

West Windsor Selectboard
Draft Minutes
May 9, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Martha Harrison, Cathy Archibald, Mike Spackman, Cathy Boedtke, Polly Ouelette, Bill Ley, Bruce Boedtke, Sherry Barbour

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – sewer project update, audit, ADA sidewalk work
- 3) Announcements/Public Comment – Cathy Boedtke was present on behalf of the July Fourth Committee to discuss police coverage for the July Fourth festivities. Cathy said the Committee has never paid for police coverage in her eight years as Chair. Cathy said one officer is needed on July 3rd and two on July 4th. Cathy Archibald said last year was the first year that we have been charged for police coverage of the fireworks on July 3rd. Cathy Boedtke said she thinks the charge was a result of the Windsor Police Department sending two officers rather than one. Cathy Boedtke noted that West Windsor’s celebration is the only one in the area that is funded entirely with donations. The Selectboard agreed that, since it appears that July Fourth coverage has been included in West Windsor’s police contract with the Town of Windsor, it should continue to be covered under the contract. Dick read Article I (b) of the contract, which is due to expire on June 30, 2016. **Win moved to approach the Town of Windsor and ask them to cover this event within the terms of the police contract, as they have done in the past. Tom seconded the motion, which passed unanimously.**
- 4) Sign Town Clerk’s orders – **Tom moved to sign orders at the end of the meeting. Win seconded the motion, which passed unanimously.**
- 5) Town Clerk/Treasurer’s Report - None
- 6) Appoint new member, and alternate, to fill Planning Commission vacancy – Dick said the Planning Commission has recommended that Matt Kantola be appointed to fill the vacancy created by the resignation of Mark Isenberg, and that BJ Harrington be appointed as an alternate. **Win moved to accept the recommendation of the Planning Commission. Tom seconded the motion, which passed unanimously.**
- 7) Application for agricultural highway access: Rojek (Duling Road) – Mike said it’s a temporary logging access and he has no problem with it. **Win moved to approve the application. Tom seconded the motion, which passed unanimously.**
- 8) Discuss removal of old base lodge – Dick reviewed the schedule for the water system improvements and noted that he has shared the schedule with Dan Purjes, who plans to demolish the burned-out Base Lodge later in the year.
- 9) Discuss use of maintenance shed parcel – Win said the only use we could make of the lower portion of the maintenance shed property is equipment storage. Dick said it could also be used for parking. Tom said the old lodge and the sugar house on the upper portion of the property need to go. Tom said there’s machinery and piping on the property that also needs to be cleaned up. Tom said Ascutney Outdoors would like the town to demolish the building, except for the fireplace. Tom said he suggested to Cathy that she set up an account for the maintenance parcel. Win said he’d like the Selectboard to do a site visit with Mike to look at the buildings and talk about what’s useful and what’s not. Win said he thinks the town should have first dibs on the use of the maintenance garage. Dick agreed. Mike said the building needs to be secured before equipment can be stored there. Mike suggested that proceeds from the scrap metal be used to pay for the cleanup. Dick said there are three issues: getting the maintenance garage into useable condition; demolishing the old old lodge; and dealing with the oil-contaminated soils.

- 10) Discuss Calkins Excavating invoice & consider signing UST Program promissory note – Win said the email chain on the subject of the contaminated soil indicates that the state had determined, on April 20, that the site was closed and the soil should not be removed; that information was communicated to the contractor. On the 21st, the oil-contaminated soil was discovered and the state and the contractor decided to start removing it. Martha said the site was not actually closed, and is still not closed, but Matt Becker had intended to close it. Win said on April 20 the recommendation, in writing, was to leave the soil undisturbed and the next day, the woman from the state wrote that the contractor was optimistic about being able to remove the soils. Martha said she forwarded those emails to Dan Potter at the SWCRPC. Win said he talked to Dan and Dan agreed that the emails were contradictory. Martha said the statement from the UST Program was that the above-ground tank should be removed. Martha said it's her understanding that if contaminated soils are found in connection with the authorized removal of a tank, then those costs can be covered by the Petroleum Cleanup Fund. Dick noted the recent meeting with Steve LaRosa, who did the Phase II study and who is going to make a recommendation with regard to the oil-contaminated soils. In the interim, Dick said, the town has received a bill from Calkins Excavating for \$25,442.84 and the UST Program is willing to increase the amount of the five-year 0% loan to cover the cost of the bill. Tom noted that the oil-contaminated soils have been stockpiled and covered, pending a recommendation from Steve LaRosa. Win asked if the town has any recourse. Martha offered to write a letter to the state. Win said Dan Potter is writing a letter and suggested that Martha collaborate with Dan. **Tom moved to sign the promissory note and to authorize the Chair to sign the loan offer letter. Win seconded the motion, which passed unanimously.** The Selectboard scheduled a site visit to the maintenance parcel for 10:00 AM on Thursday, May 12th. Win asked Martha to notify Steve Carihfield about the site visit.
- 11) Discuss disposition of assets from former ski area (fire hose, snowmaking pipe, etc.) – Tom said the equipment on the property belongs to the town, not Ascutney Outdoors. Dick agreed. Win said the lease with AO calls for a joint site visit to determine what equipment the town wants, what AO wants, and what neither party wants. Mike asked if the Fire Department can have the fire hose on the property. The Selectboard agreed.
- 12) Discuss correspondence from Dan Purjes re: Cunningham Building – Dick said he sent a copy of Dan's email regarding the use of the Cunningham Building to the Selectboard and to Steve Carihfield. Dick said he doesn't think the town has any interest in the Cunningham Building at this time. Tom agreed. Dick suggested a letter to that effect to Steve, with a copy to Dan, suggesting that AO contact Dan directly if they have any interest in the building. **Win moved to authorize Martha to send a letter to Steve. Tom seconded the motion, which passed unanimously.**
- 13) Highway Foreman's report – Regarding fire hydrants and future work on Hotel Road, Mike said he is playing phone tag with Leslie Levesque. Mike said the mower work should be done tomorrow. Mike asked if the town has billed Windsor for the maintenance of Brook Road. Cathy said yes and added that the bill has been paid.
- 14) Discuss options for Bowers Bridge – Mike said he put a dip in the road on the south side of the bridge but if we decide to leave it there, we'll have to install a warning sign. On the north side, Mike said, he's planning to put in a more gradual depression so we can decide which option we like better. Dick suggested a visit to the bridge right after the visit to the maintenance parcel. Mike said the depression would be easier to maintain in the winter time. Tom asked if the Selectboard has authorized the repair of the bridge. Cathy said we have received payment from the truck driver's insurance company. Mike suggested removing the façades that reduced the size of the opening and storing the materials at the Town Garage. Mike agreed to contact Steve

Bodley about the work. **Win moved to approve the Highway Foreman's recommendation. Tom seconded the motion, which passed unanimously.** Dick noted an email from John Zahara asking to have the bridge stay open. Mike said Wade Masure, from VLCT, couldn't confirm that the installation of a vertical clearance barrier is legal and suggested that we check with the Agency of Transportation. Win asked if the Best Covered Bridge has structural issues. Mike said the state inspects the bridge every year and will tell us when it needs work. Coaching Lane-Route 44 intersection: Mike said we have not heard anything on our grant application. New hire: Mike said the deadline for applications is May 15 and he has some good candidates so far. Mike said he is hoping Erik will be able to come back to work part-time next week. Cameras: Dick said surveillance cameras require power and there's no power at the bridge. Win said some of them run on battery packs.

- 15) Consider creating a Capital Equipment Fund for the Fire Department – Martha asked if the town wants to create a capital equipment fund for the Fire Department. Win asked how it would be funded. Mike said a contribution would be requested every year at Town Meeting. Win asked Mike if he has an equipment replacement schedule. Mike said he's working on one with Jason Rasmussen. Win said he thinks it's a good idea but he needs to see a budget. Tom said he doesn't oppose the idea as long as the fund is only for the replacement of existing equipment and the Selectboard approves the expenditure, based on a recommendation from the Fire Department. Dick said he thinks it makes sense to create a fund.
- 16) EC Fiber update (town-wide build-out; phone system) – Martha said EC Fiber is not making an official announcement until tomorrow or Wednesday. Dick said he saw something in the *Vermont Standard* indicating that West Windsor is among the towns that will get a town-wide build out. Martha said EC Fiber is planning to come tomorrow to address the remaining issues with the phone system. Win said we should check to make sure we've cancelled our service with Fairpoint once we're satisfied that the phone system is fully operational.
- 17) Water System (ordinance; temporary electrical permit) – Martha said she forwarded a draft ordinance to the Selectboard on Friday, along with some questions. Dick suggested that we ask Patricia Beavers to review it. Win asked Martha for a hard copy. Martha noted that the temporary electrical permit has been extended until July 1, 2016; Frank Small wants to do a site visit before extending it through the end of the year. Win asked if we got any money when we took over the water system. Martha said no. Win asked if there was a town vote to acquire the system. Dick said yes. Dick said all the water system had was receivables, which Cathy has been collecting. Tom suggested setting a deadline for completing the water ordinance.
- 18) Brook Road property demolition – Martha said Cliff Harper did the asbestos inspection today and said he could get a report to the town in three days. When she gets the report, Martha said, she'll attach it to an RFP and send it out to demolition contractors and put an ad in the paper. Win asked about funding for the project. Martha said we have grant funding for it. Martha said when the bids come in, the Selectboard will have to meet to select a contractor. Martha said she's trying to get an extension because she doesn't think the project will be done by July 13th.
- 19) Sheddsville Cemetery – Tom said there are new gates going in and he would like to spend \$2,000 to plant lilacs at the cemetery. Tom said Dennis Lemire has taken down some of the trees but he would like to employ Rice to take down the remaining trees that need to come down. **Win moved to authorize the work described. Dick seconded the motion, which passed unanimously.**
- 20) April Police Report – The April Police Report was fairly typical of the work covered under our contract with Windsor, which expires on June 30th. Win said it has been suggested that the Selectboard consider alternatives but he's not aware that there are any alternatives. Dick said the annual fee in the current contract is \$80,000 but it allows for an adjustment each year in

December so the actual cost is higher now. Cathy said the actual cost is now \$85,000. The Selectboard reviewed the July Fourth discussion that occurred earlier in the meeting. Win suggested inviting the Police Chief to come to a meeting to discuss the contract. Tom suggested checking with the Town Manager. Dick said he would like the contract amount to be fixed for two years.

- 21) Other Business – Village sewer: Tom said drilling through the ledge starts tomorrow. Martha noted that our project has been randomly selected for an audit by the EPA. A-133 Audit: Win said John Mudgett did a financial audit about four years ago. Win asked Cathy if the sewer and water systems have their own accounts. Cathy said yes. Win said he is concerned about getting all the debt associated with the sewer purchase, the sewer construction, the water improvements, the underground storage tank removal, and EC Fiber on our General Ledger. Win suggested that Cathy schedule a meeting with John Mudgett and said he'd like to be involved. Win suggested that Tom be involved as well. Win noted a substantial payment due to Zaluzny. Cathy asked about authorization for the town to loan money to the sewer account. Martha said a couple of years ago, the Selectboard authorized the town to borrow up to \$200,000 from ourselves for sewer expenses. Win noted that the town has to pay the bills first and then get reimbursed by our funders. Sidewalks: Tom said he's wondering about the status of the ADA work on the sidewalks. Martha said a couple of years ago there was a school safety plan done that included work on the sidewalks. Clock: Tom said Balzer will be here on May 19th to remove the clock and Dave Silvester will be on hand to assist. Furnace: Tom said the furnace died again and we need to get it fixed. Dick said he thinks the repair work should be included in the contract the town recently signed with Dead River.
- 22) Town Clerk's Orders – **Tom moved to sign orders. Dick seconded the motion, which passed unanimously.**
- 23) Approve Minutes – **Tom moved to approve the minutes of April 20, April 25, May 3 and May 4 as written. Win seconded the motion, which passed unanimously.**
- 24) Consider appointing ex-officio member of the MAO Board of Directors – **Dick moved to appoint Ted Siegler as the Selectboard's ex-officio non-voting member of the MAO Board of Directors. Win seconded the motion, which passed unanimously.** Tom asked about the term of service. Ted said he would assume that he serves at the pleasure of the Selectboard for as long as they want him to represent them. There was general discussion about AO's options for a lodge and general discussion about Green-up Day and ideas for reducing the amount of trash that ends up on the side of the road.
- 25) Adjourn – **Win moved to adjourn at 8:35 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison