

West Windsor Selectboard  
Draft Minutes  
January 11, 2016

Present: Dick Beatty, Ted Siegler, Tom Kenyon, Martha Harrison, Mike Spackman, Cathy Archibald

1. Call to Order – Dick Beatty called the meeting to order at 6:30 PM.
2. Changes or additions to the agenda – Executive session; revised Notice to Land Records; UST removal
3. Discuss 2016 fee for police services – The Selectboard agreed to the \$85,000 fee for police services proposed by Windsor Police Chief Bill Sampson at the Selectboard’s December 28, 2015 meeting. The contract, which is due to be renewed at the end of June, allows for an adjustment of the annual fee each December.
4. Town Clerk/Treasurer’s Report – None
5. Sign Town Clerk’s orders – The Selectboard agreed by consensus to sign orders at the end of the meeting.
6. Announcements/Public Comment – None
7. 2016 Town & Highway Budget Discussions – Highway: Mike noted that neighboring towns are paying their highway crews more than West Windsor is paying. Mike said his dedication to the job, the grants he has brought in, and the 2015 surplus in the highway budget are all indications of the positive contributions of the highway department, which he feels is underappreciated. Mike provided the Selectboard with hourly pay rates and years of service for other highway departments in the area and suggested a 7% increase for West Windsor’s highway department employees. After discussion, the Selectboard noted that the average pay for highway crew members in the area is \$19.74 per hour so there really isn’t a discrepancy between the amount West Windsor is paying and the amount other towns are paying. On the other hand, the average pay for highway foremen was \$24.57 in 2013 and Mike’s pay was less than that last year. Given his 32 years of service and the excellent job he does, the Selectboard agreed that it would be appropriate to give Mike a 7% raise. Ted said he is more concerned about the addition of a fourth person to the highway department. Tom suggested that the size of the highway department can be revisited when someone retires. Mike said Gary may retire in August. **Tom moved to affirm the 5% pay raise for the highway department across the board, with an additional 2% for the foreman. Ted seconded the motion, which passed unanimously.** Cathy asked if the Selectboard is leaving Erik’s pay at \$18 per hour. The Selectboard members said yes. Cathy noted that she lowered the amount budgeted for diesel by an additional \$10,000 as requested. Cathy said, with the adjustments, \$552,950 will have to be raised by taxes for the highway department, which is a 5.2% increase over last year. Tom said he’d like to see the budget again before it goes to the printer. Town: Ted asked about the transfer from the Conservation Fund and the transfer from the Reserve Fund. Cathy said she can’t do a transfer from the Reserve Fund. Ted said she can do it for this year. Cathy said the town portion of the mountain purchase was \$42,500 and now it’s \$22,500 because of the additional \$20,000 provided by the Conservation Fund. The balance in the Conservation Fund is approximately \$7,000. Ted asked about the balance in the Reserve Fund. Cathy said the Reserve Fund has \$145,000. Cathy said the total 2016 budget for the town is \$616,995, with \$512,846 to be raised by taxes. Ted said he thinks we should assume we’re going to get the same amount of revenue from current use that we got

last year. Cathy said a lot of people have withdrawn their land from current use. Ted suggested setting current use at \$60,000. Ted said he'd like to keep the town budget level by taking \$25,000 out of the Reserve Fund to reduce taxes. Ted said he's concerned about a big increase in the education tax this year so he'd like to keep the town tax as low as possible. Cathy said if we increase current use revenue by \$10,000, take \$25,000 out of the Reserve Fund, and subtract \$94,132 for appropriations, we'll have to raise \$383,714 by taxes for the town budget. Cathy said last year the voters increased Article 5 by \$25,000, which included a \$12,000 increase in the Town Administrator's wages. Cathy suggested putting the remaining \$13,000 toward legal fees. Ted asked if the \$25,000 approved by the voters increased the amount to be raised by taxes for the 2015 town budget from \$374,000 to \$399,000. Cathy said yes. Ted noted that the amount proposed to be raised by taxes this year (\$383,714) would therefore be lower than the amount raised by taxes last year (\$399,000), which was his goal. Ted asked Cathy about the source of funds to pay Jim Lyall for trail maintenance. Cathy said that comes out of the Town Forest budget. Ted said the Town Forest Committee is being dissolved and suggested that Jim be paid out of Conservation expenses and mileage. The Selectboard agreed to budget \$10,000 for Conservation expenses and to put \$5,000 in the Conservation Fund. Cathy said Mt. Ascutney Prevention Partnership (MAPP) has not submitted a report for the Town Report and has not requested an appropriation. Cathy asked the Selectboard if they want to remove MAPP from the appropriations. The Selectboard said no. The Selectboard members agreed that they would like to see one more draft of the budget before approving it. The Selectboard scheduled a meeting for Friday, January 22, at 3:00 PM to review a final draft of the budget and approve the warning for Town Meeting. Cathy said the Town Meeting warning has to be posted by January 29<sup>th</sup>. The warning for the bond vote will also need to be posted. There was brief discussion about the various alternatives for water system improvements. Tom asked about an additional well. Ted said, according to our engineers, we don't need one.

8. Highway Foreman's report – Mike said he's waiting for proposals for the mower. Mike said he'd like to get a firm price on fixing Hotel Road from the hotel to Skyhawk Lane. Mike would also like Hotel Road to be classified as Class 2 if possible. Mike said it's okay if it's classified as Class 3 for now; the Selectboard can change the classification at a later date. Martha asked if we're going to have to change the speed limit on Hotel Road. Mike said yes; it can't be 15 MPH. The minimum speed limit is 25 MPH.
9. Consider warning hearing to reclassify Hotel Road and Coaching Lane Extension as Class 3 public highways – The Selectboard scheduled the site visit and public hearing for Monday, February 22, at 8:00 AM, as part of their regular meeting. **Tom moved to approve the hearing notice. Ted seconded the motion, which passed unanimously.**
10. Brook Road maintenance costs – Martha said Windsor Town Manager Tom Marsh was fine with the Letter of Agreement and asked if we could send a bill. Cathy said she will send a bill.
11. Consider dissolving the Town Forest Committee and increasing the size of the Conservation Commission to nine members – **Ted moved to have the Selectboard disband the Town Forest Committee and increase the size of the Conservation Commission from seven members to nine members. Tom seconded the motion, which passed unanimously.** Cathy said she will close out the Town Forest Fund and transfer the balance of \$133 to the Conservation Fund.
12. Appoint Board & Committee members and Town Officers – **Tom moved to appoint Dwight Davis as Cemetery Sexton; Polly Ouelette to the Council on Aging; Dick Beatty and**

**Shannon Harrington to the Development Review Board with terms ending in 2018; Jim Kenyon as Emergency Management Coordinator; Ted Siegler as Green-up Coordinator; Al Keiller to the Planning Commission until 2018; Tom Kenyon as Southern Windsor County Management District representative; Tom Kenyon as Southern Windsor County Regional Planning Commission (SWCRPC) representative; Hal Pyke as alternate SWCRPC representative; Tom Kenyon as Transportation Advisory Committee representative; Preston Bristow as Zoning Administrator; Ted Siegler and Laura Stillson to the Conservation Commission with terms ending in 2019; Cathy Boedtke and Rudy Gross to the Conservation Commission with terms ending in 2016. Ted seconded the motion, which passed unanimously.** Laura said the Town Forest Committee voted unanimously to support the disbanding of the committee and the increase in size of the Conservation Commission.

13. Discuss results & recommendations of geomorphic assessment – Ted said Mike might be interested in the ranking of bridges and culverts and asked Martha to give Mike a copy of the information. Ted said the town might be able to get some grant money to design an alternative for the dam behind the fire station. Mike said it's up to the fire department membership but he has no issue with removing the dam as long as there is still adequate water flow for firefighting. Ted said Bowers Bridge is a major constriction but the recommendation is not to replace it next time it gets knocked out. Ted said there is also quite a bit of stream bank erosion along Dennis Brown's field, which could be mitigated if the town acquires an easement. Ted said the abutments on the old dam on Harrington Road could be removed to reduce the constriction, and the Conservation Commission also plans to work with Chuck Armstrong on planting trees along Mill Brook on his property. Tom asked about the pellet plant bridge and the tree downstream. Ted said he will check with Evan Fitzgerald to find out why that bridge wasn't a higher priority. Mike noted a huge nest of trees in Mill Brook behind the substation.
14. Sign Lustberg trail agreement – **Ted moved to authorize the Chair to sign the Lustberg Trail Agreement on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.**
15. Sign Underground Storage Tank (UST) registration application – Ted said the town can get a 5-year 0% loan from the state to pull the tank on the maintenance shed parcel. At a cost of approximately \$15,000, Ted said it would cost the town \$3,000 per year for five years. Ted suggested that Martha go ahead with the project. In the meantime, Martha said, since we own it, we do need to register the tank so the state has our contact information. **Ted moved to authorize the Chair to sign the Vermont Underground Storage Tank registration form. Tom seconded the motion, which passed unanimously.** Mike said the UST at the Town Garage is registered and he is a certified operator.
16. Authorize signing of contract with Regional Planning Commission for work on unified bylaws – **Ted moved to authorize the signing of the contract. Tom seconded the motion, which passed unanimously.**
17. Base Lodge discussion – Ted suggested discussing this item in executive session at the end of the meeting. Dick and Tom agreed.
18. Water system update – Tom said all the bills associated with the failure of the main well pump are in now for a total of \$52,319, including \$11,000 to have water trucked in and \$7,000 to pump it up the hill to the reservoir. Since bills don't go out until February and there's only \$1,800 left in the account, **Tom moved to authorize the town to loan up to \$25,000 to the water system if needed. Ted seconded the motion, which passed**

- unanimously.** Dick suggested talking with the Utility Advisory Committee about increasing the annual water fee. Ted said A+E has also suggested increasing the fee.
19. Discuss bond vote for improvements to water system and creation of separate water & sewer management entity – The Selectboard agreed to postpone this discussion until they meet with the Utility Advisory Committee on January 22.
  20. Other Business – Credit card: Ted asked Cathy about the status of the credit card. Cathy said she has not applied for it yet. Ted asked Cathy to apply for it before the next Selectboard meeting. Notice to the Land Records: Martha said when we bought the maintenance parcel, Dan Purjes signed a notice to the town about the results of the Phase II environmental study. After she and Ted talked with Matt Becker, Martha said, Matt revised the Notice and asked the town to sign and record it. **Ted moved to authorize the Chair to sign the revised Notice to Land Records for the maintenance parcel. Tom seconded the motion, which passed unanimously.** Tree cutting: Tom said he'd like to hire Rice Tree Service to remove some trees. Dick and Ted had no objection. Village sewer: Tom said Zaluzny has agreed to move the materials stored on the Yates property. Tom noted that the project will resume in late March, weather permitting. Tom said there are several wastewater system and potable water supply permit applications that the town needs to have signed by property owners. Solar facility: Dick asked Mike if it would be satisfactory to have the engineer for Mountain Fund, LLC arrange a training for the fire department in how to deal with the types of issues that may arise in connection with a solar facility. Mike said yes. Mike said he has consulted with the Springfield and Hartford Fire Chiefs and they have provided some guidance but they were not provided with any training. Mike said, basically, a fire at a solar facility is treated like a live wire down and there's nothing the fire department can do except stay away. Martha asked if it would be a problem that there's still no back entrance to the resort area. Mike said no.
  21. Approve Minutes: December 10, 11, 14, 23, 28 and 31 & January 5 & 6 – **Tom moved to approve all the minutes. Ted seconded the motion, which passed unanimously.**
  22. Executive Session - **Tom moved to go into executive session at 8:23 PM to discuss communications with our attorney regarding the solar facility, and also to discuss the Base Lodge. Ted seconded the motion, which passed unanimously.** After discussion, **Dick moved to come out of executive session at 8:35 PM. Ted seconded the motion, which passed unanimously.** Dick noted that no action was taken.
  23. Adjourn – **Ted moved to adjourn at 8:36 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison