

West Windsor Selectboard
Draft Minutes
May 11, 2020

Present on conference call: Win Johnson, Brett Myers, Matt Kantola, Martha Harrison, Al Keiller, Mike Spackman, Nancy Gaynor, Deb Shearer, Tom Kenyon, Cathy Archibald, Erik Boedtker, Glenn Seward, Peter Money

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Discuss conditions for re-opening the Town Hall (#4); discuss flower bed in memory of Annie Burke (after #5); add April Police Report, STAB/ATA merger and Sheddsville Cemetery under “Other Business.”
- 3) Announcements/Public Comment – None
- 4) Updates – Emergency Management Coordinator: Mike had nothing to report. Health Officer: Nancy said it’s been quiet; no calls to the non-emergency number. Fourth of July: The Fourth of July celebration has been cancelled, but the committee is trying to think of other ways to acknowledge the occasion. Bike trail opening: Glenn said Ascutey Outdoors has been talking with STAB and Jim Lyall about how to open up, which they did on Sunday. Following the Governor’s latest directives and the recommendations of the VT Mountain Bike Association (VMBA), they have posted signs at the AO Center, the tubing lift area and the Town Forest. The signs say: Observe trail closures, keep your distance and slow your speed, ride solo or in small groups, ride local, go with the flow (observe trail directions), minimize interactions with others, ride & go (do not congregate in parking lots), leash dogs, lower the gnar (ride within limits to avoid injury), beat the peak (if parking lot is full, move on), and no sharing (bikes, tools, etc.). There’s also a sign about social distancing on the AOC and the upstairs portion of the building is locked. The downstairs is open so the bathroom, which is disinfected daily, can be accessed. AO has also removed all outdoor furniture to discourage congregating, and installed several video cameras. There were about half a dozen bikes at the AOC this weekend and a few more out at the Town Forest, including a few Massachusetts and New Hampshire license plates. Win asked if they’re keeping an eye on the parking lots. Glenn said yes. Martha asked about putting information about the Governor’s orders on out-of-state cars in case they’re not aware. Glenn said that would be quite a task. Glenn said he doesn’t think out-of-state property owners are observing the 14-day quarantine. Win said let’s watch and see for now, but if we start to get an increasing volume from out-of-state, we may want to do more. Martha said she doesn’t know if it’s a lack of awareness or a lack of concern. Matt said there are notices at all Vermont entry points. Win asked Glenn to keep the Town posted as to how the volumes are changing. Glenn agreed and said the UVLT has placed a bike counter at the Town Forest parking lot. Win asked Mike if contractors are going to check their own employees. Mike said they’ve only hired Murphy with one crane operator so far. Mike said it’s up to the contractor to make sure his employees are healthy. Win asked Mike to let Murphy know that we’re relying on him to follow the guidelines. Martha said Daniels started the water project today and last week they sent us an 11-page safety plan, which they’re not really following. Martha said Jason is going to be on-site tomorrow and will mention it to the site supervisor but he said A+E is not in the enforcement business, although they will note it in their daily reports. Martha said, since the Town is the owner and the one who is paying the bills, she thinks we

should make our expectations clear. Win agreed. Win asked when the sewer project is going to re-start. Martha said she doesn't know yet. Work site health & safety practices – Win asked Cathy if people are complying with the mask requirement. Cathy said yes. Win read Martha's summary of the Governor's orders for returning to work, and added that employees should continue to work from home coming to the office only to meet customers or attend small meetings, which should be held outside whenever possible. Win said if there are meetings inside, they should be held upstairs to allow plenty of space. Win asked Cathy what we have for cleaning supplies. Cathy said she has some wipes but that's about it. Win suggested a small bucket and some Clorox at each location, including the Library. Peter said they're starting to think about what re-opening would look like and finding supplies is one of the steps. Peter said it would be good to have a supply of paper towels and masks on hand. Win agreed and suggested hand sanitizer as well, if we can get some. Nancy said the Silo in Windsor is giving away hand sanitizer every day between 4:00 and 6:00 PM; it's watery but it's free and anyone can get it. Peter said he can look into that; he just wondered if we wanted to have a centralized supply source. Erik said the Fire Department may be able to get a gallon jug of sanitizer. Martha remembered Jenifer Aldrich saying the school may have some surplus cleaning supplies. Win asked Martha to check with Jenifer. Win said we also have to make sure someone is wiping everything down after a meeting. Win said the restroom at the Town Hall should also be closed to the public except in emergencies. Win asked how people feel about re-opening the Town Hall. Matt said there should only be one person at a time and the doorknobs should be wiped down periodically. Cathy said it's by appointment only right now and, if the door's unlocked, how is anyone going to know if someone else is already inside. Win said maybe we should keep it how it is for now. Cathy said it's been working out, and she's been doing the cleaning. Win suggested hiring someone part-time to clean. Martha said that may not be necessary if it's by appointment only. Matt said he doesn't think the Governor is letting people meet indoors yet. Win said he was thinking about very small group meetings of five or less. Martha said she would prefer to meet outside if a meeting is necessary. Matt agreed. Brett asked about temperature checks. Win said he has ordered a thermometer and Mike has also but, if people are handling it, it will need to be cleaned. Win said employees should be checking their health and temperature before they go to work. Mike said the highway crew does the health checklist every morning. Win said he will write an outline of expectations.

- 5) Town Clerk's orders – Win said the orders are in the google folder and he has reviewed and signed them. Matt and Brett had no questions.
- 6) Town Hall flower bed – Tom said he submitted a proposal for \$2,000 but it does not include the monument for Annie. Matt said he will pull out the dead junipers. Win offered his burn pile for disposal. Matt will call Glenn to see if he will haul it up to Win's house. Tom agreed to get an estimate for a small granite monument with a plaque. Win said he thinks the plants should be perennials. **Matt moved to approve the project proposal for an amount not to exceed \$2,000 not including the memorial. Win seconded the motion, which passed unanimously.**
- 7) Conference call service options - Win noted that he and Martha were on a conference call with better audio last week, so we may try out that service. Brett asked if we could have our next meeting at the Town Hall and limit it to four people. Martha said you can't limit the attendance at a public meeting. Win said we could also try Zoom, which you can access by

phone or computer. Deb said she used a different service with a better connection, which the Selectboard could try. The Selectboard agreed to try it, or Zoom, for the next meeting.

- 8) Highway Foreman's report – Mike said they're working on the salt shed and then they'll start installing culverts and ditching. On Thursday, Mike said, LE Environmental will be having the groundwater wells drilled on the Burke property. Mike said the speed cart is out by the Town Garage because they're crossing the road there a lot right now. Win asked about the Churchill Road project. Mike said they need to do their regular road maintenance first.
- 9) Update on Burke property project – see #8 above.
- 10) Transfer Station update – Win said he was on a conference call last week about the financial condition of the transfer station. Afterwards, Win said he talked to Ted Siegler about it and Ted said he thinks the Transfer Station is an important asset, but the enforcement is lax regarding stickers. Win said one of the things they're losing money on is C&D waste. Martha said they don't have a scale so when people bring C&D waste, they charge based on the estimated volume. Win said Reading has been sending an appropriation to Weathersfield for years and getting stickers in exchange for residents who want to use the transfer station. Win said Weathersfield would like to have a uniform assessment method. Matt asked how much Reading pays. Win said he thinks it's \$5,000. Martha said she doesn't recall them giving a number and they didn't know how it was calculated either. Matt said let's get that number. Win said we're not going to do anything until we see some financials. Matt said there's no market for recyclables. Martha said the cost to get rid of recyclables has gone from \$58/ton to \$135/ton. Win said he urged the new Weathersfield Town Manager to contact Ted Siegler.
- 11) Sewer and Water projects – Martha said the water project started today and they're planning to finish up by mid-June. Jason is coming down tomorrow and Ben was there today. Jason will talk to Daniels about their safety precautions and he's also going to ask them if they're interested in looking at the remaining sewer work that Avery's not doing. Win asked if Avery is bowing out of the contract. Martha said no; they have to do the contract work or forfeit their bond, but there was some additional work identified during the project that Avery is no longer interested in doing, and there's the sag by the hotel. Martha said Daniels thinks they're going to close Ski Tow Road on Wednesday or Thursday, but Ben's a little skeptical that they're going to be ready that soon. Martha said she asked for 48 hours' notice before any water shut-offs. Win said we should put a notice about the road closure in the Front Porch Forum.
- 12) Other Business – STAB/ATA merger: Matt said STAB is dissolving and the STAB officers will be the new officers of the Ascutney Trails Association (ATA). ATA will focus on hiking, back country skiing and mountain biking in all the towns surrounding the base of Mt. Ascutney. The former ATA board will stay on as advisors. Matt said they'll have all the historical documents as well and plan to put up interpretive signs that tell the story of the mountain. Win suggested a sign indicating the mountain's original name. Matt said they will continue working on the trail around the mountain. Matt noted that Erik Schutz is involved again. Sheddsville Cemetery: Tom said he has talked to several masons about the stonewall and the plan he likes best is by Hector Santos. It's more expensive but he thinks the town would support it and Matt Birmingham has offered to help with fundraising. Tom said they're going to put it off for a year or two, but he'll share the drawings with the Selectboard in the near future. Tom said he's assuming we'll use Dwight for mowing again. Tom also suggested having Bob Farnsworth survey more grave sites on the southwest side, and said he'll get an estimate from Bob. April Police Report: Win noted a noise disturbance that

Martha inquired about, but it wasn't related to the explosions that had been reported in the same area over the past year or two. Win noted some calls for fights, vandalism and intoxication, probably related to the stress everyone is under.

- 13) Approve Minutes: **Brett moved to approve the minutes of April 27th. Matt seconded the motion, which passed unanimously.**
- 14) Adjourn - **Brett moved to adjourn at 7:44 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison