

WEST WINDSOR SELECTBOARD

Draft Minutes

March 7, 2011

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Cathy Archibald, Cathy Boedtke, Win Johnson, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes – wastewater feasibility study, website, appoint officers, health insurance
- 3) Sign Orders – The Selectboard signed the Town Clerk’s orders.
- 4) Public Comment - None
- 5) Town Clerk/Treasurer’s Report – Health insurance: Cathy said that Highway Department employee Gary Austin would like to stay on his late wife’s health insurance plan. According to Cathy, Gary would like the town to make the monthly COBRA payments, which are less than the town would pay if Gary were to switch to the town’s health insurance policy. The Selectboard agreed to make the COBRA payments until such time as the COBRA payments are higher than the amount the town would pay for Gary to switch to the town’s policy. Bruce noted that if Gary makes the payments and the town reimburses him, it will count as income for Gary, which would have negative tax consequences for him. Cathy said she could pay the insurance company directly rather than reimburse Gary. The Selectboard agreed that they would rather pay the insurance company directly. Cathy said she will look into it. Appointment of Officers: **Tom made a motion to re-appoint the incumbents to serve as Fence Viewers, Inspector of Lumber, Poundkeeper, Service Officer and Tree Warden. Bruce seconded the motion, which passed unanimously.** Cathy had a form, which the Selectboard signed, re-appointing Jim Kenyon as Service Officer.
- 6) Town Constable/Delinquent Tax Collector’s Report - None
- 7) Law Enforcement – Glenn read a letter, dated February 23, 2011, that he received from the Vermont State Police about the formation of a Community Advisory Board. The letter requests that the Selectboard appoint someone to the Board who understands the town’s public safety needs. There was discussion about the communications tower on Mt. Ascutney and the need for a generator in the parking lot nearest the tower with a cable running to the tower. Glenn suggested appointing Emergency Management Coordinator Jim Kenyon to serve on the Advisory Board. Tom and Bruce agreed. Glenn said he will ask Jim if he is interested. Glenn reminded Tom and Bruce that the town has approximately one year to find a replacement for Constable Ralph Johnson. Glenn suggested contacting the neighboring towns of Hartland, Windsor and Weathersfield to discuss the idea of regional law enforcement. As an alternative, Glenn said, West Windsor could rely on a combination of the State Police and the Sheriff’s Department. Tom suggested raising the issue at a joint meeting with the Windsor Selectboard. Bruce suggested writing a letter to the three communities asking them if they would be interested in considering a regional approach. Tom said he thinks the Correctional Facility would be a good location for a regional law enforcement office. Tom said, except for running radar, he doesn’t think the Sheriff’s Office is interested in covering West Windsor. Glenn said he will draft a letter for Tom and Bruce to look at.

- 8) Highway Foreman's Report – **Tom moved to table the Highway Foreman's Report and the Road and Bridge Standards until the Selectboard's next meeting on Monday, March 14th at 6:30 PM. Bruce seconded the motion, which passed unanimously.**
- 9) Road and Bridge Standards – tabled until 3/14/11; see item #8.
- 10) Efficiency Vermont Light Project – Efficiency Vermont has not notified the town yet about how much they will contribute to the cost of the project. Martha said the information should be available for the meeting next Monday.
- 11) Town Meeting review & action (if necessary) – Tom said the Library Trustees appreciate the support of the voters and will meet with the roofing contractor on the third Friday of this month. Tom said the roofer is certified by the state to do restoration work.
- 12) Mile Long Field - Glenn said he received the Letter of Intent today and sent it to Matt Birmingham for review. Glenn said he hopes to meet with Todd Enright on Wednesday to review the letter and get the engineering information on the pond. Bruce said he would prefer a 120-day time period if possible. Bruce asked if a non-refundable deposit is required. Glenn said no. Bruce noted that the letter only mentions a price per acre. There was discussion about the possible future snowmaking pond and the spray field/set-aside area to the east of Mile Long Field. Win asked if there is any information on the “greenways” that are shown on the subdivision adjacent to Mile Long Field. Glenn said more research is needed on that.
- 13) Sign Town Forest Plan proposal – **Glenn made a motion to accept and sign Tii McLane's town forest management plan proposal. Tom seconded the motion, which passed unanimously. Tom made a motion to authorize the Chair to sign the proposal on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.**
- 14) Approve Minutes - February 15th: Tom suggested some changes and asked if the Conservation Commission has submitted something in writing indicating that they are no longer pursuing ancient roads. Glenn said he will contact the Conservation Commission and make that request. **Tom made a motion to approve the minutes of February 15, 2011, as amended. Bruce seconded the motion, which passed unanimously.**
- 15) Other Business – Wastewater proposal from Aldrich + Elliott: Tom asked if the proposal needs to be reviewed by Matt Birmingham. Glenn said it is a boiler-plate state contract so he doesn't think it is necessary for Matt to review it. Tom suggested sending an informational copy to Matt. Bruce and Glenn agreed. **Glenn made a motion to approve the agreement from Aldrich + Elliott for the wastewater feasibility study contingent upon final review and approval from the state. Bruce seconded the motion, which passed unanimously.** Letter of Intent: Glenn said he will report back after he discusses the letter with Matt Birmingham and Todd Enright. Bruce said he would like to extend the time period for as long as possible. Tom asked Glenn if he is continuing to investigate the price of Mile Long Field. Glenn said we need to plot the pond on the acreage, draw a line around the portion of the field that the town would like to purchase, ask Bob Farnsworth to calculate the exact acreage, and then multiply the acreage by \$7,800. Bruce suggested asking for a right of first refusal on the portion of Mile Long Field reserved for the eastern half of the snowmaking pond if the pond has not been built in 10 years. Glenn said the owners agreed to put development restrictions on the pond area but it wouldn't hurt to ask about a right of first refusal. Tom agreed. There was discussion about funding

for the purchase of the field and the implications of removing the field from the tax rolls. Website: Glenn said Cathy Archibald is worried that having a lengthy description of grievance procedures on the website will cause grievances to skyrocket. Glenn said he asked Cathy if she noticed anything in the description that wasn't accurate. Glenn said Cathy thinks it is accurate but she hasn't looked it over carefully yet. Tom said the website says that taxes are due the last Friday in October and that isn't always true. Tom said he thinks the information on the website should be approved by the officer or officers to whom the information pertains. Bruce said it's a free speech issue; if it's public information, it's hard to say you can't put it on the website. Tom said he's not against posting it, he just thinks it should be reviewed before it is posted. Martha said she is concerned that the response of some town officials might be, "I don't want this on the website." Bruce said he thinks grievances are going to go up this year and it doesn't have anything to do with the website. Glenn said he feels that if it's public information and it's accurate, it's okay to put it on the website. Tom said sometimes the information is factual but something gets left out. Bruce said it sounds like Tom is suggesting that information should be reviewed for accuracy not for an opinion as to whether or not it should be posted. Tom said each page should have contact information for the town official (by title, not name) responsible for that particular function. Glenn said he will contact the Listers, the Town Clerk, the Conservation Commission and other boards and ask them to review the website, verify the information, and contact Martha with any inaccuracies or missing information. There was discussion about putting draft minutes on the website. The Selectboard agreed that draft minutes should be posted as long as they are clearly labeled "draft." Tom suggested setting up an address that all emails would automatically go to for storage.

- 16) Executive Session – **Tom made a motion to go into Executive Session to discuss pending litigation. Glenn seconded the motion, which passed unanimously. After discussion, Tom moved to come out of Executive Session. Bruce seconded the motion, which passed unanimously. Tom made a motion to authorize the Selectboard Chair to approach the DRB concerning the pending litigation discussed tonight and get their reaction. Bruce seconded the motion, which passed unanimously.**
- 17) Adjourn - **Tom made a motion to adjourn at 8:00 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison