

West Windsor Selectboard  
Draft Minutes  
November 28, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Al Keiller, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 8:00 AM.
- 2) Changes or additions to the agenda – schedule December meetings, hydrants, public assembly application for Town Hall tree lighting
- 3) Announcements/Public Comment – Tom noted the passing of Betty Lemire.
- 4) Town Clerk/Treasurer’s Report – None
- 5) Sign Town Clerk’s orders – **Win moved to sign orders at the end of the meeting. Tom seconded the motion, which passed unanimously.**
- 6) Consider approving audit proposal from John Mudgett – Win said the audit will include a management letter. **Win moved to approve the proposal and sign the letter of engagement.** The cost will be in the range of \$9,500 to \$10,500 and will include water and sewer. **Tom seconded the motion, which passed unanimously. Win moved to authorize Dick to sign the letter of engagement on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.**
- 7) ZA/AA job description – Win suggested considering candidates who hold similar positions in neighboring towns. Al said he will consult with Preston Bristow to discuss potential candidates who might be able to attend the Planning Commission meeting on Thursday. There was discussion about requirements for posting the job opening. Martha asked the Selectboard if they want to trim the job description so it just includes zoning responsibilities. The Selectboard agreed to keep the description the same for now and include other administrative work. Al asked for a copy of the job description. **Win moved to post the job description and reach out to neighboring towns. Tom seconded the motion, which passed unanimously.** Cathy noted that the minutes need to be copied into the permanent record.
- 8) Highway Foreman’s Report – Damaged truck: Mike said the parts are being ordered and the truck may be ready by the end of January. Meanwhile, Mike said, the town is renting a truck from Waters Excavation. Mike said the VT League of Cities and Towns will pay up to \$4,100 per month for a rental. Mike said he negotiated a price of \$1,500 plus \$75 per hour of use. Mike said the town will put a rider on our insurance policy to cover the rented truck. Mike is drawing up a contract. Maintenance parcel road: Win asked if the road is done. Mike said yes. Mike said the total cost was \$2,012 for equipment and \$1,731.93 for materials, for a total of \$3,743.93. The Selectboard agreed that the cost should be divided between Ascutney Outdoors, the town and the water department. Junk groomers: Dick asked what’s going to happen to the junk groomers on the parcel. Win said they should be included in the salvage operation. Tom suggested asking Ascutney Outdoors for a detailed list of what they want. Win suggested inviting AO to the next meeting to talk about salvage. Mike said Hodgkins Brothers will take everything but the town won’t get any money for it. Tom suggested limiting the salvage operation to the maintenance parcel at this point. Win agreed that the operation should not extend up the mountain at this time of year. Snowmaking shack: Dick asked if the snowmaking shack will be maintained or demolished. Win suggested reviewing that with AO. Employee reviews: Mike said the Selectboard needs to schedule annual reviews for the Highway Department employees. 2018 truck: Mike said we need to order the 2018 truck soon. Win noted that replacing the 2012 truck is in the capital budget, but the draft budget includes a four-year loan so the Selectboard should review it. Dick asked Mike if he has considered leasing. Mike

said he looked into it awhile back but he can look into it again. Tom noted that the town usually modifies its trucks to meet its specific needs and he doesn't know if we could do that with a leased vehicle. Water & sewer inventory: Mike said he thinks the water & sewer utilities need a home, where they can store tools, equipment and spare parts, and he thinks the maintenance garage would be a good place for that. Win agreed that it should be discussed in context with the Burke property. Mike said all repairs are hired out right now; there are no pipes, valves, or anything available. Win agreed that we need to talk about utility management, including A+E's recommendations, and noted that we don't have a water ordinance yet. Win suggested discussing the situation with the Town of Windsor and Patricia Beavers. Dick agreed that the maintenance garage would be a good headquarters for the utilities but noted that we can't have actual office space in the building due to environmental conditions. Tom said he's not sure we need a spare parts inventory.

- 9) Water project update – Tom said we're still waiting on the control panel, which is holding up everything. Win said he was upset when he saw the hydrants and he thinks A+E should have discussed the options with us. Martha said Bob Moulton did mention the hydrant issue to her. Mike said he mentioned it to him too. Martha said Mike had wanted a hydrant by the road but they couldn't put it there because that's not where the water line is so they decided to put a hydrant on either side of the ski bridge. The water line is under the road and is too deep to access so the hydrants will enable a bypass if there's a break in the line. Dick said we need to know what AO's plans are. Win said it's his understanding that AO is considering a handle lift coming from Cunningham's to below the ski bridge. Dick said the town doesn't own the property below the ski bridge. Win asked Mike if he is ordering tile. Mike said yes. Tom said the idea is to put a well tile over the top with a cap so a groomer can cross it without damaging it. Mike said if there is a break in the winter time, both well tiles will be destroyed getting the water line reconnected. Dick said he doesn't think the hydrant below the bridge is on town land. Martha said we have an easement. Mike said that's another reason not to move the hydrant; you can't move it out of the easement area unless you get another easement. Dick said it's his understanding that we do have easements for all the underground water pipes. AT&T's trailer: Martha said she's seen a lot of emails about the location for AT&T's temporary trailer. Dick said he thinks that has been resolved. Tom agreed. Dick noted that the Base Lodge cannot be demolished until the booster pumps for the water system, and AT&T's cell tower equipment, have been removed from the building.
- 10) Consider net metering agreements – Dick said he met with the School Board to review the draft agreement and now we're waiting for a final draft from Gravel & Shea. In the meantime, Dick said the town was contacted by Next Sun offering to provide 215,000 kWh annually at a discount of 13% for 25 years. Dick said, in comparison, the town could get out of its agreement with MountainFunds with 90 days' notice, would have limited liability, and would have 20% of the output reserved. Martha said the total estimated usage for the school, the town buildings and the water system is 213,775, not including the street lights or the alarm. Win suggested asking Next Sun if they're flexible about the 25 year term. Dick said he would like to review Next Sun's group net metering agreement. The Selectboard agreed to table this matter until they have more information.
- 11) EC Fiber representative – The Selectboard accepted Dave Halpert's resignation with regret and appreciation for his many years of service. **Win moved to appoint Ken Parrot as the town's primary EC Fiber representative. Tom seconded the motion, which passed unanimously.**
- 12) Utility management – Win would like to reserve time in the next month or two to meet with Windsor, A+E, Patricia and Martha to talk about a long-range utility management plan, with that being the only item on the agenda. Dick and Tom agreed.

- 13) Town property: usage, improvements, signage, easements, etc. – Mike said the “No Parking” signs have been installed. Martha said The Climb Fitness Center has asked to put up a sign about their membership sale. The Selectboard had no concerns about the request. Tree lighting: **Tom moved to approve the application. Win seconded the motion, which passed unanimously.**
- 14) Other Business – Schedule meetings: The Selectboard scheduled meetings for December 5<sup>th</sup>, 7<sup>th</sup>, 15<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>. The Selectboard also agreed to meet on January 4<sup>th</sup> to sign the warning for Town Meeting. Martha asked if we’re going to have a bond vote for the fire truck at Town Meeting. Win said the Selectboard will have to review the capital budget and decide. Memorial bench: Mike said he’d like to suggest getting a granite bench in memory of Ralph Johnson, to be placed on Town Hall property, with the cost to be covered by the town and the fire department. The Selectboard agreed with Mike’s suggestion.
- 15) Approve Minutes: November 4, November 7 (morning), November 7 (evening) – **Win moved to approve the minutes. Tom seconded the motion, which passed unanimously.**
- 16) Adjourn – **Win moved to adjourn at 9:38 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison