

West Windsor Selectboard
Draft Minutes
October 9, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Martha Harrison, Gary Burke, Cathy Archibald, Tom Kenyon, Lauren Stevens

Site visit: At 6:00 PM, prior to the start of the regular meeting, the Selectboard, Gary Burke and Martha Harrison visited Gary's property on Route 44 (Burke's Garage).

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – auction event at Burke's Garage
- 3) Announcements/Public Comment – Library: Tom said the Library Trustees are meeting tomorrow to determine what type of library they are. Tom also noted that the Library may run short of funds before the end of the year.
- 4) Town Clerk/Treasurer's Report – Sign Town Clerk's orders: **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.** Liquor License: Cathy had a liquor license application from the Brownsville Butcher & Pantry, which will be good through the end of May. **Brett moved to approve the application. Win seconded the motion, which passed unanimously.**
- 5) Burke Property Discussion – Win said he'd like to put the proposal to acquire the Burke property before the voters at Town Meeting. Win said at the last meeting, there was a suggestion that the town get an environmental assessment, so he got a proposal for a Level One assessment, which would cost \$2,000. Win said he doesn't think the town should proceed with the assessment unless the voters approve the acquisition and then the town can make the purchase contingent on the results of the assessment. Matt agreed but said he thinks we need to get a commercial appraisal before presenting the proposal to the voters. Win noted that Gary is asking \$95,000 for the property. Brett asked if the Selectboard should consider holding a special town meeting. Matt said he thinks we need to get the appraisal first. Win said he will get a quote for a commercial real estate appraisal. Auction: Win asked Martha if Gary needs an event permit to hold an auction at Burke's Garage to benefit the Reading/West Windsor Food Shelf. Martha said he needs a permit if he expects more than 100 people to attend. Gary said, there should probably be law enforcement to assist with parking and traffic control. Martha said Gary would have to arrange that with the Windsor Police Department and they charge for that service. Win suggested parking across the street at the Town Garage.
- 6) Request to waive sewer and water allocation application process and associated fees for Brownsville Butcher & Pantry – Win said he is concerned about setting a precedent by waiving the sewer allocation applications and fees; he is less concerned about waiving the water applications and fees because the previous owner of the water system had an obligation to provide water to the store and the town inherited that obligation. Lauren said it was her understanding that the store was allocated 810 gallons per day (gpd) so she asked Millbrook Design LLC to make sure they wouldn't exceed that amount. Martha agreed that the amount approved in the state water/wastewater permit is 810 gpd and the design flow provided by Millbrook was 704 gpd but the previous owner's allocation was 504 gpd, so there's an increase in design flow of 200 gpd. Win noted that the store was not connected to the public sewer system until it was expanded into the village. At that point, Martha said, Aldrich + Elliott calculated the store's design flow at 504 gpd because they had gas pumps in place, 12

seats in the restaurant area, and a deli. Win reiterated his concern about setting a precedent. Matt suggested spreading the fees out over time. Martha said they are somewhat spread out already. Initially, the only fee due is a \$25 preliminary application fee. When the preliminary application is approved, then there is a fee of \$1 per gallon that has to be paid within 30 days. There is another \$25 fee when the final allocation application is submitted and, within 30 days of that application being approved, there is a fee of \$2 per gallon. Lauren asked if this is all written down somewhere. Martha said yes; it's in the Sewer Ordinance. Win said, since the store will be operating, he thinks all fees should be paid by the end of the calendar year. Matt asked Martha if she is comfortable with the store continuing to receive water at no charge. Martha said she doesn't think the town could charge the store for water. When the resort put their well in, they did a study to see if it would affect any other wells and found that it would affect the store's well. As a result, Martha said, the resort was required to provide the store with water as a condition of getting approval for their well. **Matt moved to waive the water allocation application process and fees, and to follow the allocation application process in the Sewer Ordinance with fees to be charged on the incremental increase in design flow. Brett seconded the motion, which passed unanimously.** Matt asked Lauren when they expect to open. Lauren said they hope to start the inspection process by October 20th and would like to be open by Thanksgiving.

- 7) Yale Heights stormwater permit renewal – Win said, contrary to what we initially thought, the state will accept certification from the Highway Foreman. Martha said she's just waiting for Mike to go back up and look at it again and let her know whether or not it's being maintained and operated in accordance with the design; then she needs to fill out an on-line form and we have to pay a \$240 fee. Martha said the deadline is October 28th. Win noted that, once renewed, the permit will be good for another ten years.
- 8) Junk Ordinance Discussion – Win said he sent out a draft junk ordinance and heard from both Matt Kantola and Al Keiller that the draft appears to reflect the discussion from the last meeting. Win said the next step, if the Planning Commission has no additional comments, would be to ask Jim Barlow to review it, and then put it on the agenda for adoption.
- 9) Alarm Ordinance Discussion – Matt and Brett said they did not receive Win's draft. Martha said she will send it out tomorrow. There was discussion about what constitutes a false alarm and whether or not an ordinance is needed. Win noted that the Police Chief has asked West Windsor to update its alarm policy.
- 10) September Police Report – Win noted three 911 hang-ups but only one at the Hotel. Win asked about the animal problems. Martha said the police were issuing tickets to people with unregistered dogs. Cathy said there are still three people with unregistered dogs.
- 11) Consider allocating funds for removal of Snowstorm I – Win said Glenn has talked to Pat's Peak about removing the pumps, the plumbing and the electrical equipment from Snowstorm I, with no cost or benefit to the town or Orange Lake, which owns the structure. What would be left, Win said, is just the shell of the building, which is quickly deteriorating. Win noted that Mike needs the reservoir under the building, with a lockable steel cover, and recommended having Dan Lesnick dismantle the building, put it in a dumpster, and get rid of it. Matt said he thinks Pat's Peak should pay to remove the building if they're not paying for the pumps. Win said he'll talk with Glenn about Matt's suggestion.
- 12) Highway Foreman's report – Better Roads grants: Mike was not present but would like to apply for two Better Roads grants for a project on Cemetery Road and a project on Silver Hill Road. Martha noted that the property owners who abut the Grants-in-aid project that was just completed on Cemetery Road aren't happy about it. **Win moved to authorize Mike and Martha to submit a Better Roads grant application for the two projects mentioned.**

Matt seconded the motion, which passed unanimously. Road salt: Win said Mike has gotten two quotes for winter road salt and has suggested that the Selectboard accept both quotes. Win said this is the town's usual practice; Mike gets salt from the low bidder until he has used up the amount specified in the quote and then gets salt from the other supplier. Martha said Cargill is the low bidder and that quote has to be signed. The other quote is incorporated in the state's contract so the town doesn't have to sign it. **Matt moved to authorize the Chair to sign the quote from Cargill. Brett seconded the motion, which passed unanimously.** Bible Hill culvert: Tom asked about feedback on the Bible Hill project. Win said the abutters wish the guard rail was not so visually obtrusive but, otherwise, they are thrilled with the project. Mike is going to meet with them to talk about plantings they could do to help screen the guardrail.

- 13) Utility Reports – Sewer system: Martha said the entire system has been inspected with cameras and now A+E has to start doing the planning for the repair work that will be done next year. Martha said the planning loan is for \$13,500 but half of it will be forgiven. **Matt moved to authorize the appropriate parties to sign the Loan Agreement, General Obligation Note, Resolution & Certificate for RF1-228-1.0, which will fund the preliminary engineering for the sewer rehabilitation project. Brett seconded the motion, which passed unanimously.** Win noted that the loan payments will come out of the sewer budget. Water system: Martha said she's getting bids for the annual maintenance on the booster pump generator. In addition, Martha said, the fire hydrants were recently flushed and there was a problem with the threading on the 2 ½" connection on the hydrant near Mountainside, which Dennis has repaired. Martha noted a proposed amendment to the Water Ordinance for the Selectboard to consider at their next meeting. Martha also noted that PRV-2 needs a swale around it to keep dirt from washing into the vault. Martha said she talked to Mike about it and he said, with all the equipment up there, he'll make sure it gets done.
- 14) Appoint Deb Shearer as 911 Coordinator – Martha said Deb volunteered to take over as 911 Coordinator a while ago, and she's been accompanying Martha when she goes out to assign new addresses so she's getting the hang of it. Martha described the duties of the 911 Coordinator. **Matt moved to appoint Deb Shearer as 911 Coordinator. Brett seconded the motion, which passed unanimously.**
- 15) Sign Certificate – No Appeal or Suit Pending (to close the 2017 Grand List): **Brett moved to sign the Certificate of No Appeal or Suit Pending. Win seconded the motion, which passed unanimously.**
- 16) Other Business – None
- 17) Approve minutes – **Matt moved to approve the minutes of September 24th. Brett seconded the motion, which passed unanimously.**
- 18) 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 8:12 PM, with no action taken. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison