

West Windsor Selectboard  
Draft Minutes  
May 8, 2017

Present: Dick Beatty, Win Johnson, Brett Myers, Tom Kenyon, Martha Harrison, Cathy Archibald, Mike Spackman, Deb Shearer, Glenn & Shelley Seward, Katrina Hill

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – The following items were added to the agenda: FAST Squad/Windsor ambulance, village trail, Tree Warden’s report, Ascutney Outdoors, Better Roads and paving grant agreements, Landino letter & driveway paving estimate, statewide parcel mapping. Manosh: Dick noted that Manosh will remobilize on May 15<sup>th</sup>. Casella & EHM invoices: Win asked if there are any other costs associated with the demolition of the old lodge. Glenn said no. Leaky valve: Win said we need to decide what we’re going to do about the leaking valve on the water line to the Base Lodge.
- 3) Announcements/Public Comment – Act 46: Katrina Hill encouraged people to attend School Board and Act 46 meetings because important decisions are being made by a small number of people. Katrina said there will be a School Board meeting this Thursday and one option being considered is a merger with Reading. Katrina added that an Act 46 Committee member recently resigned so a new appointment will be made. Shelley said the School Board is getting involved because the Act 46 Committee is limited in the type of discussion they can have under the purview of Act 46.
- 4) Town Clerk/Treasurer’s Report – None
- 5) Sign Town Clerk’s orders – **Dick moved to sign orders at the end of the meeting. The motion passed unanimously.**
- 6) Discuss VT Council on Rural Development’s Community Visit program – Dick said a representative from VCRD will be present at the Selectboard’s May 22<sup>nd</sup> meeting. For anyone who might be interested in participating in the program, Martha said, it would be a good introduction. Win said he thinks the Selectboard should be prepared to talk about why they’re interested in the program.
- 7) Public Assembly application: Ascutney Outdoors (AO) Information Day on May 28<sup>th</sup> from 11:00 AM until 4:00 PM at the warming hut area – Deb said the information portion will be from 11:00 AM until noon; the remaining time is for informal activities. **Win moved to approve the application. Brett seconded the motion, which passed unanimously.** Deb said AO would like to use the Town Hall as an alternative site in the event of rain, and said she filled out the Facility Use paperwork. **Win moved to allow the use of the Town Hall as a back-up location for the event. Brett seconded the motion, which passed unanimously.**
- 8) Public Assembly application: Ascutney Outdoors (AO) Five & Dime Run on June 17<sup>th</sup> from 7:00 AM until 12:30 PM at the Ascutney Trails & parking lot – Win asked Deb about the route. Deb said it’s not finalized yet. **Win moved to approve the application. Brett seconded the motion, which passed unanimously.**
- 9) Consider entering into agreements with Engineering Ventures, PC and Farnsworth Surveys for Town's water system share of permitting costs for roadway over AO's land extending to new booster pump building and Reservoir on the mountain – Dick said he sent copies of the agreements to the other Selectboard members. Dick said the town’s share of the cost for the Farnsworth survey is \$400, which covers “Area 3” from behind the lodge up to Reservoir #1

and the new booster pump building. Win asked if the town has to get a permit for the proposed improvements to the existing road. Dick said yes. Glenn said the town's improvements will create an impervious surface large enough to require a stormwater permit. Glenn noted that Dennis Brown has had difficulty accessing the Reservoir with the existing road so it's his impression that improvements are necessary but that's a Selectboard decision. Win said he thinks the survey is a good idea but then we're going to have to define the project. Glenn said the proposal by Engineering Ventures would give the town a design which would probably be approved by the state and which the town could then use to solicit construction cost estimates. Glenn said the design will take stormwater discharge into account. Win said he's concerned about the amount of money the water system has to invest in projects like this. Dick said he understands Win's concerns but he thinks it makes sense for the town to move forward in conjunction with AO. Win said he is concerned about doing more than the modest improvements discussed at the site visit. Glenn suggested that Win talk with Shannon or Kevin at Engineering Ventures to get a better understanding of the regulatory process. Mike suggested doing the project in stages to accommodate the costs. Mike said his plan was to put an 8' wide road up there, with a gravel surface, but that may not meet the requirements. Brett asked what the road is for. Mike said it provides access to the pump station and the reservoir. Brett asked how often it has to be used. Mike said at least once a week. Win agreed. Brett asked if it would be an option to leave it the way it is. Win said if Mike puts gravel on it, it's considered an impervious surface and the stormwater regulations kick in. Mike said there's no difference between the amount of impervious surface that exists now and the amount there will be after the improvements. Win said he will talk with Shannon. **Win moved to approve \$400 for the water system's share of the survey costs. Brett seconded the motion, which passed unanimously.** Regarding the agreement with Engineering Ventures, Dick said he doesn't want the town to delay AO's progress. Glenn said the survey work has to be done before EV can proceed with the design but it would be helpful if the town could make a decision about its portion of the design work in the next couple of weeks. The Selectboard agreed to defer their decision until May 22<sup>nd</sup>.

- 10) Use of maintenance garage – Glenn asked about AO's long-term use of the east bay of the maintenance garage. Mike said he has no issue with AO using the east bay. Mike said he is meeting with Stoney Electric tomorrow to talk about how to get power to the building. **Dick moved to allow Ascutney Outdoors to continue to use the east bay of the maintenance garage for the time being. Win seconded the motion, which passed unanimously.**
- 11) Discuss facility rental fees – Win said the policy reads "Rental fees may be required for use by Town groups or organizations depending on the facility used and the nature of the event. All other groups using Town facilities must pay rent." Win said he doesn't think there should be a fee for a local person to use the Town Hall for a wedding. Dick agreed. Win said he doesn't think there should be a charge for AO to use the Town Hall as a back-up location for their May 28<sup>th</sup> event either. Tom said the Historical Society would like to use the Town Hall for an auction on May 21<sup>st</sup>. Dick said he thought the policy was that town residents or town groups could use the Town Hall at no charge if it's available, as long as they clean up after themselves. Tom asked how far in advance the application has to be submitted. Tom noted that no one has ever had to fill out an application before. Cathy said, in the past, the Town Hall has been for use by townspeople only. Cathy asked if the Town Hall is now going to be available for rent to people from out of town. Win said the form isn't an application; it's just an agreement. Tom noted that the taxpayers pay for the maintenance of the building and he doesn't think it should be rented out to anyone who is not associated with the town. Win said the agreement specifies that the user has to fix any damage. Win added that we can still say that the Town Hall is going to be available for town residents only. What precipitated the

development of a policy, Win said, is the fact that the town now owns other properties, particularly the property being leased to AO. After discussion, **Win moved to make the Town Hall available for use by local residents only, at no fee, provided they fill out the agreement form. The motion passed unanimously.**

- 12) Highway Foreman's Report – New truck: Mike said he and Dave have inspected the truck and it should be delivered in a month. Grader blades: Mike said he would like to try a different type of grader blade that costs more but lasts longer. Mike explained how the blades work. **Win moved to support trying the new grader blades. Brett seconded the motion, which passed unanimously.** Dry hydrant: Mike said the town and the fire department helped put a dry hydrant in at the Hotel pond. Mike said the hydrant has been tested and works fine but it will need to be monitored. Mike said the costs were covered by a grant and by Orange Lake and the highway department hauled out the material. Culverts & ditching: Mike said the highway department will start installing culverts next week and then will start ditching. Grants: Mike noted that the town got a paving grant and said he's getting the road ready for paving next week. Win asked about our structures grant application. Martha said we haven't heard yet. Mike said we should know within a week. Win asked if the Silver Hill project is on hold. Mike said yes; we're looking at other avenues. Dick said Matt Birmingham has indicated that the town can work outside the right-of-way in an emergency or when there's a public safety hazard, but he didn't think either would apply in this situation. Dick added that he doesn't think the town is interested in buying the property in question. Mike noted that the town was also awarded a Better Roads grant to do a culvert and road erosion inventory. **Win moved to authorize the Chair to sign the Better Roads grant agreement and the Class 2 Paving grant agreement. Brett seconded the motion, which passed unanimously.** Driveway culverts: Glenn asked about the procedure for replacing driveway culverts. Mike said initially the property owner pays for the purchase and installation of the culvert. If it has to be replaced, Mike said, the property owner pays for the culvert and the highway department installs it. Glenn said AO's driveway culvert needs to be replaced. Mike said the town can purchase the culvert and pass the cost along to AO. Mike said the culverts that cross the highway are the town's responsibility. Ditching material: Glenn said if Mike needs somewhere to deposit ditching material, AO would be happy to take it. Mike noted that the material dredged from Orange Lake's pond was placed on the parking lot to dry out and then will be piled up for use by AO.
- 13) Temporary Highway Access for Forestry: Rojek (Rush Meadow Road) – Mike said he would like legal, state-approved "Caution: Log Trucks Entering" signs north and south-bound on Rush Meadow Road. **Win moved to approve the application with the condition suggested by the Highway Foreman. Brett seconded the motion, which passed unanimously.**
- 14) Water system update – Improvement Project: Dick noted that Manosh will be back on site on May 15<sup>th</sup>. Leaking valve: Win said a question has been raised about what to do about a leaking valve in the water line to the Base Lodge. Win said the valve is on the 4" line that went to the booster pumps. The line that carried domestic water was decommissioned. Win said our engineer has recommended that we cap the water line to the Base Lodge because replacing the valve would be more expensive and every time there's a problem, we would have to excavate. Win said capping the line is already in Manosh's contract. Glenn said if the line and valve were left in place, AO would use them as a service connection but, given the concerns, they're open to having a new service connection constructed at a later date. Win said our engineer estimated the cost of a new service line at \$2,000, so the question is who will be responsible for that cost. Since the water system cut the original service line, Win said, he thinks it's the water system's responsibility to either repair the original line or replace it. **Win moved to cap and decommission the 4" line and not replace the valve.**

**Dick seconded the motion, which passed unanimously.** Total Project Cost: Win said he has asked Jason Booth for updated total project cost projections for both the sewer and water projects. Financial information: Win said John Mudgett sent a revised balance sheet and there is a positive balance in the water system of approximately \$90,000, which is what we have available to pay for the overage on the improvement project, the installation of a generator at the well, and any other water system projects.

- 15) Consider approving Asset Management Grant application – Win provided some background information on the requirements associated with our water system improvement project. Dick said the grant would be for \$19,400 toward a project costing \$24,250 so the difference would be provided by the town. Win noted that the town’s contribution would be an “in-kind” contribution of time. **Win moved to approve and submit the application and risk assessment questionnaire.**
- 16) Consider policy for Town employee attendance at seminars and conferences useful to them in carrying out their duties – Dick noted an upcoming planning and zoning forum on June 14<sup>th</sup>. Dick said the town has both full-time and part-time employees and, in the past, when town employees have attended programs that are germane to their work, the town pays for the program, their travel and their hourly wage. Dick said he’s in favor of that but he thinks there should be some limitations on the number of training events an employee can attend and employees who have supervisors should get a recommendation from their supervisor. Mike said highway employees are required to attend a minimum of six trainings and he would not be in favor of limiting the number of trainings they can attend. Mike said insurance companies give towns preferential rates based on the amount of training they have. Win suggested that training be approved if it’s within the budget for the department. Dick said he wasn’t aware of the training requirements for the highway department and agreed that they should be taken into consideration in developing a policy. Mike agreed that there should be a policy but said he would like to have input. Dick said if Deb Shearer is interested in attending the planning and zoning forum, he thinks it would be beneficial and would recommend that the town pay for her travel and expenses. Tom said he thinks the Chair should sign off on the training in advance. Win said the department head could also sign off. **Dick moved to approve Deb’s attendance at the planning and zoning forum. Win seconded the motion.** Dick said he will draft a policy.
- 17) Discuss training needs for Town officials – See item #16.
- 18) Town Meeting Committee discussion – Dick said there was a second request for volunteers. Martha said she received no response to the second request. Given the limited interest expressed by the community, the Selectboard agreed not to establish a committee.
- 19) Consider signing Letter of Support for Community Forest Program – **Win moved to draft a letter of support.** Martha said we’re just being asked for permission to include the Chair’s name on an existing letter. Dick asked if there are any objections to including his name on the letter. **There were no objections and the motion passed unanimously.**
- 20) Other Business – Village Sewer: Tom said he has heard concerns from almost every property owner in the village. Win said we’re going to have a site visit with the contractor and look at all the properties. Tom said he thinks they’re coming at the end of the month. Landino estimate: Dick said the Landinos have provided a second estimate of \$3,950 for the repair of their driveway. Win said the Selectboard will look at the driveway in the context of the final inspection with the contractor. Tree Warden’s report: Tom said a tree fell at the corner of Sheddsville and Bible Hill and totaled a truck. Tom said there are two maples close to the one that fell that he would like to have taken down before they fall too. FAST Squad/Windsor Ambulance: Tom said Windsor Ambulance was recently toned out at 1:05 AM and didn’t respond. The patient was finally loaded into an ambulance provided by Hartford at

4:00 AM. Tom said he heard that Windsor didn't have a driver available and asked the Selectboard Chair to address this issue with Windsor's Town Manager. Dick agreed. Tom said serving on the FAST Squad is stressful and he hopes people continue to support them. Village Trail: Tom said Mike Bell has asked the town to investigate a village trail behind the Town Hall and the church and around the school property. Statewide parcel map project: Dick said the town is participating in this project and recently received a letter, which has been provided to the Listers. Dick said the Listers responded that they attended a seminar last year and already have both digital and paper maps, which they can share with the state. Dick said he has asked the Listers to fill out the information the state needs so they can help us with the update to the new statewide form. Steering Committee for VT Local Roads: Mike said he was asked to serve on this committee, which focuses on training and insurance issues. Mike said he found out at a recent committee meeting that towns get better insurance rates when they meet the training requirements. Key Communications: Martha noted that Key Communications is coming tomorrow to set up Deb's phone so voice mail can be forwarded to her computer. Certificates of Occupancy: Dick asked if Preston finished up the Certificates of Occupancy for the more recent projects. Deb said no but she has a list of projects that need certificates. Dick asked Tom how he's doing with the older certificates. Tom said he's still working on them. Green Mountain Power: Win noted that Martha is using a spreadsheet to track our energy usage. At some point, Win said, we should not pay our GMP bills because the balance due will ultimately be covered by credits. Cathy said she didn't pay one of them and then she got a shut-off notice. Win said we need to call GMP and let them know that we're expecting to have excess credits in the near future. Dick said we will be able to reallocate our credits at the end of the year. Martha said she thinks we may still end up with more credits than we need. If that's the case, Dick said, we may need to sell our excess to somebody.

- 21) Approve Minutes – April 24<sup>th</sup>: **Win moved to approve the minutes of April 24<sup>th</sup>. The motion passed unanimously.**
- 22) Adjourn – **Win moved to adjourn at 8:20 PM. The motion passed unanimously.**

Respectfully submitted,

Martha Harrison