

## WEST WINDSOR SELECTBOARD

Draft Minutes

June 2, 2010

Present at Town Hall: Tom Kenyon, Glenn Seward, Bruce Boedtger, Cathy Archibald, Martha Harrison  
Present at Hotel Road: Glenn Seward, Bruce Boedtger, Mike Spackman, Jon Springer, Ron Juneman, Red DuFresne, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 7:30 AM.
- 2) Review Budget – The Selectboard reviewed the budget with Town Clerk Cathy Archibald. Glenn said the Selectboard needs to keep an eye on legal expenses. Glenn suggested that the Selectboard consider using conservation funds for legal fees associated with ancient roads. Bruce suggested asking Matt to provide a breakdown of his fees specifying an amount for each issue. Tom and Glenn agreed. Bruce said Matt is waiting to hear from the Selectboard before proceeding with drafting an agreement with regards to the appointment of a Special Officer. Glenn handed out an estimate of the expenses associated with appointing a Special Officer, which included \$12,100 for equipment, \$8,000 for wages, \$1,250 for mileage and \$1,250 for insurance. Glenn said Jim Kenyon suggested that West Windsor get its own call numbers; we have been using two of Reading's numbers. Glenn said Jim has been working on it and will get back to the Selectboard with more information soon. Glenn said there may still be grant funding available for radios. Tom said the question is, "When should we implement this idea?" Glenn said he's been thinking about how we're going to pay for it. Glenn said Cathy has suggested that the Selectboard hold off on appointing a Special Officer until the next budget year. Glenn said he's concerned about not having any coverage in the event that Ralph gets sick or injured. Tom suggested implementing in September. Bruce said he thinks it would make sense to give the concept a trial run before the Selectboard starts talking about the 2011 budget. Glenn agreed. Bruce said we're going to have to buy the equipment anyway no matter who is using it. Bruce said maybe the Special Officer wouldn't need to start off at 20 hours per week; maybe he could start at 10 hours per week and gradually increase. Tom said it may take a little while to get the equipment. Bruce suggested authorizing the equipment expense now and ordering it. Glenn said he thinks the Selectboard should proceed with the resolution that Matt drafted and then ask Matt to draft an employment agreement. Bruce said the Selectboard needs to provide Matt with wage information, but he would like to keep the hours flexible. Glenn agreed that the hours should be flexible up to a specified maximum number per week. Tom said before we order the radios, we should make sure we have our ducks in a row. **Tom made a motion to grant preliminary approval to proceed on the expenses associated with outfitting the Special Officer, as indicated on the list dated June 1, 2010, subject to an agreement with Jason Gravelle and subject to Jason specifying the specific equipment he needs (e.g. vehicle lights, etc.) so the Selectboard has a fixed cost for each item.** Bruce asked if the agreement should be done first or if the equipment should be ordered. Tom said he wasn't anticipating ordering the equipment right away; all the other actions that need to take place should take place, including getting the contract signed. **Bruce seconded the motion and offered an amendment to make the preliminary approval subject to final approval. Tom accepted the amendment.** Glenn asked if the intention is to order the equipment at this point, or just shop for it. Tom said his intention is just to shop for the equipment. Glenn said he will talk to Matt about the agreement. Tom asked who decides the number of hours that Jason will work. Glenn said he would like Ralph and Jason to work that out. **Glenn called for a vote on the motion, which passed unanimously.** Glenn noted that this action will put the budget in the red. Glenn suggested a separate line item for the Special Officer's wages. All agreed. Tom asked Cathy about the negative number under state property tax liability. Cathy said the actual amount due in June reflects changes to the grand list, so the town owed less than she had anticipated. Bruce asked where we are with back taxes. Cathy said there should be \$21,000 coming in today or tomorrow and, after that, there will still be \$35,000 due from the Resort. Cathy said Ralph is starting tax sale proceedings June 8<sup>th</sup>. Regarding the

taxes due on the talc plant, Glenn said he will contact Matt. There was brief discussion about what could be done with the talc plant. Glenn asked Cathy if Tom and Bruce are aware that the number of deeds she's dealing with has increased recently. Cathy said the number of time-share deeds coming from Orange Lake every week is increasing from 75 to 125. Cathy said there should be a break in a few weeks while a problem with the forms is resolved. Cathy said Annie has been helping her and Paula is going to start working on Tuesdays in addition to Thursdays and Fridays in June. Cathy said the Town gets \$20 per deed. Cathy said she may have to go over budget on wages for the Assistant Clerk. The Selectboard agreed that the revenue more than makes up for any added expense.

- 3) Cemetery Deed – Cathy had a cemetery deed for the Selectboard to sign.
- 4) Other Business – Ancient Roads: Glenn said he's going to talk with Mariah Hale about the ancient road on her property on Thursday. County Forester: Martha said she spoke with a forester who recommended getting an opinion on the Coakley logging road from a state forester. Bruce asked when the appeal is scheduled. Glenn said July 13<sup>th</sup>. Bruce asked if counsel would be present. Glenn said yes. Hotel Road: Glenn said the information that Bruce sent him on Vermont standards for road width, speed, and shoulder specifications was interesting. Bruce said in his opinion Hotel Road would have to conform to those standards before the Town should consider accepting the road. Bruce said the town should also consider what else might be coming through there that isn't built yet.
- 5) Recess – **Glenn made a motion to recess the meeting until the 9:00 site visit at Hotel Road. Bruce seconded the motion, which passed without Tom's participation because he left at 8:08 AM to meet Rice Tree Service.**
- 6) Reconvene at Hotel Road – Selectboard Chair Glenn Seward reconvened the meeting at the intersection of Hotel Road at 9:00 AM to inspect the road with Mike Spackman, Jon Springer, Ron Juneman, and Red DuFresne. There was discussion about the ownership of the road. Jon said parts of the road are owned by Orange Lake and parts are owned by Snowdance. It was noted that there are two privately owned lots on the west end of the road and that a written request from all owners would be required before the town could consider taking over the road. Mike said there would need to be at least an 18" culvert at the intersection of Hotel and Ski Tow Roads. Mike said every other guard rail post is missing and there is no swing back at the end of the rail. Mike noted that the existing traffic signs don't meet requirements. Mike and Glenn measured the width of the pavement at 22' 9" and 22' 2" in two locations near the intersection with Ski Tow Road. Glenn noted the lack of a pedestrian walkway, which is especially problematic in the winter when there are snow banks piled up along the sides of the road. It was noted that the speed limit and the average daily traffic determine the required road width. Bruce said core samples would have to be taken to determine the composition of the sub-base. Mike said the utilities, power and water lines, would all have to be located. Glenn said he thinks there are "as built" plans showing the location of the snowmaking pipes. Mike said brush would have to be removed from the right-of-way in some locations. Mike noted that the first drain on the left is not in the right-of-way. Mike said the road needs ditching. Glenn noted that the first drop inlet (D.I.) on the south side of the road is rusty and undersized and the 18" outlet on the north side is rusted out and needs to be replaced. Glenn noted that most of the road was reclaimed and repaved four or five years ago. The culvert by the fitness center is 18". Mike said the location of all the culverts needs to be documented. The stonewall and sign in front of the fitness center are 20' from the center of the road so the road is not centered in the right-of-way at that point and there is not enough room for both a ditch and a walkway. Mike said the drain for the tennis courts would have to be moved. CVPS has a right-of-way near the fitness center. There is a sewer pump station near the fitness center. There is a square D.I. in front of the fitness center with several pipes (two 1.5" pipes, one 4" pipe, and one 12" pipe) entering and a 15" outlet on the other side of the road. Glenn said there would have to be some bonding for the project. The square D.I. by the pool was installed around 2007 and is connected to the square D.I. in front of the fitness center. Some survey pins were found that were probably set in connection with the transfer of the fitness center from Snowdance to Orange Lake. There was discussion about the possibility of moving the right-of-way. Ron said Orange Lake put in a paved path and he hopes that would be an acceptable walkway. Jon suggested a ditch easement as an

alternative to moving the right-of-way. Mike said the culvert by the Windsor building needs to be replaced with an 18" culvert. There is an 18" culvert by Cunningham's that goes under the road. Mike and Glenn agreed that there would need to be an apron at Cunningham's and Glenn suggested a swale for drainage. The width of the pavement in front of Cunningham's is 22' 2". The slope across from the outdoor center is too steep for snow removal; a retaining wall may be necessary. The culvert by the outdoor center is rotted out and there is a stonewall and sign on top of the culvert. In front of the Bennington building is a 12" plastic pipe, which is too small. Erosion on the outlet end of the pipe needs to be addressed with rip rap. Mike and Red wondered why the pavement had been cut in the access in front of the Bennington building. Mike noted that the shoulder is too high in some places for the water to drain properly. Mike said the square drain between the Bennington and Windham buildings is a nightmare. There is a large corrugated metal pipe with a pressure release valve in it. By the lower pond, there is a 5' corrugated outlet pipe. There was discussion about where the town's responsibility would end if the intakes for that pipe failed. Jon suggested an easement to the 5' outlet pipe, which is not in the right-of-way. Mike suggested installing a catch basin to separate all the pipes that the Resort would continue to be responsible for from the pipe that goes under the road. Jon suggested including an agreement that, if there is a problem with any of the incoming pipes, the property owner either fixes the problem immediately or reimburses the town for having it fixed. Mike, Glenn and Bruce agreed that the town would need to protect its interests. Glenn mentioned bonding again to make sure there is funding available for emergency repairs. Jon said he thinks that it's possible to have a maintenance bond. Mike said the culvert and ditching in front of the Windham building would need to be upgraded. There is a 12" pipe under the road in front of the Windham building. Under the entrance to the Windham building parking lot, there is a 12" pipe inside a 15" pipe. Stormwater from the parking lot is not draining into the catch basin or the pipes. The section of Hotel Road west of the Windham building was not reclaimed and repaved when the rest of the road was done, approximately four to five years ago. This section of the road needs to be reclaimed and repaved. Mike said the survey should show the location of gas tanks, stone walls, and other structures that are in, or near, the right-of-way. The 18" metal culvert under the road between the Windham building and the intersection of Hotel Road and Sky Hawk Lane should be replaced with a 24" culvert. Mike said the highway department discovered two 4" pipes in the road when they were replacing a culvert on Sky Hawk Lane. Mike said the town needs to know about any and all pipes in the road or the right-of-way. Ron asked if the west end of Hotel Road should be replaced with a gravel road. Mike suggested keeping it paved because if there is any additional development in the vicinity of Mountainside Drive or beyond, he is going to recommend paving Sky Hawk Lane. Jon asked if overlay would be sufficient for the west end of Hotel Road or if the road would have to be ground first. Glenn said it would have to be ground and paved. Bruce said the town needs to know what the sub-base consists of. Red noted that there is evidence of problems with the sub-base near the tennis courts. It was agreed that twelve to fifteen 4' core samples would be needed to analyze the sub-base. Ron asked about the technical specifications for bids. Glenn gave Ron a copy of the A-76 standards. Bruce said the Vermont Department of Transportation has road specifications that relate to the amount of traffic anticipated. Red said the next step is for the owner to draft a proposal for the town. Bruce requested an updated survey.

7) Adjourn – **The meeting was adjourned by consensus at 10:55 AM.**

Respectfully submitted,

Martha Harrison