CERTIFICATE OF HIGHWAY MILEAGE YEAR ENDING FEBRUARY 10, 2013

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2013 to:

Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development,
One National Life Drive, Montpelier, VT 05633.

Received
FEB 13 2013

We, the members of the legislative body of WEST WINDSOR

in WINDS OR ICY, Plann Gounty termodal

on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305yision added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000			0.00	0.000
Class 2	5.931			5.931	0.000
Class 3	40.98	0:18	0.06	41.10	0.000
State Highway	5.044			5.044	0.000
Total	51.955			52.075	0.000
* Class 1 Lane	0.000			0.00	0.000
* Class 4	4.46		0.12	4.34	
* Legal Trail	0.33			0.33	
* Unidentified Corridor	0.00			0.00	

* Mileage for Class 1 Lane, Class 4, Legal Trail, and Unidentified Corridor classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1.	NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".	0 1
	A new hishway was lard out within an existing R.O.W.	, from the
	NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening". A new highway was lack out within an existing R.O.W. end of Coaching Lane (T.H. 40) to the West Windsor Town	Forest - See
_		enclosed

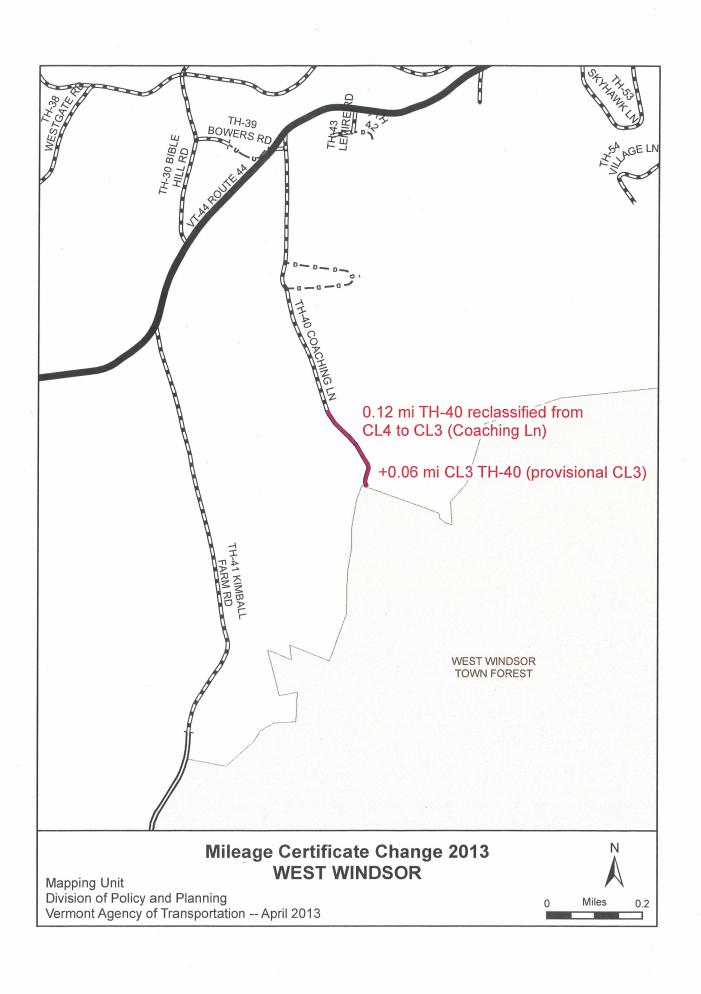
2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

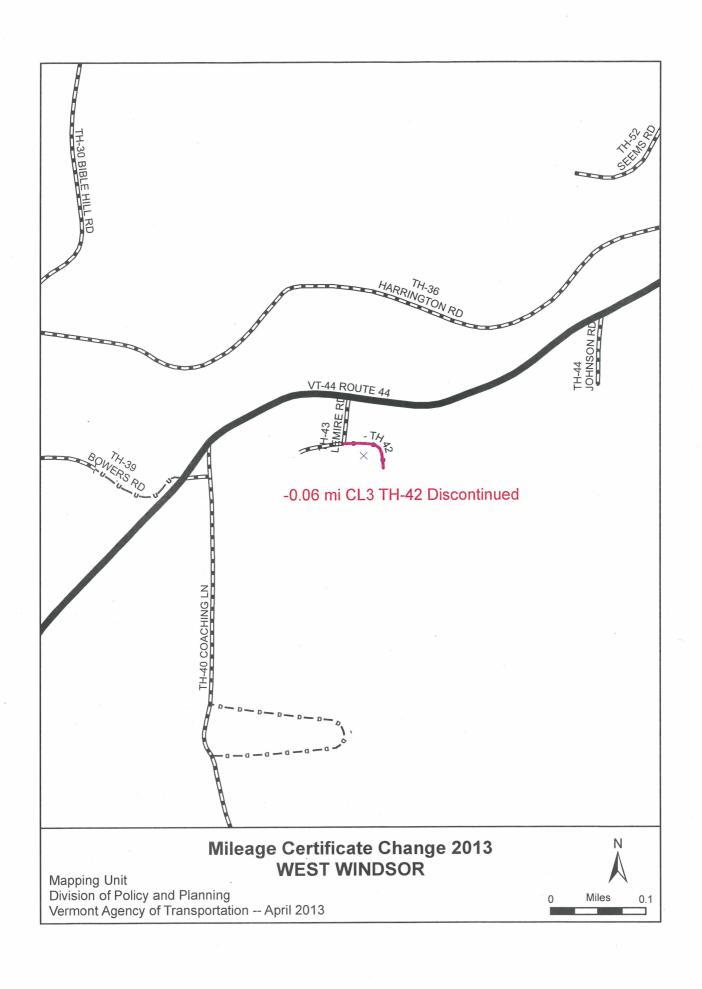
The easterly portion of Hannah Road was discontinued - See enclosed notice Hannah Rd = T.H. 42

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).
The Class 4 Section of Coaching Lane (T.H.40) was reclassified as Class 3 - See enclosed notice.

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO	CHANGES IN MILEAGE: Check box and sign below. []
	TURES - PLEASE SIGN. nen/ Trustees Signatures: homos allengen
T/C/V Clerk Signatu	re: Coty RArcheloco Date Filed:
Please sign ORIGIN	AL and return it for Transportation signature.
AGENCY OF TRA	NSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk. DATE: DATE:
	Johnathan Groft





Town of West Windsor, Vermont Town Offices

P.O. Box 6 • Brownsville, Vermont 05037 • Tel (802) 484-7212 • Fax (802) 484-3518

NOTICE OF RECLASSIFICATION & LAYING OUT OF A TOWN HIGHWAY

At their June 7, 2012 meeting, the West Windsor Selectboard unanimously approved a motion to begin the process of reclassifying the Class 4 section of Coaching Lane (Town Highway 40) to Class 3. At their July 9, 2012 meeting, the Selectboard unanimously approved a motion to hold a public hearing on August 13th at 6:00 PM to consider the reclassification of the road from Coaching Lane to the Town Forest.

Copies of the public hearing notice were sent by certified mail on July 10, 2012 to: John Giles, Frank Brock, Steve and Susan Plausteiner, and Snowdance LLC. Copies of the notice were also posted at the Town Clerk's office, the Brownsville Post Office and the Brownsville General Store, and sent to the members of the West Windsor Planning Commission. A copy of the notice was published in the *Vermont Standard* on July 19, 2012.

After due notice, Selectboard members Glenn Seward, Bruce Boedtker and Tom Kenyon examined the premises on August 13, 2012 at 6:00 PM. Immediately following their examination, the Selectboard convened at Story Memorial Hall to hear interested parties. Subsequently, at a meeting held on October 8, 2012, Selectboard members Glenn Seward and Tom Kenyon determined that the public good, necessity and convenience of the inhabitants of West Windsor require safe and secure access to the 1,342-acre town forest. Selectman Seward and Selectman Kenyon therefore voted to reclassify the Class 4 section of Coaching Lane to Class 3, and to lay out a Class 3 town highway within the existing right-of-way over the property of Steve and Susan Plausteiner (parcel #2-1.1) from the end of Coaching Lane to the West Windsor Town Forest, as shown on Farnsworth Survey drawing #12-2158 (titled "Road Surveyed for Town of West Windsor Coaching Lane" and dated September 10, 2012.) The survey was recorded in the West Windsor land records, together with this notice. Minutes of the meetings can be found in the "Selectmen's Minutes" book.

WEST WINDSOR SELECTBOARD

West Windsor Town Clerk's Office Received for record this 11th day Of October , 2012 at 1:45 pm Recorded in Book 107 Page 521	Thomas O. Kenyon, Vice Chair
of Land Records. Attest: Cotton Records. Town Clerk	
	Bruce Boedtker

Note on changes to Coaching Lane (T.H. 40) in West Windsor:

Although the reclassified and new portions of this road are passable by a "standard manufactured pleasure car," during all seasons of the year, work on the road is not complete. The town was informed by Sara Moulton that the road should be classified as a <u>provisional</u> Class 3 road and that a "Certificate of Completion and Opening" should not be filed until all the work on the road is complete.

Minutes October 8, 2012

Present: Glenn Seward, Tom Kenyon, Ralph Bailey, (V.P. Orange Lake), Joe Duncan (Aldrich & Elliott), Kevin Camara (Aldrich & Elliott), Nate Pion (Aldrich & Elliott), John Bossen (Property Owners Association (POA)), Tom Marsh (Windsor Town Manager), Jeff Nelson (POA), Tom Carroll (Mts. Edge Condo Assoc.)

- 1) Call to Order Selectboard Chair Glenn Seward called the meeting to order at 2:07 PM and noted that those present had just returned from a tour of Orange Lake's facilities, where they looked at areas of concern and discussed how rates are arrived at.
- 2) Review & discuss sewer rate structure with engineering firm Aldrich & Elliott (A&E) A&E Engineer Joe Duncan had an outline of specific topics to discuss (attached). Joe said the goal is to determine what sewer rate West Windsor should charge users after the town acquires the system. The rate will depend on operation and maintenance costs, debt service, treatment costs and the number of equivalent users (EUs). There was discussion about the need to determine the number of EUs associated with Orange Lake's current commercial uses and Snowdance's potential future commercial uses. Joe asked if the town is going to take over everything at the resort, including the pump stations. Glenn said yes, the pump stations would belong to the town but we need to define the portion of the system for which the building owner is responsible, and the portion for which the town is responsible. Joe asked if the town would also be taking over the "private" portion of the system. Glenn said yes; although there are ownership issues there that need to be resolved by attorneys. Joe asked about the Dairy Lane spur in Windsor. Glenn said he and Windsor Town Manager Tom Marsh have discussed the possibility of transferring a portion of the system to Windsor. Joe said A&E needs an estimate of Windsor's treatment and maintenance fees. Tom Marsh said Windsor would like to have a fair and equitable system and would prefer to do daily maintenance and oversight, but not be involved in capital repairs. Tom Marsh said Windsor would also prefer to have a billing system that is as simple as possible; if there is agreement on the number of EUs, West Windsor users would just pay what Windsor users pay. Joe asked which town would pay for the electricity used at the pump stations and the chemicals used to mitigate odor issues. Ralph (?) said that Orange Lake is paying for the electricity associated with the two pump stations on the Orange Lake spur. Tom Marsh said Windsor would probably want to include the chemicals in their budget, as well as anything that has to do with maintaining the integrity of the line. Tom Kenyon asked about Dairy Lane. Glenn said we're currently operating on the assumption that West Windsor will own the entire system. Joe said A& E will be using the Environmental Protection Rules (EPR) flow tables (Item C), which has design flows of 210 gallons per day per residential unit regardless of the number of bedrooms. Joe described the method for determining the number of "equivalent users" for commercial enterprises. There was discussion about whether the rates will be based on design flows or current usage. Joe said A&E tends to base it on design. Joe noted that 60 to 80% of Windsor's costs are fixed costs. Joe asked about the town's timeline. Glenn said the town needs to have all questions answered before closing on the purchase. Joe said A&E should have a report to the town before Thanksgiving. There was further discussion about charging based on design v. use. Jeff said in New York, property owners are charged based on design because that use can be reinstated at any time without additional permits. Joe agreed that it is "cleanest" to charge based on design, from an auditing and tracking standpoint. Glenn suggested that if current usage is not in accordance with the original permit, the property owner should apply for a zoning permit for a change of use. It was noted that owners of unused buildings can be required to give up their allocation and then reapply for it, for a fee, if they want to use the building in the future. It was also noted that wastewater permits may need to be amended. There was discussion about disconnecting buildings that give up their allocation. There was also discussion

about whether single family homes with accessory dwellings should count as one or two. Joe said A&E will review the Listers' cards for information on wastewater systems. Glenn was asked if capital expenses/major improvements will be included in the budget. Glenn said the escrow account would be transferred to the town at closing and there would be some sort of regular charge (e.g. 5%) for future capital expenses. Jeff asked if A&E did the report that said the system needs approximately \$200,000 worth of work. Joe said yes; everything will be factored into the budget and the rates. Glenn noted that there are less expensive alternatives to replacing the storage tank. Tom Kenyon asked if Windsor is going to quote a fee for operating the system. Joe said it's his understanding that the equivalent user rate charged by Windsor would include operating costs. Tom Marsh agreed. There was discussion about what would (sewage treatment and routine system maintenance) and would not (capital expenses and electricity) be included in Windsor's bill to West Windsor. Glenn said the issue with Orange Lake is how we handle the grease trap. Joe said Windsor's fees, the debt service amount, and the amount needed for capital improvements will all be included in the budget. Joe said A&E will present the town with the permitted uses and the actual uses for Snowdance and Orange Lake and town officials can decide how they want to handle any discrepancies. There was discussion about the need to establish who is responsible for which portions of the system. There was also discussion about meters. John said the POA hopes to eventually have a base charge plus a metered use charge, incorporating both water and sewer. Glenn said he will notify everyone about the next meeting. Glenn said the town needs the approval of the WASTE board to transfer ownership of the escrow funds. Jeff asked if the town will get an accounting from Snowdance. Glenn said yes; that's what the town is waiting for. Joe had a professional services agreement for Glenn to sign on behalf of the town, and a revised CWSRF Planning Loan application, which will be included for consideration on the agenda for the next Selectboard meeting.

- 3) Reclassify the Class 4 section of Coaching Lane to Class 3 and lay out a Class 3 town highway in the right-of-way extending from the end of Coaching Lane to the Town Forest In the interest of the public good, safety and convenience of the residents of the town of West Windsor, Glenn moved to reclassify the Class 4 section of Coaching Lane to Class 3 and to lay out a Class 3 road over the existing 50' right-of-way to ensure safe and secure access to the town forest. Tom Kenyon seconded the motion. Tom Kenyon asked about the sliver of land on the west side of the proposed road. Glenn said we reviewed it with the Vermont League of Cities and Towns and with our zoning regulations and there's not an issue; the sliver of land stays with the owner and cannot be developed due to its size. Glenn called for a vote on the motion, which passed unanimously.
- 4) Other Business <u>Lemire & Hannah Roads</u>: Tom Kenyon asked why the town doesn't just discontinue Hannah Road. Glenn said he asked Martha to put it on the agenda for the next meeting and notify the affected property owners.
- 5) Adjourn Glenn made a motion to adjourn at 3:30 PM. Tom seconded the motion, which passed unanimously.

Respectfully submitted,

Martha Harrison

Monday, October 8, 2012, 1:00 PM Windham Building Lobby (Ascutney Mtn. Resort) & Story Memorial Hall

Special Meeting

AGENDA

- 1) Call to order
- 2) Tour Orange Lake facilities
- 3) Reconvene at Story Memorial Hall
- 4) Review & discuss existing sewer rate structure with engineering firm Aldrich & Elliott
- 5) Reclassify the Class 4 section of Coaching Lane to Class 3 and lay out a Class 3 town highway in the right-of-way extending from the end of Coaching Lane to the Town Forest
- 6) Adjourn

Minutes August 13, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtker, Aaron Gonthier (Windsor on Air), Bob French, Town Clerk Cathy Archibald, Listers Annie Burke & Hal Pyke, Phil & Nancy Hamilton, Mike Silverman, Bob & Ann Matthews, Frank Brock, Highway Foreman Mike Spackman, Trail Maintenance employee Jim Lyall, Martha Harrison

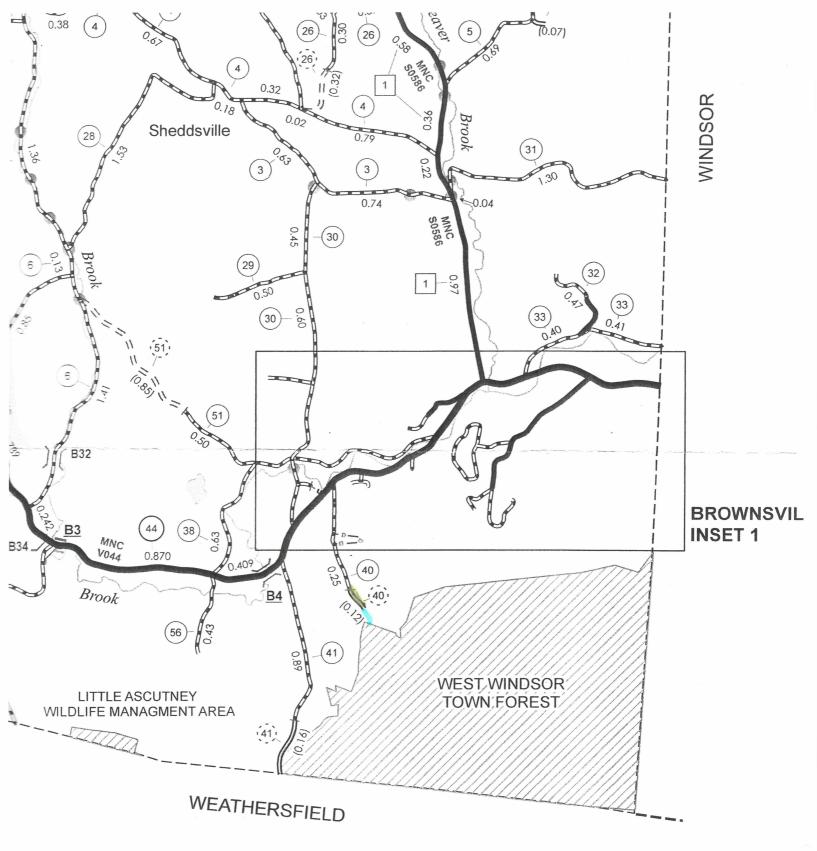
- 1) Call to Order Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda Ecosystem Restoration grant
- 3) Sign Town Clerk's Orders Tom moved to sign the Town Clerk's orders. Glenn seconded the motion, which passed unanimously.
- 4) Sign Certificate of No Appeals of the 2011 Grand List Glenn moved to sign the Certificate of No Appeals of the 2011 Grand List. Bruce seconded the motion, which passed unanimously.
- 5) Consider & sign NRCS project amendments & any other necessary documents Glenn said these amendments authorize cost changes for the Pikramenos-Findlay project and the Yates project. Glenn asked Cathy Archibald to verify West Windsor's DUNS number with NRCS tomorrow. Bruce moved to authorize Glenn to sign the project amendments. Tom seconded the motion, which passed unanimously.
- 6) Town Clerk/Treasurer's Report Glenn moved to sign a cemetery deed for Paul and Joan Chase. Bruce seconded the motion, which passed unanimously.
- 7) Public Comment Nancy Hamilton suggested new "Welcome to West Windsor" signs. Nancy said she got a verbal price estimate of \$1,200 to \$1,500 from Steve Giroux for three 2'x 3' wooden signs with the West Windsor logo on them. Glenn asked Nancy to get a written estimate. Bruce suggested soliciting alternative design ideas from the public. The Selectboard members agreed to discuss it further at their next meeting.
- 8) Public Assembly: Vermont 50 Mike Silverman summarized the application information. Tom moved to approve the public assembly application for the Vermont 50 to be held on September 30, 2012. Bruce seconded the motion, which passed unanimously.
- 9) Public Hearing: Reclassification of Class 4 portion of Coaching Lane to Class 3, and laying out a Class 3 road from the end of Coaching Lane to the Town Forest Glenn opened the public hearing. Tom noted that Steve Plausteiner sent an email expressing his interest in continuing to participate in the process. Glenn noted that Steve's father, John Plausteiner, was present at the 6:00 PM site visit on Steve's behalf. Frank Brock, Mike Spackman, VT Standard Reporter George Calver, and Hal Pyke were also present at the site visit. Frank Brock expressed support. Glenn said the town needs to formalize an agreement with Steve Plausteiner with regard to the right-of-way. Tom said the road will be Class 3 "under construction." Mike said there will have to be a "no parking/tow away zone" sign near the turnaround. Tom suggested that the Highway Department look into purchasing a pick up truck for plowing some of the smaller roads. Glenn and Bruce agreed. Mike asked if the town is going to subcontract plowing the end of Coaching Lane this winter. Glenn said if we don't have a turnaround installed in time, we will have to consider that. As there were no further comments, Glenn closed the public hearing.

NOTICE OF PUBLIC HEARING

On Monday, August 13, 2012 at 6:00 PM, the West Windsor Selectboard will examine the Class 4 section of Coaching Lane, approximately 0.25 miles in length, north of the intersection of Coaching Lane and Coaching Lane Extension. The Selectboard will also examine the right-of-way that extends from the end of the Class 4 section of Coaching Lane to the West Windsor Town Forest, along the western edge of the Plausteiner property. The purpose of these inspections is to determine whether the public good, necessity and convenience of the inhabitants of the municipality require the Class 4 section of the highway to be reclassified as Class 3 and to determine whether a Class 3 public highway should be laid out within the right-of-way across the Plausteiner property. Immediately following their examination of the road, the Selectboard will meet at the Town Hall to hear persons interested. The portion of the road being considered for reclassification abuts the property of Snowdance LLC, Steve & Susan Plausteiner, Frank Brock, and John Giles. The right-of-way within which the Selectboard is considering laying out a Class 3 highway abuts the property of Snowdance LLC, Steve & Susan Plausteiner, John Giles, and the Town of West Windsor. The Selectboard will review the proposed lay out and reclassification under Title 19 VSA Chapter 7, §§708-711.

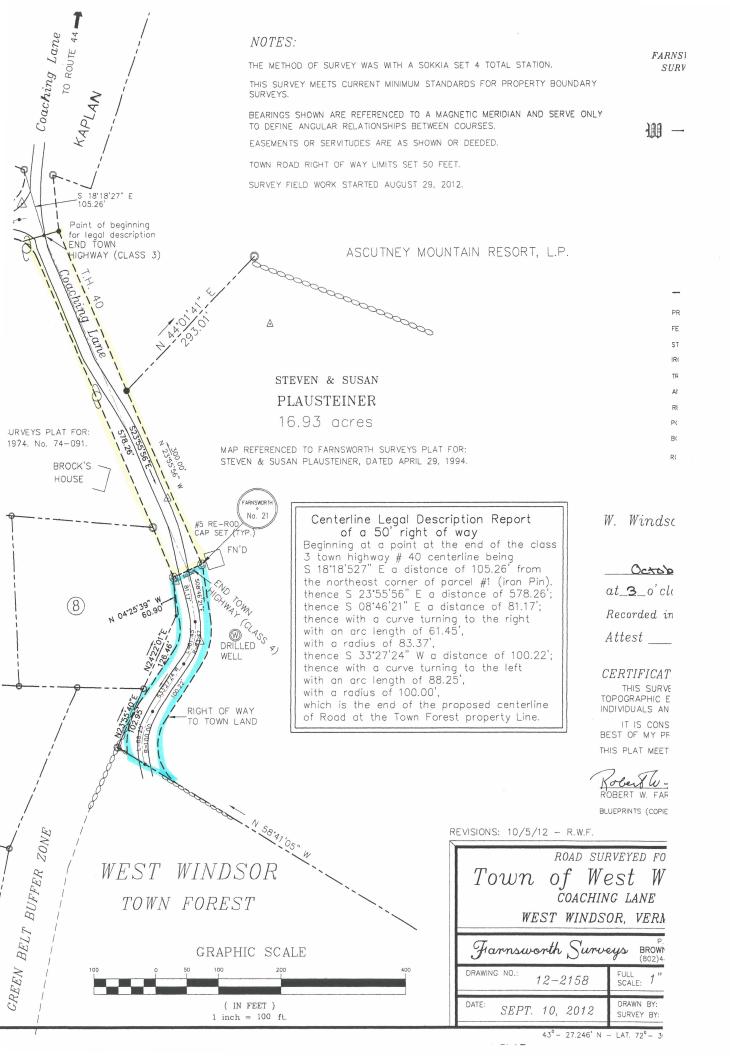
A map showing the section of Coaching Lane under consideration for reclassification, and the right-of-way within which the Selectboard is considering laying out a Class 3 road, is available for inspection at the Town Office. Persons wishing to be heard may appear in person or be represented by an agent or attorney. Communications about the proposed layout and reclassification may be filed in writing prior to or at the hearing. Participation in the proceedings is a prerequisite to the right to take any subsequent appeal.

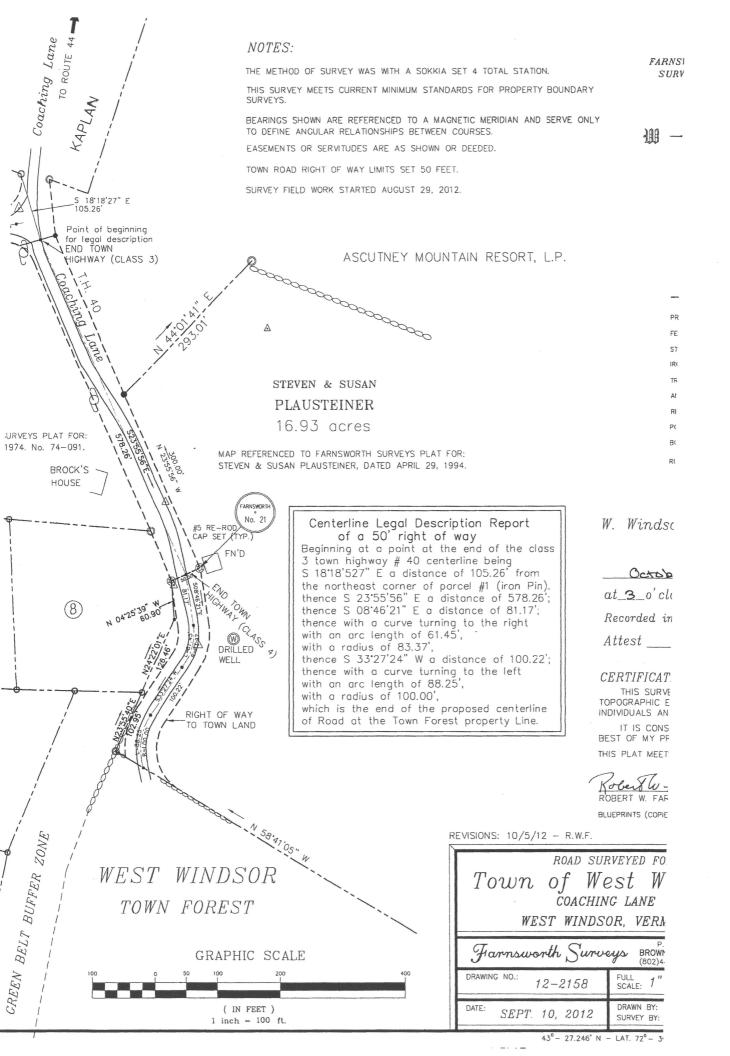
Martha Harrison Administrative Assistant West Windsor Selectboard P.O. Box 6 Brownsville, VT 05037 (802) 484-3520 July 10, 2012

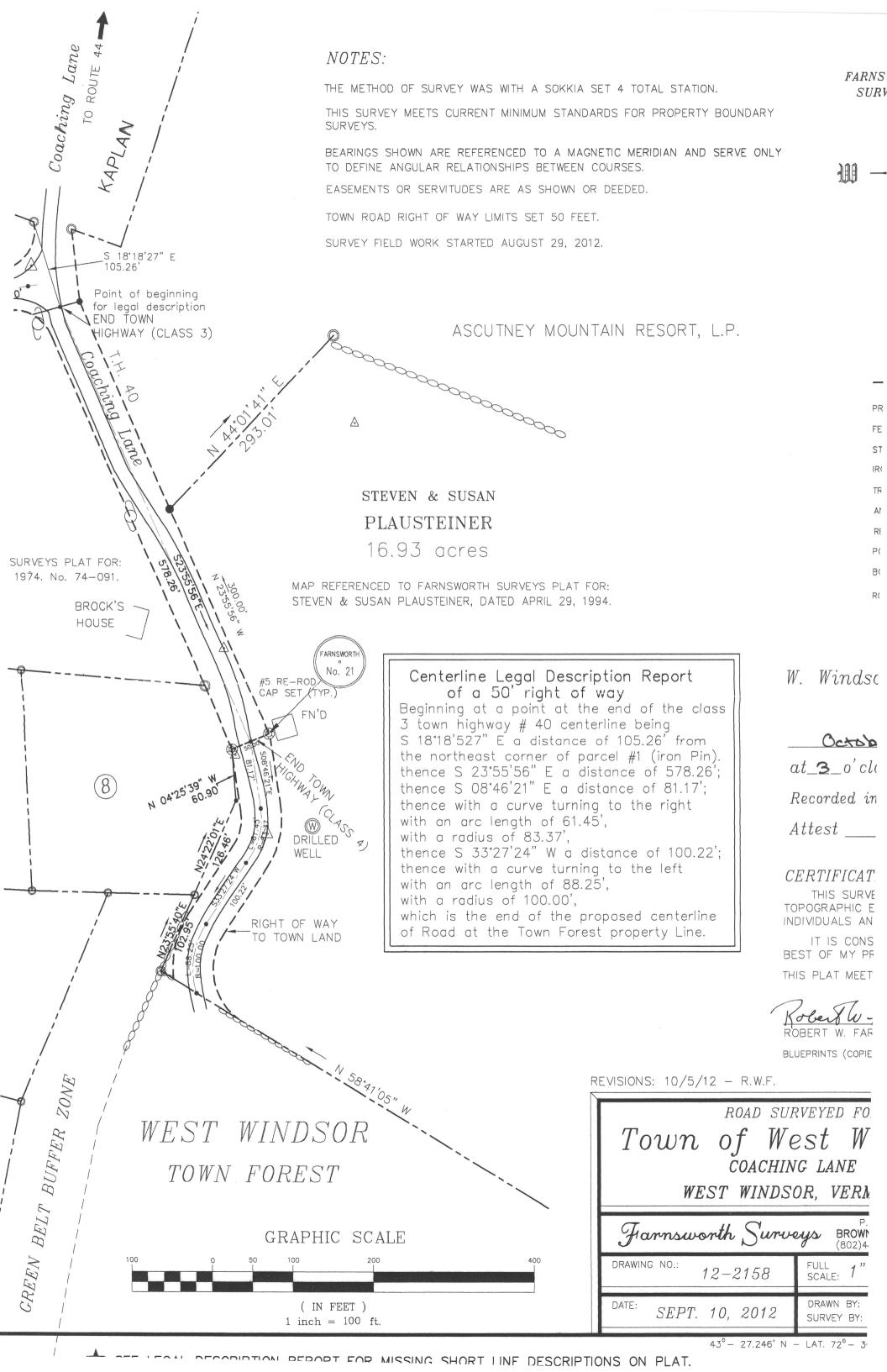


0.12 miles, reclassified from Class 4 to Class 3 provisioned.

0.06 miles, new Class 3 provisional over R.O.W.







Town of West Windsor, Vermont Town Offices

P.O. Box 6 • Brownsville, Vermont 05037 • Tel (802) 484-7212 • Fax (802) 484-3518

NOTICE OF DISCONTINUANCE OF A TOWN HIGHWAY

At their October 15, 2012 meeting, the West Windsor Selectboard unanimously approved a motion to hold a public hearing on the discontinuance of the easterly portion of Hannah Road (T.H. #42) on December 10th.

Copies of the public hearing notice were sent by certified mail on October 31, 2012 to: Wayne & Ellen Lemire, and Eleanor & Margaret Hannah. Copies of the notice were also sent to the members of the West Windsor Planning Commission on October 31, 2012, and posted at the Town Clerk's office, the Brownsville Post Office and the Brownsville General Store on November 9, 2012. A copy of the notice was published in the *Vermont Standard* on November 15, 2012.

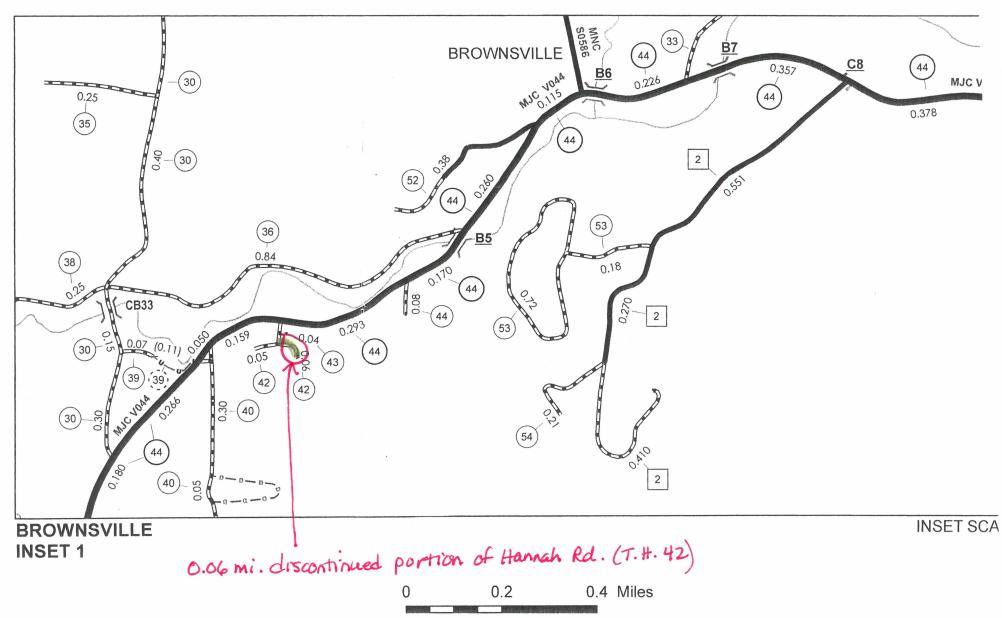
After due notice, Selectboard members Glenn Seward, Bruce Boedtker and Tom Kenyon examined the premises on December 10, 2012 at 6:00 PM. Immediately following their examination, the Selectboard convened at Story Memorial Hall to hear interested parties. As there were no comments or objections, the Selectboard voted unanimously to discontinue the unmaintained 0.06-mile portion of Hannah Road (T.H. #42), which extends easterly from its intersection with Lemire Road. Minutes of the meeting can be found in the "Selectmen's Minutes" book.

Glenn B. Seward, Chair

Thomas O. Kenyon, Vice Chair

Bruce Boedtker

West Windsor Town Clerk's Office
Received for record this 20th day
of December 2012 at 11:43 AM
Recorded in Book 108 Page 354
of Land Records.
Attest: Compared to Town Clerk



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-5001 Telephone: 802-828-2600 This man

Minutes
December 10, 2012

Present: Glenn Seward, Tom Kenyon, Bruce Boedtker, Cathy Archibald, Mike Spackman, Bill Young, Bob French, Jim Kenyon, Ralph Johnson, Chris Nesbitt, Shawn & Malisa Williams, John Cocke, Ashley Pakenham, Aaron Gonthier (Windsor on Air), George Calver (*VT Standard* reporter), Cathy Boedkter, Jim Lyall, Dennis Lemire, Rudy Gross, Robert & Kristen Willis, Martha Harrison

- 1) Call to Order Selectboard Chair Glenn Seward called the meeting to order at 6:30 PM.
- 2) Changes or Additions Approve additional Listers expense for reappraisal, move health insurance discussion to Executive Session
- 3) Sign Orders Tom moved to sign the Town Clerk's orders. Bruce seconded the motion, which passed unanimously.
- 4) Town Clerk/Treasurer's report None
- 5) Public Comment None
- 6) Public Hearing: Hannah Road Glenn said the Selectboard inspected Hannah Road at 6:00 PM. Glenn read the public hearing notice into the record: "On Monday, December 10, 2012 at 6:00 PM, the West Windsor Selectboard will examine the 0.06-mile portion of Hannah Road (TH-42), east of its intersection with Lemire Road (TH-43). The purpose of this inspection is to determine whether the public good, necessity and convenience of the inhabitants of the municipality require the easterly portion of Hannah Road to be discontinued as a public highway. Immediately following their examination of the road, the Selectboard will meet at the Town Hall to hear persons interested. The portion of the road being considered for discontinuance abuts the property of Eleanor & Margaret Hannah, and Wayne & Ellen Lemire. The Selectboard will review the proposed discontinuance under Title 19 VSA Chapter 7, §§708-711. A map showing the section of Hannah Road under consideration for discontinuance is available for inspection at the Town Office. Persons wishing to be heard may appear in person or be represented by an agent or attorney. Communications about the proposed discontinuance may be filed in writing prior to or at the hearing. Participation in the proceedings is a prerequisite to the right to take any subsequent appeal." Glenn said Wayne Lemire was the only interested party present at the site visit. Glenn asked if anyone had any comments about the proposed discontinuance. There were no comments. Tom moved to close the public hearing on Hannah Road. Bruce seconded the motion, which passed unanimously. Glenn moved to discontinue the 0.06 mile easterly portion of Hannah Road (Town Highway #42). Tom seconded the motion. Tom asked the Highway Foreman if he is in favor of the discontinuance. Mike said yes. Glenn called for a vote on the motion, which passed unanimously.
- 7) Fourth of July Committee: Plans & funding options for 2013 Chris Nesbitt said the Fourth of July Committee will be mailing donation request letters in January. Chris said the amount of money raised has gradually decreased from \$12,500 to \$11,000 over the past three years. Chris said he thinks the Committee will have enough funds for 2013 due to a discount from the fireworks company, but he is concerned about having enough in 2014. Glenn thanked Chris for his efforts and asked him to share the Selectboard's appreciation with the other committee members.
- 8) Review Pakenham Trail license Ashley said she has no complaints about the usage of the trails on her property. Ashley noted that the new owners of the Hale Farm intend to preserve it with the Vermont Land Trust but request that people wait until trails are established before venturing onto the property. Glenn said he is not aware of any problems with trail usage on Ashley's property. Tom expressed his gratitude to Ashley for making this project happen. Ashley said Ralph Johnson asked her about trail maps to assist the FAST Squad with rescues. Ashley suggested approaching the Green Mountain Horse Association (GMHA) about trail maps and offered to help. Glenn thanked Ashley and suggested involving Jim Lyall as well.

- 9) Proposed ice rink at school Glenn said Susan Yates White has proposed an ice rink on the soccer field and the school is supportive. Glenn said some funding would come from SCIP (School & Community in Partnership) and a local business but \$7,000 in startup costs is needed for hardware, solar lights, goals, and resurfacing equipment. Glenn said the town cannot contribute but the Town Clerk will handle the accounting for donations and the town will provide insurance coverage. Maintenance will be provided by a group of local families.
- 10) Highway Access application: Larkins (Cemetery Road) Glenn asked Mike if he has talked with Mr. Larkin. Mike said yes. Tom asked if it is an agricultural access. Mike said the access is for his barn. Mike said the sight distance is 260' in both directions, which is adequate for a speed limit of 35 MPH. Mike said the culvert size is also adequate. Tom moved to grant initial approval for an agricultural access at 743 Cemetery Road (parcel #5-71). Bruce seconded the motion, which passed unanimously.
- 11) Highway Foreman's Report New truck: Mike said the new one-ton truck is in. Road standards: Mike said he participated in the committee to review town road and bridge standards. Mike noted confusion about the difference between new construction and maintenance and said he expects that confusion to be addressed when the standards are revised. Mike said 72% of towns have adopted the standards. Tom asked about wetlands. Mike said that's the biggest issue for the Agency of Natural Resources. Bruce said he doubts there would be a problem with maintaining existing roads. Bowers Bridge: Glenn said he spoke with the insurance company, described the damage, and filled out a report. Glenn said he also mentioned that we have had widely differing opinions from contractors and the Agency of Transportation as to the status of the bridge. Glenn said the insurance company is going to have an engineer look at the bridge and the town has also contacted VHB Engineering to have an independent engineer inspect it. Glenn said the current height restriction is the only way to limit heavy traffic on the bridge. Bruce agreed. Radios: Mike said there are no major issues with the radios. Town Garage: Mike said the overhead doors need to be serviced. 2014 truck: Mike said he has contacted one dealer about replacing the 2008 town truck with a 2014 truck. Glenn asked when the withdrawal from the Equipment Fund would happen. Mike said we don't pay until we take delivery in late spring or early summer. Tom asked if this would take place in 2013. Mike said yes. Tom said we're not going to have enough money. Glenn said we'll have \$82,000 at the end of this year and, if we budget an additional \$60,000 for 2013, we'll have enough. Tom noted that at the end of 2013, there won't be any money in the Equipment Fund. Glenn agreed.
- 12) Bowers Road Green-up Tom said there are a bunch of tires that need to be removed at a cost of \$2,000 to \$3,000. There was discussion about whether or not the tires are in the right-of-way. Mike said he thinks they are.
- 13) Nilson property status Tom suggested waiting until the reappraisal is done before taking any action.
- 14) FEMA payment status Glenn said FEMA is scrutinizing our request for final payment on the Bowers Bridge project but we are expecting about \$80,000. Glenn said if we don't receive it by the end of the year, we'll have to carry the expected amount over into next year. Glenn noted that West Windsor has done well in comparison to many other towns.
- 15) Status of Hurricane Irene work Glenn said the work is complete as far as he knows. Mike agreed but asked about the Brownsville-Hartland Road. Glenn said we are not going to get any funding from FEMA for that project. If the slope fails, Glenn said, we can probably get funding from the state structures program. Given the amount of traffic on the road, Glenn said the town should continue to monitor the slope once a month. Mike asked if the slope could be monitored quarterly. Glenn said the town should rely on the advice of the geotechnical engineer. Glenn suggested getting some repair estimates from contractors. Tom said some of our roads need more gravel and the Selectboard should budget for that. Glenn agreed that some of the roads don't have much surface left. Tom asked about the status of Brook Road beyond the town line. Glenn said he will ask Tom Marsh about it.
- 16) Review road acceptance policy Glenn suggested that the ordinance should be amended to include consideration of future development potential, public safety, and the number and Grand List value of the properties served by the highway under consideration. Tom suggested also including the potential

- Grand List value of undeveloped lots. Tom said a public hearing will have to be warned. Glenn suggested starting that process in January. Tom and Bruce agreed.
- 17) Review highway access ordinance Glenn said there is no clear way to renew a permit and suggested a clarification to the ordinance. Glenn said it should be a simple process. Tom said he would like the approval to be good for two years and, if it's not done in two years, the applicant has to reapply. Glenn read a proposed amendment to the ordinance allowing renewal as long as there are no substantial changes to the highway being accessed or the B-71 standards. Bruce asked about a renewal fee. Glenn said he would not suggest charging an additional fee. Bruce said we need to come up with a form. Mike suggested adding space for a renewal on the existing form. The Selectboard agreed. Tom suggested warning a public hearing on the suggested changes for the same day as the public hearing on the proposed changes to the road acceptance policy. Bruce and Glenn agreed. Glenn asked Martha to draft some language.
- 18) Consider ambulance contracts Glenn said the Selectboard sent out an RFP to Golden Cross and Windsor Ambulance asking both to address eleven specific items in their bids. Glenn said Windsor is higher in price but they are also closer and, with the welfare of the patient being the highest priority in his opinion, it makes sense to contract with the closest service provider. Glenn said Golden Cross has provided exceptional service, but they are farther away. Tom disagreed with Glenn. Tom said he monitors the radio 24/7 and the station in Windsor is frequently unmanned, which means they cannot respond. According to Tom, Golden Cross has always responded and he has heard no complaints about their service. Tom added that he goes on most FAST Squad calls. Glenn said he's basing his opinion on the information provided by both services. Tom said if West Windsor did not have a capable FAST Squad, he would agree but we have a very capable FAST Squad. Bruce noted the presence of some FAST Squad members and asked if they would like to comment. Tom asked the Squad members to include in their comments the number of calls they have responded to over the last year. Glenn said he does not think that should preclude them from stating an opinion. Tom asked how many calls there have been this year. Glenn said 55. John Cocke said he probably owes his life to the FAST Squad and to Mt. Ascutney Hospital and Dartmouth Hitchcock Medical Center. Tom said the FAST Squad members should also note whether they are an employee of Windsor Ambulance or Golden Cross. Malisa Williams said she has been a member of the FAST Squad for 4 years, is a fulltime employee of the Windsor Fire Department, and has responded to about 10 calls this year. Malisa spoke about the need for FAST Squad members to constantly improve their skills, which led her to pursue employment with the Windsor Fire Department. Although response time is not a factor in 90% of the calls, Malisa said she is concerned about the 10% of calls where 10 or 15 minutes can make a life or death difference. Malisa asked the Selectboard to consider saving lives rather than money. Bruce asked Malisa for her qualifications. Malisa said she is an EMT-B. Glenn read the responses to each of the questions from each of the ambulance services and invited those present to look over the proposals. Cathy Boedtker said she has been on the FAST Squad for 6 years and would agree that response time is the most important factor. Cathy noted that some FAST Squad members are employed and therefore unavailable during the day. Cathy also noted that not all FAST Squad members are certified EMTs, which can change the outcome of a call. Tom said Golden Cross has provided outstanding service. Glenn agreed but added that there are times when a quick response is critical. Tom asked how Windsor would transport someone who is confined to a wheelchair. Kristen said the patient would be transferred onto a stretcher. Kristen said a wheelchair van is not equipped to respond to a 911 call. Bruce said he does not think the difference in cost outweighs the response time. Tom said when the FAST Squad is toned out, Golden Cross is also toned out automatically. Glenn asked if that is a dispatching issue. Kristen said Hartford Dispatch is already doing that with a lot of mutual aid towns and, since Windsor Ambulance and West Windsor FAST Squad are already dispatched out of the same dispatch center, it shouldn't be an issue. Tom asked where the ambulance would come from if Windsor couldn't respond. Kristen said it could come from Woodstock, Hartford or Claremont. Kristen said every agency is going to have times when they can't provide everything you need. Kristen said that it comes down to response time. Tom said if we're thinking about

- switching we should notify Reading. Bruce was concerned about getting input from Reading in the next 3 weeks. Glenn suggested a courtesy call to the Reading Selectboard Chair but added that he doesn't think Reading should influence this decision. The Selectboard agreed by consensus to table consideration of the ambulance contract proposals until later this month.
- 19) Town Forest trails update Jim Lyall said, since it's hunting season, he hasn't been in the Town Forest except to chain saw a few trees.
- 20) Police report Glenn said there were 22 calls in November. Glenn added that the Selectboard recently met with the Police Chief and the Town Manager to review the police services contract. Glenn said Windsor PD has been exceeding the 15 to 20 hours per week specified in the contract due to the number and nature of the calls out here. Glenn said the communication system is working well and no major changes in activity are required at this time. Glenn said the Selectboard did request additional speed control on Route 44 and Brownsville-Hartland Road. Glenn said everyone agreed that the arrangement is working well.
- 21) Sewer line purchase update Glenn said the process is in the hands of the attorneys and we're awaiting a purchase and sales agreement.
- 22) Discuss formation of sewer commission Glenn said the Mt. Ascutney Property Owners Association (POA) has requested the formation of sewer commission as per state statute. Glenn said he supports the formation of a commission as an advisory board to the Selectboard. Glenn envisions the commission being responsible for day to day operations oversight, budgeting, negotiating contracts, and developing a capital improvement plan under the auspices of the Selectboard. Glenn said the commission would have between 3 and 7 members who would serve four-year terms. Tom asked how much latitude the commission would have. Glenn expected that they would have to operate within the parameters of the budget approved by the Selectboard and report on their activities monthly. Glenn said sewer commissioners have to be registered voters so they should be available to attend Selectboard meetings. Tom asked how Orange Lake would be represented. Glenn said he would leave that up to the POA to work out. Tom asked if there can be nonvoting members. Glenn said no. Tom said the sewer commission meetings would be open meetings so any user could attend. Glenn agreed.
- 23) Status of future sewer line extension to village area Glenn said there was a recent meeting of state officials, the Selectboard, the Wastewater Committee, and Aldrich & Elliott. Glenn said two scenarios are being considered: 1) an expansion that only serves the village area, and 2) an expansion that serves the village area, corrects some existing deficiencies and allows future connection of homes in the Sky Hawk Lane area. Glenn said #2 would be more expensive but would be better in the long run. Glenn said the Selectboard is hoping to have more specific cost information in a couple of months.
- 24) Consider signing escrow agreement Glenn said the escrow agreement is part of the Memorandum of Understanding that the Selectboard recently signed relating to the sewer system purchase. The escrow agreement allows sewer users to pay into an account held by the Town Attorney. Glenn said many users are not comfortable sending money to a corporation based in Utah. Glenn said Matt Birmingham made two suggested changes to the agreement, one outlining the disbursement criteria and the other specifying that money left in the escrow account at closing will go into the WASTE escrow account which would be used for capital improvements. **Glenn moved to sign the escrow agreement with those two revisions**. Bruce asked if Aldrich & Elliott would be authorizing the expenditures. Glenn said 40% of the money would go to Windsor for treatment charges and 55% would go to Snowdance for the hard costs necessary to operate the system, as approved by WASTE (Windsor-Ascutney Sewage Treatment Enterprise). **Tom seconded the motion, which passed unanimously**.
- 25) West Windsor Disaster Relief Fund (WWDRF) Glenn said the account has been closed after collecting and disbursing approximately \$23,000. Glenn thanked Arthur Steinberg, Elvin Kaplan and Win Johnson for managing this effort, and Cathy Archibald for administering the account.
- 26) Community Development Block Grant discussion Glenn said there is a meeting scheduled for the Selectboard, state officials, Aldrich & Elliott, and the regional planning commission on December 20th to discuss the possibility of grant funding for sewer expansion into the village.

- 27) Board & Committee appointments Glenn said he received a letter from Hal Pyke resigning his positions on the Planning Commission and the Development Review Board (DRB) effective January 1, 2012. Glenn moved to accept Hal's resignation with regret. Bruce seconded the motion, which passed unanimously. Glenn said the positions have been posted for about two weeks and Arthur Steinberg has expressed interest in serving on the Planning Commission but no one has expressed interest in serving on the DRB or the Conservation Commission. Glenn moved to appoint Arthur Steinberg to the Planning Commission effective January 1, 2013. Bruce seconded the motion, which passed unanimously. Cathy Archibald had a list of additional appointments. Tom moved to appoint Robert Matthews as Cemetery Sexton, Polly Ouelette to the Council on Aging, Shannon Harrington to the DRB for another 3-year term, Jim Kenyon as Emergency Management Coordinator, Ted Siegler as Greenup Coordinator, Al Keiller to the Planning Commission for another 3-year term, Tom Kenyon as representative to the Southern Windsor County Management District and the Southern Windsor County Regional Planning Commission. Glenn seconded the motion, which passed unanimously.
- 28) Recreation/Economic Coordinator (REC) appointment Glenn said a job description has been created. Glenn read an email from Al Keiller stating, among other things, the need for clear short-term objectives and accountability in order to evaluate results. Glenn said he received a letter of interest from Cathy Boedtker and a phone call from Jill Delaney. Glenn said he envisions the REC working closely with the Planning Commission (PC). Glenn added that he would like the PC to weigh in on the appointment and would also like to boil down the job description to something more manageable. Bruce agreed that the job description is daunting for a volunteer. Bruce also said he thinks it's an important position and should be funded eventually. Tom suggested an article on funding the position at Town Meeting.
- 29) Energy Committee discussion Glenn asked if West Windsor should continue to have an Energy Committee. The Selectboard agreed to solicit an opinion from the Planning Commission.
- 30) Discuss employee health insurance benefits The Selectboard agreed to move this item to the Executive Session at the end of the meeting.
- 31) Discuss Coakley stipulation Glenn said Mr. Coakley has not adhered to the stipulation agreement dated May 14, 2012. Glenn said it is his opinion that this failure to adhere nullifies the agreement and the matter should proceed to Environmental Court. Glenn said it's going to take time and cost money but we need to enforce the town's rules and regulations. Bruce agreed. Tom said he wants to make sure that Mr. Coakley cannot sell the property as long as it's in violation. Glenn said the Town Attorney feels that the DRB's decision is adequate to address that. Ashley asked Glenn to summarize the issue, which he did. Bruce moved to pursue Mr. Coakley's violation of the stipulation agreement in Environmental Court. Tom seconded the motion, which passed unanimously.
- 32) Correspondence None
- 33) Approve Minutes November 1st: Glenn moved to approve the minutes of November 1st, as written. Tom seconded the motion, which passed unanimously. November 12th: Tom moved to approve the minutes of November 12th, as written. Bruce seconded the motion, which passed unanimously. November 21st: Tom moved to approve the minutes of November 21st, as written. Glenn seconded the motion, which passed unanimously.
- 34) Other Business <u>Bowers Road</u>: Dennis Lemire asked if Bowers Road is going to be plowed by the town this winter and, if so, if snowmobile trailers could park there. Mike said the right-of-way is only 50' so he doesn't see how trailers could park there. Glenn said the snowmobile club could pursue a parking area and turnaround with an adjoining property owner. Dennis asked if the town would be willing to plow it. Bruce asked if the property owner would be willing to give the town an easement. Dennis said he didn't know. Dennis said if the town acquires the Nilson property maybe there could be a small parking area there. Tom suggested that the town allow the snowmobile club to plow the right-of-way beyond the Pierce property. Mike said the town already plows beyond Pierce's driveway but they don't plow the entire 50' width. Dennis said he will talk to Ed Pierce. Tom said we're going to need a parking area for horse trailers too. Dennis said snowmobilers are restricted from accessing

the trails from the Resort area. Mike asked about parking in the Town Forest. Glenn said motorized vehicles are not allowed in the Town Forest. Rudy noted the need for an amendment to the Act 250 permit to allow snowmobiles in the Town Forest. Glenn said the town needs to be willing to request an amendment to the permit and he's not sure the town is willing to do that at this point. Dennis said it's his understanding that the town wanted to wait until spring to request the amendment. Loan agreement: Tom moved to approve signing the loan agreement for preliminary engineering work approved at a previous meeting on October 15, 2012. Bruce seconded the motion, which passed unanimously. Coaching Lane Extension project: Mike said the project has cost \$25,916.05 so far, with more bills to come, and additional culvert and ditching work to be done. Listers' budget: After discussion, the Selectboard and the Town Clerk agreed that, although the Listers have gone over budget on wages, no action is necessary.

- 35) Executive Session: Personnel matters Glenn moved to go into Executive Session to discuss personnel matters. Bruce seconded the motion, which passed unanimously.
- 36) Adjourn Glenn moved to come out of Executive Session and adjourn, with no action taken, at 9:29 PM. Tom seconded the motion, which passed unanimously.

Respectfully submitted,

Martha Harrison

NOTICE OF PUBLIC HEARING

On Monday, December 10, 2012 at 6:00 PM, the West Windsor Selectboard will examine the 0.06-mile portion of Hannah Road (TH-42), east of its intersection with Lemire Road (TH-43). The purpose of this inspection is to determine whether the public good, necessity and convenience of the inhabitants of the municipality require the easterly portion of Hannah Road to be discontinued as a public highway. Immediately following their examination of the road, the Selectboard will meet at the Town Hall to hear persons interested. The portion of the road being considered for discontinuance abuts the property of Eleanor & Margaret Hannah, and Wayne & Ellen Lemire. The Selectboard will review the proposed discontinuance under Title 19 VSA Chapter 7, §§708-711.

A map showing the section of Hannah Road under consideration for discontinuance is available for inspection at the Town Office. Persons wishing to be heard may appear in person or be represented by an agent or attorney. Communications about the proposed discontinuance may be filed in writing prior to or at the hearing. Participation in the proceedings is a prerequisite to the right to take any subsequent appeal.

Martha Harrison Town of West Windsor P.O. Box 6 Brownsville, VT 05037 (802) 484-3520 November 9, 2012



State of Vermont
Policy & Planning Division-Mapping Unit
1 National Life Drive
Montpelier, VT 05633-5001
http://www.aot.state.vt.us

Agency of Transportation

Telephone: 802-828-2109 Fax: 802-828-2334

Email: sara.moulton@state.vt.us

August 13, 2012

Selectboard Chair West Windsor, c/o Town Clerk PO Box 6 Brownsville, VT 05037

Dear Selectboard Chair:

In reviewing our road data and the West Windsor Town Highway Map, we noticed a discrepancy between the data and what is occurring in the field with the 0.06-mile portion of TH-42 east of its intersection with TH-43 (Lemire Road). According to our data, this portion of highway is classified as Class 3. The standard for a Class 3 town highway is defined in 19 V.S.A. § 302(3)(B) as:

"...The minimum standards for class 3 highways are a highway negotiable under normal conditions all seasons of the year by a standard manufactured pleasure car. This would include but not be limited to sufficient surface and base, adequate drainage, and sufficient width capable to provide winter maintenance..."

This portion of TH-42 does not meet Class 3 standards and in reviewing the parcel data we have for West Windsor, we wonder if this portion of town highway has been discontinued rather than just being realigned.

I have enclosed an excerpt of the 1949 map, showing the alignment of TH-42 and TH-43 as a "T". These two roads have been shown in similar configurations on the town highway maps since that point.

Since TH-42 is considered Class 3 town highway mileage and is currently being provided state aid, it is important that the section is accurately mapped and is being maintained to the Class 3 standard. I request clarification to the status and alignment of this portion of TH-42 in West Windsor.

If you have any questions, please call me at 802-828-2109 or email me at sara.moulton@state.vt.us

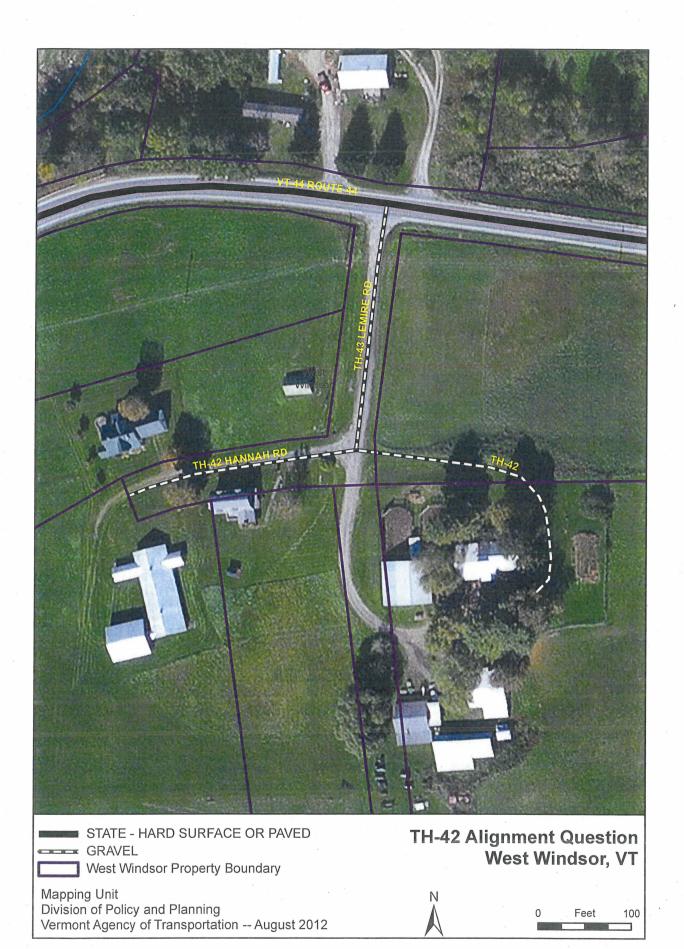
Thank you.

Sincerely

Sara Moulton

Sara Moulton Mapping & GIS Specialist









ROAD INVENTORY FORM

VERMONT AGENCY OF TRANSPORTATION
PLANNING DIVISION
MAPPING AND ROAD INVENTORY SECTION

PARTY CHIEF								TOWN WEST WINDSOR
RECORDER								COUNTY HWY, DIST, NO,
TOWN OFFICIAL								ROAD SYSTEM & NO 42
TITLE								9/3/13
SURFACE TYPE & WIDTH	SHOULDER	WIDTH		HLOIM RT.	1 =	CONDITION	ROAD CLASS	REMARKS HANNA RO
	-					-	-	
	-	-	-					
	-		-					
	-		-		-	-		
	-	-	-			-	-	
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Google maps

To see all the details that are visible on the screen, use the "Print" link next to the map.

