

West Windsor Selectboard  
Draft Minutes  
October 22, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Martha Harrison, Tom Kenyon, Mike Spackman, Cathy Hoyt (Windsor on Air), Amy Rusiecki, Heather Hoyns, Heidi Edmunds

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – water system generator maintenance contract, speeding on Bible Hill/speed limit ordinance updates, Yale Heights stormwater system Notice of Intent, Town Hall projects, Regional Planning Commission update, Sheddsville Cemetery, Library & Historical Society budgets, trees, Key Communications proposal for network updates
- 3) Announcements/Public Comment – None
- 4) Sign Town Clerk’s orders – **Matt moved to sign orders. Brett seconded the motion, which passed unanimously.**
- 5) Event application by Lucy MacKenzie for a Mac & Cheese Dinner on Saturday, November 3<sup>rd</sup> from 5:00 PM until 9:30 PM at the Humane Society on Route 44 – Win asked about alcohol. Heidi said it’s a BYOB event, like the Cabin Fever Dinner in the spring. Heidi said she talked to the Police Chief about it today and he is fine with it. The existing parking area will accommodate the vehicles of event participants. **Brett moved to approve the application. Matt seconded the motion, which passed unanimously.**
- 6) Event application by VT Adaptive Ski & Sports for the Vermont 100 Race from 9:00 AM on July 18, 2019 until Noon on July 21, 2019 at 1850 Silver Hill Road – Amy said the information is essentially the same as last year but includes the results of last year’s sound study. The Selectboard reviewed the study with Amy. Amy noted that the race organizers are working with neighboring property owners, Dave and Tracey Dugdale, on a “green-scape” to provide a visual and auditory screen. Amy said the race organizers are willing to re-evaluate the suitability of the Mt. Ascutney area to see if the changes that have been made would make it possible to move the event there in the future. Win asked Amy if she has reached out to the various emergency service providers. Amy said yes; she hasn’t actually spoken with Mike yet, but she has tried to contact him. Amy noted that there was an ambulance at the finish line last year at the request of the medical team. Amy said the runners have to check in with medical people periodically throughout the race in order to continue. Win asked if the race organizers are coordinating with the Butcher & Pantry. Amy said they plan to let their crews know that the store will be open again next summer. Win asked if they have police at road crossings. Amy said they do have police at some locations, especially where runners tend to get bunched up. Heather said for Route 106, the race organizers stop the participants rather than the traffic; for Route 4 in Woodstock, the sheriff provides traffic control. Win asked about bonfires and music. Amy said they don’t have any fires but sometimes they have music during dinner on Friday night. Tom noted that the signs directing people to the event location were great. **Brett moved to approve the event application. Matt seconded the motion, which passed unanimously.**
- 7) Inquiry regarding third tower on Mt. Ascutney – Martha said the person who contacted her was from Faulk & Foster in Maine, but he has not provided any additional information. There was brief discussion about the existing towers and the service they provide.
- 8) Alarm Ordinance Discussion – Win said Jim Barlow revised the draft ordinance for the town. Win also noted that the Police Chief has reviewed it and is fine with it. Win said he’d like to

put the ordinance on the next agenda for adoption. Brett agreed. Mike asked if fire alarms are included in the ordinance. Martha said yes. Mike said the Fire Department has its own false alarm policy. Win asked how they enforce it. Mike said after three false alarms, they send a bill. Win asked Mike to review the ordinance and provide feedback.

- 9) Highway Foreman's report - Update on Highway Department activities: Mike said they're done with the Grants-in-Aid projects on Coon Club and Cemetery Roads and Martha is working on Better Roads grant applications for projects on Silver Hill and Cemetery Road next year. Mike said the sand pile is mostly replenished and fall scraping is done except for touch-ups. Mike also noted that they've already had to apply road salt this year. Bible Hill culvert project: **Brett moved to sign the TA-65, TA-66, and Compliance Certification forms for the Bible Hill culvert project. Matt seconded the motion, which passed unanimously.** Brett asked if there's an issue with the guardrail. Mike said it's not exactly where he expected it to be so he's going to talk to the contractor to see if it can be altered slightly. Mike added that the abutting property owners would like to paint it black, which is fine with him. Sign Municipal Invoicing Spreadsheet for Blood Hill project: **Brett moved to authorize Win to sign the invoicing spreadsheet so the town can be reimbursed. Win seconded the motion, which passed unanimously.**
- 10) Water & Sewer – Sign CWSRF loan application for sewer asset management plan: **Brett moved to sign the loan application. Matt seconded the motion, which passed unanimously.** Sign RFQ Certification Form for CWSRF: Martha said the Facilities Engineering Division has indicated that the process the town went through to select an engineering firm for the sewer rehabilitation project will satisfy the requirements for the sewer asset management project as well but they would like us to sign a new RFQ form. **Win moved to authorize Martha to sign the RFQ Certification Form. Brett seconded the motion, which passed unanimously.** Adopt revised Water Ordinance: Win noted that the proposed amendment was reviewed with the Utility Advisory Committee and they recommended that it be adopted. Win said there is language in the Sewer Ordinance that allows for some flexibility with regard to allocation applications and related fees for Changes of Use, and there should be similar language in the Water Ordinance. Win noted that Jim Barlow also reviewed the amendment. **Brett moved to adopt the revised Water Ordinance. Matt seconded the motion, which passed unanimously.**
- 11) Other Business – Water system generator maintenance: Win said he thinks we should accept the low bid for maintenance of the generator at the booster pump building. **Matt moved to accept the proposal from Brook Field Service. Win seconded the motion, which passed unanimously.** Bible Hill speeding/Speed Limit Ordinance: Win noted a complaint about speeding on Bible Hill Road and added that Martha has checked with the Police Chief and the speed cart is being assembled. Win said the town used to have a number of different speed limit ordinances but, a couple of years ago, the Selectboard combined them all into one ordinance that can be updated as new speed limits are established. Martha said at the time the speed limit ordinances were consolidated, there were several roads with speed limits that had not been established in accordance with the guidelines. For example, Martha said, traffic studies were not done on the roads prior to establishing the speed limits, so those roads were not included in the consolidated ordinance. Since then, the Regional Planning Commission (RPC) has done traffic studies on those roads and has made speed limit recommendations for them. In some cases, Martha said, the town may not want to accept the recommendations but the Selectboard should look at them, make a decision, and incorporate any new speed limits into the ordinance. The RPC recommended a speed limit of 35 MPH for Bible Hill Road, Martha said, but she thinks that's too high given that the road is heavily used for recreation.

Win asked how many speed limits need to be added to the ordinance. Martha said at least four. The Selectboard asked Mike and Martha to recommend speed limits for those four roads. Regarding the recent traffic study on Rush Meadow Road, which was incomplete, the Selectboard agreed to consider that at a later date after sufficient data has been gathered. Win suggested doing studies in four different locations on Rush Meadow Road. Yale Heights stormwater system Notice of Intent (NOI): Signing the NOI, Martha said, indicates that we've read the General Permit and are agreeing to abide by it. **Brett moved to authorize Win to sign the NOI certification. Matt seconded the motion, which passed unanimously.** Win asked if the town is going to bill the Yale Heights property owners' association for half of the \$240 fee. Martha said yes. Town Hall windows: Tom said when the windows were being washed, a few were found to be defective so he's going to meet with American Plate Glass to get an estimate on replacing them. Trees: Tom said Rice Tree came and took down a few more trees but they're now done for the season. Energy Plan: Tom said the Southern Windsor County Regional Energy Plan has been adopted so now each town has to make sure its Town Plan is in compliance with the regional plan. Sheddsville Cemetery: Tom noted that the dirt donated by the town has been leveled off. Budgets: Tom said he expects the cemetery budget and the tree budget to go down next year. Tom added that the Library expects their budget to remain the same and the Historical Society's budget may go down a little bit. Tom said Library funds, including the Savage Fund and the Blood Fund, will be maintained separately from Town funds starting on January 1<sup>st</sup>. Route 44: There was brief discussion about the Route 44 paving project. Mike noted that the Route 103 paving project in Ludlow will not be completed this year. Tom said Route 5 north of Windsor won't be done until 2022. Town Hall phone & internet: Win said the phones and internet at the Town Hall were down one day recently so Key Communications has provided a proposal to repair and upgrade our network for \$1,171.99. **Brett moved to approve the proposal. Matt seconded the motion, which passed unanimously.** Johannensen Legal Trail: Win reminded Matt and Brett that the site visits and public hearings associated with the Legal Trail on the Johannensen property are tomorrow. Win also noted that Mike has expressed concern about changing the location where snowmobiles cross Kings Highway.

- 12) Approve minutes – **Matt moved to approve the minutes of October 9<sup>th</sup>. Brett seconded the motion, which passed unanimously.**
- 13) Executive Session/Adjourn – **Brett moved to go into Executive Session to discuss personnel matters. Matt seconded the motion, which passed unanimously.** After discussion, **Brett moved to come out of executive session and adjourn at 7:41 PM, noting that the Selectboard has made a decision on a request for reimbursement for unused personal time. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison