

West Windsor Selectboard
Draft Minutes
September 17, 2019

Present: Win Johnson, Brett Myers, Matt Kantola, Martha Harrison

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 4:10 PM.
- 2) Changes or Additions – None
- 3) Public Comment – None
- 4) Sewer Rehabilitation Project – Review A+E’s bid tabulation, bid analysis report and Disadvantaged Business Enterprise Report: Win noted that two of the references were pretty good and one was not, but it seemed to be related to environmental conditions. The Selectboard reviewed and discussed the references. Consider A+E’s recommendation re: acceptance of bid: Win noted A+E’s recommendation that the Selectboard accept the bid from Avery Excavation, Inc. **Matt moved to accept A+E’s recommendation and authorize the Chair to sign a letter to Don Haddox indicating our intention to award the contract to Avery Excavation, Inc. Brett seconded the motion.** Matt said if they’re not performing can the Town terminate the contract and pick it up again in the spring with another contractor. Martha said there’s a performance bond, but she doesn’t know if we could drop them. **Win called for a vote on the motion, which passed unanimously.** Win then read the draft letter to Don Haddox regarding Avery’s DBE effort. **Brett moved to authorize Win to sign the letter indicating that the Town is satisfied that Avery has complied with DBE requirements. Matt seconded the motion, which passed unanimously.** Review status of sewer easements & Certificate of Title to Site: Martha said Orange Lake is signing two of them and overnighting them to her. There are two others that need to be signed by the presidents of condo associations that are meeting this Friday. The only issue with those is that they need to be notarized so we’re trying to work that out. One of the individual property owners from whom we need an easement did finally contact Martha. The property owner and her brother agreed to sign but they are in two different locations so it’s not clear how long that will take. Martha said the Town is also pursuing an agreement with Dan Purjes/MFW Associates that would extend to the Town the utility rights included in the Protective Covenants without MFW forfeiting those rights. Jim Barlow and Dan’s attorney have an agreement mostly worked out, but it will need to be signed by both Win and Dan. Martha said before we award the contract, which is currently scheduled to happen during the pre-construction meeting with the contractor on September 25th, Jim has to sign the certificate of title, so all this has to be done. CWSRF construction loan update: Martha said we haven’t received a letter from the state, but she thinks everything is on track with the loan. Martha added that we received our Act 250 permit for the water project today.
- 5) Other Business – Town Hall windows and door: Matt suggested putting a notice on Front Porch Forum that we’re seeking bids from contractors to install the windows and door by November 15th. Win and Brett agreed.
- 6) Adjourn – **Brett moved to adjourn at 4:31 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison