

West Windsor Selectboard
Minutes
November 24, 2014

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

1. Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 10:19 AM.
2. Changes or Additions – postpone consideration of the November 3 minutes; move resort discussion to end of meeting.
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 – None; no public present.
6. Request for final access approval: Butterfield (Rush Meadow Road) – Mike and Glenn said it looks fine. **Tom moved to approve. Bruce seconded the motion, which passed unanimously.**
7. Set wages for Sexton – Tom said the Brownsville Cemetery Association has agreed to set the same wages as the town.
8. Line of credit (sewer) – Glenn asked Cathy how she made out with the bond bank application. Cathy said she has to call them about that. Glenn said he and Cathy were talking about the need to create a line of credit from the town General Fund for the sewer account. Tom said he would ask that any loans be reported at meetings to create an audit trail. Glenn said the issue is that our funding from the state is a reimbursement arrangement so we need cash to pay the bills as they come in. Bruce said it doesn't sound like there's much risk involved since we're going to get the money, it's just a matter of timing. Glenn said the other option is to get a line of credit from an institution. **Glenn moved to authorize the town treasurer to borrow up to \$200,000 from the General Fund as a line of credit for sewer related expenses for the village sewer project, to be reimbursed by funding approved by the State of Vermont, contingent upon approval by the Vermont Community Development Program. Bruce seconded the motion, which passed unanimously.**
9. Appoint Health Officer – **Glenn moved to re-appoint Nancy Gaynor as Health Officer for another term. Tom seconded the motion, which passed unanimously. Bruce moved to authorize the Chair to sign the form on behalf of the Selectboard. Glenn seconded the motion, which passed unanimously.**
10. Consider ambulance contract renewal – Glenn said the contract amount remains the same at \$11,737 per year but Windsor would like West Windsor to consider a two-year contract. **Tom moved to sign a two-year contract with Windsor Ambulance. Glenn seconded the motion, which passed unanimously.**

11. Discuss current financial status and set budget review schedule – Glenn said the balance in the highway budget is only \$4,000, but money is coming in to reimburse us for the Brownsville-Hartland Road culvert and for the state’s use of our roads during the bridge closures. Glenn noted that the town received \$76,000 from the state for current use. The Selectboard scheduled a budget meeting for December 15 at 8:00 AM.
12. Discuss and consider public assembly ordinance revisions – Glenn said the situation with the resort is rocky following Saturday’s meeting, at which the Selectboard deemed the owner’s proposal to be unacceptable. Glenn said if the acquisition of the property does not move forward, the town needs to be prepared with other locations for large events such as the Vermont 50 and the Vermont Mountain Bike Festival. Glenn said the current Public Assembly ordinance is extremely strict and he thinks it would make sense to review that ordinance and consider providing the Selectboard with some latitude in approving applications. Tom asked for a copy of the current ordinance. Tom is concerned about multi-day events, not single-day events. Glenn suggested changing some of the “shalls” to “mays” to allow for flexibility. Martha will send the ordinance to the Selectboard and the Fire Chief. Mike suggested taking into consideration the number of people involved in the event.
13. Highway Foreman’s Report – Mike asked about reviews for the highway employees. Glenn said the employees would like to have individual reviews. The Selectboard agreed to schedule one-on-one reviews at the Town Hall in Executive Session starting at 8:00 AM on December 11th, weather permitting. Mike proposed purchasing a blower for approximately \$6,000 to clean out ditches in the spring. The Selectboard asked Mike to get a quote on the model he recommends and the Selectboard will include it in the 2015 budget, provided there are enough funds.
14. Discuss and consider 911 signage installation procedure – Glenn said once we determine the procedure, we should send a letter to people letting them know what the plan is. Mike asked Martha for the Master List. Mike said where the speed limits are low and the houses are close to the road, the sign could go on the house. Bruce said he would prefer to have the signs installed by the town to ensure that they’re placed appropriately. Mike suggested that the highway department do one road at a time as time allows. There was discussion about what to do about private roads. Glenn suggested asking the Happy Canyon Landowners Association to get permission from its members. Mike said he’ll have to order more posts. Mike suggested letting people know that it may be six months or a year before their road gets done.
15. Consider signing TA-65 request for reimbursement of culvert replacement costs – **Glenn moved to sign the TA-65 form for reimbursement of the Brownsville-Hartland Road culvert replacement costs in the amount of \$104,625. Bruce seconded the motion, which passed unanimously.**
16. Consider signing Hazard Mitigation Grant Program (HMGP) sub-grant agreement – Glenn noted that this is in relation to the removal of the mobile home on Brook Road. Glenn added that the town has three years to do the project. **Tom moved to authorize**

the chair to sign the HMGP subgrant agreement for project costs of \$47,100. Bruce seconded the motion, which passed unanimously. Glenn moved to sign the HMGP subgrant agreement for administrative costs of \$942. Bruce seconded the motion, which passed unanimously. Tom asked if we get a check or if we get reimbursed. Martha said she will check on that. Glenn asked Martha to give copies of the agreements to the Town Treasurer.

17. Discuss and consider draft EC Fiber contract – Glenn said he has asked Cathy to approach the bank about the town’s contribution of \$135,000 to construct the town’s portion of the network. Glenn reminded the Selectboard that the town will receive lease revenue from EC Fiber/Valley Net for the use of the town’s portion of the network in an amount equal to the debt service on the \$135,000 so the net cost to the town is zero. Glenn asked Tom and Bruce if they are comfortable with the contract drafted by Paul Giuliani. Tom asked to have the town report reflect the financial arrangements. Tom asked about the route. Glenn said it will go from Route 44 to Shattuck Hill, Rush Meadow, Banister, Lower Sheddsville, Bible Hill, and the Town Garage and then into the village.
18. Discuss and act on matters concerning resort property acquisition – This item was moved to the end of the meeting.
19. Village sewer update – Glenn said more borings were done in preparation for final design. Glenn said there’s some discord between Windsor and the state with regard to an inoperative valve in pump station #2. Glenn said some time ago there was discussion about West Windsor eliminating the storage tanks at pump station #1 and replacing them with a generator. In that case, Glenn said, a generator should probably be installed at pump station #2 as well. Glenn said Tom Marsh asked him if West Windsor would be installing a generator at pump station #2 as part of our village sewer project. Glenn said he will contact our engineers to discuss the situation. Regarding the extensive excavation in the village next summer, Tom said there are drains and power lines in the ground that Dig Safe doesn’t seem to know about. Glenn said Dig Safe is only obligated to identify public utilities so things will get damaged and they will just have to get repaired at the time. Glenn suggested another meeting when construction gets closer so village property owners can provide all known information and the town can assure property owners that anything damaged will be fixed. Tom asked what will happen with abandoned septic tanks. Glenn said septic tanks will be disconnected and filled with sand.
20. Correspondence: Ascutney Mountainside Condos (Nate Stearns) – Glenn said Nate Stearns, the attorney for Ascutney Mountainside Condos, approached the town about taking over Deer Run Road, and also had concerns about the water system and fire suppression system. Glenn suggested that the Selectboard tell the condo association to approach the current property owner. There was brief discussion about the cost-benefit of upgrading the road v. plowing.

21. Police report – Glenn said reports have not been forthcoming so he will talk to Town Manager Tom Marsh. Tom said he would like more information about the recent shooting incident in Windsor.
22. Discuss current personnel situation – Glenn said Martha is mostly working from home. Glenn suggested noting that the Zoning Administrator is available by appointment. Martha asked about upgrades to the phone system to allow for call forwarding.
23. Discuss and consider new phone system for Town Hall – Glenn said he got a proposal from Key Communications for \$4,200 for a more up-to-date system that allows voice mail and call/email forwarding. Tom asked how much money is available in the Town Hall budget. Glenn said between \$1,500 and \$2,000. Glenn said there are also funds available in the computer supply budget and the buildings and grounds budget. **Tom moved to approve the expenditure of \$4,277.80 for Key Communications to upgrade the town's phone system. Bruce seconded the motion, which passed unanimously. Bruce moved to authorize Glenn to sign the proposal. Tom seconded the motion, which passed unanimously.** Regarding personnel, Glenn said the town may also want to consider hiring a fourth highway employee. Mike agreed. Tom said he would like to see the budget numbers. Glenn said Cathy also needs help in the Clerk/Treasurer's office and we need another signatory on the accounts.
24. Other Business – None
25. Approve Minutes - November 3rd: **Glenn moved to table the consideration of the minutes of November 3rd. Tom seconded the motion, which passed unanimously.** November 10th: **Tom moved to approve the minutes of November 10th. Bruce seconded the motion, which passed unanimously.**
26. Executive Session - **Tom moved to go into Executive Session to discuss real estate contract issues related to the acquisition of resort property. Bruce seconded the motion, which passed unanimously.** After discussion, **Tom moved to come out of Executive Session at 12:14 PM. Bruce seconded the motion, which passed unanimously.** Glenn moved to consult with the town attorney about a possible change in zoning and to let MFW Associates know about the statutory requirements for requesting such a change to the Planning Commission at their earliest convenience. **Bruce seconded the motion, which passed unanimously.**
27. Adjourn – **Glenn moved to adjourn at 12:15 PM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison