

West Windsor Selectboard  
Draft Minutes  
February 22, 2016

Present @ site visit: Dick Beatty, Tom Kenyon, Martha Harrison, Mike Spackman, Frank Brock, Rudy Gross, Bruce Boedtger, Bill Stillson, Dan Austin (Green Mountain Power)

Present @ town hall: Dick Beatty, Tom Kenyon, Martha Harrison, Mike Spackman, Frank Brock, Rudy Gross, Bruce Boedtger

1. Site visit: Hotel Road & Coaching Lane Extension – Site visits were conducted from 8:00 AM to 8:40 AM.
2. Reconvene at Town Hall/Call to Order – Dick Beatty called the meeting to order at 8:44 AM, following the site visits to Hotel Road and Coaching Lane Extension.
3. Public Hearing: Reclassification of Hotel Road & Coaching Lane Extension as Class 3 public highways – Dick noted that notice was given to everyone owning property along the roads. Bruce said he recalls there being an estimate of the cost of bringing Hotel Road up to standard. Bruce asked if the road is being upgraded. Dick said not at this time although Mike has done some estimates on the cost of improving Hotel Road. Bruce said the residents on Coaching Lane Extension are paying for the cost of improving their road and he thinks those owning property on Hotel Road should do the same. Tom said Hotel Road is an alternate route if Ski Tow Road gets closed. Rudy agreed that the property owners on Hotel Road should pay for the improvements needed to bring it up to Class 3 standards. Frank agreed. Dick said the town acquired Hotel Road and has title to it but that does not necessarily make it a legal town road. Bruce said the town does not typically take over a private road until it meets the standards. Dick said the Selectboard needs to determine whether or not Hotel Road meets Class 3 standards. Tom said there was never a town vote to acquire Coaching Lane Extension but there was a town vote on Hotel Road. Bruce said he thought there already was a hearing on Coaching Lane Extension, and he wondered why it's being done again. Martha said she recalls a public hearing on the reclassification of Coaching Lane out to the Town Forest, but not Coaching Lane Extension. Rudy said he recalls a hearing on Coaching Lane Extension. Martha said there were meetings with the property owners along Coaching Lane Extension to see if they were willing to accept the costs associated with bringing it up to standard. Rudy said it was voted on and the Highway Foreman walked the road with the residents to determine which improvements were needed. Martha agreed but said there's a separate process that the town needs to go through to classify the road as a public highway. Frank asked if the process will be done after today. Dick said we're holding the required hearing and then we have 60 days to make a final report. Frank asked if the reclassification of Coaching Lane, as opposed to Coaching Lane Extension, is a done deal. Martha said yes. Rudy requested a "Children at Play" sign for the road. Dick asked if there is a speed limit sign. Rudy said no. Bruce said the town has done an excellent job maintaining Coaching Lane Extension. Rudy agreed. Bruce said he'd like to review the proposed improvements with the Highway Department before they're done. Mike said he doesn't think residents should tell the Highway Department when, where or how to do their job. Bruce said he's just wondering when the improvements might happen. Frank said he was under the impression that property owners were supposed to put in their own driveway culverts. Mike said that's true initially; after that, we need a policy because if the driveway culvert ends up causing damage to the road, it's the property owner's responsibility but if the condition of the road is

dangerous, it's the town's responsibility. **Tom moved to close the public hearing concerning the reclassification of Hotel Road and Coaching Lane Extension as Class III public highways. Dick seconded the motion, which passed unanimously.** Dick said the Selectboard has 60 days to report its findings.

4. Changes or additions to the agenda – None
5. Announcements/Public Comment – Story Hall Centennial: Tom said the Historical Society would like to hold a celebration of the Story Memorial Hall centennial. Lighting of Town Hall: Dick said he has been asked about illuminating the Town Hall at night. Land behind houses on east side of Coaching Lane Extension: Bruce said the land was supposed to have been donated to the town to become part of the Town Forest. Bruce said he and Cathy had an understanding with MFW that the land would be donated at the time they purchased the property at the south end of Coaching Lane Extension. Martha asked if the two parcels are separate. Bruce said they are now; that's the way they were deeded. Martha said the owner never went through the subdivision process. Tom said he thinks the lots were already subdivided. Martha said she can ask Preston to look into it. Dick asked Bruce if the town was involved, or if it was an understanding between the Boedtkers and MFW. Bruce said it was an understanding between the Boedtkers and MFW but he'd like it to be investigated before the town loses the opportunity to acquire the land. Dick asked Bruce if he has a written agreement with MFW. Bruce said he will check. Dick said the town would have very little leverage to enforce an understanding between two private parties. Bruce agreed to follow up.
6. Sign Certificate: No Appeal or Suit Pending (for the 2015 Grand List) – The Selectboard signed the certificate.
7. Application for Public Assembly: Epstein wedding party (517 Bible Hill Road) on September 3, 2016 from 5:00 PM until 9:00 PM – **Tom moved to approve the application. Dick seconded the motion, which passed unanimously.**
8. Highway Foreman's report – Mower purchase: Mike had a quote for \$20,000 for parts from the John Deere dealership in New York. Mike said the highway department can put the new head on but he'd like to hire someone to do the hydraulic work. In comparison, Mike said, a new mower would cost \$48,000. Mike said payment would be made from the Equipment Fund. **Tom moved to authorize the highway foreman to proceed with the purchase as described. Dick seconded the motion, which passed unanimously.** Coaching Lane-Route 44 intersection: Mike said we received a sketch from the state but we would need better drawings in order to get estimates, which we need to apply for a grant. Mike said he would like to come up with a proposal so we can proceed. **Tom moved to authorize the highway foreman to proceed. Dick seconded the motion, which passed unanimously.** Dick asked if District 4 would have to approve his proposal. Mike said yes. Dick asked Mike if he is going to re-apply for the culvert on Bible Hill. Mike said yes, and he's also going to apply for funding to replace the large culvert on Hotel Road. Meeting: Mike said the Road Foreman's meeting about the Clean Water Act is at the Town Garage on Wednesday at 10:00 AM. Martha said she's planning to go to the Clean Water Act meeting in Cavendish at noon. Windsor Building access: Mike said the management of the Windsor Building has asked the town to replace the culvert where the access road meets Hotel Road. Mike said he doesn't think that's the town's responsibility because it doesn't affect the highway. Compliments: Dick noted the recent compliments from town residents about the outstanding job the highway department does.
9. Consider approving mower purchase – See Highway Foreman's report

10. Discuss Unsafe Buildings Ordinance – Martha said it's her impression that we need to include a structural engineer in the process. Tom said at some point a decision has to be made whether the building has to be torn down or whether the owner can rebuild. Dick said the ordinance should state that the building either has to be restored so that it can be re-occupied, or it has to be torn down within a specified time period. Dick noted that the Town Attorney has reviewed the ordinance. Dick suggested putting the ordinance on the agenda for the next regular meeting to give the Town Attorney a chance to review the ordinance again.
11. Base Lodge discussion – Dick said the latest information is that the owner plans to tear it down by the end of the year, after we get the bond issue approved and the booster pumps removed. Dick said he wants to make sure the new booster pump building is on town land.
12. Discuss signing Confirmatory Warranty Deed for mountain property acquisition – Dick said the Town Attorney has reviewed the deed, which enables the use of credits from this project for another project but has no effect on the transfer of title to the town. Dick said the Trust for Public Land should pay for recording the deed. **Tom moved to sign the deed. Dick seconded the motion, which passed unanimously.**
13. Consider estimates for removal of underground storage tank – Dick said Calkins bid \$12,470; Daly bid \$18,220; and Harper bid \$19,525. Dick noted that all the bids include contingencies. Dick asked about filling the tank with sand and leaving it in place. Martha said, according to the state UST program, it won't cost any less to leave it in place. Tom asked if this is a town expense. Martha said yes, but there is a 0% five-year loan available. Dick asked if we can just do nothing. Martha said no; we either have to put it back in service by July 1, 2016, or remove it. Tom asked about a Brownfields grant. Martha said she doesn't think so but she can check again. Tom said he would like a letter from Regional Planning confirming that no grant funds are available. Dick asked Mike if the Highway Department could use the tank. Mike said no; it's too large and they have no way to monitor it. Dick suggested putting this issue on the agenda for the next meeting and investigating further the availability of grant funds.
14. Discuss usage of maintenance shed parcel – Martha said Bill Stillson called on Friday to discuss demolition of the old lodge, running power lines and removing a few pine trees. Martha said she told Bill that the town will be removing a UST soon so that needs to be taken into consideration. Dick asked Mike if the Highway Department has any use for the maintenance garage. Mike said yes; it could be used for storage for both town and fire department equipment. Dick said he thinks the town should have use of the building to the extent that we need it. Tom said he doesn't mind allowing Mt. Ascutney Outdoors (MAO) to use the building for the short-term. Martha asked Mike if it's big enough for both the town and MAO to use. Mike said not really, depending on how much space they need. Dick asked Martha if MAO would have to build in the footprint of the old lodge. Martha said it's up to Preston to determine what they need to do from a zoning perspective but West Windsor doesn't currently have any regulations on demolition.
15. Water system update – The Selectboard agreed to have tonight's informational meeting in the downstairs hall unless the crowd is too large.
16. Solar project update – Dick said the town and Mountain Funds, LLC have entered into an agreement that has been filed with the PSB. Dick noted that the regional planning commission has requested that the applicant maintain the screening for the life of the project.
17. Personnel policy update – Martha said the town's drug & alcohol policy is out-of-date so Mike is looking at VLCT's model policy. Martha noted that there are a number of questions the Selectboard will need to weigh in on before the policy can be finalized. Dick noted the

new sick time law passed by the legislature that will become effective January 1, 2017. Martha said she will check with VLCT to see if the town is in compliance by offering personal time.

18. File and map storage space – Tom suggested using the storage closet formerly used by the Constable as storage for zoning files and maps. Martha said the map cabinet is not full so some maps could go there and some lockable file cabinets could be placed in the downstairs meeting room. Tom said it would be nice if the maps were organized, with an index. Dick suggested the area outside the bathroom as another possible storage area. Martha suggested the area where the Conservation Commission currently stores their materials. Tom said he will check with Fire Safety to see about having metal cabinets in hallways.
19. Other Business – Flooding by sub-station: Tom thanked the emergency management officials who stepped in and removed the trees from Mill Brook to alleviate the flooding near the sub-station. Training for Fire Department: Dick said he has contacted the state about getting training for our Fire Department in how to deal with a fire at a solar array. Furnace: Tom said Dead River is coming out to fix the furnace at the town hall.
20. Approve Minutes - February 8: **Dick moved to approve the minutes of February 8, 2016. Tom seconded the motion, which passed unanimously.**
21. Sign Town Clerk's orders – **Tom moved to sign orders. Dick seconded the motion, which passed unanimously.** Dick noted the electric bill for the booster pumps at the Base Lodge is \$1,200 and asked Cathy if that is the average monthly bill. Cathy said yes.
22. Town Clerk/Treasurer's Report – None
23. Adjourn – **Tom moved to adjourn at 10:20 AM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison