

WEST WINDSOR SELECTBOARD

Draft Minutes

May 14, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Cathy Archibald, Ralph Johnson, Mike Spackman, Jim Lyall, Cathy Boedtke, Frank Brock, Bob French, Julia Hutchinson, Dennis Lemire

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions – Bowers Bridge
- 3) Public Comment – Fourth of July Committee: Cathy Boedtke asked the Selectboard to sign two contracts related to the July 4th festivities. Cathy also noted that Scott Smith has agreed to have the “bouncy house” on his property on the condition that the town will provide liability insurance. Cathy said she has not received her state highway access permit yet but she will need to have it signed when she receives it. Cathy said she also needs a permit for the fireworks. **Tom moved to authorize the Chair to sign all necessary documents on behalf of the Selectboard. Bruce seconded the motion, which passed unanimously.** Cathy said she will touch base with the Selectboard at their next meeting about traffic control. Cathy asked if the Selectboard has budgeted for traffic control. Glenn said yes and asked Cathy if she plans to contact the Sheriff’s Department. Cathy said she thought West Windsor was going to use the Windsor Police Department. Cathy said she was told that she would have to hire two people from the Sheriff’s Department for a minimum of four hours, even if she only needs them for 40 minutes. Glenn said he will contact Windsor to discuss the issue. Eleanor Hannah: Tom said on May 19th, Eleanor Hannah is going to be 100 years old. There is a reception for her on Saturday from 2:00 until 4:00 PM at the Grange Hall and everyone is welcome.
- 4) Sign Town Clerk’s orders – **Tom made a motion to sign the Town Clerk’s orders. Glenn seconded the motion, which passed unanimously.**
- 5) Town Clerk/Treasurer’s Report – No report
- 6) Discuss repair of clock in Town Clerk’s office – Tom said the clock is worth about \$2,500 and the cost to fix it is \$2,500. The Selectboard agreed to replace the clock rather than repair it.
- 7) Public Assembly application: Lucy Mackenzie Humane Society – Glenn and Bruce did not have a copy of the application with them. **Glenn moved to table consideration of Lucy MacKenzie’s public assembly application until the Selectboard’s next meeting. Bruce seconded the motion, which passed unanimously.** Glenn said he would like to schedule a meeting to discuss water and sewer issues with the Town Attorney on Thursday morning at 7:30 AM. Bruce and Tom agreed.
- 8) Town Constable’s Report – Ralph said he may need to schedule some tax sales. Ralph said he sent out ten letters and only got a response from two.
- 9) Highway Foreman’s Report – Mike said Miller Construction took the salt shed down and it’s being rebuilt. Mike said roadside mowing will happen in late August and early September. Mike said there’s another week’s worth of ditching and then the highway department will start scraping. Mike said the Nicholas project and the Weeden Hill project are in the works and then the grant projects will start. Mike said the town did receive the funding for our 2011 grant project. Mike said the highway department is almost finished with their work in the town forest. Mike said they put gravel on the parking lot and it’s up to the Selectboard if they want any additional work done. Glenn said he will look at it tomorrow. Glenn said Dan Lesnick has done approximately \$3,500 worth of work in the town forest. Mike said he should be able to estimate the material costs tomorrow. Tom asked Mike if the highway department could put some gravel in the muddy area in front of the gate. Mike said yes. There was a question about the grant. Mike said it is a Better Backroads grant. Mike said West Windsor got another Better Backroads grant for 2012 for another project on Sheddsville Road. Force main in right-of-way: Glenn said Allen Welles’ engineer contacted him about putting a force main in the town right-of-way along Brownsville-Hartland Road from Allen’s workshop to his barn. Glenn said Mike Spackman expressed concern about crossing a multi-plate culvert with a force main. Glenn suggested a site visit with Darryl Calkins, Allen’s engineer. Bruce agreed. Tom said there are buried cables there as well. Glenn said Darryl also located a dug well in the middle of the southbound lane of the Brownsville-Hartland Road. Mike said the well goes with the house across from Hammond Hill Road. The Selectboard agreed to

check it out. Signs: Glenn said two different parties have expressed interest in “Welcome to West Windsor” signs. Bruce suggested getting more information before making a decision. Mike said the sign at the Town Garage is falling apart. Culverts: Tom said there are a number of culverts that look clean on both ends but have a lot of dirt inside.

- 10) Law enforcement update – Glenn said the town asked the Windsor Police Department to take care of 911 calls when Ralph was laid up. Glenn asked Ralph if he’d like the Selectboard to leave that arrangement in place. Ralph said no. Glenn agreed to contact the Windsor PD tomorrow. Glenn added that the contract with Windsor begins on July 1st. Glenn said improving radio communication requires a repeater on the mountain and it looks like there is grant funding for it through Homeland Security. Glenn said our radio license has been verbally approved, equipment is being ordered, and it should be operable by mid-June. Frank Brock asked whether the gravel in the town forest was placed at the end of the Plausteiner’s driveway. Glenn said there needs to be road improvement from the town forest to Coaching Lane since we are anticipating more traffic up there. Frank said it’s going to be tough to plow and his wife’s car is going to bottom out. Glenn agreed that the road needs attention and noted that when the town puts material in the right-of-way, some of it’s going to get on Frank’s lawn. Bruce said he’ll go look at the work that has been done so far. Someone asked if the repeater is for cell phones. Glenn said no; it’s for law enforcement radio communications.
- 11) Sewer line update – Glenn said the Selectboard had a positive meeting with the owner of the sewer line, who asked the Selectboard if the town would be interested in acquiring the water system as well. Glenn said the Selectboard has a meeting scheduled with the Town Attorney on Thursday morning to see how this change in scope affects the vote taken on Town Meeting day. Glenn said things are looking a little more upbeat but there is a lot of work still to be done. In response to a question, Glenn said the voters authorized the Selectboard to borrow up to \$500,000 for the acquisition of the sewer line that runs down Route 44 to Windsor, and the associated collection system.
- 12) FEMA update – Glenn said the Selectboard met with Dana Danieli and Tiffanie Fortier and FEMA is maintaining their assertion that the failure on the Brownsville-Hartland Road is due to previous deficiencies so they are not prepared to fund the work. Glenn said the town is considering a formal appeal to FEMA but a lot of work needs to be done for that. Glenn said Tom Kennedy from the regional planning commission has offered assistance in drafting the appeal. Tom said the town has already spent money based on FEMA’s original verbal determination that the project would be eligible. Glenn agreed that the town has spent about \$20,000. Bruce said we should file an appeal if it’s not going to take too much effort. Glenn said he thinks it will take a fair amount of effort but it’s worth while. Glenn said SAIC is also available to help write appeals. Glenn said FEMA has approved the replacement of the north abutment for the Bowers Bridge and we’re getting permits as the work is progressing. Glenn said because the bridge is in the floodplain, there needs to be a local review by the DRB. Tom asked if the bridge will be in place for the 4th of July. Glenn said he is hoping it will be.
- 13) Talc plant property update – Tom said there was a tour of the facility which had over 3’ of water and mud in it during Tropical Storm Irene. Tom said owner Glenn Bowman is interested in getting a grant for the demolition of the building. Glenn asked about the office building. Tom said the office building is okay. Mike asked if the pond reclamation work has started. Bruce said he hasn’t seen activity out there.
- 14) Act 250 update – Glenn said the town submitted additional information to the District Environmental Commission about a week ago regarding our permit application for recreational trails. Glenn said he has received a couple of minor questions from April Hensel with regard to camping in the town forest.
- 15) Town Forest trails update – Jim Lyall said winter debris has been cleaned up, a trail has been mowed around the beginner’s area, and “Last Mile,” which is at the end of the Vermont 50 route, is being made more novice friendly. Jim said new tamper resistant sign posts and approximately 40 new signs are being installed. Jim said he has ordered materials for getting intersections numbered in accordance with the numbers on the map, creating signs indicating the route back to the parking area, and creating hazard signs (e.g. horses ahead). Jim said Sports Trails of the Ascutney Basin (STAB) has a work day this Saturday and he’d like to complete the work on “Last Mile.” Bruce asked if there’s going to be a bridge there. Jim said no, although they hope to build a bridge lower down on the same stream after the Act 250 approval is granted. Jim said National Trail Day is June 2nd and he’s thinking about using volunteer labor to re-route a wet trail between the top of Mile Long Field and the town forest parking lot. Glenn asked if

the Selectboard can get a sense of what the upgraded signs look like. Jim said he will email a photo. Jim said the Town Forest Committee (TFC) talked about distinguishing the signs in the town forest with a West Windsor Town Forest sticker. Jim said the Act 250 application proposes a winding trail down Mile Long Field and he'd like to establish that trail, which mostly involves mowing and signage. Jim said he would also like to move the kiosk closer to the front of the Cunningham Building. Jim added that STAB has offered to rent a port-a-potty for that location. Jim said they are thinking about putting a dry erase board at the kiosk, a receptacle for donations, and a suggestion box. Jim said he is going to design a kiosk with a map for the town forest parking lot as well. Jim said he has been posting a trail conditions map/report at the kiosk, at the town forest parking lot gate, and on the STAB website. Glenn asked if it should be posted on the town website. Jim said there should at least be a link to the STAB website. Long term, Jim said, he thinks the trail system should have its own website. The Selectboard agreed that there should be space for the trail system on the town website. Jim said he would like to promote the trails once the Act 250 approval comes through. Jim said STAB should consider having a facebook page. Bruce suggested that the TFC discuss this and present their recommendations to the Selectboard. Mike said the Fire Department would probably be called to assist on a rescue in the town forest and he would like to know all the access points, including ATV access points. Cathy Boedtger said the FAST Squad and the Fire Dept. should get together to discuss. Cathy said the TFC has talked about keeping the ATV trails open. Bruce noted that there are a number of big trees down across ATV trails. Jim said he can highlight the access points for Mike. Glenn said the town may need some special equipment to assist with a rescue and should consider acquiring it sooner rather than later. There was discussion about the need for clear signage and good maps indicating emergency access points. Bob French asked if snowmobiles are going to be allowed on the trails. Glenn said not at this time. Bob asked why. Glenn said that issue has been discussed and, right now, the trails are for non-motorized vehicles. Bob noted the discussion about ATV access. Bruce said ATVs are for emergencies and maintenance only. Glenn said the state will weigh in on the issue of motorized vehicles on a recreational trail system. Glenn said he'd like to get the Act 250 permit before having further discussion on motorized vehicles. Frank said a lot of people ride alone. Bruce agreed. Tom asked what happens if Mile Long Field gets sold; are there deeded provisions for the trails? Glenn said no; the agreements in place can be terminated with 30 days notice. Glenn said we are relying on the notion that a new owner of the resort would welcome the recreational trail concept. Glenn said the prospective buyers that he has spoken with have embraced the idea. Glenn added that it is a risk but it's understandable that the current owner doesn't want to give the town deeded access when the property is up for sale. Bruce said we should make sure that all access points are clear and open. Those present agreed that there should be a meeting of the FAST Squad and the Fire Department to plan for the rescue of anyone lost or injured in the town forest. Dennis said he would like to be included in that meeting. Jim Lyall was asked to schedule a meeting in the next couple of weeks.

- 16) Review draft 911 address sign ordinance – Tom said the voters have indicated in the past that they are not willing to pay for 911 signs. Tom asked who is going to use these signs. Glenn said law enforcement and the FAST Squad. Tom said we already know the addresses. Tom asked who is going to police the signs. Glenn said something is better than nothing. Bruce agreed. Tom asked if you can force people to post it. Bruce said even if every other house is voluntarily posted, it will help emergency responders find where they need to go. Glenn said police officers from Windsor need to be able to find the right location. Bruce noted that Golden Cross ambulance has a lot of different drivers and some may be coming here for the first time. Tom said the issue needs to be discussed in detail. Glenn agreed. Mike said the dispatch system is very sophisticated now and can direct responders to the house. Glenn asked Mike if he thinks signs are not necessary. Mike said he thinks some signage is necessary. Tom said he thinks a sign on the door is sufficient. Cathy said that may be fine during the day but at 2:00 AM if there are no signs, you have no idea where you're going. Cathy said she thinks some signage out by the road is necessary. Glenn said he doesn't understand the reason for push back on this. Jim suggested mile markers like there are on the interstate. The Selectboard agreed to consider Jim's suggestion. Cathy suggested a table at the Fourth of July celebration to educate people on the importance of posting their addresses. Tom said he thinks some people have no idea what their 911 address is. Bruce agreed. All agreed that the issue is worthy of further discussion. Frank asked if dispatch can locate a caller using a cell phone. Mike said they're getting better at it.

- 17) Consider signing STAB agreement – Cathy Boedtger said the TFC recommends that the Selectboard sign the STAB agreement. **Bruce moved to sign the agreement. Glenn seconded the motion, which passed unanimously.**
- 18) Consider signing 2012 Better Backroads Certification Document – Glenn said we don't have written approval from Todd Menees yet so we can't sign the document. Bruce asked if we have verbal approval. Glenn said yes. **Glenn moved to table signing the agreement. Bruce seconded the motion, which passed unanimously.**
- 19) Correspondence – Glenn said the Selectboard received a nice thank you note from the family of Matthew Harrington for the donation, in Matthew's name, to the Brownsville Cemetery Association.
- 20) Approve Minutes: April 6th, April 9th, April 23rd, April 24th, April 25th, April 30th – Tom said minutes should give the title of those in attendance or the name of the organization they are representing. Glenn agreed. Bruce said he has not reviewed the minutes. **Glenn moved to table the approval of minutes until the Thursday morning meeting. Tom seconded the motion, which passed unanimously.**
- 21) Other Business – Vermont 100: Julia Hutchinson said the event will be on July 21st and 22nd. Julia said she has approval from the Fire Department and the Sheriff's Department, and they will not be serving alcohol. Glenn said neighboring property owners, Dave and Tracey Dugdale, have expressed concern about parking and toilet issues. Julia said she has a note from the Dugdales which doesn't have any comment on it. Julia said they have addressed parking issues with additional signage and the Sheriff has to be on site so they have asked him to patrol the road and prevent people from parking where they shouldn't park. Glenn asked Julia to contact the Dugdales and make sure they're okay with the plans. **Glenn moved to table approval of the application until Bruce has had a chance to review it and Julia has had a chance to talk with the Dugdales. Bruce seconded the motion, which passed unanimously.** Dugdale Road: Glenn said Mike ordered the culvert and we have received estimates from contractors. Glenn said it appears that the cost will exceed the amount FEMA estimated. Bruce asked about the difference between our estimate and FEMA's estimate. Glenn said the difference is \$10,000. Glenn said if we ask FEMA for more money we open ourselves up to an audit of all our small projects. After discussion, the Selectboard agreed not to ask FEMA for additional funding. **Tom moved to proceed with the Dugdale Road project. Bruce seconded the motion, which passed unanimously.** Access to property behind talc plant: Given that the town may eventually acquire the property, Tom said Route 44 should be straightened. Mike said Route 44 should be raised gradually from the helicopter landing area to Lucy MacKenzie Humane Society. Tom said he will put this project on the list at the Transportation Advisory Committee (TAC) meeting on Wednesday.
- 22) Executive Session: Litigation – The Selectboard agreed to discuss litigation during the Executive Session scheduled for Thursday morning.
- 23) Adjourn - **Tom moved to adjourn at 8:00 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison