

## WEST WINDSOR SELECTBOARD

Draft Minutes

July 29, 2014

Present at site visit: Glenn Seward, Tom Kenyon, Bruce Boedtke, Rob Calhoun, Susan Epstein

Present at Town Hall: Glenn Seward, Tom Kenyon, Bruce Boedtke, Martha Harrison

- 1) Point of Order – Tom Kenyon shared some information about the open meeting law that he heard at the solid waste committee meeting. Tom said “changes & additions” should come before “call to order” and “other business” should be “other business that can legally be done at this meeting.”
- 2) Site visit - Selectboard Chair Glenn Seward noted that the Selectboard just returned from a site visit to Bible Hill Road to discuss the culvert project with the Epsteins and the Calhouns. Glenn said further investigation is needed, as is input from the River Management Engineer.
- 3) Changes or Additions – Act 250 application status; policy regarding motorized vehicles on trail system; Klene access amendment request; Better Backroads grant; resort water system.
- 4) Discuss and consider Story Centennial - Tom asked to be appointed Coordinator for the Story Centennial so he can talk to Glenn without having to call a meeting. **Glenn moved to appoint Tom Kenyon as the Coordinator for the Story Centennial. Bruce seconded the motion** but expressed concern that conversations between Tom and Glenn would still be considered “town business.” Bruce said he wants to make sure that the town is in compliance with the open meeting law. Bruce said he would prefer to err on the side of caution and call a meeting to discuss the Centennial if necessary. Bruce said he is okay with one Selectboard member gathering information and then coming back to the full board for action but he is uncomfortable with two Selectboard members discussing something outside of a public meeting. Tom said he thinks appointing a Coordinator is a better way to handle it. Glenn asked Martha to contact the Vermont League of Cities and Towns. **Glenn amended the motion to appoint Tom Kenyon as Story Centennial Coordinator contingent upon affirmative legal advice from VLCT. Bruce seconded the amended motion, which passed unanimously.**
- 5) Discuss and consider Safe Travel to School sidewalk project – Tom said the church trustees are in favor of extending the sidewalk up to the school, with the understanding that there would be shared parking facilities. Glenn said we should discuss additional parking with the school. Tom said the church trustees were not in favor of burying the power lines.
- 6) Discuss and consider policy on banking vacation days – Tom said Dartmouth College allows employees to bank days and cash them in upon retirement. Tom noted that the town has several employees approaching retirement age. Bruce said employees are legally entitled to compensation for unused vacation days. The Selectboard agreed to review the policy at their next meeting.
- 7) Discuss and consider Hartgen proposal for archeological work related to house sewer services – Glenn said he forwarded the proposal to Tom and Bruce for review prior to the meeting. **Glenn moved to accept the proposal from Hartgen Archeological Associates dated 7/22/14 for the amount of \$3,048. Bruce seconded the motion, which passed unanimously.**
- 8) Discuss and consider Brownsville sewer final design proposal from Aldrich and Elliott – **Glenn moved to approve the proposal from Aldrich and Elliott dated July 23, 2014 for final design work for the village sewer system in the amount of \$99,900. Bruce seconded the motion.** Glenn explained that the expenses associated with this work go into the loan application and then get paid out of the bond proceeds. **Glenn called for a vote on the motion, which passed unanimously.**
- 9) Discuss and consider village sewer final design CWSRF loan application from the state of Vermont – Tom asked to have his name included on the application as an alternate. **Glenn moved to execute the State of Vermont Clean Water State Revolving Fund loan application to cover costs associated with the village sewer. Tom seconded the motion.** Bruce noted that his email address needs to be corrected on the application. **Glenn called for a vote on the motion, which passed**

**unanimously.** Glenn said there is also a request for his signature on the last page of the application. **Tom moved to authorize Glenn to sign on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.**

- 10) Other Business – Act 250 application: Glenn said he asked the Regional Planning Commission for help with the application. Glenn said Jason Rasmussen and Tom Kennedy would like to meet with the Selectboard and some of the committee members to discuss the project. Glenn said he asked them for dates and times and has not heard back. Policy for gatherings on private property: Bruce asked if it is necessary for someone wanting to have a gathering on Mile Long Field to contact the Selectboard. Glenn said he notified the Selectboard and Town Forest Committee about his plans to host a gathering on Mile Long Field for informational purposes only given that he was on private property with the property owner’s permission. Glenn said someone else wanting to do the same thing could contact the property owner for permission; the Selectboard has no control over what the property owner allows on his property. Bruce noted that the Act 250 permit covers the trails on both town property and resort property. Bruce was concerned about informing people, who might not know, about the restrictions on the use of the trails. Tom suggested putting this item on the agenda for a future meeting. Bruce said he thinks the town should notify the other parties to the Act 250 permit of their obligation to inform people using their property about the conditions of the permit. Klene access: The Klens have requested that the logging access approved by the Selectboard be moved downhill and extended. Glenn said he and the highway foreman are okay with the request. Bruce said he thinks we should have a paper trail; we can’t act on it now. The Selectboard agreed to put it on the agenda for the next meeting. Better Backroads grant: Glenn said the town has been awarded a Better Backroads grant. Given that the voters have authorized the Selectboard to receive grants and donations, **Glenn moved to accept the Better Backroads grant in the amount of \$4,311. Bruce seconded the motion.** Martha noted that it’s not clear which project was approved. **Glenn withdrew his motion. Tom moved to authorize the chair to sign the grant agreement on behalf of the Selectboard if he deems it in the best interest of the town. Glenn seconded the motion, which passed unanimously.** Water system: Glenn said the sale of the resort water system is not final. Glenn said Michael Thompson from OLCC Vermont, LLC called him last night to encourage the town to purchase the water system. Glenn said he expressed concern about the town getting involved since the management of the wastewater system is already stretching the town’s resources. Glenn said Michael suggested that the town hire someone to manage both the water and wastewater systems with funding for the position to come from water and sewer fees. Conducting town business: Glenn said it’s not clear to him how Tom and Bruce would like him to conduct town business. Glenn said if his actions or communications need to change, he needs to know that. Bruce said he spoke with VLCT and it’s his understanding that Glenn can discuss town business with anyone as long as he (Bruce) and/or Tom are not present and as long as he (Glenn) doesn’t take any action outside of a Selectboard meeting. Glenn asked about distribution of information via email. Tom suggested forwarding it with “FYI” as the message. Bruce said email containing information, and not requesting an action, is okay. Tom noted that emails are public information. Glenn said he has suggested that board members use town email addresses rather than personal email addresses. Tom said he thinks we should let the public know how they can have items included on the agenda. Bruce said he likes the idea of town email addresses. Glenn suggested including it on the next agenda.
- 11) Sign orders – The Selectboard agreed by consensus to sign the Town Clerk’s orders.
- 12) Adjourn – **Glenn moved to adjourn at 9:05 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison