

West Windsor Selectboard  
Draft Minutes  
May 23, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Mike Spackman, Dave Perry, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 8:05 AM.
- 2) Changes or additions to the agenda – Tom noted that the Town Clerk would like to talk to the Selectboard at the end of the meeting about a personnel matter.
- 3) Announcements/Public Comment – None
- 4) Sign Town Clerk's orders – The Selectboard agreed to move this item to the end of the agenda.
- 5) Town Clerk/Treasurer's Report – The Town Clerk had a cemetery deed for the Selectboard to sign.
- 6) Highway Foreman's report – Maintenance garage doors: Mike said the price to repair the overhead doors is approximately \$3,700. Win asked if there is money in the reserve fund that can be allocated for this repair. Tom said there is additional work that needs to be done to secure the building. Mike said if the funds are going to come from the Highway budget, he would like to have control of the building. Win said in response to an email from Laura Farrell, and speaking only for himself, he informed Laura that Ascutney Outdoors may not have access to the maintenance garage. Cathy said there's about \$17,000 left in the reserve fund but it can't be used for highway projects. Win asked Cathy if she keeps track of projects that are paid for with reserve funds. Cathy said yes; this year reserve funds are going to the clock, the furnace, and a \$25,000 reduction in taxes. Tom suggested waiting until later in the year before proceeding. Tom said the roof of the building is also leaking. Hotel Road: Mike said he talked with Orange Lake's local management and she had no problem with the town's plans to remove the asphalt from Hotel Road near the intersection with Skyhawk Lane and make that section a gravel road. Tom suggested putting a skim coat on that section of road. Given that the sub-base for the road will need to be rebuilt regardless of whether or not we decide to repave it, Dick said he is in favor of rebuilding the sub-base with a gravel surface for now. Win agreed. Win asked if there's enough money in the highway budget to do the work. Mike said he can make it work. Tom asked if there's enough money to do both the Coaching Lane intersection project and the Hotel Road project. Mike said he's hoping to get grant funding for the Coaching Lane project. Mike and the Selectboard agreed to wait until we hear about the grant before deciding about Hotel Road. Mike said in the meantime, he's going to remove the band-rail on the east side of the road because it's not doing anything. Mower: Mike said the work on the mower is complete and he plans to start mowing at the end of the week.
- 7) Consider renewing police contract with the Town of Windsor – Dick noted that the annual charge in the new contract is \$85,000, which is subject to adjustment. Dick asked if the Police Chief has indicated whether or not Fourth of July coverage is included in the contract. Martha said she has not heard from the Police Chief. Dick said he doesn't want to sign the contract without some clarification on this issue. Martha said she will contact the Chief.
- 8) Consider temporary construction license agreement with Mountainside – Dick said Mountainside Condo Association President David Leavitt was at the Utility Advisory Committee (UAC) meeting on Friday and gave him a copy of the temporary construction license agreement, which Nate Stearns had sent to Matt Birmingham, as well as a copy of the draft easement provided by A+E. Martha said Matt indicated to her that the easement should be sufficient but she doesn't know if he's been in contact with Nate Stearns. Dick suggested letting

Matt know that the Selectboard is happy to sign both agreements; if Matt doesn't think the license agreement is necessary, that's fine but we want to move forward. Dick said it's important to expedite this. Dick asked if Matt is going to do the title searches. Martha said, according to Matt, title searches are not necessary in this case. There was discussion about which map to attach as an exhibit to the easement. Dick said the Selectboard is prepared to follow the advice of the Town Attorney; we just want the documents so we can sign them. Dick asked Martha to talk with Matt about all the easements - with Mountainside, Mts. Edge, Orange Lake and Snowdance.

- 9) EC Fiber update (town-wide build-out; phone system) – Martha said EC Fiber has put out a press release stating that West Windsor was one of the six towns chosen for a town-wide build out. Win noted that hooking up is not always trivial, especially if the connection is via underground conduit that exceeds a certain length. Dick said EC Fiber covered the cost of the first 400' of his underground connection and he paid an additional \$1 per foot for the remaining fiber needed for his connection, but the conduit was already in place. Dick said it would be considerably more expensive for people with homes far back from the road and no existing underground conduit. Regarding the phone system, Martha said EC Fiber did come back on Thursday but she needs to touch base with them to see if they completely finished the remaining work.
- 10) Village sewer update (equivalent users, village area representative) – Dick gave Win a draft of the sewer budget provided by John Bossen at the UAC meeting. Regarding equivalent users, Dick noted the chart Martha sent out. Tom requested a special meeting to discuss this issue in more depth. The Selectboard scheduled a meeting for Friday, May 27, at 8:00 AM. Win noted that the draft sewer budget suggests a substantial net income
- 11) Sewer ordinance revisions – Win said he thinks some of the proposed revisions could be resolved fairly easily. Win suggested that the ordinance reference the Utility Advisory Committee without naming the members so the ordinance doesn't have to be amended every time there's a membership change on the committee. Win said the ordinance could state that there is an advisory committee, whose members are appointed by the Selectboard and include user group representatives and others. Dick said he thinks it's helpful having a committee and good to have the user groups nominate committee members. Win read some suggested language for that section of the ordinance. Dick suggested including this topic on Friday's agenda.
- 12) Water system update – Win said he thinks we should rely on Patricia and A+E for advice on the water ordinance. Win also suggested seeking guidance from Windsor.
- 13) Executive session: **Win moved to go into executive to interview the top candidate for the highway position. Tom seconded the motion, which passed unanimously.** After the interview, **Win moved to come out of executive session. Tom seconded the motion, which passed unanimously. Win moved to hire David Perry for the open position with the Highway Department. Tom seconded the motion, which passed unanimously.**
- 14) Sign Act 250 amendment application for water system improvements – This item was passed over.
- 15) Town property insurance – Martha said she forwarded the list of town property currently covered by insurance to the Selectboard and the maintenance garage is not on the list. Martha said she'll need to provide VLCT with a value. Tom said he doesn't think we can use the Listers' value and suggested a value of \$150,000 to \$200,000. Mike said VLCT will probably assess the building. The Selectboard authorized Martha to ask VLCT to add the garage to the town's insurance policy. Win said we should inform VLCT that the equipment currently stored in the garage does not belong to the town.

- 16) Brook Road property demolition – Martha said the town has 90 days from closing to complete the project but she is trying to get an extension. Martha said the town needs to use the adjacent lot as a staging area and she had permission from the previous owners but the property has changed hands so she needs to get permission from the new owners before sending out a Request for Proposals to demolition contractors. Dick asked about the asbestos report. Martha said there was some asbestos so the report will be attached to the RFP. Win asked if this project is covered by a grant. Martha said yes; the grant amount is about \$60,000. Win asked if we're going to break even. Martha said she hopes we will but we don't know the cost of the demolition yet. Dick noted that the town owns the property now. Tom added that we can never sell or develop it. Dick noted an ongoing monitoring responsibility. Martha said the town just has to confirm every three years that the property is still being maintained as open space.
- 17) Emergency Management Facility – Tom said he would like the maintenance shed to be used to store the fire department's trailer, sand bags, Fourth of July equipment, and FAST Squad equipment, among other things. Win said if it's going to be a general purpose storage building, it could be included in the town budget rather than the highway budget. Mike said he thinks there needs to be one person responsible for the building. Dick said he thinks the Selectboard is coming to the conclusion that the entire building is going to be a town facility and not an AO facility. Tom and Win agreed. Tom said Rice has taken down some trees on the property to make room for the power line. Win noted that Laura Farrell has expressed interest in some of the old snow-making equipment on the property. Tom asked about the old old lodge. Win said Laura has asked the town to leave the fireplace and the foundation. Dick said he thought Laura's husband was going to do some digging in the vicinity of the proposed booster pump station. Win said he just got an email from Laura indicating that there is no ledge in the area. Martha said the town has asked AO to provide us with access to the water system in the winter time with their equipment but it sounds like we're not going to give them anywhere to put their equipment. Win said we need to work out, with MFW, where AO could put a building. Dick said Laura offered to have her husband take the old old lodge down at no expense to the town. Tom said AO agreed to take it down provided the town pays for the dumpsters. Dick said AO would be able to put a storage building on the site of the old old lodge without MFW's blessing. Dick said we should find out if AO is still offering to take down the building and how much the dumpsters would cost. Tom asked where the money for the dumpsters would come from. Win said we might get some income from salvage.
- 18) Consider sending letter to Division of Waste Management – Martha said she doesn't have the final report from Dana Calkins confirming that the gas-contaminated soils were related to the 1998 leak. Martha suggested signing the letter and holding it until she gets the report. **Win moved to authorize the Chair to sign the letter to the Division of Waste Management. Tom seconded the motion, which passed unanimously.**
- 19) Consider recommendation from Weston & Sampson re: contaminated soils – Martha said Steven LaRosa has not provided a recommendation yet. Tom suggested adding this item to the agenda for Friday. Once we get a recommendation, Martha said, we have to make sure we implement it in accordance with the state's procedures.
- 20) Update on Town Hall projects – Clock: Tom said the clock has been taken away and will be back in a couple of months. Furnace: Tom said he has resolved several installation issues with Dead River and the Department of Corrections will do the painting.
- 21) Tree Warden update – See item #17. Tom also noted that there's a huge ash tree on Pierce Hill that will need to come down.

- 22) Approve Minutes – **Tom moved to approve the minutes of May 9, May 10, May 12 and May 18. Win seconded the motion, which passed unanimously with regard to May 9, May 10 and May 12, and passed with Dick abstaining with regard to May 18.**
- 23) Other Business – Debt summary: Win said he is working on a town debt summary, including the \$500,000 sewer purchase bond, which we have begun repaying. Additional debt includes \$135,000 outstanding to Mascoma for the initial EC Fiber construction, which we will begin repaying this year with reimbursement from EC Fiber; and the fuel tank removal loan is just over \$5,000 per year for five years, starting next year. Win said debt service payments on the village construction project don't begin until 2018 but that's a \$1.5 million loan with annual payments of \$67,000. Win noted that there appears to be additional grant money coming for that project so the debt will go down. Win said we don't know the total loan amount for the mountain water project yet but that will come out of the water budget and payments probably won't begin for a couple of years. Win noted that the village sewer project is being funded by the town and the mountain water project is being funded by the users. Win said he will provide a copy of his summary when he's finished. Tom said he thinks the maintenance garage should be a separate line item in the budget.
- 24) Sign Town Clerk's orders – **Tom moved to sign orders. Win seconded the motion, which passed unanimously.**
- 25) Executive Session – **Tom moved to go into executive session to discuss a personnel matter. Win seconded the motion, which passed unanimously. After discussion, a motion was made, seconded and passed to come out of executive session with no action taken.**
- 26) Adjourn – **Win moved to adjourn at 9:55 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison