

## WEST WINDSOR SELECTBOARD

Draft Minutes

April 25, 2014

Present: Glenn Seward, Tom Kenyon, Bruce Boedtker, Mike Spackman, Chris Bump (AOT), Martha Harrison, Cathy Archibald

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 9:00 AM. Tom suggested including “Announcements” and “Sign Orders” on every meeting agenda. Glenn and Bruce agreed.
- 2) Annual meeting with Agency of Transportation (AOT) – Annual Financial Plan: Together, those present filled out an Annual Financial Plan for West Windsor for submission to VTrans District #4. The total 2014 highway expense budget is \$559,215 with \$471,540 to be raised by taxes. \$13,000 is budgeted for bridges; \$30,500 is budgeted for paving; and \$18,800 is budgeted for construction. To get the winter maintenance budget, the bridge, paving and construction budgets are subtracted from the total, which is then multiplied by 0.6. To qualify for emergency assistance, Chris said, the damage has to be more than 10% of the general maintenance budget. There was discussion about codes and standards and hydraulic studies. Paving & structure grants: Mike said the town is planning to request a \$200,000 paving grant and three structure grants: one on the Brownsville-Hartland Road (\$150,000), one on Rush Meadow Road (\$120,000) and one on Bible Hill Road (\$100,000). Tom asked about re-routing Bible Hill Road. Glenn said the affected property owner, Michael Epstein, has not been consulted yet. Chris gave the town a copy of “The Orange Book, 2014-2016.” Chris said if a structure costs more than expected, the town can request an amendment, which may be approved if funds are available. Regarding paving, Chris said West Windsor has 2.24% of the Class 2 mileage and has received 2.61% of the funding over the past ten years and is therefore ranked 16 out of 26 towns. Chris said grant applications are due on May 15<sup>th</sup> so, if we don’t have the hydraulic study yet, we should just make a reasonable estimate on the cost of the Brownsville-Hartland Road culvert. Regarding structure grants, Chris said West Windsor has received 7.82% of the funding over 10+ years, which is at the high end. Chris said the “past funding” percentage is not the only consideration for structure grants; the urgency of the situation is also considered. Glenn asked Mike what paving projects he anticipates doing this summer. Mike said he needs to do some work on Pierce Hill and a few other small repairs. Sewer Project: Glenn asked Chris if he is aware of the proposed sewer project in the village. Chris said no. Glenn said there are a number of structures under Route 44 that were installed in the 1960s so the state may want to consider replacing them. State Highway Bridges: Chris said District 4 will manage the deck replacements on Bridge #4 and Bridge #7 this summer. Chris asked if the state has discussed 24-hour operations with the town. Glenn said yes but noted that there may be a noise issue with the adjacent landowners. Glenn said the town will approach the property owners. The Selectboard agreed that the deck replacements should be done as quickly as possible to minimize the amount of time the fire department is unable to access the southeast section of town. Chris explained the state’s bid process. Mike asked Chris to contact the town as soon as he knows the dates the bridges will be closed so he can work out mutual aid with area fire departments. Chris agreed to notify the town and also to invite the town to the

pre-construction meeting. Coaching Lane intersection: Chris said AOT has a rough set of plans for the Coaching Lane-Route 44 intersection project but they haven't checked the drainage yet. Mike asked if the state surveyed Johnson Road too. Chris said no; they only surveyed about 100' along Route 44 on either side of the intersection, and up Coaching Lane about 300'. Sheddsville project: Glenn updated Mike on the slope project at the intersection of Brownsville-Hartland Road and Sheddsville Road. Mike asked if Ken Brown has signed an agreement. Glenn said yes. Glenn said Mike and Dan should look at it and give an estimate on time. Tom said he assumes that Dan will move the stone up to where the wall is going. Everyone agreed that the wall should not be rebuilt until all the other work is done. There was discussion about using some of the excavated material to augment the shoulder in a few places. Mike and Cathy agreed to put the expenses under "Special Projects." Tom had an estimate from Randy Shambo. **Glenn moved to accept the proposal of \$11,200 dated 4/18/14 from Randy Shambo for a 300' stonewall in conjunction with the project at the intersection of Brownsville-Hartland Road and Sheddsville Road. Tom seconded the motion, which passed unanimously.**

- 3) Appoint Town Service officer – **Glenn moved to appoint Jim Kenyon as Town Service Officer for the period from April 15, 2014 through April 14, 2015. Tom seconded the motion, which passed unanimously.**
- 4) Sign Town Clerk's orders – **Glenn moved to sign orders. Tom seconded the motion, which passed unanimously.**
- 5) Adjourn – **Glenn moved to adjourn at 10:25 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison