

## WEST WINDSOR SELECTBOARD

Draft Minutes  
October 15, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, John Broker-Campbell (SWCRPC), Aaron Gonthier (Windsor on Air), Annie Burke (Lister), Cathy Archibald (Town Clerk), George Calver (VT Standard), Mike Spackman (Highway Foreman), Jim Lyall (Trail Maintenance), Cathy Boedtke (Town Forest Committee), Dennis Lemire (Town Forest Committee), Rudy Gross (Town Forest Committee), Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – West Windsor signage, Green Mountain Power work notification
- 3) Public Comment – None
- 4) Review & sign Listers' Errors & Omissions report – Annie Burke said the assessed value for Comcast was too low so the Listers sent the company a change of appraisal notice. **Glenn read the report into the record and moved to approve the errors and omissions report relating to an increase in the assessed value for Comcast from \$26,346 to \$313,987. Bruce seconded the motion, which passed unanimously.**
- 5) Sign Town Clerk's Orders – **Tom moved to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.**
- 6) Town Clerk/Treasurer's Report – Cathy had a request for a cemetery deed. Cathy asked the Selectboard if it's okay for someone from out of town to purchase a plot in the Sheddsville Cemetery. Tom said they have to have lived here or have relatives here.
- 7) Public Hearing: All Hazards Mitigation Plan – **Glenn moved to open the public hearing. Bruce seconded the motion, which passed unanimously.** John Broker-Campbell reviewed the plan with the Selectboard. Tom suggested updating the map on page 15. John recommended that the Selectboard adopt the plan as is and then start the process of amending it, which can be very time consuming. John said the town needs to have an approved plan in order to be eligible for hazard mitigation grants. Glenn noted that the projects the town has submitted are not necessarily eligible. John had a resolution for the Selectboard to sign. **Tom moved to accept the All Hazard Mitigation Plan, recognizing the fact that the "Road network damage from Tropical Storm Irene" map needs to be updated. Glenn seconded the motion, which passed unanimously. Tom moved to sign the certificate of adoption. Bruce seconded the motion, which passed unanimously.**
- 8) Review & discuss ambulance contract bid document – Glenn read a list of factors that he thinks should be considered in the awarding of an ambulance contract. Glenn suggested getting input from the Fire Department, the FAST Squad, and Emergency Management Coordinator Jim Kenyon. Bruce agreed. Bruce said he would also like a list of all response times so far from Golden Cross. Tom asked about a multi-year contract. Glenn said he would be willing to consider a single-year or a two-year contract. Tom suggested asking for feedback by the next Selectboard meeting. Bruce suggested inviting both ambulance services to come to a meeting and discuss their services.
- 9) Highway Foreman's Report – Sheddsville Bank Stabilization: Mike said the Better Backroads project is 95% done; the band rail should be installed on Wednesday, and the paper work is due on October 29<sup>th</sup>. Mike said the Better Backroads program is in danger of

losing its funding and asked who the town can complain to about that. Underground Storage Tank: Mike said the underground tank was inspected and the highway department has to start doing a regular fuel inventory. Mike said we're going to have to replace the tank in ten years so we should start budgeting for that. Truck Repair: Mike said his truck is in the shop and his truck and Phil's truck are still having issues with the filters in the exhaust system. Coaching Lane Extension: Mike asked about Coaching Lane Extension. Glenn said the Selectboard agreed to plow it this winter while we're waiting for the Town Attorney to draw up the contracts. Mike asked if he can prepare the road for plowing before the ground freezes. Glenn said yes. Bruce asked Mike what he's going to do. Mike said he's going to resurface the road. There was discussion about where the plow truck would turn around. Glenn said we need to make sure the property owners at the end of the road are on board with our turnaround plans. Mike said he'll talk to Erik Boedtger about turning around in his driveway. Glenn said it will take some time to review a proposed future turnaround area with Snowdance so that's a project for next year. Plowing: Tom asked if the town could plow the Grange Hall parking area when the small truck arrives so the Bone Builders exercise group can move over there for the winter. Mike said he's worried about the small truck being overused if it's used to plow all the short roads and all the public parking areas. Bridge Damage: Tom asked Mike to write up what happened recently at the Bowers Covered Bridge. Employee Health Insurance Meeting: Glenn informed Mike about the health insurance discussion scheduled for 9:30 AM on October 23<sup>rd</sup>.

- 10) Town Highway Map: Hannah & Lemire Roads – Glenn said Wayne Lemire is interested in having the town discontinue the east branch of Hannah Road but Finley Perry wants the town to maintain the west branch. Mike suggested throwing up the east branch of Hannah Road and adding 200' to Lemire Road so that it continues from the intersection with Hannah Road up to the corner of Wayne Lemire's barn. Mike said we only need to maintain 300' on the west branch of Hannah Road. Tom noted that Lemire Road is also access for the Resort lots further south. **Glenn moved to begin the process of discontinuing the east branch of Hannah Road and the reclassification and acceptance of the southerly portion of Lemire Road. Tom seconded the motion, which passed unanimously. Glenn moved to hold a public hearing on the discontinuance of the east branch of Hannah Road and the reclassification/acceptance of the southerly portion of Lemire Road at the Selectboard's regular meeting on December 10, 2012. Bruce seconded the motion, which passed unanimously.**
- 11) Executive Session: Personnel matters – Tom noted that the issue has been addressed.
- 12) Brownsville-Hartland Road – Glenn said he met with some FEMA and state representatives about hazard mitigation funding for the slope work on Brownsville-Hartland Road and was informed that the work is not eligible because there needs to have been two other documented damage incidents in the exact same spot. Glenn said our geotechnical engineer is not able to say categorically that the damage was caused by Tropical Storm Irene without doing additional survey and safety factor work. Glenn asked Bruce and Tom if they want to do the additional work or just let it go. Bruce said he is concerned that additional work will not change FEMA's position on our eligibility. Tom asked if we would be eligible for state emergency funds if the slope fails. Mike said yes. **Bruce moved to withdraw West Windsor's appeal of FEMA's denial of funding for the slope work on Brownsville-Hartland Road. Tom seconded the motion, which passed unanimously.** Mike said all the work that we did in trying to get this project done should be documented. Glenn suggested a

letter to Alec Portalupi withdrawing our appeal but stating that we would still like to be considered for any future funding that may become available to fix this problem. Glenn said he will also print out everything that he has provided to the state and file it here at the town office. **Glenn called for a vote on the motion, which passed unanimously.**

- 13) Fines for late registration of dogs – Glenn said we have learned that the fines are set by statute and cannot be altered. Tom said other towns have higher rates than we do so they must do it through a local ordinance. The Selectboard agreed to investigate further.
- 14) Town Forest trails update – Glenn noted Jim’s trail report (attached). Glenn asked how the trails held up during the Vermont 50 race. Jim Lyall said they held up well; there was one spot with some erosion, which would have healed by now if it hadn’t been raining every day since. Glenn asked about the VT Mountain Bike Festival. Jim said Erik Schutz has met with the head of VMBA. Jim said every runner and biker in the VT 50 got information about the festival. Jim said he has finished the new trail around Southern Belle, and has been armoring stream crossings. Bruce said he thinks the town could continue armoring stream crossings beyond the October 15<sup>th</sup> cut-off date but we should check with April Hensel. Cathy Boedtger said Jim was hired to work from April through October but he didn’t start until May so the Town Forest Committee recommends that the Selectboard allow Jim to continue working through early November. Jim suggested that he continue until rifle season begins. Cathy said we should also put up signs, and post on our website, that all the trails under the Act 250 permit are closed from November 1<sup>st</sup> through the end of hunting season. Tom asked if the Town Forest Committee has a budget request for next year. Cathy said it is on their agenda for next month. Cathy asked about plans for plowing the Town Forest parking lot this winter. Glenn said the town will plow up to the parking lot. **Bruce moved to extend Jim Lyall’s 2012 contract through November 9<sup>th</sup>. Tom seconded the motion, which passed unanimously.** Glenn asked Cathy how much of the Town Forest Committee (TFC) budget has been spent. Cathy didn’t know. Glenn said he will check tomorrow. Jim said the TFC should be under budget on signs. Glenn asked about a new TFC meeting date. Jim said they may decide to meet on the same night as the Selectboard at 6:00 PM.
- 15) Police report – Glenn said there were 3 calls in West Windsor over the past month. Tom said residents would like to know if there are burglaries going on their neighborhood. Tom asked Glenn to ask the Police Chief for that information. Glenn said he can give the police report to Cathy so she can give it to Constable Johnson.
- 16) Sewer line update – Glenn said the town is waiting for a revised Memorandum of Understanding but positive discussions continue. Glenn noted the informational meeting on October 20<sup>th</sup> and the special town meeting on October 27<sup>th</sup>, regarding the establishment of a special assessment district.
- 17) Consider revised CWSRF loan application – Glenn said the application has been revised to include both the preliminary engineering for the village and the sewer rate study being done by Aldrich and Elliott. **Glenn moved to execute the revised Clean Water State Revolving Fund loan application for \$75,550. Bruce seconded the motion, which passed unanimously.**
- 18) Consider establishing an emergency line of credit – Tom suggested investigating the establishment of an emergency line of credit. Bruce and Glenn agreed.
- 19) Correspondence – Glenn noted letters received from Finley Perry and Better Backroads. Mike spoke about the positive impact the Better Backroads program has had on small towns. Bruce suggested drafting a letter of support for the program. Glenn and Tom agreed.

- 20) Approve Minutes - September 4<sup>th</sup>: **Tom moved to approve the minutes of September 4, 2012, as written. Bruce seconded the motion, which passed unanimously. September 10<sup>th</sup>: Tom moved to approve the minutes of September 10, 2012, as written. Glenn seconded the motion, which passed unanimously. September 20<sup>th</sup>: Glenn moved to approve the minutes of September 20, 2012. Bruce seconded the motion. Tom suggested a minor amendment. Glenn called for a vote on the amended motion, which passed unanimously. September 25<sup>th</sup>: Tom asked about the Errors & Omissions Report regarding the Hathorn property. Glenn said the adjustment was to his current tax bill so there's no need to go to the Board of Abatement. Tom moved to approve the minutes of September 25, 2012, as written. Glenn seconded the motion, which passed with Bruce abstaining. October 4<sup>th</sup>: Tom moved to approve the minutes of October 4, 2012, as written. Glenn seconded the motion, which passed unanimously. October 8<sup>th</sup>: Tom moved to approve the minutes of October 8, 2012, as written. Glenn seconded the motion, which passed unanimously.**
- 21) Other Business – September 13<sup>th</sup> joint meeting: Tom suggested incorporating the minutes of the September 13<sup>th</sup> joint meeting into the minutes of the October 15<sup>th</sup> Selectboard meeting. Green Mountain Power: Glenn noted that the town has received a notification of pole and wire location to perform work within the highway limits of Blood Hill, Cross Road, and Parrish View with sketch plans enclosed. Mike said that's a huge project. The Selectboard and the Highway Foreman reviewed the sketch plans. Glenn said the agreement that the Selectboard is being asked to sign specifies that Green Mountain Power will relocate or raise the lines if they interfere with the town's ability to maintain the highway at any point in the future. Bruce suggested having Mike walk the route with a representative from Green Mountain Power. **Glenn moved to table the request by Green Mountain Power for relocation and reconstruction, pending a site visit with the Highway Foreman. Bruce seconded the motion, which passed unanimously.** Glenn said he will give Chris Howland a call. South door, Town Hall: Tom said the south door needs to be fixed or replaced. Glenn suggested either having Dennis Lemire insulate it, or budgeting for a new door next year. Speaking as Fire Chief, Mike said to make sure the crash bar is not affected because it is a means of egress. The Selectboard agreed to insulate for this year and budget for a new door next year. Clearing brush: Tom requested permission to clear brush on town hall property so one of the trees can be decorated for the holidays. Bruce and Glenn agreed.
- 22) Executive Session: Review Memorandum of Understanding re: sewer system purchase – **Glenn moved to go into Executive Session. Tom seconded the motion, which passed unanimously.** After discussion, **Tom moved to come out of Executive Session. Glenn seconded the motion, which passed unanimously.**
- 23) Adjourn – **Tom moved to adjourn at 8:30 PM. Glenn seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison