with the Bicentennial Trail near the top of the old ski lift. Until then, Laura said the TFC recognizes the request by the state to close the eroded section of the Bicentennial Trail. Laura said the TFC would like to inventory and map invasive species in the area surrounding the Coaching Lane parking lot and along the bike trails and to establish an early detection/rapid response protocol. Laura said she has several students interested in doing the mapping portion of the project and UVLT has offered to assist. Tom asked how you get rid of invasive plants. Laura said you hand pull them and bag them or dry them out and burn them. Dick asked about the cost of the project. Laura said she hasn’t looked into that yet. Laura asked about the status of the town’s request that Act 250 remove the limit on the number of events that can be held in the town forest. Glenn suggested that Laura contact April Hensel for an update. Glenn said he thinks most events would be based in the former day skier parking lot. Laura asked if there will be a celebration after the acquisition. Glenn said he is in favor of that. Dick agreed that a party is a good idea. Laura said the TFC would like to have one event per year to raise money for TFC projects. Laura suggested creating a placemat for kids with puzzles and mazes to give to local restaurants to raise awareness about the town forest. Dick suggested including that idea in a promotional campaign. Tom suggested waiting until 2016 and coming out with a full calendar of events.
10. Schedule public meeting to discuss the not-for-profit concept plan for the recreational trails and ski area property – Glenn suggested April 1st. Tom suggested having two meetings. Glenn and Dick agreed. The Selectboard scheduled meetings for April 1st at 6:30 PM and April 11th at 9:00 AM. Dick asked Glenn to provide as much background material as possible. *The April 11th meeting was subsequently rescheduled for April 18th.*
11. Water system update – Glenn said it appears that there’s some movement within the Public Service Board (PSB) to approve the sale of the system to the town. Glenn said the property owner’s attorney has requested financial information. Glenn said he is in favor of providing information but concerned that the request may hold up the process. Glenn said the receivership is working well and Cathy has collected enough receivables to repay the loan from the escrow account. Glenn said Joe Duncan is working on eliminating the booster pumps in the base lodge and determining what type of pump to install in the artesian well to make that happen. Dick asked if the booster pumps will have to be decommissioned and removed. Glenn said yes. Glenn added that the telemetry is not working currently so Dennis Brown has been manually operating the pumps since the floats in the tank have been frozen. Regarding the Mountainside Condos, the owners would like the town to acknowledge responsibility for the water line that goes over there. Glenn said in his view and the state’s view, the water line is part of the town’s system, but the old booster pump is not. Glenn suggested writing a letter to the attorney for the condo owners association acknowledging the provision of water and requiring them to decommission the booster pump station and well at their own expense, to our engineer’s satisfaction. Glenn noted that the booster station has not been active for years and it’s a potential source of contamination for the rest of the system. Tom asked if the booster station has an electric meter. Glenn said yes, and the condo association pays the electric bill, which is an indication of ownership. Dick volunteered to draft a letter. Glenn asked Martha to check in with Joe Duncan regarding the emergency funding for the other booster pump issue, i.e. removing the booster pumps from the

burned-out base lodge. Martha said Joe is waiting to hear from the state about their requirements for the bid process. Dick asked if the land the town is acquiring includes the road to Mountainside Condos. Glenn said no. Dick suggested noting that in the letter. Glenn agreed. Shirley asked if the existing water lines will be able to accommodate a more powerful pump. Glenn said the engineers are looking into that.

12. Village sewer update – Martha said we're waiting for the final design from Aldrich + Elliott and also waiting to hear from our representatives about our Pollution Abatement grant. Martha said Joe Duncan would like us to confirm the submission of our application to remain on the CWSRF priority list. Martha said we're hoping to get the funding this year but, in case we don't, we should make sure we're on the list for next year. Martha said one application is for the village sewer project and one is for work on the Upper Loop. Martha asked Glenn if he still wants to be the contact person on the application. Glenn said he thinks she should be the contact person. Tom said the fire department trustees would like to know whether the generator will be inside or outside. Martha said she asked Joe about permits and easements and is waiting to hear back. Glenn said the placement of the generator should be in the final design. Martha said she will check with Joe and see where they are with that. Dick asked about the damage to the pump next to the fire station as a result of Irene. Glenn said the water did not get up to the electrical controls but the transformer was damaged. Glenn said he will go in and spin the pumps in the next few days. Tom asked if we're going to get a new transformer. Glenn said it may come up if additional resort development is proposed; the fire department would probably want the pump station to be operational per the Act 250 permit.
13. Hale Property Buyout Status – Martha said she sent out a request for proposals for a certified appraisal of the property, which is the first of many requirements that come with the federal grant funding. Since access to the property is difficult, and she hasn't had any response yet, Martha suggested putting the RFP in the newspaper. Tom was concerned about the town losing the funding. Martha said the town has secured the funding and has three years to complete the project. Dick asked if they want "before" and "after" values. Martha said no; they just want the pre-disaster value. There were no objections to running the RFP in the paper.
14. Clarify amount of "surplus" and "reserve" in Town Report – Tom said the town's money market account has over \$1 million in it and the only payable is the amount due to the state in May. The remainder is town funds. In the past, Tom said, the Selectboard has moved some money to the reserve fund. Cathy suggested transferring \$80,000. **Tom moved to transfer \$80,000 to the reserve fund. Glenn seconded the motion.** Glenn added that the budget surplus for 2014 was approximately \$142,000 so transferring \$80,000 would leave \$60,000 in the coffers for cash flow. Dick asked if that would include funds approved at town meeting for various projects. Cathy said after the transfer, the funds would be drawn from the \$160,000 in the reserve fund. Cathy said \$50,000 will come out to lower taxes and \$6,000 will go to Sheddsville Cemetery. Tom asked about funds to fix the clock tower roof. Glenn said that would come out of the town hall maintenance budget. **Dick called for a vote on the motion, which passed unanimously.**
15. Discuss best guess on 2015 tax rate – Tom said it appears that the school rate may go down by a penny and the town rate may go up by a penny or two. Glenn said he thought the town rate was going to go down. Cathy said, based on last year's Grand List, the town would need 44.5 cents, but we won't get this year's Grand List until June. Glenn said he is disturbed that the CLA went up to 103, which means that properties are over-valued. Glenn asked about the status of MFW's appeal. Cathy said she will have to check.
16. Sheddsville Cemetery Funds & Projects – Tom said the town needs to finish fixing the wall and the gate, which will cost about \$6,000. **Tom moved to transfer \$6,000 from the reserve fund to the Sheddsville Cemetery fund to finish the stonewall project. Glenn seconded the motion.** Mike said the trees and stumps should be removed before the wall project is finished. **Dick called for a vote on the motion, which passed unanimously.**

17. Town Hall projects - Roof work: Tom said he checked with Sloane on the cost to fix the slate on the clock tower, which would be approximately \$5,600. Cathy said there's \$7,500 in the budget for town hall maintenance, so that should be enough. Clock project: Tom said the company has proposed using acrylic or some other material, which should reduce the cost of the project by half. Tom said he will get more information. Furnace replacement: Tom said the furnace is almost 40 years old. Tom said two propane hot water systems would enable the town to get rid of the underground oil tank, the ductwork, and the electric heat at a cost of \$55,000 to \$60,000. Glenn asked why we would get two systems rather than one. Tom said it appears that one system, large enough to heat the whole building, would cost more than two systems. Also, if one system is down, the building would not be without heat. Tom said propane hot water systems require very little maintenance. Shirley asked if the town hall has a generator. Tom said no. Shirley said if you have a hot water system and lose power, you need something that can kick the furnace back on because the water in the pipes can freeze. Glenn said you can put anti-freeze in the pipes but he agrees that there should be a backup generator at the town hall. Dick said most municipal facilities today have some kind of backup. Grounds work: Tom said, with the sewer system work planned for the village this summer, it doesn't make much sense to do a lot of grounds work. Main hall window work: Tom said he'd like to hire someone to get the windows in the upstairs hall to work properly with funds to come from the town hall maintenance budget.
18. Story Centennial Celebration – Tom said the Historical Society is planning an open house in old buildings.
19. Set date to review town ordinances – Tom said the Selectboard hasn't reviewed town ordinances in a while. Martha said most ordinances are on the website but she will check to see if there are some that are not. Dick asked if West Windsor has a derelict buildings ordinance. Dick was concerned about what would happen if the fire-damaged ski lodge doesn't get taken down. Glenn said the town could make some changes in the zoning regulations as well.
20. Transportation Advisory Committee update – Tom said paving Route 44 is still on the agenda, hopefully after the sewer project is done.
21. Solid Waste District update – Tom said mandatory recycling is coming and he thinks there's going to be a regional ordinance.
22. Regional Planning update – Tom said the legislature is considering a bill to allow towns to update their town plan every 10 years rather than every 5 years.
23. Compliance with open meeting law – Tom said he is planning to send all emails to Martha and she can forward them if necessary. Tom said he is concerned about email discussions between two Selectboard members being a violation of the open meeting law. Dick suggested asking Matt Birmingham for his opinion. Glenn agreed and said he thinks there are a number of model email policies available. Glenn said after EC Fiber is up and running, we should consider having town email accounts and all emails sent from town accounts would be public record. Tom said he thinks Martha should be copied on all emails so she knows what's going on. Glenn agreed.
24. Tree Warden Report – Tom said he was able to connect a family who needed firewood with a property owner who needed trees removed.
25. Stray Dog Procedures – Tom said he checked with Lucy MacKenzie and they said they don't take stray dogs anymore so issues involving stray dogs should be referred to the Windsor Police Department. Tom asked Martha to contact Windsor PD to confirm.
26. Speeding through the village – Tom said the school bus was doing 42 MPH in a 35 MPH zone so he let the driver know she had been speeding and spoke to the Principal.
27. Police Report – Martha said we don't have a report for February yet. Glenn said there were 45 calls in January. Tom asked about additional B&E attempts at the old base lodge. Glenn said the new security measures seem to have taken care of the problem. Mike said he had a conversation with the Chief about the lack of response to the car accident on the Brownsville-Hartland Road and was assured that it would not happen again. Bob French asked how much Hartland is going to pay to have the Windsor Police Department cover their town. Bob said he heard it was only going

to cost them \$50,000. Mike said he heard \$240,000. Glenn said Hartland is spending about \$60,000 now for state police coverage. Mike said Hartland is twice the size of West Windsor with three times as many people.

28. Set wages for Town Administrator – Glenn said the Selectboard had agreed that \$12,000 per year would be an appropriate increase in Martha’s wages. **Glenn moved to increase the Town Administrator’s wages by \$12,000. Tom seconded the motion.** Tom asked if this is a new position. Glenn said there is a line item in the budget for the Town Administrator. Glenn suggested just increasing that line item. Tom suggested a review in three or four months. Glenn agreed. Cathy asked if it’s going to be salary or hourly wages. Glenn suggested salary. Tom said he would prefer it to be hourly. Dick asked Martha if she is being paid hourly now. Martha said yes. The Selectboard agreed to pay Martha hourly and to adjust her hourly rate to reflect the \$12,000 increase. **Dick called for a vote on the motion, which passed unanimously.**
29. Other Business – Nilson: Tom said it’s his understanding that VAST is waiting on some paper work from the town. Glenn said the snowmobile club is waiting for a Letter of Intent from the town indicating that the town will grant them a permanent easement through the Nilson property for the amount of \$1,500 upon the town acquiring the property. Glenn suggested that Dick or Martha draft that letter. Tom expressed concern about a permanent easement. Dick said the town could grant a renewable license rather than an easement. Glenn said the snowmobile club is interested in a permanent easement but, if we’re not concerned about the \$1,500, we could offer a license instead. Glenn said the town is interested in the property because it provides a connection to the resort property through the old Bowers Road. Shirley said the property also provides parking for snowmobiles to access the trails. Dick asked about the acreage. Glenn said there are five or six acres. Dick suggested considering a license. Shirley said if VAST is contributing money for the purchase, they need a term length that they’re happy with. Glenn suggested that Dick call Chris Nesbitt. Glenn said he will forward the relevant emails to Dick. Furnace project: Shirley asked if the furnace project will go out to bid. Tom said probably; so far he has been talking with Dead River. Glenn said we would have to put it out to bid, according to our purchasing policy. Radio: Tom asked that the town purchase a radio for him to use to represent the town during emergencies. Tom said the cost of \$800 would come out of the emergency management budget. **Glenn moved to authorize the purchase of a radio for the Selectboard to use in the event of an emergency with primary use by Selectman Kenyon, in the amount of approximately \$800. Dick seconded the motion, which passed unanimously.** Town Hall parking lot: Glenn said there was a truck parked in the town hall lot for a length of time and someone called the police to identify the owner. Glenn said the police showed up at the owner’s house and told him the truck couldn’t be parked at the town hall anymore. Glenn said the truck owner was concerned about how it was handled. Glenn suggested that, in the future, we just call the owner rather than sending the police to their house. Glenn also suggested establishing a parking policy for the town hall. Dick suggested putting the policy in the form of an ordinance. Mike said we could solve a lot of parking issues with the acquisition of the ski area parking lot. Mike said the town already plows one end for helicopter landing and one end for parking. Tom said it could be one of the stops on the transit system as well.
30. Minutes – February 23rd (7:15 AM and 8:00 AM): **Tom moved to approve the minutes of both meetings as written. Glenn seconded the motion, which passed with Dick abstaining.** March 3rd: **Glenn moved to approve the minutes of March 3rd as written. Tom seconded the motion, which passed unanimously.**
31. Adjourn – **Glenn moved to adjourn at 8:38 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison