

West Windsor Selectboard  
Draft Minutes  
October 12, 2017

Present: Win Johnson, Dick Beatty, Brett Myers, Mike Spackman, Glenn and Shelley Seward, Steve Carihfield, Bob Forguites, Cathy Hoyt (Windsor on Air), Cathy Archibald, Martha Harrison

- 1) Following a site visit to the mountain at 5:30 PM (in connection with a request by Ascutney Outdoors (AO) to remove East Chair; use existing structures, areas, and excess materials for improvements; discuss an easement across the parking lot for tubing lift utilities; and discuss various events) Selectboard Chair Dick Beatty called the meeting to order at the Town Hall at 6:25 PM.
- 2) Discuss requests made by Ascutney Outdoors – Dick said since AO is leasing the town forest property, he doesn't think there needs to be a separate lease for the small building at the base of the East Chair, which is on the leased property. Dick said if AO puts their building on the town's land, that's when a license is needed and, if an underground utility is going to go across the town's land, then an easement is needed. Glenn suggested using the site plan that was submitted to Act 250 for the power line easement to the new AO Center building, and the grading plan created by Stevens Engineering for the power line easement for the tubing lift. **Win moved to ask the Town Attorney to prepare two easements for power lines to the AO Center and the warming hut. Brett seconded the motion, which passed unanimously. Win moved to ask Matt Birmingham to prepare a license to locate the warming hut on the edge of the parking area below the ski bridge. Brett seconded the motion, which passed unanimously. Win moved to authorize AO to have the East Chair removed by Sky Trans at no cost to the town. Brett seconded the motion.** Glenn said Sky Trans will take the lift in exchange for the labor to take it down, so it's a wash. Glenn said it would cost more than \$200,000 to put the East Chair back in service, and the additional cost of maintaining and operating it is not feasible for AO. **Dick called for a vote on the motion, which passed unanimously. Win moved to authorize AO to use surplus soil from the helipad area near the talc plant. Brett seconded the motion.** Mike said he would like AO to use the dirt rather than the ledge. Glenn agreed. **Dick called for a vote on the motion, which passed unanimously. Win moved to grant AO the right to renovate and use the building at the base of the East Chair for storage and operating purposes. Brett seconded the motion, which passed unanimously. Win moved to ask P2 Environmental if the water system has any use for the storage building adjacent to the booster pump building and, if the answer is no, to grant AO the right to use that building for storage. Brett seconded the motion, which passed unanimously. Win moved to grant AO permission to store tubing lift equipment and materials in the recreation infrastructure area this winter and during construction in the spring. Brett seconded the motion, which passed unanimously.** Glenn said AO hopes to get the T-bar in early November and would like to store it where the old base lodge was, with an area to the east of the maintenance garage as overflow storage. **Win moved to authorize AO to store its T-bar equipment on the site of the old base lodge and on the maintenance parcel, in an area acceptable to the Highway Foreman, for up to two years, with the possibility of renewal. Brett seconded the motion.** Mike asked if that area is still going to be plowed by the town this winter. Win said yes; the warming hut is going to stay where it is this winter. **Dick called for a vote on the motion, which passed unanimously.** Dick said Glenn had mentioned a letter of support for the Vermont 100 but he has not seen that. Glenn said AO supports the

continued use of the Silver Hill location for the Vermont 100 race because the area that AO leases from the town is not suitable for the event. Win said he would like to table this item and put it on a future agenda. Dick agreed. Dick noted AO's request for a permit for their "Thursday Classic" event series, with BYOB privileges. Glenn said AO hosts a ski race every Thursday in January, February and early March with 30 to 40 participants. After the race, awards are presented and people usually have a couple of beers. Glenn said AO would like the Selectboard to view it as a "continuing event." Win said his recollection is that AO would have to periodically reapply for a continuing event. Glenn said he will submit an application. Shelley said it would only be for the upcoming winter season because next year the new center will be finished.

- 3) Changes or additions to the agenda – dog complaint update; update on Bible Hill culvert; ECA annual meeting; Precision Valley Disaster Recovery Committee inquiry
- 4) Announcements/Public Comment – None
- 5) Town Clerk/Treasurer's Report – **Win moved to sign the cemetery deed presented by the Town Clerk. Brett seconded the motion, which passed unanimously.**
- 6) Sign Town Clerk's orders – **Win moved to sign the Town Clerk's orders. Brett seconded the motion, which passed unanimously.** Cathy said she met with Don Jennings today from TPW, the management company for the Windsor Building, because she started a tax sale. Cathy said Don wants the town to waive the 2011 and 2012 water bills again. Dick said he'd like to know more about this. Win said this is why we have to get the water ordinance done.
- 7) Solid Waste District Dissolution Fund Disbursement – Bob Forguites was present on behalf of the Southern Windsor/Windham County Solid Waste Management District, which was formed when the NH/VT Solid Waste Project dissolved in 2008. The funds that were left when the organization dissolved were divided between SWWCSWMD and the NH district and SWWCSWMD has been holding \$404,193 in a reserve account ever since. With Act 148, some of the towns asked the district to distribute the money to the member towns, which the district agreed to do with the exception of \$25,000 which they are holding for emergencies. Bob asked the Selectboard to pass a motion authorizing the acceptance of West Windsor's portion of the funds. Win asked the other Selectboard members if they want to earmark the funds for a specific purpose. Cathy said she can just put the check under miscellaneous income in the General Fund. Dick suggested accepting the check and deciding what to do with it later. **Win moved to authorize the Town of West Windsor to accept a check in the amount of \$6,229 from Southern Windsor/Windham County Solid Waste Management District in full and final payment of the town's share of funds received as a result of the dissolution of the NH/VT Solid Waste Project and to authorize the Chair to sign a document acknowledging receipt of the funds. Brett seconded the motion, which passed unanimously.**
- 8) Respond to concerns about final work to be done by sewer contractor – Dick said except for the work on the Landino property and the school, all the issues appear to have been addressed. Win noted that the trench patch on the driveway appears to be a good patch but it doesn't take the driveway back to how it was before the sewer project was done. Win said the town is waiting for some estimates from Blaktop on how much it would cost to do that. Win noted that Blaktop has indicated that it's too late in the season to do this type of work; the ground is too cold. Win said he thinks the Landinos and the school both understand that we can't have the work done this fall. Brett asked about a recent email from Elizabeth Burrows. Win said the school has agreed to level off the soil on the playground side of the walkway.
- 9) Event application: William A. Smith, Inc. for an auction on October 20<sup>th</sup> from 8:30 AM until 4:00 PM at 1073 Bible Hill Road – Win said there's no indication that the event organizer

contacted the Windsor Police Department. Martha said they did leave a message for the Police Department but she doesn't know whether or not they have discussed the event yet. Dick noted that the field has been mowed to allow for parking. **Win moved to approve the application, provided we get confirmation that the Windsor Police Department has been consulted. Brett seconded the motion, which passed unanimously.**

- 10) Highway Foreman's report – Mike said the highway department will be concentrating on building up the sand pile in the next week or two. Right now, they are working on the Brownsville-Hartland Road shoulders. Mike said we're waiting on a revised invoice for the Silver Hill Better Roads project and he has some paperwork to do for the Rush Meadow-Duling Road Grants-in-Aid project. Win asked if the town will be reimbursed during the current calendar year. Mike said yes. Mike said ditch cleaning and fall scraping are coming up. Win asked about the highway department's new hire. Mike said Kevin understands the conditions of his employment and will start on October 23<sup>rd</sup>. Mike confirmed that he will say a few words at the memorial bench dedication.
- 11) Request to use town roads for 5K Turkey Trot on November 23: The Climb Fitness Center – Win asked if we have a map of the race route. Martha said they're going to use Ski Tow, Skyhawk and Hotel Roads. Mike said he'd like to see a map. **Win moved to table this item until we have a map of the route. Brett seconded the motion, which passed unanimously.**
- 12) Acknowledge receipt of payment from Ascutney Outdoors (AO) for water service connection – Dick said the town received a check for the connection from AO in the amount of \$3,280.30. Dick noted that the town's share of the connection was \$2,743.46. Win said the amounts were calculated by our engineer on a pro-rated basis. **Win moved to accept the check as payment in full of AO's obligation. Brett seconded the motion, which passed unanimously.**
- 13) Consider signing Loan Agreement WPL-275-1.0 and General Obligation Note for hydraulic study & long range plan – Win said the note is for \$12,300 with no interest and re-payment to begin in 2022. Win said he is concerned about the water system's long-term financial condition. Dick said Martha noticed an error in the loan documents. Martha said the resolution indicates that we had a bond vote but we didn't, and we don't have to have a bond vote for a planning loan. Rather than revising the resolution, Martha said, we can just attach the email from the bond bank acknowledging that a vote is not required. **Win moved to authorize the Chair to sign the loan agreement. Brett seconded the motion, which passed unanimously. Win moved to authorize the Selectboard members to sign the general obligation note. Brett seconded the motion, which passed unanimously. Win moved to authorize the Selectboard members to sign the resolution. Brett seconded the motion, which passed unanimously.**
- 14) Water system update – Martha said she has done some more work on the ordinance and thinks it's in good shape, although Win had a comment that she needs to address. Martha said she has also researched rates, fees and application forms and has sent the Selectboard some drafts to consider. Win said he thinks the Selectboard should look at the drafts in the context of the entire ordinance. Martha said she will try to have the water ordinance and appendices ready for the Selectboard's next meeting. Win asked if the water project is done. Martha said Manosh has done all of their work and we just got the "as built" plans from Aldrich + Elliott. Win asked if we can get a final accounting from Jason. Martha said yes, except for the administrative costs, which he would not have. Win said the town should standardize its practice for charging administrative costs to projects.

- 15) Sewer project update – Dick said the project is done except for the loose ends with the Landinos and the school.
- 16) Consider property donation offer – Martha said Kuhrt Wieneke is thinking about donating his property off Churchill Road. Cathy said the property is land-locked. Martha agreed that there is no existing access but, according to Annie Burke, there may be a right-of-way. Martha noted that the parcel is adjacent to conserved property. **Win moved to refer the inquiry to the Conservation Commission. Brett seconded the motion, which passed unanimously.**
- 17) Fire-proof file cabinets – Martha said the dimensions are a little wider than non-fireproof cabinets and we can't get a 3-drawer cabinet in the depth we would like, so we'd have to get two 4-drawer and two 2-drawer cabinets. Win suggested confirming the measurements and checking with several suppliers on the price. **Win moved to spend up to \$5,000 on file cabinets for zoning and planning materials, after shopping around for the best price. Brett seconded the motion.** Dick suggested checking on the width to make sure it's appropriate for our needs. **Dick called for a vote on the motion, which passed unanimously.**
- 18) Memorial bench – Mike said the bench has been installed and paid for with donations. Mike noted that the Johnson family requested a low-key event.
- 19) September Police Report – Dick noted several animal problems on the report. According to the Police Chief, Dick said, unlicensed, unidentified dogs in Windsor are taken to the pound in Springfield and, if no one claims them in five days, they are put to sleep. Mike said stray dogs in West Windsor are supposed to be brought to the Lucy MacKenzie Humane Society. Mike asked if the Windsor Police Department brings West Windsor animals to Lucy MacKenzie or to Springfield. Dick said, as far as he knows, West Windsor animals are taken to Lucy MacKenzie.
- 20) Other Business – Dog complaint: Dick noted an email from the Police Chief indicating that they are going to talk with the dog's owner about making sure there's no barking between 9:00 PM and 6:00 AM. Any excessive noise between those hours would be a violation of West Windsor's ordinance and would result in a sanction. Win said he was under the impression that the police were going to talk with the dog's owner last week. Win noted that the dog owner has acquired a second dog – a puppy – that is unlicensed. Speed sign: Dick noted that the Windsor Police Chief is going to lend us a portable speed sign and has asked us where we'd like the sign placed. Mike offered to work with the Chief to find a good location. Dick said, according to the Sheriff's office, it's important to combine signage with enforcement. Brett suggested requesting an increase in speed patrols when the sign is placed. Bible Hill culvert: Dick said it's his understanding that the Agency of Transportation is going to do the survey work for the culvert project on October 19<sup>th</sup>. Back-up assistance with water system: Win asked Mike if he has any thoughts about Erik Boedtker being a back-up for Dennis Brown. Mike wasn't sure that Erik is interested. Martha said she has asked Patricia Beavers for a rough job description that Erik can look at. Mike said Erik is concerned about having a water leak coincide with a winter storm. ECA annual meeting: Martha said this has to do with the communications tower on the mountain. Win said he will attend the meeting on October 25<sup>th</sup> at 12:15 PM. Precision Valley Disaster Recovery Committee: Dick said they want contact information for someone in each town who will collect the names, addresses and phone numbers of people affected by the disaster so the committee can follow up with those who need help. Martha said people can call the town office during business hours. Win said Jim Kenyon doesn't think it is necessary to respond at this time. Dick suggested acknowledging receipt of the request but not acting on it. Win agreed.

- 21) Approve Minutes – **Win moved to approve the minutes of September 25<sup>th</sup> and October 2<sup>nd</sup>. Brett seconded the motion, which passed with Dick abstaining on the September 25<sup>th</sup> minutes because he was not present.**
- 22) Personnel matters – Martha provided a list of recently completed projects as well as projects that she is still working on and explained that projects often get set aside when she gets busy with routine tasks. Win asked Martha if she needs help prioritizing. Martha said no; she prioritizes based on deadlines but that means things like the water ordinance can get set aside while she works on things like minutes, public assembly applications and website updates. Martha said Win has suggested assigning some of her salary to water and sewer, which she thinks is appropriate and would take some of the burden off the town. Martha asked if the new accounting system is capable of allocating her salary on a weekly basis. Win said yes; he thinks it is. Martha said she was already working full-time when Glenn resigned and she took over a lot of what he had been doing. At that point, Martha said, the town had purchased the sewer system but had not expanded it into the village and had not acquired the water system. Win said he doesn't need convincing; he understands that there's a lot of work to be done. Brett asked Martha if she has any ideas about the work load. Martha said she thinks it's clear from Town Meeting that people don't understand what she does. Brett agreed and said she was one of those people but now she sees that Martha is overloaded. Win said when Martha's time is allocated as it should be, a significant amount is going to come off the town budget and the administrative costs that people were complaining about are going to go down. Martha said once her time is allocated properly, the question is whether the Selectboard would hire someone to do some of the fairly easy tasks so she doesn't have to keep setting projects aside. Brett asked if Deb Shearer might be interested in doing more if we change her job description. Martha said the budget only includes 8 hours a week for Deb and Martha thinks Deb has been working more than that just on zoning. Dick agreed that there have been more DRB hearings than usual this year, plus the zoning amendment. Win said the question is whether Deb, or someone else, could put in some additional time to help Martha with routine administrative tasks like minutes and event applications that are easily delegated. Win asked Martha to estimate how much time those tasks would take and to ask Deb if she is interested in taking on additional work. Win said if we go this route, we should start on January 1<sup>st</sup>. Brett said she thinks the Selectboard needs to say something at Town Meeting because people do not understand this. Win agreed that the Selectboard should prepare a presentation. NEMRC: Brett asked if Charlene is going to be included in the NEMRC training. Win said he hopes so but Charlene is Cathy's employee so it's her decision. Dick said he thinks it's important to have someone who understands the system when Cathy's not here. Win suggested meeting with Cathy and our NEMRC representative to discuss plans.
- 23) Adjourn – **Win moved to adjourn at 8:30 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison