

WEST WINDSOR SELECTBOARD

Draft Minutes
October 5, 2010

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Bob French, Ralph Johnson, Cathy Archibald, Cathy Boedtke, Jim Kenyon, Mike Spackman, Laura Stillson, Ted Knox, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions – Cemetery invitation
- 3) Public Comment – Cathy Boedtke asked who is supposed to sign the fireworks contract. **Tom made a motion to authorize the Chair to sign on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.** Glenn signed the contract.
- 4) Town Clerk/Treasurer’s Report – No report
- 5) Sign Town Clerk’s orders – The Selectboard signed the Town Clerk’s orders.
- 6) 2010 Budget status – Glenn said he thinks the 2010 town operating budget looks good, with the exception of legal fees, which was expected. Tom noted that the Town Clerk fees are \$54,000. Tom asked about the expenses and mileage item. Cathy said part of that expense will be offset with grant funds. Glenn said he thinks the highway budget looks good too. Mike said “gravel and culverts” are over budget, and “other aggregates” are over but there should be bank stabilization grant money coming to cover that. Mike said “winter sand & gravel,” “salt,” and “diesel fuel” are all under budget. Mike said the most recently maintained roads held up well in the storm, which brought 6” of rain.
- 7) Schedule 2011 Budget discussions – The Selectboard agreed to ask committees to submit their budget requests by December 1st and to schedule their first budget meeting for Tuesday, December 14th at 7:30 AM. Cathy agreed to let the various committees know about the deadline for budget requests. Mike said he will have a draft of the highway budget by December 13th.
- 8) Town Constable/Delinquent Tax Collector’s Report – Ralph said he hopes that the delinquent taxes on the talc plant will be paid by this weekend. Glenn said he talked to Chris Dugan yesterday and he said he’s hoping to get the taxes paid on the ski area by the end of next week. There was discussion about a tax sale on the ski area property. Ralph said he’s going to want an attorney to do the paperwork because nobody knows who owns what up there. Glenn said the town is obligated to get the taxes collected. Glenn suggested that the Selectboard talk next week. Bruce agreed and said that he doesn’t want to let this go another month. Bob asked if anyone is interested in the mountain. Glenn said there are two interested parties and the current owners are waiting to hear back from them. Glenn noted that there is a lien on the property so the back taxes will get paid if the ski area is sold. Tom said he was told that the cost of removing the quad chairlift is not small. Tom asked if the quad can be removed if the owners of the ski area haven’t paid their taxes. Glenn said that’s not clear to him.
- 9) Highway Foreman’s Report – Best Management Practices (BMPs): Mike said the feedback on the proposed BMPs has not all been negative. Mike said after you get six inches of rain, everyone’s out taking pictures of washed out roads so now they’re on the defensive. Mike said he thinks even small towns will be able to adhere to the BMPs. Mike said if the Selectboard has concerns, they should let him or Gina Tampoli know. Bruce said the BMPs are not designed for the type of storm we just had. Best Bridge: Mike said the decking of the Best Bridge needs repair and, ultimately, replanking. Bruce agreed to look at the bridge with Mike tomorrow. Better Backroads grants: Mike said he would like to apply for grant funds to stabilize the stream bank on Sheddsville Road where the delineator posts are. The Selectboard agreed. Mike said this year’s Better Backroads project on Brook Road is complete and the final report is finished so we should get reimbursed soon. Ditching: Mike said ditching was done, but more may be needed due to the rain. Winter maintenance: Mike said the highway department has started their winter maintenance preparation. Truck repairs: Mike said Phil’s truck is in the shop, Gary’s check engine light just came on, and his (Mike’s) truck is going in the shop next week. Mike recommended ordering a 2012 truck as soon as they come out. Mike said two of the

trucks are under warranty, but Gary's is not. Computer: Mike said the computer at the town garage is not working and asked if he should get it repaired or replaced. The Selectboard agreed that Mike should replace it. Mike wants the new computer to be compatible with the highway department's camera. **Bruce made a motion to have Tom Henderson evaluate the computer, get a replacement and transfer the data. Tom seconded the motion, which passed unanimously.** Illegal access: Mike said there is an illegal highway access on Coaching Lane and he thinks there should be a penalty for installing an access without a permit. Bruce noted that the access impeded drainage during the recent storm. Glenn said the Selectboard should consider amending the access ordinance to include penalties or fees. Tom said you can't work in the town right-of-way without a permit. Mike said legally the town has the right to remove the illegal access. Glenn said that, in some instances, an illegal access can be a safety issue. Glenn asked Martha to send the landowners a letter telling them to remove the illegal access in seven days or the town will remove it at their expense. Mike suggested a generic letter that can be used the next time this situation arises. Tom said the town should complete an access inventory by the end of next year.

- 10) Discuss town website policy – Cathy Boedtke said she made the change that the Selectboard suggested at their September 13th meeting. **Tom made a motion to adopt the West Windsor website operations policy. Bruce seconded the motion, which passed unanimously.** The Selectboard signed the policy.
- 11) Appoint new members to Town Forest Committee – Glenn said at the end of the September 13th meeting, there were three people who were interested in serving on the Town Forest Committee: Dennis Lemire, Jim Lyall and Laura Stillson. Glenn said, since then, Ted Knox and a few other people have also expressed interest. Cathy Boedtke expressed interest. Tom said he would like to make sure that the various interests in town are all represented. Tom asked about the term length of the appointments. Cathy Archibald said the current term length is three years. Cathy Boedtke said a nine-member committee seems large. Cathy Boedtke said if the meetings are warned, anyone in town can go and have their say. Glenn said he agrees that smaller committees tend to be more efficient. The Selectboard reconsidered a “friends of the forest” committee but decided to stick with their decision to enlarge the town forest committee, rather than form a “friends” committee. Laura noted that there are some fragile ecosystems in the town forest that should be respected. Tom suggested temporarily adding four members to the TFC with the goal of reducing its size to six by the end of 2011. Cathy Boedtke asked if people are automatically reappointed to boards when their term is up. Glenn said, in the past, it has been difficult to get people to serve on committees and be actively involved. Mike suggested putting each member of the town forest committee in charge of recommending a policy for each specific activity or area of concern. **Tom made a motion to appoint Dennis Lemire, Jim Lyall, Laura Stillson and Ted Knox to the Town Forest Committee for a one-year term.** Tom said he has heard about plans for a trail all the way around the mountain, which he thinks would be a nice thing to have. Glenn asked Cathy Boedtke if she is interested in being involved. Cathy said she will just plan on attending the meetings. **Glenn seconded Tom's motion, which passed unanimously.**
- 12) Town Forest survey – Glenn said he spoke with Bruce at Bruno Associates and Bob at Farnsworth Surveys about surveying the two critical town forest boundaries. Glenn said he feels strongly that a survey should be done given the fact that the ski area is changing hands and prior to making a considerable investment in a new town forest management plan. According to Glenn, Bob Farnsworth said he is not equipped to do a survey of this magnitude but Bruce is interested and has submitted a proposal to do the work for \$13,950. Glenn said, given the fact that the Selectboard has historically attempted to contract with West Windsor residents whenever possible, he recommends accepting the proposal from Bruno Associates. Bruce said he is recusing himself from this decision for obvious reasons. Tom said he is not clear on the urgency of doing this. Glenn said there is a narrow window when the leaves are off the trees and there's no snow on the ground. Bruce explained that you have to have a signal to the sky for the gps equipment to work properly. Bruce said each survey-grade reading takes between 10 and 15 minutes and the perimeter of the town forest measures about 6 ½ miles.

Bruce said the proposal has been discounted by 25-30%. Tom asked where we're going to get the money to pay for the survey. Glenn said this is a key component of the town forest management plan and the Selectboard has talked about having something done by spring so we don't have a lot of time. Glenn said any forestry consultant is going to want to know where the boundaries are before they do any work. Tom said he is extremely concerned about the delinquent taxes and the finances of the town. Glenn asked Town Treasurer Cathy Archibald for her opinion. Cathy said she and Glenn had spoken earlier about taking \$5,000 from the woodlot money and \$10,000 from the Conservation Commission's funds. Glenn said the Conservation Commission has \$30,000. Tom asked if the Town Forest Committee and the Conservation Commission have weighed in on this. Glenn said no. Tom asked Bruce about the window of opportunity. Bruce said the survey has to be done after the leaves come off the trees but before there's ice and snow up there. Tom asked if any other surveyors have expressed interest in doing the work. Glenn said he did not send the RFP out to any other surveyors because he feels strongly that it should be done by someone local. Tom said he would feel more comfortable if the Selectboard attempted to get some other prices before their next meeting on November 8th. Glenn asked Bruce how long the project will take. Bruce said the field work will take about two weeks of good days; in bad weather, it could stretch into 3 or 4 weeks. Ted Knox asked if the price will go up if it takes longer. Bruce said the \$13,950 is a "not to exceed" price; if things go quicker then it will be less, but it won't be more. Glenn said he thinks it's important to get the work started sooner rather than later because we've got a lot of things hinging on this. Tom said he thinks making a decision on November 8th will give us enough time to get feedback from the Town Forest Committee and the Conservation Commission. Jim suggested that the Selectboard schedule a meeting for the end of October because they should know by then what the tax situation is going to look like. Tom suggested meeting on November 1st. Cathy Boedtke asked if postponing the work will interfere with deer season. Those present thought it might irritate some hunters. **Tom made a motion to hold a special meeting on November 1st at 6:30 PM for the purpose of awarding the town forest survey contract. Glenn seconded the motion, which passed with Bruce abstaining.** Tom said hopefully the Selectboard will have feedback from the Town Forest Committee and the Conservation Commission (CC) by then. Laura said the CC meets on November 1st at 7:00 PM so there won't be feedback from them. Tom said we can poll them. Cathy Boedtke suggested that Glenn email the Conservation Commission and the Town Forest Committee and ask them to weigh in on how they feel about spending their money on the survey. Glenn agreed.

- 13) Wastewater Committee Report – Glenn said a mailing went out to the people who would be directly affected by a feasibility study and he has had no feedback. Glenn said the Wastewater Committee's next meeting is this Thursday, October 7th. Glenn said Win Johnson and Elvin Kaplan have drafted an RFP in anticipation of the approval of a feasibility study so the RFP will be ready to go if we choose to move ahead. Glenn said he expects that on Thursday the Committee will schedule an informational meeting for those directly affected as well as the general public. Glenn said those directly affected will be notified of the meeting by mail and the public will be notified with bulletin board postings. Jim asked Glenn if he has any more information on WASTE. Glenn said WASTE is still overseeing the sewer line and paying the bills for the water system. Glenn added that Windsor is monitoring the sewer line. Glenn said he hopes that everything will continue to work until the fire district is set up.
- 14) Stream bank stabilization project – Glenn said the Selectboard received the local permit today, which is effective on October 20th and he believes it is still the Selectboard's intention to do the first phase of the project this year.
- 15) Fire district – Glenn said the attorneys for the various parties had a work session about a week ago and that went very well. Glenn said he hopes to have draft documentation for forming the fire district in the near future. Glenn said the issue of how the fire district gets control of the sewer line and the water system might be a time consuming process. Tom asked who presently owns it. Glenn said Snowdance owns it and maintains that there is a value to it but a lot of people believe that it's a liability. Glenn said he has spoken to a couple of people at the state and they are of the opinion that it's a liability. Jim said he was watching Windsor on Air last night and the Windsor Selectboard said

they have hired Dufresne-Henry to do an evaluation of the sewer system. Glenn said that's good. Jim said they didn't say who is paying for it. Bruce said to do it right you have to look at the pumps, motors, electrical system, etc. Glenn said he has been told that the life span of a sewer system is in the 20-25 year range. Bruce agreed that the system is at the end of its life span and most of it will probably need to be replaced. Tom asked about the life span of the pipe. Bruce said the pipe could go for as long as 50 years depending on the materials used and the conditions.

- 16) Mile Long Field – Glenn said he had a brief conversation with the owner's attorney yesterday and was assured that they are still interested in a possible sale of Mile Long Field. Glenn said he thinks we should lay the groundwork for some funding ideas, whether through tax-deductible private donations or by swapping land for delinquent taxes or some combination of the two. Glenn said he would like to see if there are people who are interested in the fundraising idea by asking for pledges. Tom asked what Mile Long Field is worth. Glenn said it's worth about \$150,000. Tom asked what the town would do with it. Glenn said it could be added to the town forest. Glenn said there is a narrow window of opportunity here that we should explore. Tom asked about the value of the hay. Glenn said he doesn't know. Cathy Boedtke asked if the town is thinking about purchasing the wooded area and fields adjacent to Coaching Lane. Glenn said no because that property is not restricted the way the field is, and he doesn't think the owners would be willing to part with it. Tom said if Mile Long Field is worth \$150,000, then the town would lose about \$3,000 in taxes every year by purchasing it. Tom added that preserving that view adds a lot of value to other properties. Bruce asked if someone is considering our options. Glenn said no; if we want to proceed we need to get organized. Glenn said it's hard to go too far until we know what the asking price is. Tom suggested asking the Town Forest committee for their opinion on whether the town should acquire this property or not. Glenn said he thinks everyone should weigh in on it. Cathy Boedtke said the Conservation Commission discussed it at their meeting this week and they think the town should purchase it and the commission is willing to help organize a drive. Glenn said the Upper Valley Land Trust is also willing to help facilitate this acquisition. Cathy said if it's purchased with privately raised funds, does the purchase have to go before the town voters. Mike asked if the donors would own the land. Bruce said he thinks a lot of people would be interested in having Mile Long Field as part of the town forest. Mike asked how much it's going to cost the town to maintain the field. Glenn said he thinks Bill Yates just cuts it for hay now. Mike said if we can't maintain the town forest, why would we want more land to maintain. Tom and Bruce agreed with Glenn that there is a narrow window of opportunity and the Selectboard would be remiss if they didn't put the information out there and get feedback from the town. Bruce said he thinks we should see what our options are. Tom agreed. Tom said he would like to see a letter of support from the Conservation Commission and from anyone else who is in favor of it.
- 17) Energy audits – Glenn said the energy audits are scheduled for this month.
- 18) Update on Town Hall projects – Glenn said the deficiencies that the fire marshal noted in his inspection have been corrected with the exception of the flue pipe that goes from the furnace into the chimney, which is scheduled to be repaired this Thursday. Glenn asked Martha to send a note to the fire marshal letting him know that the deficiencies have been corrected. Tom said the fire marshal is going to inspect the sidewalk project on October 11th. Tom said he hasn't heard anything more on the windows. Tom added that Jerry Ouelette has most of the railings done.
- 19) Fourth of July Committee update – Cathy Boedtke said she is the Chair of the Committee, which met in late September. Cathy said the fireworks will be on July 3rd, with the parade on July 4th. Cathy said she will meet with Mike Spackman before sending in the contract for the fireworks. Cathy said the committee discussed what worked well this year and what needs improvement, and they are considering a raffle for next year. The committee has about \$2,500 leftover from this year. Cathy said the committee also talked about ideas for a community event for the winter. The committee's regular meeting night is the fourth Monday of the month.
- 20) Tree Warden Report – Tom said a diseased pine tree on town hall property and a dying spruce tree on school property were removed.
- 21) Library roof status – Tom said the roofer was here today and he's working up a price.

- 22) Correspondence: Jim Curry – Glenn said Jim’s letter, which was received on September 28th, asks the Selectboard to drop the ancient roads issue. Bruce asked where we are with the negotiations. Glenn said Matt and Tom Hayes are working on it but nothing much has happened since the last time the Selectboard discussed it.
- 23) Other Business – Coakley: Glenn said the Coakley appeal is in environmental court, Matt has entered his notice of appearance, and we received today a list of questions from the Coakley’s attorney. Ancient Roads: Tom asked about the status of other ancient roads. Glenn said he doesn’t know about their status. Cathy Boedtke said it has not been on the Conservation Commission’s agenda recently but the people who have invested a lot of time and energy in the issue are dismayed with the current status. Cathy said the CC is waiting to see how the current negotiations play out before they determine how to handle the rest of the ancient roads. Bernatchez easement: Glenn said he spoke with Ted Siegler today about the Bernatchez easement and we need some advice from Matt on how to describe the easement without having a survey done.
- 24) Approve Minutes - September 3, 2010: Tom asked Mike if \$1,500 is the cost of turning on the pumps. Mike said yes. Bruce asked when the pumps are going to be tested. Mike said maybe next week. Tom said Dan recommended that we hire a firm that cleans out storm drains at a cost of \$300 to \$500. Tom said he thinks it’s a good idea to ensure that the fire protection water is getting where it needs to go. Glenn asked who would pay for that. Mike said he supposes that the fire department would pay for it. Tom suggested that the town and the fire department split the cost 50-50. **Bruce made a motion to share with the fire department the cost of cleaning the intake for the fire hydrant system from Mill Brook, not to exceed a total of \$500. Tom seconded the motion, which passed unanimously. Tom made a motion to approve the minutes of September 3, 2010 as written. Bruce seconded the motion, which passed unanimously. September 8, 2010: Tom made a motion to approve the minutes of September 8, 2010 as written. Bruce seconded the motion, which passed unanimously. September 10, 2010: Tom made a motion to approve the minutes of September 10, 2010 as written. Bruce seconded the motion, which passed unanimously. September 13, 2010: Tom made a motion to approve the minutes of September 13, 2010 as amended. Bruce seconded the motion, which passed unanimously. September 21, 2010: Tom made a motion to approve the minutes of September 21, 2010 as written. Glenn seconded the motion, which passed with Bruce abstaining.**
- 25) Adjourn – Glenn made a motion to adjourn at 8:35 PM. Bruce seconded the motion, which passed unanimously.

Respectfully submitted,

Martha Harrison