

West Windsor Selectboard
Draft Minutes
May 22, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Tom Kenyon, Martha Harrison, Cathy Archibald, Mike Spackman, Deb Shearer, Glenn & Shelley Seward, Jenna Koloski (VT Council on Rural Development), Dana Waters, Paula Wehde (Windsor on Air), Michael Bell, Al Keiller, Tom Kennedy (SWCRPC), Chris Yurek, Nancy Pedrick, Elizabeth Burrows

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – None
- 3) Announcements/Public Comment – Solar Farm in Windsor: Tom Kenyon noted that the Regional Planning Commission has been discussing a solar farm off Back Mountain Road.
- 4) VT Council on Rural Development (VCRD) Community Visit program – Jenna Koloski was present on behalf of VCRD to provide an overview of the organization’s mission with a focus on their Community Visit program. The purpose of the program is to unite and engage the community around common goals and initiatives, develop action plans, and connect the community with the resources needed to achieve its goals. The first step in the process is building a steering committee that represents all the different parts of the community, including the school, the business community, etc. The steering committee helps determine the key issues and opportunities in the community. The next step is to invite the entire community to Community Visit Day, with a comprehensive outreach effort designed to reach everyone. In a town the size of West Windsor, there would probably be six different forums on the topics most important to the town, with VCRD facilitating the process and bringing a team of 20 to 30 leaders who will listen and reflect back what they’re hearing from the community. There’s also a community dinner. VCRD will take comprehensive notes and do a cluster analysis of the action ideas. A month later VCRD will return with a list of 15 to 25 action ideas and ask community members to vote on them. After the top priorities are identified, community members are asked to sign up to serve on a task force. A month later, the task forces will meet and develop action plans. At this meeting, VCRD will provide a resource team that can help with the community’s specific priorities. VCRD asks the community to fund a town-wide mailing and the community dinner. If West Windsor would like to participate, Jenna said, the Selectboard should send VCRD a letter of interest. Jenna noted that VCRD recently developed a partnership with the VT Community Foundation, which will help provide follow up assistance to communities. Tom Kenyon expressed concern that, despite our best efforts, the town is slowly dying. Shelley Seward said the program sounds great and she’d like to see it happen as soon as possible. Elizabeth Burrows said she thinks we have energy and potential and this program would bring people who are pursuing independent efforts to the same table. Deb Shearer noted the concerns about Act 46 and the impact on our local school. Al Keiller asked how many towns VCRD has worked with and how successful towns have been in implementing the action plans. Jenna said they work with 2 to 3 towns per year and every town has had some degree of success; a lot depends on local leadership. The Selectboard noted some of the town’s challenges, opportunities, and key constituencies. Jenna said even if VCRD is not able to offer the Community Visit program to West Windsor in the near future, they are still available to provide other types of assistance. Tom Kennedy endorsed the program and endorsed West Windsor as a candidate for participation.
- 5) West Windsor Fire Station dam removal project – Chris Yurek said removing the dam will help restore flood plain and ecological function. Win asked who is removing the dam. Tom Kennedy said the Regional Planning Commission (RPC) is the grant recipient. Chris said the dam removal project was identified as a priority in the Stream Geomorphic Assessment and the RPC got funding for the project from the Agency of Natural Resources and the High Meadows Fund. Win asked if a prior Selectboard endorsed the project. Tom Kennedy said they wouldn’t have gone forward without that.

Tom said they worked with Tom Kenyon, Mike Spackman and Ted Siegler. Chris said the impoundment will be replaced with weirs, which the project engineer has indicated will maintain a water elevation sufficient to feed the storage vaults for firefighting. Chris said the weirs will require periodic maintenance. Win asked who would do the maintenance. Chris said the Town would have to reconfigure the weirs if they were to shift. Win asked if the Town would need a permit to do the maintenance. Tom Kennedy said they will find out for us. Mike said if it doesn't work, it has to be fixed because that's critical fire protection for the village. Win asked Mike if he has reservations. Mike said yes. Tom Kennedy said he was led to believe that there was consensus on this project but, if that's not the case, they need to go back to all the parties involved. Win said it sounds like there needs to be more communication with the engineer. Dick said he doesn't recall any consultation with the town prior to the partial removal of the dam on Harrington Road; it was just done. Tom Kennedy said he can ask Evan Fitzgerald to come down and explain the project in more detail but, if the fire department doesn't want the project, then they won't proceed. Win said he's in favor of hydro-geomorphic improvements but he'd like a little more reassurance for the fire department that this is going to work. Mike said Evan claims that it will work. Win said it would be nice to hear from other communities where weirs have worked. Tom reiterated that the RPC cannot be responsible for maintenance. Win said if frequent maintenance is needed, then it becomes a budget issue; if maintenance is rare, he would feel differently. Tom said he will ask Evan to come down and meet with the Selectboard.

- 6) Inquiry re: Recycling at the Hartford Transfer Station – Tom Kennedy said the RPC manages the solid waste district that includes Hartford and he has talked with Hartford about allowing West Windsor residents to buy stickers and punch cards for their facility. Tom said Hartland also has a program called “Fast Trash” on Saturday's from 8:00 AM to 11:00 AM at the Hartland fire department where trash, recyclables and metal are accepted for a fee. Regarding the Hartford transfer station, Tom said West Windsor residents can buy a day pass but he's looking into a more formal system where residents can come to the Town Hall and buy a sticker for Hartford or Weathersfield, whichever is more convenient for them. Tom said the Hartford facility is on Route 5 past North Hartland, and they take all types of plastics. Brett said Weathersfield is going to “zero sort” and asked if they will take all types of plastic at that point. Tom said he doesn't know and suggested asking the Weathersfield Town Manager.
- 7) Event application by Nick Morell for a Rainbow Run on July 2, 2017 from 8:45 AM until Noon starting and ending at the west end of the parking lot – Win asked about the use of town roads. Deb said they should be able to use the skier bridge to avoid the roads but she is meeting with Erin Kershaw and Jim Lyall tomorrow to finalize the route. If they do need to use the road, Deb said, Erin will make any necessary arrangements with Chief Sampson.
- 8) Event application by Richard “Ben” Bardwell for the Gnar Weasel Mountain Bike Race on July 1, 2017 from 8:00 AM until 4:00 PM with camping the night before – Dick noted that this event is the day before the Rainbow Run. Dick asked where the camping would be. Deb said at the east end of the parking lot. Win said there can be no fires. Dick said there can be no alcohol either. **Win moved to approve both events with the condition that there be no fires or alcohol associated with the camping for the Gnar Weasel race. Brett seconded the motion, which passed unanimously.**
- 9) Review information related to “Dirty Road-a-Coaster” event – Dick asked if the Police Chief's concerns about traffic control have been resolved. Martha said no. Deb said Ascutney Outdoors (AO) endorsed the use of the parking lot and the area above the skier bridge for the start and end of the race but, after they leave AO property, it's not their event. There was discussion about the route and the use of public roads. Dick said if the town's approval is limited to the use of AO's leased land, that's one thing; but he can understand the Police Chief's concerns if they're going off site and using public roads. Deb said the VT State Police also have to approve it because there's an application for riding more than two abreast. Win asked about the date of the event. Deb said June 25th. Martha said the applicant, Shawn Mason, talked to the Selectboard in early January and said he couldn't get state police approval until he had town approval. Martha said Shawn was planning to meet with Nancy

Gaynor on Saturday but he hasn't met with Mike yet. Martha noted that she forwarded the additional information provided by the applicant to the Police Chief but she hasn't heard anything further. Win asked if the Selectboard voted to approve the event. Martha said she thinks the outstanding issue was alcohol; if the applicant decided to serve alcohol, the Selectboard wanted him to come back. Win said he thinks it was more than that. Martha said she'll check the minutes and the letter. Dick said he must have gotten something in writing because he showed it to the Police Chief. Dick said we're going to have problems if what we approved is taken to mean that anywhere you go is fine with us when it has to be approved by emergency personnel. Dick said the town only has the authority to approve an assembly on town property. Win said he doesn't know if the applicant needs permits from the other towns to ride on their roads. Win said the applicant should get back to the town to let us know he has his ducks in a row. Deb asked if approval from Chief Sampson is sufficient. Deb asked Mike what he needs. Mike said the applicant needs to come and talk to him and get a letter from the Fire Department. Win said the alcohol issue needs to be addressed as well. Deb said she'll ask Shawn to address that issue with the town.

- 10) Ski Tow Road bridge mural proposal – Michael Bell said there's a little graffiti on the underpass. Rather than just painting over it, Michael suggested having a mural painted related to the activities that are happening on the mountain. Michael said there could be a contest for local artists but he doesn't want to move forward without Selectboard approval. Michael said he envisions involving the community in judging entries. The Selectboard encouraged Michael to proceed with planning and come back with a proposal. The Selectboard asked Michael to touch base with Mike Spackman during the planning phase.
- 11) Town Clerk/Treasurer's Report – None
- 12) Sign Town Clerk's orders – **Win moved to sign Town Clerk's orders at the end of the meeting. The motion passed unanimously.**
- 13) Highway Foreman's Report – Paving: Mike said the Brownsville-Hartland Road will be paved in early June. Win asked Mike if Route 44 is being paved next summer. Mike said that's what he has been told. Tom said the state's going to use federal funds for the project so they're doing it next year. Guardrails: Mike said the guardrail work is complete and seeded. Mowing: Mike said roadside mowing will start in about a week. Phil's retirement: Mike said he'd like the town to provide food for Phil's retirement party on July 28th. The Selectboard agreed. Mike said he won't start looking for a replacement for Phil for another month or two. New truck: Mike said the new truck should be here next week or the week after. Power for maintenance building: Mike said, according to GMP, they can't provide overhead power to the maintenance building because it's made of metal. Mike disagreed with GMP on that so they're going to check with the state but the cost should be less than \$2,500. Grader: Win said Reading had their grader completely overhauled, which was much less expensive than getting a new one, and it's working spectacularly. Win suggested that Mike talk with Reading's Highway Foreman about it. Missing road sign: Dick asked Mike about the missing sign. Mike said they hadn't even noticed it missing. Mike said they'll have to go around and check to see if there are any other signs missing so they can order them at the same time. Crosswalk sign: Tom Kenyon said the Library Trustees would like the crosswalk sign moved. Mike said all that's going to be changed when the school safety grant project is done.
- 14) Consider signing grant agreement (Better Roads, Category B) for Silver Hill project – Martha said Better Roads hasn't actually sent the agreement yet. Win asked if we want to sign it. Mike said we're meeting with Alan May and we need to make sure we have the same vision before we sign it. Win said we also need to look at the capital budget if the project is not going to be entirely grant-funded. Dick asked if the project can be done without going on the abutter's property. Mike said he thinks it can. Win asked about the date for the meeting with Alan May. Martha said June 8th at 9:00 AM. Win agreed to represent the Selectboard at the meeting. Mike said we need to discuss all the options and the Better Roads program may withdraw their grant offer unless we come up with a plan to do the project in phases.

- 15) Discuss proposal from Engineering Ventures for water system access road design – Dick said he got an email from Patricia indicating that she’s fine with the road the way it is. Win said he met with Mike and Engineering Ventures to look at the project and they agreed that the town doesn’t need to do anything more than re-grading and reseeding around the new pump building. Win said Glenn didn’t think it would jeopardize AO’s project if the town decided not to improve the existing access to the reservoir. Win said after that he met with Martha and Patricia, and Patricia said she’s fine with leaving the access the way it is but suggested buying a utility vehicle for the water company, and perhaps eventually a snowmobile. Win said buying a utility vehicle would cost a lot less than improving the road. Win said the utility vehicle could be stored in the garage. Dick said he was just concerned about the stormwater permit but, if we’re not going to do anything to the road, then maybe it’s fine. Win agreed that, if the state starts pressuring the town, we may need to do something different because we don’t want to delay AO’s project. Glenn said AO is comfortable with the town’s approach.
- 16) Discuss service line for Ascutney Outdoors Center – Win said when we discussed this at the last meeting, we agreed to cap the old 4” line and not do anything else. Since the town cut the old domestic water line, Win suggested that the town be responsible for putting a new line in from the main to the shut-off and that AO be responsible for extending the line the rest of the way to the building. Win added that AO has the design criteria so he thinks it makes sense to have Manosh go ahead and install the service connection. Dick and Brett agreed. Win asked Glenn about the size of the line. Glenn said it’s a 4” line that will provide both domestic water and water for the sprinkler system. Glenn said he wants to make it clear that this is not a new service; it’s a replacement for an existing service. Dick asked when Manosh is coming. Mike said they’re here. Win said we need to contact Bob Moulton about this. **Win moved to approve, for the water system, the installation of a new service line from the tap to the shut-off and then continue it into the AO building to be reimbursed for that part of the cost by AO. Brett seconded the motion.** Dick asked if that’s consistent with the draft water ordinance. Win said yes. Martha said the town would typically own to the curb stop. Tom said Win’s motion referred to a “new” service and this is a replacement service. Win and Dick agreed. Glenn said he would like to confirm that AO will not be billed for water service until the building is up and water is being used. Glenn said the town had an arrangement with the previous owner of the property to not bill for water and sewer as part of a broader discussion related to the purchase of the property. Martha confirmed that the town was not charging the previous owner. Dick said Glenn’s proposal sounds fair. **Dick called for a vote on the motion, which passed unanimously.**
- 17) VT Department of Tourism & Marketing ad campaign – Win said he thinks the town should partner with AO in considering how to respond to the Department of Tourism’s request for information. Glenn said Steve Carihfield and Felicity Knight are talking about how to take advantage of this opportunity and he will ask them to contact the Selectboard when they come up with a plan.
- 18) Water system update – Martha said she’s been working on the ordinance with Jason and thinks they’re getting close. Martha noted that the annual Consumer Confidence Report has been mailed out to water users. Martha also noted Patricia’s comment that Reservoir #1 needs to be cleaned and inspected. Win asked if Patricia’s email asked the town to purchase a utility vehicle. Dick said yes. Win asked Mike if he has contacts with vendors. Mike said yes. Win said we don’t need anything fancy, just a low-end four-wheel drive. Mike said there may be some second-hand vehicles available. Win asked Mike and Martha to get some prices. Tom asked if additional fill is going to be added uphill of the line to Mountainside. Mike said they haven’t put any fill up there yet. Win asked Tom if he’s still going to be on-site to make sure everything gets done. Tom said yes.
- 19) Sewer project update – Martha said the final inspection is tentatively scheduled for June 14th at 1:00 PM but Zaluzny needs to confirm. Win apologized to the school for Daniels coming in to seed and mulch without notice. Martha said Daniels didn’t secure the fabric where they re-seeded; she and Jason have both been calling but Daniels has not responded. Elizabeth said the school would like to know how long the area is going to be off limits. Elizabeth asked if the concerns itemized by the

school are going to be addressed by Zaluzny. Martha said she thinks most of them will be. Dick read the school's list of concerns. Tom noted a hole by the Grange Hall, and said each property will have to be inspected. Win said we should let the property owners know. Mike said the town is paving the Brownsville-Hartland Road next week, starting at the intersection with Route 44. Dick said we don't want Zaluzny to dig up the road if it has just been paved. Mike said he doesn't think there are any sewer issues on the town road. Regarding the pollution abatement grant, Martha said we won't know anything until the state budget passes. Win said we almost have final project cost numbers for the sewer project; there are just a few things that Martha's working on with Jason. Martha noted that the town has to provide a final report for the Community Development Block Grant by the end of June.

- 20) Ratify approval of asset management grant application & risk assessment questionnaire – **Win moved to ratify approval of this item as well as the Zoning Administrator's attendance at the Planning and Zoning Forum. Dick seconded the motion, which passed unanimously.**
- 21) Ratify approval of Zoning Administrator's attendance at Planning & Zoning Forum – See #20 above.
- 22) April Police Report – Win noted with concern that the report includes an assault. Tom said there are still complaints about speeding on the Brownsville-Hartland Road.
- 23) Other Business – Groomer: Glenn said there's been an offer of \$3,500 for the groomer. Win said we wouldn't have sold the groomer without Glenn's help so he would suggest that we share the proceeds with AO. **Brett moved to split the proceeds of the groomer sale 50/50 between the town and AO. Dick seconded the motion, which passed unanimously.** Win asked about the air exchanger. Glenn said since Burke backed out he has had no inquiries.
- 24) Approve Minutes – May 8th: **Win moved to approve the minutes of May 8th. Brett seconded the motion, which passed unanimously.**
- 25) Adjourn – After the Town Clerk's orders were signed, **Win moved to adjourn at 8:20 PM. The motion passed unanimously.**

Respectfully submitted,

Martha Harrison