

## WEST WINDSOR SELECTBOARD

Draft Minutes  
March 20, 2012

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

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 7:30 AM.
- 2) Changes or additions – A&E contract, Fourth of July
- 3) Better Backroads grant agreements – **Glenn made a motion to sign the agreements. Bruce seconded the motion, which passed unanimously.**
- 4) Sign amended subgrant agreement with State of Vermont – **Tom made a motion to sign the amended subgrant agreement. Bruce seconded the motion, which passed unanimously.**
- 5) Law enforcement radio funding – Glenn said the repeater on the Stillson property will not work for law enforcement so we need to install something on the mountain after our license is approved. Glenn said the equipment will cost approximately \$20,000 so we need to figure out how to fund it. Tom noted that we have space on the tower so it's just a matter of putting the equipment in place. Bruce asked if it will just be for law enforcement. Glenn said we may be able to have more than one channel. Tom said by having our own frequency, all our emergency service organizations can communicate directly. Bruce asked if there is any grant money available. Glenn said no. Tom asked when we start making payments to Windsor for law enforcement. Glenn said he has to talk to Tom Marsh about that. Glenn added that the Windsor Selectboard has signed the law enforcement contract. Tom noted that a year's worth of contract expenses were budgeted but we won't be using it all for contracted services so there will be enough money available for equipment. Glenn and Bruce agreed. Bruce asked if we still want to have a meeting with the FAST Squad and the Fire Department. Glenn said yes. Tom agreed.
- 6) Other Business – Town building alarm systems: Tom had estimates from Countryside Alarm for upgrades to the alarm systems in town buildings. **Tom moved to have smoke detectors installed at the Town Garage. Glenn seconded the motion, which passed unanimously.** Tom said the upgrades to the Town Hall alarm system will cost \$798, plus \$90 for smoke detectors. **Tom moved to have Town Hall alarm system upgrades and smoke detectors installed. Glenn seconded the motion, which passed unanimously.** Brownsville Cemetery Association: **Tom made a motion to send a \$100 donation to the Association in memory of Matt Harrington. Glenn seconded the motion, which passed unanimously.** Sewer line acquisition: Glenn said he would like to contact Mark Blundell or Dan Purjes and review the town's requirements for moving ahead. Glenn said the town would require: the escrow account to be fully funded; the sewer line and steel holding tanks to be inspected at Snowdance's expense to ensure that they meet state requirements; the entire system to be transferred to the town including all interior collection systems owned by Snowdance; an agreement that the town will not be a third party collection agency for Snowdance; and reduced fees for Snowdance for the first 100 hook ups. Bruce asked about the upper loop. Glenn said Dana Arey is reviewing the permits. Glenn noted a letter from Don Robisky and Winslow Ladue stating that we need to have clear title and that's iffy with the foreclosure still going on. Glenn said he's waiting for a response from Snowdance on the title issue, which he will forward to the state. Tom asked if the Dairy Lane residents own their collection system. Glenn said yes. Glenn said they are upset that part of their yearly expense is going towards a portion of the line and collection system that they don't use. Glenn said Windsor Town Manager Tom Marsh would like to get together to talk about both law enforcement and the sewer line. Covered bridge status: Glenn said by noon today, the frame should be up. Glenn suggested asking the Nesbitts for their opinion on the color of the roof, since their property is adjacent. Tom and Bruce agreed. Historically, Tom said, the roof has been dark green. Glenn said any dark earth tone color is fine with him. Bruce agreed. Glenn said the rest of the structure is hemlock, which will be allowed to weather. Glenn noted that FEMA is requiring the town to use steel-backed wood-faced guardrail, which is more expensive but more historically accurate. Weeden Hill: Tom said Ted Knox agreed to do Weeden Hill for \$2,200 but sent a bill for \$2,400. **Tom moved to approve a payment of \$2,200. Bruce seconded the motion, which passed unanimously.** Aldrich & Elliott (A&E) contract: Glenn asked Tom and Bruce if they are okay with the draft agreement. If so, Glenn said, he will ask A&E to send a final version. Bruce and Tom agreed.

Before we sign the final contract, Glenn said, he should have a conversation with Mark Blundell or Dan Purjes. Bruce agreed. Bruce asked about the deadline for applying for the loan. Glenn said July 1, 2012. According to Glenn, Joe Duncan said that the town has to get moving by the end of next week. Glenn said the state requires a preliminary engineering report for the loan agreement. Nilson property: Tom asked about grants for the acquisition of the Nilson property. Glenn said the Nilson property and the Brownsville-Hartland Road are not good candidates for a hazard mitigation grant, according to the regional planning commission. Glenn said he is meeting with Shawn Kelley from GeoDesign and Lazaro Gutierrez from Witt Associates on Friday to talk about the Brownsville-Hartland Road. Tom said he would like to find another source of funding to acquire the Nilson property. Dugdale: Tom asked about the status of Dugdale Road. Glenn said we are waiting for our FEMA rep to provide her repair estimates, which he will forward to the Vermont Agency of Transportation for their opinion. Fourth of July: Glenn said he got an email from Cathy Boedtke and Chris Nesbitt asking the Selectboard to reconsider taking advantage of installment payments. Cathy Boedtke said she is concerned that the July 4<sup>th</sup> Committee might not meet their fundraising goal this year. **Glenn moved to pay Fourth of July expenses with installments where possible. Bruce seconded the motion, which passed unanimously.** K-cup machine: Cathy Boedtke said she will purchase a K-cup machine for the Town Hall, if someone will provide the K-cups. The Selectboard agreed that there are quite a few morning meetings. Town Forest update: Cathy said Erik Schutz is wondering about the status of the STAB contract. On a related matter, Cathy said it is the understanding of the Town Forest Committee (TFC) that the part-time seasonal employee the town is planning to hire to maintain the trails will be responsible to the TFC and the Selectboard, but not to STAB. Glenn and Bruce agreed. Cathy said the TFC is wondering if the town's trail maintenance employee will be maintaining trails on private property. Glenn said no town employee should be working on private property. Bruce agreed. Glenn said he assumes STAB will continue to maintain the trails that are on private property. Glenn added that, since signs can be removed, he has no problem with the town placing signs on private property. Cathy asked if the STAB contract will clarify these issues. Glenn asked Cathy to suggest some language. Cathy agreed. Cathy asked if STAB's trail map sales will impact the town's liability. Glenn said he will ask Matt Birmingham but he doesn't think it will affect the town's liability because there's no admission fee. Cathy said the TFC talked about having 8.5" x 11" black and white maps at the kiosks. Cathy said all the trail intersections will be numbered and referenced on the map. Cathy said STAB has spent \$200 on color-coded reflective vinyl lettering, with the color of the trail name corresponding to its level of difficulty. Cathy said there will also be arrows on major signs directing people who are lost back to the parking area. Cathy said STAB has also purchased 40 flexible posts. Cathy said there will also be signs indicating that horses are allowed on double track trails, and that bikers should walk their bikes on dangerous sections of trail. In addition, Cathy said, there will be signs at all entry points advising people that they are entering at their own risk. Tom suggested posting information on the kiosks indicating that maps are available at the General Store. Everyone liked that suggestion. There was discussion about whether or not to have maps available at the kiosks. Bruce said if a large map is permanently posted on the kiosk, trail users can take a picture of it with their phones. Cathy noted that maps are not available at the National Forest. The Selectboard agreed not to make small, black & white maps available at the kiosks. Tom said there should be a copy of the map at the dispatch center. Cathy said she will provide one. Cathy said there is a sign up now saying that the parking area and the trails are closed due to mud. Cathy said the TFC didn't know that the entrance road to the town forest is a Class 4 road. Cathy said the TFC is requesting a sign on the entrance road indicating where the parking area is for the town forest. Glenn asked Martha about zoning for signs. Martha said she doesn't think zoning has any jurisdiction over road signs. Bruce agreed. The Selectboard agreed to post flip signs at "the triangle" and at the intersection of Coaching Lane and Coaching Lane Extension indicating whether the town forest is open or closed. Cathy said she is going to check to make sure that the deed for the Weathersfield Trail was recorded. Cathy asked if the Hang Gliding Association is still providing a copy of their Certificate of Insurance. Martha said she will check to see if we have a current Certificate. Regarding the interim Town Forest policies, Cathy said the TFC wants to put up signs saying "No camping and no fires." Cathy said there is ongoing discussion on how to make good horse trails. Cathy said the double track trails should be open for emergency use and they're not currently accessible due to downed trees and/or a lack of maintenance. The Selectboard agreed to remove old signs

that no longer correspond to maintained trails. Cathy said the TFC would like to meet with the Selectboard and Mike Spackman to assess the proposed parking area. The Selectboard agreed that the access road and the parking area will have to be improved, maintained and plowed in the winter. The Selectboard scheduled a meeting with the TFC for Tuesday, March 27<sup>th</sup> at 8:00 AM at the town forest parking area. Tom asked what should be done about the gravel pit. Bruce said the gate should remain closed to discourage people from going there. Cathy said the TFC has a meeting scheduled for April 2<sup>nd</sup> at 5:30 PM to review applications for the trail maintenance worker. Filling town land: Tom suggested filling in the town land north of the Brownsville Cemetery. Martha asked if it's within 50' of the brook. Tom said no. Glenn suggested a site visit.

- 7) Adjourn – **Glenn moved to adjourn at 8:44 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison