

WEST WINDSOR SELECTBOARD

Draft Minutes

December 28, 2011

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Mike Spackman, Constable Ralph Johnson, Windsor Police Chief Steve Soares, Windsor Town Manager Tom Marsh, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 8:00 AM.
- 2) Changes or Additions – Nilson property, footbridge, articles for town meeting warning, Listers’ agreement, off-site computer backup, schedule meeting with Town Attorney, municipal planning grant agreement, culvert bids, equipment & paving funds
- 3) Nilson property - Tom said he has spoken with a real estate agent about getting a price for the Nilson property, which has 6.7 acres. Glenn asked if the Nilson property is in the floodplain. Tom and Glenn looked at the Flood Insurance Rate Map (FIRM) and confirmed that a portion of the property is in the floodplain.
- 4) Law Enforcement & Ambulance Contract - Glenn noted that the Selectboard has met with Windsor town officials twice, which has resulted in a contract for law enforcement and/or ambulance service for the Selectboard to consider. Glenn asked Chief Soares about intermittent patrols. Chief Soares said it depends to some degree on what West Windsor wants. Chief Soares said Windsor would answer all 911 calls 24/7. Tom asked about “noise in the night” calls. Chief Soares said, with the additional officer that Windsor would hire to cover West Windsor, Windsor hopes to have two people on 24/7. Chief Soares said, if Windsor has two officers working, they could certainly send one of them to respond to a “noise in the night” call, even though it would not be considered a 911 call. Tom asked about fire, accident, and domestic violence. Chief Soares said they would respond to all legitimate calls for police service. Chief Soares said if there is a speeding problem on a particular road, they would also help with that. Glenn said Ralph could help identify issues. Chief Soares said he would like to meet with Ralph. Tom said we will still need a constable after July 1st. Glenn noted that the contract for law enforcement would be \$70,000 and if we included ambulance service, it would be \$75,000. Glenn asked if billing would be quarterly. Tom Marsh said yes. There was discussion about the amount of time an officer would actually be patrolling in West Windsor. Tom Marsh said the contract price is not sufficient to cover both the cost of having an officer in West Windsor 40 hours per week and the cost of providing 24/7 response to 911 calls. Glenn asked when a revised contract might be available. Tom Marsh said probably by the end of this week, once we clarify what West Windsor is looking for. Glenn said the 911 call response is primary along with patrols for 10-13 hours per week. Ralph said if the ski area opens, there’s going to be more time needed. Tom said having an officer here at random times is a better deterrent. Chief Soares agreed and said that patrol hours can vary. As Fire Chief, Mike said the fire department needs back up for fire calls. Ralph asked if Windsor would send two officers for domestic and other serious calls. For a domestic call, Chief Soares said they would try to send two and, if they were not able to send two, they would call for back up as Ralph does now. Glenn asked about alarm calls. Ralph said there are about fifty alarms in town. Chief Soares asked if West Windsor has an alarm bylaw. Tom Kenyon said the town has a policy about false alarms. Ralph said people are allowed three false alarms and after that they get billed. Ralph said you can’t communicate with dispatch on some of the back roads. Glenn said we’ll have to talk with Jim Kenyon about that because it needs to be addressed. Tom Kenyon said West Windsor is trying to get its own frequency. Ralph said he can get the state police on their frequency. Chief Soares asked if it would help to have a fire radio in the police car. Ralph said that will work from most locations. Mike said the Windsor police could use the West Windsor repeater because that works everywhere in town. Chief Soares said if they need to put a special kind of radio in the police vehicle, he has no issue with that but they do need to be able to communicate. Chief Soares provided a sample Joint Agreement for Law Enforcement Services

for both towns to consider. With regard to the ambulance contract, Glenn said it's worth considering Windsor's offer to provide both police and ambulance services. Tom Kenyon said he is not prepared to make a decision at this time. Tom Marsh clarified that if West Windsor were to contract with Windsor for ambulance service only, the price would be as originally quoted at \$11,737; the discounted rate would only apply if West Windsor contracts with Windsor for both police and ambulance service. Bruce brought up the issue of people not posting their 911 address numbers. Martha said the Town of Manchester won't issue a Certificate of Occupancy until the 911 address is posted. Chief Soares said that's a good idea. Bruce suggested that the town post the addresses in the right-of-way. Another option, Chief Soares suggested, would be to adopt an ordinance requiring people to post their address. Chief Soares suggested that the inmates from the Windsor Correctional Facility might be able to help with posting numbers.

- 5) Sign Town Clerk's orders – **Glenn made a motion to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.**
- 6) Municipal Planning Grant agreement – **Glenn made a motion to sign the agreement. Bruce seconded the motion, which passed unanimously.**
- 7) Reappraisal Services agreement – Glenn said the Listers have recommended that the Selectboard sign an agreement for reappraisal services with New England Municipal Consultants Ltd. **Tom made a motion to accept the recommendation of the Listers and sign the contract with New England Municipal Consultants Ltd for the purpose of the reappraisal of the Town of West Windsor in 2012-2013 at a cost of \$67,300. Bruce seconded the motion, which passed unanimously.**
- 8) Proof of loss – Glenn said we have a corrected proof of loss regarding town hall damages from Tropical Storm Irene in the amount of \$6,399.39, which includes Kingdom Cleaners, carpeting and work by Dennis Lemire. **Glenn moved to sign the proof of loss. Bruce seconded the motion, which passed unanimously.**
- 9) Parcel map maintenance agreement – Glenn noted that the town has received the new tax maps from Avatar. Regarding the map maintenance agreement, Glenn said he has not been impressed with Avatar's service and is reluctant to sign a multi-year agreement but, with a reappraisal on the horizon, Lister Chair Annie Burke suggested that the Selectboard consider it. Glenn said a one year agreement is \$1,200 and a 3-year agreement is \$3,420. **Bruce made a motion to sign an agreement for one year. Tom seconded the motion, which passed unanimously.**
- 10) Other Business – Footbridge: Tom said the repair work has been done. Computer back-up system: Glenn recommended that the town implement an off-site computer back up system. Tom asked about security. Martha said Carbonite encrypts files to bank-level security and automatically backs up files as they are created or modified. Tom asked if the computers have to be left on all the time. Martha said she will ask that question. Bruce and Tom said they are in favor of a backup system after the questions are answered.
- 11) Highway – Gravel contract: Mike said he is waiting for a contract from Windsor for West Windsor to purchase 1,000 yards of gravel from Windsor's pit at \$8 per yard with half the money to be paid up front to cover the cost of crushing and the other half to be paid when the material is hauled. **Glenn made a motion to approve the purchase of 1,000 yards of processed material from Windsor at a cost of \$8 per yard. Bruce seconded the motion, which passed unanimously.** Dugdale and Wardner Road box culverts: Glenn said he is hesitant to make a decision on Dugdale Road due to the situation with FEMA. Mike said the Wardner Road bids are for different lengths. Mike said M&M's proposal is 27 feet, Murphy's is 30 feet, and Daniels' is 26 feet. Mike said he doesn't like that Daniels is charging \$15,000 for a temporary road. Mike recommended that the Selectboard contract with M&M. The Selectboard reviewed bid amounts of \$84,550 from M&M, \$198,500 from Daniels, and \$109,300 from Murphy. **Tom made a motion to table consideration of the bids for the Dugdale Road project. Bruce seconded the motion, which passed unanimously. Glenn moved to accept the bid from M&M Excavating for \$84,550 for the Wardner Road culvert. Bruce seconded the motion.** Tom asked when the

work would be done. Mike said it would be done during the 2012 construction season. **Glenn called for a vote on the motion, which passed unanimously. Tom made a motion to authorize the Chair to sign the contract with M&M on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.** Mike said we should notify Daniels and Murphy. Material in highway right-of-way: **Bruce made a motion to send a letter to Rad Dyke concerning the material in the right-of-way on Auger Hole Road. Glenn seconded the motion, which passed unanimously.**

- 12) Budget Discussion – Highway: There was discussion about Tropical Storm Irene-related damage repair costs and likely reimbursement amounts from the state and federal government. Cathy said last week there was a \$35,000 surplus but, since then, we've received a number of bills. Town: Cathy said the surplus was about \$43,000 last week. With regard to budgeting for law enforcement, Tom said he thinks we ought to be able to find someone locally for less than \$70,000 and he's uncomfortable signing a contract with Windsor without voter approval. Regarding ambulance service, Tom said he is comfortable remaining with Golden Cross for another year. Glenn said he thinks it's unreasonable to wait until Town Meeting to make a decision on law enforcement. Tom said he thinks there is enough time between Town Meeting and July 1st to figure out a solution. Glenn asked what happens if we come up short. Tom said we can rely on the state police. Glenn said he is not comfortable with that, given that Ray Keefe has said that the State Police cannot provide the service needed. Glenn said we have an obligation to the people of this town to provide security. Bruce agreed that the Selectboard has an obligation to look out for the safety of the community. Tom repeated that he's uncomfortable not getting input from the voters. Tom said what happens if you get to town meeting and the voters slash the money for law enforcement out of the budget; what happens if you've already signed a contract. Glenn said if we have to make sacrifices elsewhere in the budget so we can cover law enforcement, so be it. Tom suggested finding someone locally to provide law enforcement. Bruce said then we have to make sure they're qualified and supervise them. Glenn said he does not want to oversee a police department. Tom said we should at least put this issue on the agenda for our regular meeting in January. There was discussion about which ambulance service to choose. Tom spoke in favor of continuing to contract with Golden Cross. The Selectboard agreed to put the law enforcement issue and the ambulance contract on the agenda for January 9th. Martha noted that the current ambulance contract ends on December 31st. Glenn said we will have to ask for an extension. Cathy asked if the \$25,000 for the town forest is going to be an appropriation or a separate article. Glenn said he thinks it should be a line item in the budget. Tom said he thinks there will be discussion on it whether it is a separate article or not. Cathy said the Cross Woodlot Fund has its own checking account so she would write a check to the Cross Woodlot Fund and the expenses would come out of that Fund. Glenn said it would be simpler, in light of our long range plans for the cross wood lot, to have it as a line item. Cathy asked if the town forest expenses are coming out of the town budget. Glenn said yes. Glenn suggested closing the Cross Woodlot Fund. Tom said the Selectboard should ask the Town Forest Committee about that. Glenn said if Tom and Cathy are uncomfortable with his suggestion, then leave things the way they are. Cathy suggested including it as a separate article. Glenn agreed. Cathy asked about including the article increasing the exemption for disabled veterans. The Selectboard agreed to include it. Cathy said ACORN has requested a donation but did not specify an amount. The Selectboard agreed not to include it on the warning since a specific amount was not requested. Cathy said the George Aiken RC&D Council changed its name to Northern VT RC&D Council and asked if they should have a separate article due to the name change. Glenn said yes. Tom said there may also be an article on the Nilson property. Glenn asked Martha to put an ad in the paper notifying people that the proposed law enforcement contract with Windsor will be on the agenda on January 9th. Glenn said he would like to schedule a meeting with the Town Attorney to discuss utility issues. The Selectboard scheduled a meeting for Tuesday, January 3rd at 7:00 AM.

- 13) Other Business - Storm windows: A resident reported that the new storm windows have a gap at the bottom. Tom said he would investigate. Trash in brook: Tom said trash is being dumped into the brook at the corner of Cross Road and Blood Hill Road. The Selectboard agreed to ask the Health Officer and the Constable to investigate.
- 14) Adjourn – **Glenn moved to adjourn at 8:30 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison