

## WEST WINDSOR SELECTBOARD

Draft Minutes

June 13, 2011

Present: Glenn Seward, Bruce Boedtke, Tom Kenyon, Frank Brock, Ralph Johnson, Cathy Archibald, Cathy Boedtke, Randy Perry, Ashley Carihfield, Robin Reilly, Mike Spackman, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Additions to the agenda – Frank Brock requested a STOP sign at the intersection of Coaching Lane and Coaching Lane Extension.
- 3) Sign Town Clerk's Orders – **Tom made a motion to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.** The Selectboard signed the Town Clerk's orders. The Selectboard discussed the bill for repairing the grader. Mike asked about the bill for cleaning the culvert. Glenn said that bill is going to be paid by Snowdance, UTVT and MFW.
- 4) Public Comment – Rush Meadow culvert: Randy asked why the 24" culvert under Rush Meadow Road near Ashley Carihfield's house is being replaced with a 5' culvert. Mike said 2' of the culvert will be buried. Glenn said the hydrology was taken into consideration and the state stream alteration engineer looked at it. Because of the emergency funding involved, Glenn added, the town has to adhere to state and federal guidelines. Ashley Carihfield said she is concerned that the birch tree nearby may be damaged. Ashley also noted that there was no official notification that this project was going to happen. Glenn said, for work within the town right-of-way, the town is not required to notify abutting property owners. Randy noted that there is a perimeter drain and a conduit that goes to the pump for the Carihfield's pond. Glenn said all that will be dealt with. Glenn noted that many culverts are sized for the 50 or 100-year flood event. Bruce said if we choose not to follow the guidelines and the road gets washed out, we're not eligible for FEMA funding – the taxpayers have to foot the bill. Ashley asked if someone could ask the contractor to be careful with the birch tree roots. Glenn said they will do everything they can to protect it. Arvidson anniversary: At Tom's suggestion, the Selectboard expressed congratulations to Phil and Mary Jane Arvidson on their 50<sup>th</sup> wedding anniversary. Meeting conflicts: Cathy Boedtke said it's frustrating when committees meet on the same night as other committees and she would like to see a policy developed to prevent that.
- 5) Discuss Town Forest Committee member replacement – Cathy Boedtke said Chris Nesbitt contacted her about joining the Town Forest Committee (TFC). Glenn said he got a call from Dennis Lemire asking whether the Selectboard is considering replacing Mark Nowlan, who recently resigned. Glenn said he has also heard that Mark Nowlan is interested in being on the committee, but not being Chair. Glenn said Mark's email clearly indicated that he was resigning from the committee. Bruce added that the Selectboard has already accepted Mark's resignation. Cathy said the committee currently has 8 members. Tom said some of the members were only appointed for a short time. Glenn said he thinks the committee should shrink through attrition. Bruce asked if we should leave the committee at its current size and reevaluate it at the end of the year. Glenn said that's his thought. Tom concurred.
- 6) Town forest management plan update – Glenn said Forest Ecologist Tii McLane is going to start this week. Glenn said Kim Royer from Fish & Wildlife has appointed Mary Beth Adler to help with this project but we haven't had any contact with her yet so Tii is going to contact her. Glenn added that Jason Rasmussen at the regional planning commission is waiting for information so they can start compiling it into an overall plan. Cathy Boedtke said the TFC voted unanimously to recommend to the Selectboard that Tii start by hiking the existing 14 miles of recreational trails to note sensitive areas and possible ecological impacts. Cathy said the TFC also talked about signs and feels that the Selectboard is responsible for signage at the entrance to the town forest off Kimball Farm Road, Coaching Lane, and on the trail from the Resort to the Town Forest. Cathy said the signage should indicate that you are entering the town forest and what the policies

are. Cathy said the TFC also voted unanimously to use the term “low-impact, non-motorized recreational trail usage.” Cathy asked what Fish & Wildlife is going to do. Glenn said Fish & Wildlife has been evaluating the area and their studies could be useful to us. Tom asked if the Selectboard is going to decide which trails can be used by horses. Glenn said he thinks that will be covered in the management plan, which will depend on the results of the public survey. There was discussion about various locations where signs may be needed.

- 7) Fourth of July Committee update – Cathy Boedtger said Mike and Ralph have signed the permit applications. Cathy said the committee’s next meeting is tomorrow night and there is another meeting on June 27<sup>th</sup>. The parade route will be the same as last year and the committee is asking the Selectboard to judge the floats and bicycles again. Cathy said the committee has hired Mike Spackman to mow the field as well as a path from the parking area to Orange Lake Resort, where there will be food, drinks and live music. Cathy said she still needs to get in touch with Greg Richards about emptying his lot to make room for a tent. Glenn said the Resort has a copy of the town’s certificate of insurance for any town activities up there. Cathy said Ascutney Mountain Resort, Snowdance LLC, Orange Lake and the town have been added as riders on the insurance for the event.
- 8) Town Constable/Delinquent Tax Collector’s Report – No report
- 9) Talc plant reclamation update: Robin Reilly (Windsor Minerals) – Robin said State Wildlife Biologist Forrest Hammond does not want any winter use of the property because of the deer wintering areas. Robin had maps showing the various ponds and the plans for reclaiming them, with the goal of creating positive drainage. Robin said ponds #2, #3, and # 4 are wetlands so nothing will be done with them. Robin offered to give the Selectboard a tour of the property. Robin said the first phase involves getting ditches lined up and grassed out, putting in a construction entrance by the bridge and delineating the area with silt fence. Robin hopes Phase I will be done this year. Robin said after the construction is complete, they will continue to monitor the discharge for arsenic and nickel. Robin said once the discharge is acceptable, pond #1 and pond #5 can be reclaimed as well. Robin asked if the prohibition against winter use would be a problem. The Selectboard said no. Tom noted that it would be off limits for snowmobiling. Glenn said West Windsor has had a number of public hearings on recreational trail usage and motorized vehicles have not been high on the list of priorities. Bruce requested a set of plans. Robin agreed to provide a set. The Selectboard members agreed that they would love to do a site visit with Robin and thanked her for her time. Tom asked about the zoning in the tailing pond area. Martha said it’s zoned conservation now.
- 10) Highway Foreman’s Report – Grader: Mike said the bill for repairing the grader is \$12,300 and change. Tom asked about the warranty. Bruce said there is none. **Bruce made a motion to send a check for \$6,100 with a note indicating that the town would like to negotiate a reduction in the remaining balance. Tom seconded the motion, which passed unanimously.** Trade-in Truck: Mike said the new town truck should be here next week, but the truck that is being traded is in the shop and may need a new clutch. Bicentennial Trail parking lot road: Mike asked if the TFC has figured out what they’re doing with the road. Bruce said the temporary water bars have worked well but are starting to fill up so it would be nice to maintain them. Mike asked who is paying for the maintenance because he doesn’t want it to come out of the highway budget. Glenn suggested waiting until all the agreements are in place and, meanwhile, just cleaning out the water bars. Tom said he thinks maintenance of the parking lot in the town forest should be paid for with Town Forest funds. Glenn and Bruce agreed. Exchange work: Mike said he agreed to do some work on Bill Stillson’s road in exchange for Bill allowing the town to use his property for our antenna. Radio: Mike said the radio for the new truck is here. Paving: Mike said the paving was done for \$68,000, which is less than the \$71,000 that was quoted. Rush Meadow Culvert: The work will be done on Wednesday and Thursday but the road will be closed on Wednesday night. Mowing: Mowing will begin July 5<sup>th</sup>. Trees: Tom expressed concern about Ted Knox’s prices. At \$50 per hour for each person and each piece of equipment, Tom said it would cost

\$3,000 per day to hire Knox as compared with \$900 per day to hire Rice. Tom said the poplar trees across from the town garage on Bible Hill come down in every storm. Glenn said he thinks that's CVPS's responsibility. Tom said he will talk to the property owners. Erosion in right-of-way: Glenn said Robert Calhoun on Bible Hill Road has some ongoing erosion in the ROW and on his property. Because it is of an emergency nature, the town is expediting the local permit process. Glenn said if the erosion continues much longer, the pole is going to be hanging by the wires. Rob has secured his state permit and the DRB is going to meet tomorrow night and have a site visit. Bruce said an expedited review is a good thing. Mike said he hopes Rob's neighbor will fix his side of the brook also. Coaching Lane STOP sign: Glenn said Frank Brock would like a STOP sign by the mailboxes on Coaching Lane indicating that the people entering from Coaching Lane Extension should stop. Mike said regulations require the sign to be on the right-hand side. Mike said the highway department has already overspent their sign budget replacing signs to meet the new requirements. Glenn reported that the STOP sign on Mountainside Drive was pulled out and thrown in the bushes. Mike said he will put it back in tomorrow. Tom requested a sign on Brook Road near the rock by Fran Cady's house. Mike suggested delineator posts. Upon request by a property owner and by recommendation of the Constable and the Highway Foremen, **Glenn moved to authorize the highway department to place a STOP sign at the end of Coaching Lane Extension. Tom seconded the motion, which passed unanimously.**

- 11) Law Enforcement – Tom said David Jaacks has expressed interest in becoming a certified constable. The Selectboard agreed to talk to David about it.
- 12) Status of revisions to zoning regulations – Martha said she sent the Selectboard the most recent version and noted that the Planning Commission (PC) has one more meeting to try to finish their work on the regulations. Tom said he likes Norwich's buffer language. Martha said the PC preferred Windsor's language. Martha said the PC is hoping to have a public hearing on the regulations in August. Glenn said the PC is concerned about trying to include ridgelines in the zoning regulations by the September deadline, so they hope to get the revised regulations passed without ridgelines and then go back and amend them. Bruce and Tom agreed that the PC's approach makes sense.
- 13) Recreational trail system update and licensing agreements – Glenn said he is waiting for a licensing agreement from the Ski Area and has asked Matt Birmingham to help expedite the process. Glenn said the agreement with STAB is being revised and everyone is comfortable with the agreement with Orange Lake. Glenn said the insurance situation has been dealt with. Glenn said the Selectboard met with some of the STAB Board of Directors on Saturday, which helped clarify what needs to get done. Glenn said he questions whether everything will be in place in time for the planned July 4<sup>th</sup> opening. Glenn said he advised STAB not to spend any more money on the project until the agreement is in place. Glenn said there are property owners at the Resort who are concerned about the proximity of the trail to their house and he is scheduled to talk with them tomorrow. Tom asked about the cost of trail signage. Glenn said he is waiting for an estimate from Jim Lyall on the cost of the kiosk, which he hopes can be raised privately. Glenn said the signage should be paid for with Town Forest funds but he doesn't know what the amount is. Bruce said the STAB membership did vote to allocate money for signage. Glenn said the insurance company has encouraged the town to make sure the signage is correct and adequate. Bruce said he thinks the Selectboard should have oversight on the signs and their placement. Glenn agreed. Tom said his understanding is that the STAB trails are now under the auspices of the Selectboard. Glenn said that is correct. Tom said the Selectboard should set aside \$1,500 from town forest funds for signage. Bruce suggested involving the Town Forest Committee in this discussion. Glenn agreed that the TFC should weigh in on it. Bruce said he would like to have more specific details on the signs before issuing a blank check. Glenn said the Selectboard is going to have to meet to sign the agreements with STAB, Orange Lake and Snowdance anyway. Glenn suggested scheduling a time to meet, after the public meeting on the 21<sup>st</sup>, to authorize money for signs and to consider signing the agreements. Bruce and Tom agreed.

- 14) Other Business – Small Claims Court: Mike summarized what happened during the proceeding and said no decision was made because there was too much information for the judge to consider. Tom Marsh: Tom suggested a meeting with Tom Marsh, Windsor’s new Town Manager. Coakley: Glenn said Matt is going to contact Tom Hayes to try to move things forward. Town Hall grounds: Glenn said he will check with Cathy Archibald to see if the weeding has been scheduled. Flag Pole: Tom said the flag pole needs to be repaired. Town Hall painting: Tom asked about the inmates painting the interior of the upstairs hall next winter. Martha asked to have it done at a time when the windows can be opened. Disabled Veterans: Glenn said he received a letter from Commander Sergeant Major Lou Lertola who would like to attend the Selectboard’s July 11<sup>th</sup> meeting to discuss the tax exemption for disabled veterans. Tom suggested asking Cathy or the Listers how many people in town would qualify. Increased hours: Glenn said the Selectboard had a record 58 meetings last year. Considering her work with the PC, the DRB, zoning, 911, etc., Glenn said he thinks the Selectboard should ask Martha if she might be interested in increasing her hours from 35 to 40. Tom said the Selectboard budgeted for 40 hours so if there’s a need and she’s willing, that’s fine. Bruce said he has no problem with that. Martha said she will consider increasing her hours. Budget & tax rate: Tom suggested looking at the budget at the Selectboard’s next regular meeting. Bruce and Glenn agreed. Tom asked about setting the tax rate. Glenn said Cathy Archibald is waiting for some information from the Listers. Tom noted that the Selectboard can determine how the balance in the 2010 highway fund and the balance in the 2010 general fund can be spent. Glenn said he checked with the town attorney and that is correct. Tom said some of the surplus might be used to keep the tax rate the same. Bruce and Glenn agreed.
- 15) Correspondence: Forests & Parks: The town received notice from Rick White that the state plans to build a set of stone stairs on the Brownsville Trail. Tom said he would like to talk to Rick White about an ATV trail from the parking lot to the tower. Tom said he thinks there should be a building with a generator in the parking lot and the power should be run up to the tower under the trail. Public Service Board memo: Glenn said Matt’s advice is to allow someone other than the town to respond to the memo.
- 16) Approve Minutes – May 2<sup>nd</sup>: **Tom made a motion to approve the minutes of May 2<sup>nd</sup> as amended. Bruce seconded the motion, which passed unanimously.** May 3<sup>rd</sup>: **Tom made a motion to approve the minutes of May 3<sup>rd</sup> as written. Glenn seconded the motion, which passed unanimously.** May 9<sup>th</sup>: **Tom made a motion to approve the minutes of May 9<sup>th</sup> as written. Bruce seconded the motion, which passed unanimously.** May 23<sup>rd</sup> (afternoon): **Tom made a motion to approve the minutes of the afternoon of May 23<sup>rd</sup> as written. Bruce seconded the motion, which passed unanimously.** May 23<sup>rd</sup> (evening): **Tom made a motion to approve the minutes of the evening of May 23<sup>rd</sup> as amended. Bruce seconded the motion, which passed unanimously.** June 1<sup>st</sup>: **Tom made a motion to approve the minutes of June 1<sup>st</sup> as written. Bruce seconded the motion, which passed unanimously.**
- 17) Adjourn – **Tom made a motion to adjourn at 8:40 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison