

West Windsor Selectboard
Draft Minutes
July 11, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Cathy Archibald, Mike Spackman, Martha Harrison

- 1) Call to Order – Dick Beatty called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Fire Safety application: **Win moved to authorize Martha to sign the Division of Fire Safety Construction Permit application for the water system booster pump building. Tom seconded the motion, which passed unanimously.** Cathy asked if the permit fee is reimbursable under the loan. Martha said yes. Other changes: June Police Report, water system pre-bid meeting.
- 3) Announcements/Public Comment – None
- 4) Sign Town Clerk's orders – **Tom moved to sign orders. Win seconded the motion, which passed unanimously.**
- 5) Town Clerk/Treasurer's Report – Cathy said the tax bills should go out in Wednesday's mail. Win asked about the appraisal appeals scheduled for tomorrow night. Cathy said the property owners grieved their assessment to the Listers and didn't like the Listers' decision so they're appealing it.
- 6) Review town and highway budget v. actual through June 30th – Regarding the town budget, Cathy and the Selectboard discussed the "Department of Public Safety – trailer" revenue, which is a grant to cover the purchase of the Brook Road property; the furnace expense, which will be covered by a transfer from the reserve fund; and the revenue (loan) and expenses associated with the underground storage tank removal. Regarding the highway budget, Mike said "special project" funds are used to pay the town's portion of the expenses for things like the Coaching Lane intersection project. Win said if there's money left in "special projects" at the end of the year, it could be set aside for the Bible Hill culvert. There was discussion about the options and costs associated with the Bible Hill project. Mike said, aesthetically, a box culvert would be the best option. Regarding "special highway expenses," Cathy said \$1,000 was for the deductible on an insurance claim; the rest was for training and help wanted ads. Mike said they're probably going to be over budget on winter sand. Mike said he's ready to go with the Coaching Lane project, which will take a week, as soon as we get the permit and the grant agreement. Mike said the excess material will be used to improve the Bowers Road right-of-way and will be trucked in via Bible Hill Road. Mike said the Coaching Lane project will improve the sight distance at the intersection.
- 7) Sign Better Roads grant agreement for Coaching Lane-Route 44 project – The town has not received the grant agreement yet so this item was tabled.
- 8) Discuss Bible Hill culvert options – Dick said Michael Epstein has asked the Selectboard to set money aside for the Bible Hill culvert every year so the project can eventually be done even if the state keeps rejecting the town's grant applications. Mike said he has reservations about committing the funds to a specific project. Mike said it's not as high a priority for the highway department as it is for the property owners. Mike pointed out that a larger culvert will enable the water to move faster. Mike said the town could establish a "Bridge & Culvert Fund" but he doesn't think the funds should be earmarked for a specific project.
- 9) Correspondence re: work in right-of-way @ 273 Hammond Hill Road – Mike said, although there was an existing opening in the stone wall, there were large trees growing in the opening so there's no way it was an access. Now that work has been done and the trees have been removed,

it appears to be an access but the property owner did not get an access permit. Any access permit in that location should be restricted, Mike said, since it's on a blind corner. Mike said there has been no access there for the 30 years that he's been working for the town. Win asked Mike and Martha to reply to Ms. Valentine. Dick asked if there is an alternate location where the property owner could get permission for an unrestricted access. Mike said the Selectboard would have to look at it but he doesn't think so; it's on a 10% grade and a corner. **Win moved to inform the property owners that they need to apply for an access permit. Tom seconded the motion.** Dick said he doesn't want to mislead the property owner. Mike said the notice to the property owner would specify that they should apply for a limited agricultural access. Tom said he would like the access to conform, as closely as possible, to the B-71 standards. Dick asked if the owners have another existing access to their property. Mike said yes. **Dick called for a vote on the motion, which passed unanimously.**

- 10) Highway Foreman's Report – Retirement party: Mike said he'd like to have a cookout at the Town Garage for Gary's retirement. The Selectboard agreed.
- 11) Public assembly application (Ascutney Outdoors): "Brownstock" music festival on Saturday, July 30th, from 2:00 PM until 6:00 PM on Ski Tow Road (former ski area) – **Win moved to approve the application. Dick seconded the motion.** Martha noted that they are allowing camping the night of the event and the night before. Mike said no one has contacted him. Win asked Mike his thoughts on camp fires at these types of events. Mike said depending on the purpose of the fire and the weather conditions, he has jurisdiction as the Forest Fire Warden, and each individual wanting to have a fire would have to contact him. Dick said he is opposed to fires. Tom agreed. Mike said it's town land so the Selectboard can prohibit fires. **Win amended his motion to include a prohibition on fires. Dick called for a vote on the amended motion, which passed unanimously.**
- 12) Village sewer update (equivalent users) – Win noted an email from Windsor's Town Manager, which specifies that an apartment has to include a kitchen and bathroom to be considered a separate unit. Tom said, according to Bob Moulton, a "livable unit" also has to have more than 400 square feet and be rented or leased. Win said, according to Tom Marsh, a house with an "in law" apartment would be considered two units. Win said he thinks metering the water is the only way to resolve the concern about the number of equivalent sewer users at the General Store. Tom and Dick agreed. Tom said he thinks the water system should buy, install and own the meter. Win asked how Aldrich + Elliott determined the number of equivalent users for the store. Martha said they counted the gas pumps and the seats and then applied the design criteria in the Environmental Protection Rules. Martha had questions about some of the newly-connected properties. Win suggested looking at the Listers cards and sending a letter to people letting them know how many "equivalent users" we think their building includes and giving them two weeks to appeal. Tom brought up the removal of the dam at the fire station. Mike said we don't even know if that's going to happen because we don't know if we can bury a tank six feet below the bottom of the brook. Win said, regarding the bond vote for the village sewer system, the voters approved \$2.1 million and the total project cost was close to \$2.5 million. Win said Martha recalls correspondence with Paul Giuliani but we should review it to make sure there's no issue. After grants are deducted from the total project cost, Win said he would estimate that the town would have to repay between \$1 million and \$1.2 million in loans. Cathy asked who is going to repay the loan. Win said he looked at the FAQ that was sent out before the vote and it says that the loan for the sewer would result in an increase in the tax rate of approximately 2 cents. Mike agreed that, since the project was going to benefit the town, the town was going to pay for it. Win said it has already benefitted the town; when the contractor

went to connect the school to the sewer system, he discovered that the school's on-site system had essentially failed.

- 13) Water system update (easements) – Win said he has contacted Matt Birmingham about the easements and is waiting for a reply. Martha said we do not have the Permit to Construct yet but Nate Pion is confident that it is working its way through the channels at the Facilities Engineering Division. Martha added that the bid advertisements have been published in the newspaper. Dick said Aldrich + Elliott have scheduled a pre-bid meeting on July 18 at 2:00 PM and a bid opening on August 4 at 11:00 AM.
- 14) Consider motion to increase by \$75,000 the amount of indebtedness authorized for water system improvements at the March 1, 2016 special town meeting – **Win moved to increase by \$75,000 the amount of indebtedness authorized for water system improvements at the March 1, 2016 special town meeting. Tom seconded the motion, which passed unanimously.** Win asked to see the ballot for the March 1 vote on the water system. Cathy said it's on page 82 of the Town Report. Cathy asked how the Selectboard can increase the amount from \$500,000 to \$575,000. Tom said the statutes allow it. Win said he's comfortable with it as long as we have legal advice that it's allowed. Martha said Paul Giuliani provided the wording for the motion.
- 15) Review bids for Brook Road property demolition project and consider awarding contract – Dick said the only bid on the Brook Road project is from Hammond Grinding & Recycling, Inc. for \$24,673. Win asked if the amount is within our budget. Martha said yes. **Win moved to award the contract to Hammond Grinding & Recycling, contingent on positive reports from the references provided and an agreement to complete the project by the deadline indicated in the RFP. Tom seconded the motion, which passed unanimously.**
- 16) Consider Group Net Metering Agreement with Mountain Funds, LLC – Tom asked how much the town is paying for legal advice on this agreement. Cathy said \$3,217.50. Tom asked if it's a good deal relative to the amount we're going to save on electricity. Dick said that's one of the questions we're trying to answer. On a related matter, Dick said tomorrow is the deadline for filing comments on the petition for re-hearing by the Southern Windsor County Regional Planning Commission. Dick suggested that the town refrain from filing a comment. Win and Tom agreed. Win asked if there should be one, two or three separate net metering agreements. Dick said he thinks there should be two agreements – one between the town and Mountain Funds covering town properties, including the water system; and one between the school and Mountain Funds.
- 17) Contaminated soil on maintenance parcel – Martha said Chuck Schwer has agreed to meet with the Selectboard to discuss the situation. Dick said we're hoping to get back about \$3,400. Martha agreed and said we asked the state to cover the cost of removing the gas-contaminated soils. Martha said the \$1,400 quote is from Harper Environmental to supervise putting the diesel-contaminated soil back in the ground and writing the required report. Win said he thinks we should leave the soil where it is until we talk to Chuck Schwer. Dick asked Martha to schedule a meeting with Mr. Schwer.
- 18) Update on Town Hall projects – Clock: Tom said Balzer Family Clock Works has provided an Addendum to the 3/8/16 contract, in the amount of \$4,500, to be invoiced after 1/1/17. **Tom moved to authorize the Chair to sign the addendum. Win seconded the motion, which passed unanimously.** Heating System: Tom said the heating system is 95% done. The oil tank has been removed and the propane tank has been installed, but there are a few minor issues that need to be addressed. Town Hall grounds: Tom said Hugh Stevens from Skyline Nursery has looked at the grounds but the work will be done next year. Win asked Tom to contact Mary Whiting and let her know.

- 19) Consider use of furnace room – Tom said Dead River needs to contact Fire & Safety for an inspection. When they're here, Win said, we need to ask them what we can use that space for.
- 20) Other Business – Dog complaint: Dick noted another dog complaint. Win said he would forward the complaint to Tom. Police Report: Dick noted a number of burglary alarms and suggested an ordinance requiring the property owner to pay a fine if repeated alarms are due to the owner's carelessness. Tom said the town already has such an ordinance.
- 21) Approve Minutes: June 27 – **Win moved to approve the minutes of June 27. Tom seconded the motion, which passed unanimously.**
- 22) Adjourn – **Win moved to adjourn at 8:17 PM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison