

## WEST WINDSOR SELECTBOARD

Draft Minutes

May 12, 2014

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Michael Epstein, Jim Curry, Virginia Dean (VT Standard), Martha Harrison, Mike Spackman

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions – Tom said he will provide status reports on a number of items under “Other Business.”
- 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 – Tom said the memorial service for Fred Jenks is on Saturday at 2:00 PM at the Brownsville Church.
- 6) Dry hydrant: Sheddsville Road – Tom recommended applying for a grant in 2015.
- 7) FY 2015 Town Highway grant applications (structures & paving) – Glenn said the town is applying for a paving grant and three structure grants: one on Bible Hill, one on Rush Meadow Road and one on Brownsville-Hartland Road. Glenn said the highest priority is the Brownsville-Hartland Road culvert, which should be done before the road is repaved.
- 8) Highway Foreman’s report – Mike said scraping is almost done, culverts are being installed, the Better Backroads grants have been submitted, and the trees have been removed for the Sheddsville intersection project. Glenn asked about traffic control for Dan’s excavation work on the Sheddsville project. Mike said all the work will be done outside of the right-of-way but “Road Construction” signs will be put up. Bruce asked where the excess material will go. Glenn said the town would like to put it in the Sheddsville Cemetery but needs approval from Wetland Ecologist Rebecca Chalmers. Glenn said there is an alternate site that should be investigated as well.
- 9) Request to rebuild stonewall in highway right-of-way: Banister Road (McNamara) – Glenn said John McNamara is proposing to move the stonewall back but it would still be in the right-of-way. Glenn said the town needs to do some culvert work in the area as well so he will contact River Management Engineer Todd Menees. Glenn suggested creating a standardized form for work in the right-of-way that describes the work and acknowledges that the town is not liable for damage to structures in the right-of-way. Glenn noted that Mr. McNamara has not submitted a drawing yet. **Glenn moved to grant approval for a stonewall in the Banister Road right-of-way to John McNamara, pending his submission of a letter absolving the town of any and all responsibility for the wall. Tom seconded the motion.** Bruce said he would like to see a drawing attached to the letter. Martha said he also needs a zoning permit for the wall. **Glenn called for a vote on the motion, which passed unanimously.**
- 10) Correspondence – Bible Hill Road culvert (Michael Epstein) – Glenn said Mr. Epstein sent a letter to the Selectboard expressing concern about the lack of a timeframe for the replacement of the culvert at the bottom of Bible Hill Road. Glenn said the town had a hydraulic study done so we know the appropriate size and approximate cost, and have applied for a structures grant to fund the project. Without grant funding, Glenn said, the project would add 4 cents to the tax rate, which would not go over well with tax payers.

Tom asked about moving the road as an alternative to replacing the culvert. Glenn explained the road alteration option. Michael said altering the road would affect Rob Calhoun more than it would affect him. Glenn said he would be happy to meet with Michael, Rob and Highway Foreman Mike Spackman at the site to consider the options. Michael asked the Selectboard to consider doing this one large project in lieu of a number of smaller projects. Glenn said the town relies on grant money to do these large projects to keep the tax rate within reason. Following Tropical Storm Irene, Glenn said, the town had to restore roads to their original condition in order to qualify for FEMA funding and could not increase the size of culverts without documenting that the benefit would exceed the cost. Glenn said all the culverts in that watershed, from Jewett Road down to Harrington Road, need to be replaced but, since Jewett Road and John Myers Road serve multiple residents who have no other way in or out, that has to be taken into consideration. Michael said he understands that the demands exceed the town's resources but he wanted to point out that the culvert is undersized and has washed out twice in two years, and he has spent about \$15,000 to try to keep the brook out of his house. Glenn acknowledged the situation and said that the town will address it as soon as they can. Tom asked the Highway Foreman to estimate how much it would cost to move Bible Hill Road to the east to bypass the culvert. Michael encouraged the Selectboard to discuss the idea with Rob Calhoun. Glenn agreed.

- 11) Cemetery Road – Tom said Cemetery Road was really rough this year. Mike said that's just how the frost comes out and it would be expensive to fix. Glenn and Bruce agreed.
- 12) Sign Sewer Construction Standards – **Glenn moved to sign the previously adopted Sewer Construction Standards dated February 28, 2014. Bruce seconded the motion, which passed unanimously.**
- 13) Discuss amendments to Sewer Ordinance – Glenn said he emailed Tom and Bruce the latest changes suggested by the Property Owners Association. Glenn said, given that Section 4.02 and 5.02 are significant, he would like to review the language with the Town Attorney. Bruce and Tom agreed.
- 14) Discuss status of Trust for Public Land (TPL) grant process & select appraisal firm – Glenn said two appraisal bids have been submitted. Glenn said property owner Dan Purjes has agreed to contribute \$5,000 toward the appraisal and the Conservation Commission has agreed to contribute \$6,000. Glenn said the remainder needed could come from the town's Reserve Fund and/or from the Vermont Housing Conservation Board (VHCB). **Glenn moved to accept the bid in the amount of \$13,000 from the appraisal firm of Peter Nault for the resort appraisal based on the recommendation of the Trust for Public Land. Bruce seconded the motion.** Tom suggested reimbursing the Reserve Fund if funding comes through from VHCB. Bruce and Glenn agreed. **Glenn called for a vote on the motion, which passed unanimously.** Glenn noted a meeting scheduled with TPL and Upper Valley Land Trust for May 28<sup>th</sup> at 6:30 PM.
- 15) Discuss Pedestrian Master Plan update and possible grant opportunities – Glenn said the town received grant funding last year to update our Pedestrian Master Plan and the regional planning commission is willing to help with the update. Since then, Glenn said, the town has received additional funding for pedestrian upgrades and signage around the school. There was discussion about possible funding to extend the sidewalk up to the school. Mike was concerned about maintenance and suggested pavement markings as an alternative. Glenn asked Tom and Bruce if they think it would be worthwhile for Martha to look for additional grant funding in conjunction with the Master Plan update. Tom and Bruce agreed that it would be worthwhile.

- 16) EC Fiber update – Glenn said the town received a draft contract from EC Fiber but it lacks a non-performance clause. Glenn said he would like to review it with Town Attorney Matt Birmingham and ask Matt to add a non-performance clause. Bruce and Tom agreed.
- 17) Police report – Glenn said there were 21 directed patrols in April and 15 responses to calls. In March, there were 25 directed patrols and 20 responses to calls. Tom asked if it is standard procedure for police to respond to a fire call at a high rate of speed. Mike said yes, if they're responding to a structure fire.
- 18) Consider appointment to Eastern Vermont Economic Development District (EVEDD) – Glenn said he was asked to serve on the Executive Board of EVEDD. Glenn said having an economic development district makes our area eligible for federal grants primarily for infrastructure projects. Glenn said the Board will meet quarterly. **Bruce moved to appoint Glenn to the EVEDD. Tom seconded the motion, which passed unanimously.**
- 19) Other Business – Annual Financial Plan: Glenn said there were errors in the Annual Financial Plan filed with the Agency of Transportation so a corrected Plan will be prepared for the Selectboard to sign. Town Hall plantings: The Selectboard agreed to spend up to \$1,000 on plantings for the area in front of the Town Hall. Fourth of July sign: Tom said the Brownsville General Store is willing to have the Fourth of July fundraising sign located on their property again. Late Dog Fee: The Selectboard agreed to put this item on the agenda for their next regular meeting. Flags: Tom proposed purchasing ten replacement flags. The Selectboard agreed. Household Hazardous Waste Collection: Tom reported that the hazardous waste collection in Springfield on Saturday was very successful. Town Plan: Tom asked about the status of the Town Plan. Martha gave each Selectboard member a copy of the plan as revised at their last meeting. The public hearing is scheduled for May 27<sup>th</sup>. Sidewalks: Tom asked about cleaning the sidewalks in town. Mike said the state takes care of that. Geomorphic study: Tom noted the Conservation Commission's presentation on the geomorphic study of Mill Brook and said he asked them to look into the impact of a major stream bank collapse in the Bailey's Mills area. Bowers Bridge tree: Glenn said Hugh Stevens has replanted the tree that was uprooted during the work on Bowers Bridge. Mike noted that the area was not cleaned up well and the Highway Department spent a couple of hours cleaning it up. Glenn said he plans to send the contractor a letter noting the town's disappointment with how the site was left. Schedule meeting: The Selectboard tentatively agreed to meet on Monday, May 19<sup>th</sup> to set the sewer user rates for 2014-15.
- 20) Approve Minutes - April 2<sup>nd</sup>: **Tom moved to approve the minutes of April 2, 2014 as written. Bruce seconded the motion, which passed unanimously.** April 8<sup>th</sup>: **Tom moved to approve the minutes of April 8, 2014 as written. Bruce seconded the motion, which passed unanimously.** April 14<sup>th</sup>: **Tom moved to approve the minutes of April 14, 2014 as written. Bruce seconded the motion, which passed unanimously.** April 25<sup>th</sup>: **Bruce moved to approve the minutes of April 25, 2014 as written. Tom seconded the motion, which passed unanimously.**
- 21) Adjourn - **Tom moved to adjourn at 7:30 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison