

WEST WINDSOR SELECTBOARD

Draft Minutes
February 11, 2013

Present: Glenn Seward, Tom Kenyon, Town Clerk Cathy Archibald, Highway Foreman Mike Spackman, Bob French, Johnny Jones, *VT Standard* reporter George Calver, Shirley Ouelette, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions – None
- 3) Town Clerk's orders – **Tom moved to sign the Town Clerk's orders. Glenn seconded the motion, which passed unanimously.**
- 4) Town Clerk/Treasurer's report – Cathy had a cemetery deed for the Selectboard to sign. **Tom moved to convey Sheddsville Cemetery lot #826 to Martha Bergland. Glenn seconded the motion, which passed unanimously.**
- 5) Public Comment – None
- 6) Discuss post-Irene issues with Emergency Management Coordinator – Emergency Management Coordinator Jim Kenyon was not present.
- 7) VT Mountain Bike Festival – Glenn said he met with Jim Lyall and Erik Schutz, representatives from STAB (Sports Trails of Ascutney Basin) to look at the site and forwarded a map to the property owners, who have expressed no concerns.
- 8) Highway Foreman's Report – Highway Foreman Mike Spackman had not arrived yet. Tom asked why the smaller truck is not being used to plow the smaller roads, such as Johnson Road and Lemire Road. Glenn said he doesn't know. Tom suggested looking at Lemire Road in the spring.
- 9) Certificate of Highway Mileage – Martha said Coaching Lane stops at the town forest and the easterly portion of Hannah Road has been removed. **Tom moved to sign the Certificate of Highway Mileage. Glenn seconded the motion, which passed unanimously.**
- 10) Consider adopting the January 2013 state-approved Town Road & Bridge Standards – Glenn said the Highway Foreman is comfortable with the Selectboard signing the standards. **Glenn moved to sign the 2013 Town Road and Bridge Standards. Tom seconded the motion, which passed unanimously.**
- 11) FEMA payment status – Glenn said the town recently received the final \$82,000 from FEMA for Bowers Bridge and we're still waiting for \$14,700 from the state.
- 12) Budget discussion – Glenn said the town expenses, including appropriations, are up less than 1%, and the highway budget is up 3.3% due to increases in diesel fuel, health insurance and summer maintenance.
- 13) Town Forest trails update – Glenn noted that Trail Manager Jim Lyall is not present. Glenn said he would like to have a volunteer groom a trail, approximately 4' wide, around the Mile Long Field area. Tom asked what the property owners think. Glenn said they are okay with it. Tom agreed. Bob French asked if snowmobiles will be able to use the trail. Glenn said no; except for the Conleys, snowmobiles can't use the trails unless we get an Act 250 amendment. Glenn noted that Orange Lake is not interested in having snowmobiles on their property. Tom mentioned walking a potential new trail that would connect Kimball Farm Road and Coaching Lane Extension to the parking lot. Tom said Dennis Lemire estimated the cost of the new trail at \$3,000 to \$4,000 and there's enough in the Town Forest

Committee budget to do that. Tom said we should include this trail in our Act 250 amendment application. Glenn said he will walk the proposed trail tomorrow. Glenn said he thinks everyone realizes the value of getting snowmobiles from the town forest out to the VAST trail system and we'll just have to jump through some hoops to do it. Glenn said he wants to make sure, for the record, that the Selectboard agrees with STAB taking the lead on promoting the trails this year, with input from the Selectboard. Tom agreed.

- 14) Amendment to Greenall Trail Easement assigning Right of Public Access Enforcement to Town of West Windsor – Glenn said the Town Attorney is comfortable with the Selectboard signing the amendment after the Upper Valley Land Trust (UVLT) corrects the property description. Glenn suggested scheduling a meeting to sign once the document is corrected.
- 15) Police report – Glenn said there have been 53 calls and directed patrols in West Windsor since the end of December.
- 16) Highway Foreman's report – Mike asked if we have received our grant from Better Backroads yet. Cathy said no. Martha said we have to sign another form certifying that we didn't use federal funds for our local match. Mike said only one of the four town trucks is working right now. Mike said he requested bids for a new town truck, body, plow frame, plow and wing to replace the 2008 truck. The bids on the body were: \$65,800 from Viking; \$63,467 from Tenco; and two bids from Osgood – one for \$73,500 and one for \$77,900. The bids on the truck were: \$83,360 on an International truck from S.G. Reed (after a \$32,000 trade-in allowance); \$62,876 on a Freightliner truck from Patriot (after a \$38,000 trade-in allowance); and \$65,699 on a Western Star truck from Patriot (after a \$38,000 trade-in allowance). Mike recommended purchasing the Western Star truck from Patriot, the body from Viking, and an extended warranty for \$7,773, for a total cost of \$139,272. Glenn said he will call Windsor Town Manager Tom Marsh to see if Windsor wants to buy our 2008 truck. Mike said the truck should be delivered in June or July. **Glenn moved to accept the bid from Viking for the frame, plow and wing, along with the Western Star truck from Patriot and the extended warranty for a total of \$139,272. Tom seconded the motion.** Tom asked how we would handle a trade with Windsor. Glenn said Windsor would have to wait until we get the new truck and they would have to give us at least \$39,000. Mike said he will check with the dealer to make sure it's okay if we don't trade in the 2008 truck. **Glenn called for a vote on the motion, which passed unanimously. Tom moved to authorize the Chair to sign the bids on behalf of the Selectboard. Glenn seconded the motion, which passed unanimously.** Glenn asked Mike to make sure Cathy gets copies of all the signed bid documents. Tom asked Glenn if he has heard anything more about the insurance on Bowers covered bridge. Glenn said no; he has called the adjuster twice but has had no response.
- 17) Consider executing the following bond financing documents: Resolution and Certificate, Loan Agreement, General Obligation Bond, Certificate of Registration, Tax Certificate, and IRS Form 8038-G – Glenn noted that the documents were received from our approved Bond Counsel Paul Giuliani. Glenn said these documents are necessary to finalize our \$500,000 loan from the state of Vermont through the bond bank for the purchase of the sewer system. **Glenn moved to execute the Resolution and Certificate, Loan Agreement, General Obligation Bond, Certificate of Registration, Tax Certificate, and IRS Form 8038-G bond financing documents for State Revolving Fund loan #RF1-165. Tom seconded the motion, which passed unanimously.** Glenn, Tom and Cathy signed the documents where indicated.

- 18) Consider approving sewer system purchase and sales agreement – Glenn said the purchase and sales agreement is being revised and is, therefore, not ready to be signed. Glenn said he will call a meeting when the document is ready.
- 19) Discuss sewer ordinance & formation of sewer commission – Glenn said the Selectboard met with Aldrich & Elliott on February 6th to review a draft of the ordinance and a revised draft is expected prior to Town Meeting. Glenn said the revision will include many comments from the property owners, and will increase the number of commission members from three to five.
- 20) Status of future sewer line extension to village area – Glenn said the 90% report is done and the Wastewater Committee will meet to discuss it on February 14th at 9:30 AM.
- 21) Ice rink insurance – Glenn said he met with Greg & Susan White, and VLCT's insurance rep to discuss safe operating procedures. Glenn said he got a letter from VLCT with two suggestions: signage about safe practices, including a phone number; and a signed, written agreement with the school allowing the rink on their property.
- 22) Ascutney Mountain Water – Glenn said there is an action before the Public Service Board regarding the transfer of the Certificate of Public Good between Snowdance and another party, but the transfer has been held up due to the foreclosure. Glenn said the Town Attorney is monitoring the situation and does not feel that the town needs to be directly involved.
- 23) VT Coalition of Municipalities discussion – Tom said the Coalition is thinking of disbanding and transferring their funds to the Vermont League of Cities and Towns. Tom and Glenn had no objection to that idea.
- 24) Better Backroads Local Match Certification – **Glenn moved to sign the certification. Tom seconded the motion, which passed unanimously.** Glenn asked Martha to give Cathy a copy of the document.
- 25) Other Business – Tom said unresolved issues related to Tropical Storm Irene include: the talc plant, which is private property; the transformer and pump station, which supply water for fire fighting; Brook Road; and debris dumped on private property. Glenn asked if we have an obligation to burn the debris pile in front of Yates. Tom said yes. Glenn said, regarding Brook Road, Tom Kennedy has indicated that it may be repaired if discrepancies in cost estimates can be resolved.
- 26) Approve Minutes - January 14th: **Tom moved to approve the minutes of January 14th, as written. Glenn seconded the motion, which passed unanimously.** January 21st: **Tom moved to approve the minutes of January 21st, as written. Glenn seconded the motion, which passed unanimously.** January 28th: **Tom moved to approve the minutes of January 28th, as written. Glenn seconded the motion, which passed unanimously.**
- 27) Adjourn – **Tom moved to adjourn at 7:35 PM. Glenn seconded the motion. Tom thanked Glenn for all his work. Glenn called for a vote on the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison