

West Windsor Selectboard
Draft Minutes
August 8, 2016

Present: Tom Kenyon, Win Johnson, Mike Spackman, Martha Harrison, Cathy Archibald, Jason Booth (Aldrich + Elliott), George Calver (Vermont Standard), Laura Farrell, Connie Dowse, John & Margaret Monroe-Cassel

- 1) Call to Order – Selectboard Vice Chair Tom Kenyon called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Win said he would like to discuss Vermont’s new parcel program under “Other Business.”
- 3) Announcements/Public Comment – None
- 4) Village sewer update: Jason Booth (Aldrich + Elliott) – Jason said the balancing change order and final pay estimate were executed at the final meeting with Zaluzny this afternoon, which closes out the contract. Jason said the final construction cost, including the bid alternate and reflecting all change orders is \$1,858,264. Small purchase #1, the interior re-plumbs, was \$6,200. Small purchase #2, cleaning and inspecting the tanks at pump station #1, has not been done yet; this is not part of Zaluzny’s contract and will be done separately. Jason said the engineering costs are final except for “Special Services,” which covers the “as built” record drawings. Jason said the town will have to provide the figures for “Other Costs” including administrative, legal and short-term interest. With those costs still included as estimates, the revised Total Project Cost is \$2,347,896. Using the entire CDBG-DR grant of \$891,547 leaves a CWSRF loan amount of \$1,456,349. Jason said he has not included the pollution abatement grant funding which the legislature is scheduled to vote on in 2017. Martha said the town did receive a small pollution abatement grant of \$28,132, and the legislature approved an additional \$170,761 this year, but we have not received it yet. Jason said additional grant funds will offset the town’s debt service. If all expected pollution abatement grant funds are received, the town’s debt service would end up at around \$1,028,106. Jason confirmed that payments on the debt begin in 2018. Jason said A+E will solicit bids for the tank cleaning and inspections and will need CWSRF approval so it will probably be a couple of months before the work is done and the total project cost can be finalized. Jason said, all in all, the project went very well.
- 5) Water project update – Win asked Jason if he has an updated project cost for the water improvements that reflects the bids. Jason said he will have that information on Wednesday. Jason noted that Manosh was the low bidder with a bid of \$380,000 and A+E is now checking their references and doing a complete bid analysis. Jason said if the Selectboard can meet on Friday to concur with A+E’s recommendation, then we can schedule Green Mountain Power. Martha asked about the easements. Win said Matt Birmingham has the easement from Mountain’s Edge but is still waiting for the easement from Mountainside. Jason said, without a Certificate of Title to Site from the Town Attorney, the town cannot award the contract. Win suggested asking Matt to join the conference call on Friday. Jason said he is trying to schedule a pre-construction meeting with Manosh for August 18 or 19.
- 6) Discuss results of Cemetery Road speed study – Win asked those present to comment on the study. Connie Dowse said people drive too fast on Cemetery Road where the speed limit is 35 MPH. Connie noted that the speed limit on Sheddsville Road and Bible Hill Road is 30 MPH. Martha said, according to the Southern Windsor County Regional Planning Commission (SWCRPC), the speed limit is usually set at the 85th percentile which, for this study, is 32 MPH westbound and 34 MPH eastbound. The four residents of Cemetery Road who were present at the meeting felt that the traffic counter should have been placed further to the west to get a more

accurate reading of the number of people speeding on the road. Those present were concerned about the safety of walkers, bikers and horse-back riders. Mike said if the speed limit is 35 MPH and 85% of the people are going less than 35 MPH, then we're within tolerance. Win said he doesn't know if it will make a difference but he has no objection to lowering the speed limit. Mike said speed limits are based on the width of the road, the number of curves and the accident history, among other things. Win asked about the process for changing the speed limit. Martha said the town needs to pass an ordinance. Connie asked how long the process will take. Mike said it will take about three months. Margaret asked for police surveillance in the meantime. Martha said the Selectboard will have to draft and sign an ordinance specifically for Cemetery Road and then it has to be posted for 60 days before it becomes effective. Tom and Win agreed to proceed with drafting an ordinance.

- 7) Public Assembly application: Vermont 50 Mtn. Bike & Ultra Run from noon on September 24, 2016 until 7:00 PM on September 25, 2016 at the big parking area on Ski Tow Road – Laura Farrell was present on behalf of the Vermont 50 and said there are no changes in the event this year. Win asked if there have been campfires associated with the event in the past. Laura said no. **Win moved to approve the application on the condition that there are no fires associated with the event. Tom seconded the motion, which passed unanimously.**
- 8) Town Clerk/Treasurer's Report - None
- 9) Sign Town Clerk's orders – **Tom moved to sign orders. Win seconded the motion, which passed unanimously.**
- 10) Highway Foreman's Report – Coaching Lane intersection: Mike said the grant work on Coaching Lane is mostly done, except for paving. Bowers Road: Win asked about the situation on Bowers Road. Mike said he doesn't think Ed Pierce was happy with the water situation but he hasn't heard any more. Mike said there has been no contamination by the town or Zaluzny. Win said without any recent prior testing, he doesn't know what we can do. Mike said Zaluzny dug a pit and filled it with earth from boring under Mill Brook but it was just earth. Tom said he thinks Bob Farnsworth has a survey of the properties in the area so we can ascertain where everything is. Win asked if we're posting Bowers Road as a trail. Mike said yes; there are posts blocking entry on either end, at the top of the hill and at the culvert. Tom noted that Bowers Road is an access to the snowmobile trails. Hotel Road: Win asked Mike his thoughts on Hotel Road. Mike said he'd like to remove the asphalt from the Windham Building parking area to Skyhawk Lane but he wants to look at the budget first. Paving: Tom asked if the Better Roads grant will cover the paving at the Coaching Lane intersection. Mike said some of the cost will have to come out of the Paving Fund. Mike said we're also going to pave where we replaced culverts on Hotel Road and the Brownsville-Hartland Road. Maintenance Parcel: Win asked Mike about the contaminated soil on the maintenance parcel. Mike said he's got some clean soil up there but he needs to get some manure. Mowing: Mike said the highway department has started mowing the town roads again and the state mowed Route 44 today. Win noted that the state has been cutting back banks and asked if there are plans to cut back the bank to the west of his access. Tom said that area is not on the list but he'll mention it to them again.
- 11) Consider extending highway access approval for Churchill Road property (Dowd/Putman) – Mike said he thinks the applicants should re-apply and re-mark the proposed access because we've lost track of where the stakes were. Win questioned the Selectboard's authority to extend the approval. **Tom moved to require Dowd & Putman to reapply for the access off Churchill Road. Win seconded the motion, which passed unanimously.**
- 12) Request by EC Fiber to place poles in Rush Meadow Road right-of-way – Tom said he and Mike have been to the site. Mike said he had asked EC Fiber to move the proposed pole locations a few weeks ago, which they did. Mike had no concerns about the new locations. Win

asked if this is the only location where EC Fiber is going to need to put poles. Mike said he doesn't know. Win asked if the date for the EC Fiber informational meeting has been confirmed. Martha said it's going to be on September 28th. Tom said, as Tree Warden, he is pleased with the proposed pole locations. **Win moved to approve the request by EC Fiber to place poles in the Rush Meadow Road right-of-way as indicated on the sketch provided. Tom seconded the motion, which passed unanimously.** Tom said he thinks there was some discussion about giving EC Fiber a blanket permit to proceed and he is opposed to that; he would rather visit each location. Win agreed. Martha said Ken Parrot sent an email that Dick Beatty would like to discuss at the Selectboard's next regular meeting. The email suggested that Tom and Mike look at any proposed work areas and make a recommendation to the Selectboard. Tom said he doesn't mind making a recommendation to the full Selectboard but he doesn't want to short-circuit the process.

- 13) Sign Better Roads grant agreement for Coaching Lane-Route 44 project – Martha said the state has still not provided the agreement. Win asked Martha to pursue the matter with the state.
- 14) Contaminated soil on maintenance parcel – Win asked Mike to call Matt Becker as soon as he's ready to go.
- 15) Brook Road demolition project update – Martha said the contractor has someone coming to remove the asbestos on August 16th or 17th. He will proceed with the demolition on the 18th and be done by the 23rd or 24th. Win asked if the Crocker property in Windsor abuts this property. If so, Win suggested transferring the property to the same owner.
- 16) Update on Town Hall projects – Heating system: Tom said the heating system is just about done. Win asked if Tom has heard from the Fire Marshal about the use of the space. Tom said no but he has to go and see him. Clock: Tom said as far as he knows everything is going well but it will probably be about a month and a half before the clock comes back.
- 17) Other Business – State Parcel Program: Win said it sounds like the state wants to use our data and update or modify it somehow. If we want to participate, Win said, we should approve the contribution of our data to the project. Win said it sounds like the state is assuming that we are going to do both – participate and contribute our data. Martha said, according to Katharine Otto at the SWCRPC, West Windsor's maps have over-lapping parcels and not every parcel has a unique identification number. Win suggested waiting to hear what the Listers have to say after the informational meeting.
- 18) Approve Minutes - July 18, July 25, July 27, August 1 & August 4: **Win moved to table the minutes of July 18 and August 4, and approve the minutes of July 25, July 27 and August 1. Tom seconded the motion, which passed unanimously.**
- 19) Adjourn – **Win moved to adjourn at 7:30 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison