

WEST WINDSOR SELECTBOARD

Draft Minutes

April 14, 2014

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Mike Spackman, Cathy Archibald, Rachel Williams, Barbara Truex, George Calver (VT Standard)

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Town Forest survey, Brownsville-Hartland/Sheddsville intersection
- 3) Sign Town Clerk's orders – **Tom moved to sign orders. Bruce seconded the motion, which passed unanimously.**
- 4) Town Clerk/Treasurer's Report - None
- 5) Public Comment - None
- 6) Vermont Kids Against Tobacco (VKAT) presentation: Rachel Williams – Rachel introduced two students from Weathersfield who provided information and statistics about smoking and tobacco advertising, particularly advertising aimed at teenagers as 88% of all smokers start by the age of 18. The students noted that town zoning regulations can restrict the sale of tobacco products within a certain distance of a school.
- 7) Highway Foreman's report – Contractor bids: Glenn said the town received equipment rates from two contractors – Dan Lesnick (DLX) and Jim Farrell (One Earth Excavating). Mike recommended using Dan as the town's primary contractor and Jim as the town's secondary contractor. **Glenn moved to accept the Highway Foreman's recommendation for contractors and equipment rental for 2014. Bruce seconded the motion, which passed unanimously.** Sand & gravel bids: The town received bids from Cersosimo, Jarvis, Twin State, St. Pierre, and Casella. Glenn asked about D&D. Mike said D&D indicated that their price would be the same as last year. Glenn said he thinks the town should reserve the right to switch suppliers if the quality of the material is not satisfactory. A recent bill from D&D showed a price of \$7.65 per cubic yard for sand. Mike recommended using D&D and Jarvis for winter sand, depending on availability and quality. Mike said he would rather not commit to a particular supplier for gravel. Glenn suggested notifying the bidders that we'd like to use all of them and, as a result, we may not reach the maximum amount of yardage indicated in our request for bids. Glenn said we should also ask them if that would impact the bid price. Bruce suggested telling the bidders that the town is going to assume they will hold the price unless they tell us otherwise. **Glenn moved to accept the Highway Foreman's recommendation that we use D&D and Jarvis for winter sand and a combination of the suppliers who submitted proposals for road material. Tom seconded the motion, which passed unanimously.** Culverts: Mike said he is planning to order hard plastic culverts from Giddings. Mike said there may be culvert issues on Harrington Road and Rush Meadow Road. Equipment: Mike said there are currently no major equipment issues. Highway Grants: Glenn noted the town's intention to apply for a structures grant to replace the Brownsville-Hartland Road culvert just north of the Brownsville Cemetery. Glenn suggested requesting a grant for the culvert near the Calhoun property on Bible Hill Road as well. Mike agreed but said the culvert on Rush Meadow Road should be higher priority. Brownsville-Hartland/Sheddsville intersection: Tom said he talked to Ken

Brown about moving his wall about 8' further back from the road and cutting all the trees between the new wall and the road. Tom said Randy Shambo has given a price of between \$9,000 and \$10,000 to move the wall and he thinks we should get bids on having the trees cut. Tom said we'll need to get a written agreement that, in exchange for moving the wall, we have permission to work on Mr. Brown's land and reduce the slope down to the road. Mike said it could be a \$50,000 project because there's ledge in there. Glenn said ideally the toe of the slope would be back far enough for a reasonable shoulder and ditch. Bruce asked if we will get an agreement about what we're doing and where we're doing it. Tom said yes. Glenn said we should do a layout and have Matt draft an agreement for slope rights. Glenn said the material should be used to reclaim the gravel pit area in the town forest.

- 8) Review Bridge Inspection Reports and sign form – **Tom moved to sign the form. Bruce seconded the motion, which passed unanimously.**
- 9) Fuel Pricing – Tom said a neighboring town's Selectboard has suggested that area towns join forces to get better fuel pricing. Cathy said we usually go with Dead River. Tom said he will let his contact know to ask Cathy for our usage numbers.
- 10) Sign Town Forest Fire Warden Reappointment Form – **Glenn moved to reappoint Mike Spackman as the West Windsor Forest Fire Warden. Tom seconded the motion, which passed unanimously.** Bruce thanked Mike for his many years of service.
- 11) Review and approve Local Emergency Operations Plan (LEOP) – **Glenn moved to approve the LEOP. Bruce seconded the motion, which passed unanimously. Glenn moved to authorize Town Administrator Martha Harrison to sign the LEOP. Tom seconded the motion, which passed unanimously.**
- 12) Review, adopt & sign Municipal Policies and Codes (MP-1) – **Glenn moved to approve the Municipal Policies and Codes (MP-1). Bruce seconded the motion, which passed unanimously.**
- 13) Review, adopt & sign Anti-displacement Plan – **Glenn moved to approve the Anti-displacement Plan. Tom seconded the motion.** Tom asked if this is only related to the sewer project. Glenn said yes. **Glenn called for a vote on the motion, which passed unanimously.**
- 14) Consider signing Notice to Proceed on Hotel Road pump station project – **Tom moved to approve the Notice to Proceed. Bruce seconded the motion, which passed unanimously. Bruce moved to authorize the Chair to sign on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.** Glenn noted that Orange Lake has already paid for its portion of the associated costs.
- 15) Consider placing upper loop sewer improvements on the 2015 CWSRF Priority List – Glenn said if we move forward with improvements, this would allow us advantageous funding. Tom asked if the improvements would be paid for by the users. Glenn said yes. **Glenn moved to place anticipated upper-loop sewer improvements on the 2015 CWSRF priority list. Bruce seconded the motion.** Tom asked for a rough estimate. Glenn said \$500,000. **Glenn called for a vote on the motion, which passed unanimously.**
- 16) Discuss EC Fiber kick-off meeting – Glenn said he has been invited to meet with Irv Thomae and Stan Williams of EC Fiber to establish a plan to get West Windsor's high-speed fiber optic project up and running. **Tom moved to authorize Glenn to attend the meeting on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.**
- 17) Discuss 911 signage project – Glenn said he has no new information. The Selectboard agreed to table discussion until the next meeting.

- 18) Sheddsville Cemetery – Tom said work on the wall has commenced and he has given Dennis Lemire permission to clear a 40’ to 50’ section of trees.
- 19) Brownsville Cemetery – Tom said the Brownsville Cemetery Association has nominated Dwight Davis as Sexton and Bob Mathews as consultant at a rate of \$15/hour. **Glenn moved to appoint Dwight Davis as Sexton and hire Bob Mathews as a consultant at a rate of \$15/hr. Bruce seconded the motion, which passed unanimously.**
- 20) Police report – Glenn noted that the Police Report for March has not been posted on Facebook yet.
- 21) Review 2014 Town Plan & schedule Public Hearing – Tom said he has not finished reading the Town Plan but he agrees that the Selectboard should schedule a public hearing. **Tom moved to hold a public hearing on the proposed Town Plan on Tuesday, May 27th at the Town Hall at 6:30 PM. Bruce seconded the motion, which passed unanimously.** The Selectboard agreed to schedule an additional meeting to review the Town Plan prior to the public hearing.
- 22) Other Business – Town Forest survey: Tom said he traced the ownership of the 42-acre parcel along the border of West Windsor and Weathersfield from Clive Martin to Norman Jarvis to Richard & Maggie Brown to 3H Corporation to Waterman to the Cross Brothers and, finally, to the Town of West Windsor. Granite: Glenn said he is interested in purchasing the old pieces of granite on Town Hall property. Tom said we have no use for them. Glenn said he will negotiate a price with the Town Treasurer. Tom and Bruce agreed. VT Municipal Equipment Show & Field Day: Mike requested permission for the town highway employees to attend the event in Barre on May 14th at a cost of \$15 each. **Tom moved to approve the request. Bruce seconded the motion, which passed unanimously.** AOT meeting: Glenn said he would like to postpone the April 22nd Selectboard meeting with Chris Bump until April 24th or 25th. Everyone agreed.
- 23) Approve Minutes - March 18th: Tom said in the references to Aldrich and Elliott, the “and” should be spelled out. With that correction, **Tom moved to approve the minutes of March 18, 2014. Bruce seconded the motion, which passed unanimously.** March 24th: With that same correction, **Bruce moved to approve the minutes of March 24th. Glenn seconded the motion, which passed unanimously.** March 31st: **Tom moved to approve the minutes of March 31, 2014 as written. Bruce seconded the motion, which passed unanimously.**
- 24) Adjourn – **Glenn moved to adjourn at 7:43 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison