

West Windsor Selectboard
Draft Minutes
January 26, 2015

Present: Glenn Seward, Bruce Boedtke, Tom Kenyon, Mike Spackman, Cathy Archibald, Martha Harrison

1. Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 8:00 AM.
2. Changes or Additions – Cemetery supervisory position: Tom suggested establishing a cemetery supervisory position at the same rate of pay as other part-time employees to keep track of other work besides mowing and trimming. Bruce asked if this would be an additional employee or an additional task. Tom said it would be an additional task. Glenn asked if this would be an additional task for both cemeteries. Tom said yes. **Glenn moved to establish a cemetery supervisory position at a rate of pay equal to the current part-time rate. Bruce seconded the motion, which passed unanimously.** Glenn asked Tom to write down what those responsibilities will be. Tom agreed.
3. Sign Town Clerk's orders – **Tom moved to sign orders. Bruce seconded the motion, which passed unanimously.**
4. Town Clerk/Treasurer's Report – None
5. Announcements/Public Comment - Glenn announced that he will be stepping down as Chair of the Selectboard immediately following Town Meeting.
6. Ratify change to 2015 highway budget and related change to Article 5 of the Town Meeting warning – Glenn said this change reflects the \$4,500 received annually from Coaching Lane Extension residents to cover the costs associated with the town taking over the road. **Glenn moved to change the highway budget to reflect the additional income from Coaching Lane Extension residents. Bruce seconded the motion, which passed unanimously.**
7. Highway Foreman's Report – Oxygen & Acetylene: Mike said Air Gas is the town's current provider of oxygen and acetylene, but Maine Oxy is cheaper so he'd like to switch. **Tom moved to approve Mike's recommendation. Bruce seconded the motion, which passed unanimously.** Truck: Mike had prices for a 10-wheeler and a 6-wheeler. Western Star will give the town \$45,000 in trade on the 2009 truck. International will give the town \$42,800, so the net cost for a Western Star 6-wheeler would be \$59,747, and the net cost for an International would be \$42,335. Mike said Western Star has a much better engine. For a 10-wheeler, the net cost on a Western Star would be \$67,811. Prices on a 10-wheeler International are not available yet. The cost of a Tennco body would be \$59,935 and the cost of a Viking body would be \$59,700. The combination of a Viking body and a Western Star 6-wheeler would be \$119,447. The combination of a Viking body and an International 6-wheeler would be \$102,035. For a Western Star 10-wheeler, the combination price for truck and body, equipped with plow and wing, would be \$134,461. Mike said trade in value will be higher on the Western Star when we go to trade it in six years from now. The estimated trade-in value on a Western Star 10-wheeler is \$73,000 and the estimated trade-in value on an International 10-wheeler is \$62,800. There was discussion regarding the relative merits of a 10-wheeler versus a 6-wheeler. Mike said initially he was inclined to get another 6-wheeler but the town would get twice as much production out of a 10-wheeler. Glenn said he's in favor of a larger truck. Bruce agreed that a larger truck could make fewer trips and therefore have lower mileage and less wear and tear. Mike said the price on a 10-wheeler body is only \$6,000 more than the price on a 6-wheeler body. **Glenn moved to go with the Highway Foreman's recommendation for a new truck and related equipment. Tom seconded the motion, which passed unanimously.** Mike said the truck would be delivered in September. Mike said he met with Mike Blakeslee from the Agency of Transportation (AOT) on Friday to review the 2013 flood repairs. Mike said Mike Blakeslee signed off on everything except

the trail work because he didn't think he had authorization to approve trail work. Martha said she recalls the trail work being authorized but will have to check her emails for a contact person.

8. Re-sign Certification of Highway Mileage – Martha said the forms that AOT sent out initially were for 2014 so they sent new forms for 2015. Martha added that there is no change in the information the town is providing. **Tom moved to re-sign the Certificate of Highway Mileage for 2015. Bruce seconded the motion, which passed unanimously.**
9. Certify compliance with 2013 Town Road and Bridge Standards – **Glenn moved to sign the 2013 Town Road and Bridge Standard Compliance form. Bruce seconded the motion, which passed unanimously.** Mike expressed concern about the state's new standard for calcium chloride and noted that there is a meeting for interested parties in Montpelier this Wednesday.
10. Consider signing contract amendment with Aldrich & Elliott for additional water system evaluation – Glenn said this amendment reflects additional engineering work related to moving the pumps out of the base lodge, evaluating the tanks, and so forth. **Glenn moved to sign the loan amendment request memorandum, contingent upon the town acquiring the water system. Bruce seconded the motion.** Glenn said the amendment adds \$13,800 to the initial \$6,000 loan amount, and noted that the costs will be passed on to the users. Glenn said the town is waiting for the Public Service Board (PSB) to authorize the water system being turned over to the town, as receiver, which would put the town in control until the PSB approves the actual transfer of the system to the town. Bruce said the additional engineering work will provide blueprints for construction. Glenn said there are discussions about the possibility of eliminating the pumps in the base lodge. **Glenn called for a vote on the motion, which passed unanimously. Bruce moved to authorize the Chair to sign on behalf of the Selectboard. Tom seconded the motion, which passed unanimously.**
11. Review water system transfer status and consider associated documentation – See #10 above.
12. Review and consider water system invoices for services related to base lodge fire – Glenn said there are invoices totaling \$7,722.57 for P2 Environmental, Pathways Consulting, Dennis Brown, MG Electric, and hardware store charges. Glenn said technically Snowdance is responsible but they have no money. Glenn said the Utility Advisory Committee authorized the town to spend up to \$10,000 to get the water system running again after the fire. Glenn said these expenses, along with the \$2,400 the town has already spent, gets us up to \$10,000 and returns the system to operating condition. **Glenn moved to pay the invoices, contingent on the town being appointed as receiver by the PSB. Bruce seconded the motion, which passed unanimously.**
13. Discuss status of base lodge and associated environmental assessment report – Glenn said Harper Environmental finished their report and there's asbestos in the roof, which will result in additional cleanup expenses for removal, containment and shipping. Mike suggested hiring professional asbestos handlers. Glenn said that is what Cliff Harper is recommending. Glenn said the light bulbs, ballasts, and cleaning solvents have to be removed before the building comes down. Glenn said he will provide the report to the owner of the building. Tom said it would be a real problem if contaminated runoff gets into the well. Glenn agreed that the base lodge is in the well source protection zone. Glenn said he spoke with Mark Blundell of Snowdance, LLC, the lessee of the base lodge property, and Mark was not optimistic about the likelihood of the building being demolished soon by the owner/lessor, MFW Associates. Glenn said he has been making inquiries about how the town should protect its interests in the water system. Glenn said town counsel and the town health officer have been involved in the discussions. Glenn said he will be disappointed if the town doesn't get some assistance on this from the District 2 Environmental Commission.
14. Discuss and act on matters concerning resort property acquisition – Glenn said discussions about easements and management have begun with Trust for Public Land (TPL) and Upper Valley Land Trust (UVLT). Glenn said the first public meeting is tonight, with another one in early February. Glenn said the town has started working on the water/wastewater application needed to subdivide the property, as well as an amendment to the Act 250 permit, and a local subdivision application.

Glenn said the base lodge parcel and the maintenance building parcel have to be separated from the mountain parcel. Martha noted that the parking lot may be considered a separate parcel because it's separated from the rest of the property by a public road. Glenn asked Martha about the local subdivision process. Martha said the Development Review Board will want to see the water/wastewater permit. Martha suggested clarifying the proposed lot line between the mountain parcel and Mile Long Field. Glenn said we'll have to get surveyor Bob Farnsworth involved. There was discussion about whether or not the town would be interested in owning the base lodge lot once it has been cleaned up.

15. Village sewer update – Glenn said the sewer surveys are almost done, the Act 250 amendment is almost ready to be filed, and the environmental review is okay, although we still need to deal with issues associated with pump station #2 on Route 44. Glenn said he will ask Joe Duncan to contact Windsor's engineer about this issue. Glenn said Windsor has requested that West Windsor include an emergency generator for pump station #2 in our village sewer project, but Glenn thinks repairing the overflow valve would fix the problem. Bruce agreed. Bruce said an emergency generator would cost a lot of money and would not fix the problem. Glenn said he thinks the engineers can come up with a straightforward fix.
16. Review and consider additional CWSRF loan application(s) for village sewer project - Glenn explained that the Vermont Community Development Program (VCDP) wants the loan to be in place as a condition of their grant award and CWSRF wants the grant to be in place as a condition of their loan, so it's a catch-22. Glenn said the town needs to execute this CWSRF loan application to ensure that funds are available, over and above the grant money. **Glenn moved to execute the CWSRF application as an additional funding source for the village sewer project. Bruce seconded the motion, which passed unanimously.**
17. Review, discuss, and consider EC Fiber financing option - Glenn said, after talking with the Vermont Municipal Bond Bank (VMBB) and USDA regarding the \$135,000 loan needed for the EC Fiber project, it was clear that we need to go to a commercial lender. Glenn said Mascoma Savings Bank will provide a 20-year loan with an initial 3% rate, but they reserve the right to adjust the interest rate every five years. Glenn said EC Fiber will commit to providing a lease payment equal to the debt service on the loan, so if the interest rate goes up, the lease payment will go up. Glenn said Stan Williams, from EC Fiber, will put the proposal before the EC Fiber Executive Committee this week. Glenn suggested signing the loan documents today, contingent on the EC Fiber Executive Committee agreeing to adjust EC Fiber's lease payments as needed to cover any increases in debt service. Tom asked what happens if EC Fiber goes under. Glenn said there are provisions for that in the agreement but he doesn't recall what they are. There was discussion about the location for the hub, which is in the vicinity of the wood pellet plant. **Glenn moved to sign the loan agreement with Mascoma Savings Bank for \$135,000 for 20 years, at a 3% variable rate, to be reviewed every five years, contingent on EC Fiber's approval of the financing package. Bruce seconded the motion, which passed unanimously.**
18. Discuss future town management organizational structure - Glenn said he thinks the Town Administrator should handle many of the responsibilities that the Selectboard Chair is now handling. Glenn said generally Selectboard members don't have the amount of time required to do everything that needs to be done. As a result, consideration should be given to hiring someone to do it. Tom said it's not just the time, it's the knowledge. Glenn suggested that the Town Administrator position be restructured. Glenn said Martha is doing a lot of it now, along with planning and zoning. Glenn said the town should provide funding for two separate positions – a Town Administrator and an Administrative Assistant. Glenn suggested having this discussion at Town Meeting and amending Article 5 to reflect the additional costs associated with the two positions. Glenn estimated the additional costs at \$20,000. Mike and Bruce questioned whether \$20,000 would be enough. Glenn said over the past five years, he has focused on the big picture, and Martha has done the detail work needed to see projects through to completion. Glenn said if Martha chose to continue as Town Administrator, many of his duties could be transferred to her,

with an increase in salary, and some of her current responsibilities could be transferred to an Administrative Assistant. Tom said the job description will have to be clear. Glenn said he would envision the Town Administrator implementing the Selectboard's decisions and taking care of all the details. Specifically, Glenn said, he thinks the Town Administrator should do the minutes for the Selectboard and be the contact person for all Selectboard-related activities with the state and federal government, as well as all local boards and organizations. Glenn said the Town Administrator should research and draft all grant applications, interface with the Utility Advisory Committee and the Utility Supervisor, draft all budgets, including the utility budget, serve as the contact person for utility projects, and administer the hazard mitigation grant project, CWSRF loan, VMBB applications, and drinking water revolving loan funds. Glenn said it's not reasonable to ask a Selectboard member or the Town Treasurer to track all that. Glenn said he envisions the Town Administrator drafting all permit applications, and being the administrator for any future federal disaster declarations. Glenn said some of Martha's current responsibilities could be given to an Administrative Assistant. For instance, Glenn said, Martha is currently the 911 coordinator, website administrator, and zoning administrator, and she also assists the Planning Commission, DRB and Emergency Management Coordinator. Bruce agreed that, with Glenn stepping down as Chair, there's a huge hole that needs to be filled. Bruce noted that we now have a water system, a sewer system, and a mountain and someone has to keep tabs on all that. Glenn said he sees the Town Administrator working closely with the Selectboard Chair and doing most of the hands-on stuff that the Chair has been doing. Tom said he would like to see a detailed list of responsibilities. Bruce said we should make a commitment to have something available to present to the voters at Town Meeting.

19. Other Business – There's a new "Town Business" bulletin board at the store.
20. Approve Minutes - January 12th: **Glenn moved to approve the minutes of January 12th as written. Tom seconded the motion, which passed unanimously. January 15th: Bruce moved to approve the minutes of January 15th as written. Glenn seconded the motion, which passed unanimously. January 19th: Bruce moved to approve the minutes of January 19th as written. Tom seconded the motion, which passed unanimously.**
21. Adjourn – **Glenn moved to adjourn at 9:37 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison