

West Windsor Selectboard
Draft Minutes
February 5, 2015

Present: Glenn Seward, Bruce Boedtke, Tom Kenyon, Shelley Seward, Cathy Boedtke, Shirley Ouelette, Jim Yates, George Calver (Vermont Standard), Aaron Gonthier (Windsor On Air), Jim Lyall, Alice Anderson, Kate Wanner (Trust for Public Land), Barbara Truex, John Roe (Upper Valley Land Trust), Elvin Kaplan, Win Johnson, Rudy Gross, Martha Harrison

1. Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 5:30 PM.
2. Changes or Additions – None
3. Announcements/Public Comment – None
4. Re-sign Certificate of Compliance with 2013 Town Road and Bridge Standards – **Bruce moved to re-sign the revised Certificate of Compliance with the 2013 Town Road and Bridge Standards. Tom seconded the motion, which passed unanimously.**
5. Sign Act 250 application for the village sewer – **Glenn moved to sign the Act 250 application for the village sewer project as submitted by Aldrich + Elliott. Bruce seconded the motion, which passed unanimously.** Glenn asked Martha to bring the application to Windsor Town Manager Tom Marsh tomorrow for his signature.
6. Authorize A&E to proceed with engineering services agreement dated January 21, 2015 – Glenn said the Selectboard approved the agreement on January 26th, contingent on the town taking control of the water system. Glenn said the Public Service Board (PSB) has not appointed the town as receiver for the system yet, but the appointment should happen any minute. Glenn said, in order to receive funding for the engineering services needed to move the booster pumps out of the base lodge, the state needs a signed engineering agreement. **Glenn moved to sign the agreement with Aldrich + Elliott dated January 21, 2015 for preliminary engineering services for the water system in the amount of \$13,800. Bruce seconded the motion, which passed unanimously.**
7. Consider computer & software upgrade for utilities company – Glenn said the old computer and software for the utilities company need to be replaced at a cost of approximately \$2,000, with the cost to come from the utilities company. **Tom moved to approve the expenditure. Bruce seconded the motion, which passed unanimously.**
8. Set 2015 water rates and special assessment amount – Glenn said he sent a suggested water rate and assessment amount to the Utility Advisory Committee (UAC) a few days ago. Since one committee member thinks the rates are unacceptable, a committee meeting has been scheduled for tomorrow. As a result, **Glenn moved to table this matter until next week, pending discussion with the UAC. Bruce seconded the motion, which passed unanimously.** Tom noted that the rates have to increase if there's going to be any working capital for the system. Glenn said the existing rates have not increased since at least 2009. Bruce added that the existing rates are below the state average.
9. Consider additional security measures for base lodge water system – Glenn said someone has been trying to break into the room that contains the equipment for the water system and the cell tower. Glenn suggested a chain link fence and an alarm system and said AT&T is willing to help with the cost, which would be approximately \$3,500. Glenn said the balance of the funds would come from the utility company. **Glenn moved to proceed with the work. Bruce seconded the motion, which passed unanimously.**

10. Consider donation of equipment and other items from Snowdance, LLC – Glenn said there is equipment and other items (e.g. tables, chairs, etc.) in the base lodge that could be of use to the town in a future recreational facility so he contacted Mark Blundell of Snowdance LLC to see if he would donate the items to the town. Glenn said Mark agreed provided that the town gives him a Certificate of Insurance. **Glenn moved to accept the donation of equipment and other items from Snowdance LLC, that currently reside in the base lodge, with great appreciation. Bruce seconded the motion.** Bruce asked where the town will store the items. Tom suggested the maintenance building. Tom asked when the items have to be removed. Glenn said they should be removed fairly soon. **Glenn called for a vote on the motion, which passed unanimously.**
11. Consider makeup of group to finalize UVLT easement agreement – Glenn said there is a public meeting this evening to solicit suggestions for the use of the mountain property, which will ultimately be governed by an easement with the Upper Valley Land Trust (UVLT). In an effort to draft easement language in a timely manner, Glenn suggested having the Selectboard, Town Administrator, TFC Chair, and CC Chair work with UVLT to finalize the language as soon as possible. Glenn said keeping the number of people involved to a minimum should streamline the process. Shelley asked if the trail manager should be included. Glenn said yes. Glenn said everyone would have a chance to weigh in on the document before it is finalized. Bruce asked if the meetings of the group would be public meetings with minutes. Glenn suggested having only one member of the Selectboard involved so the meetings don't have to be public because continuing to get input from everyone will slow down the process too much. Bruce said since it's public land, he thinks the public should have the opportunity for continued input. Shelley said the public would have access to the committee members and could be involved in that way. Glenn noted that there have been public meetings and there would be another public meeting when the easement is drafted. Alice Anderson agreed with Bruce that the public should continue to be involved. Cathy agreed that the meetings should be public so there are minutes available. Tom said he likes the idea of a committee but he doesn't think the Selectboard should be involved. Glenn said he is not looking to isolate the process; he just wants to expedite it. Glenn said there will be ample opportunity for public input but time is of the essence. Bruce and Glenn agreed with Tom's suggestion. John Roe said he will take the input from the public meetings, have a discussion with the Vermont Housing and Conservation Board (VHCB) and create a draft for the group to review, hopefully by mid-March. Bruce said he thinks the group reviewing the easement should keep the public informed. To clarify, Glenn said the group reviewing the easement will consist of the Town Administrator, the Town Forest Committee Chair, the Conservation Commission Chair, and the Trail Manager. Tom and Bruce agreed.
12. Discuss organization for management of recreational system – Glenn said in an effort to gather accurate information, he and Shelley met with accountants from Tyler-Simms yesterday and plan to meet with Attorney Peter Vollers on Friday. Glenn asked Bruce and Tom if they are okay with this. Bruce asked if the purpose is to come up with a framework for a non-profit organization. Glenn said he thinks there should be an operating agreement with guidelines governing the trail system. If the Selectboard is comfortable with the operating agreement, then they could establish a non-profit organization to operate the trail system. Tom suggested having a non-profit organization that manages all the recreation activities, not just the trail system. Tom encouraged Glenn

to continue gathering information to ensure that the organization and the operating agreement are set up correctly. Glenn said he doesn't want to spend a lot of time investigating this possibility if the Selectboard is not comfortable with the concept. Glenn suggested that the Selectboard look at an operating agreement and then decide if they're comfortable having an outside organization implement it. If they are, then they can encourage the formation of an independent non-profit organization to manage the recreational activities in accordance with the operating agreement. Shelley said the agreement should be clear about the roles of the non-profit and the town so the town doesn't end up micro-managing the work of the non-profit. Tom asked about the involvement of local tax payers. Glenn said he envisions the non-profit requesting a contribution from the voters at Town Meeting, as other non-profit organizations do. Tom and Bruce were okay with Glenn continuing to investigate the operating agreement/non-profit organization concept. Glenn said he forwarded the Corridor Management Agreement between the Town of Barre and Millstone Trails Association to Bruce and Tom as an example of an operating agreement. Glenn noted that the town also has an agreement with Sport Trails of the Ascutney Basin (STAB). Tom said he would like some clarification about STAB's responsibilities for the trails above mid-station.

13. Consider winter grooming plan for resort area – Glenn said he approached April Hensel about grooming some trails for winter use and she had no problem with it. Bruce asked if the trails would be on resort land. Glenn said yes. Martha asked if the road crossing would be limited to the skier bridge. Glenn said the specific trail location hasn't been determined yet. Glenn said the trails will be groomed with a 48" pull-behind cross-country groomer. Rudy asked about the length of the groomed trails. Glenn said he and Jim Lyall will get together and plan out a 2+ mile trail. Shirley suggested that Glenn consult with Dennis Lemire. Glenn agreed to do so.
14. Consider parking for winter activities at the resort – Glenn said people have been using the 469-acres leased by the town but there's no place for them to park so they have been parking along the road and in the entrance to the base lodge. Glenn suggested plowing a small area in the existing parking lot. Tom said there's normally a spot there for a helicopter to land. Glenn said there is a helicopter landing at the east end but it's filling up with cars. Glenn suggested plowing a 30' wide area at the west end of the parking lot for cars. Tom suggested talking with the Highway Foreman. Glenn agreed.
15. Consider name for recreational area – Glenn asked if the town should continue to use "Ascutney Trails" for the recreation area since there is a website up and running and the name and logo are out there. Bruce suggested soliciting input from the public. Jim noted that the town has put some money into developing the "Ascutney Trails" concept. The Selectboard agreed to give this matter some thought.
16. Sign orders - None
17. Other Business - None
18. Adjourn – **Glenn moved to adjourn at 6:35 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison