

**Town of Winhall Select Board**  
**Meeting Minutes for Wednesday, June 21, 2023**

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**PRESENT:** Stuart Coleman; Bill Schwartz; Julie Isaacs; Lucia Wing (Secretary); Lissa Stark (Town Administrator); Trevor Dryden (Roads); Scott Bushee (Facilities)

**IN ATTENDANCE:** Beth Grant (Town Clerk), Deb Avison (Town Treasurer)

**CALL TO ORDER:** Coleman called the meeting to order at 5:30 PM at the Town Hall.

**PUBLIC COMMENTS:** (None)

**TRANSFER STATION & FACILITIES REPORT:**

Bushee reported Cintas Co. was replacing fire extinguishers and checking equipment in all municipal buildings. A yearly inspection was required. In addition, fire extinguishers had been installed in the backhoe and other Town Highway vehicles. Bushee reported the black bear situation at the Transfer Station had been resolved as they had moved the compost area to another location. The new camera system had been installed at the Transfer Station; flags had been shipped for 4<sup>th</sup> of July; Waste Hazard Day the previous Saturday had resulted in a record turnout; the next Waste Hazard Day was scheduled for September 16<sup>th</sup>. Bushee reported he would contact Read Construction to give a quote to fix the 4-bay garage; discussion followed regarding ordering windows for the Community Center. The radio repeater was back online; discussion followed relative to recruiting volunteers for the Fire Department.

**HIGHWAY DEPARTMENT REPORT:**

1) Dryden reported he had met with the homeowner at the end of Deep Woods Road about his concerns relative to the culvert crossing Deep Woods Rd above his house; discharge of water onto his property as a result; the ditch along the edge of the road; fill; and the sharp corner before his house as potentially unsafe; the owner suggested guard rails. Dryden had responded the Highway Dept. would clean up the ditch line; monitor the sharp corner; and would install reflectors on the edge of the road to define the turn.

2) Dryden reported roadside mowing started soon; Chaves was in process of delivering gravel; ditching was underway; and culvert replacement on Winhall Hollow per Hunter Excavating was in process; discussion followed relative to signage.

3) Coleman reported VTrans had given permission to the Police Dept. to use the driveway adjacent to the Town Hall for emergency purposes and quick responses. The Highway Dept. would take the fence down; discussion followed.

4) Next the Selectboard discussed Weaver Excavating's letter via email asking for Town payment relative to culvert replacement on the Access Road. The Town Administrator would address Weaver's request as the contract was for a fixed fee paid once the project was finished. Discussion followed regarding State permits and Stratton's role. Coleman would contact Stratton.

5) FYI: Benson Fuller intersection. Schwartz reported he had found a survey of the area from the 1980's which he asked the Town Admin. to share with Otter Creek Engineering. Discussion followed relative to test pits; plans from Otter Creek; setting a value for the portion of land the Town would need to take; the Town attorney's response to eminent domain; and contacting the owner. Schwartz reported he had found address information for the owner (Fleming) who had not responded to date.

6) After review, the Selectboard approved the "Town Road & Bridge Standards;" *motion by Coleman; seconded by Schwartz; unanimous.*

**ACCESS PERMITS:** After review, the Selectboard approved access permits to the following: RJ Gutoff, #7 Alta Road to change the driveway (final approval); Sam Bledsoe, #29 Tollgate Road for a 911 number for a previously approved but expired permit; and Christopher Keller, #29 Twin Pond Farm Rd for a final access with no culvert required; *motion by Isaacs; seconded by Schwartz; unanimous.* Discussion followed with Bushee regarding the new State 911 guidelines @5.28 feet apart.

**LIQUOR BOARD:** Coleman reported that Seven-Eleven would no longer be selling liquor. The Town Clerk added that Consolidated fiber installation in Winhall had left debris all over Town roads. The Town Administrator would contact Consolidated about debris clean-up.

**TOWN TREASURER REPORT:** The Town Treasurer and Selectboard discussed employee, Town officials, and elected Town officials' signatures on the investment, fraud prevention, and conflict of interest policies. The Town Administrator would reach out to VLCT for a legal opinion. Avison explained the Town Auditors had recommended expanding the Townwide policies to include the above signatures. The Selectboard agreed to table policy approval until the next meeting.

**TOWN OFFICE COMPUTER SYSTEM (IT) UPDATE:** The Selectboard received (4) bids to revise the Town website; discussion followed. The Selectboard agreed to have the bidders meet with them to better explain their proposals before making a decision.

**AFFORDABLE HOUSING:** FYI: Affordable housing; Wastewater System; Grants: The Town Administrator reported she had received an 11-page wastewater system loan application; Village Center Designation will be needed after phase one in order to receive funding.

**SHORT-TERM RENTALS UPDATE:** Gisquet and the Town Administrator were conferring on an RFP to hire an outside company to manage short-term rentals in Winhall.

**NEW BUSINESS:**

1) The Selectboard discussed enhanced responsibilities and specific timelines for heads of departments based on experience and current procedures; discussion followed.

2) A Town employee luncheon was scheduled for Monday, July 17th at the Town Garage from 11AM to 1PM.

3) The Winhall Library had scheduled a "meet & greet" to welcome the new Librarian, Pat Meulmans and say good-bye to the departing Librarian, Virginian Morgan on Saturday, June 24<sup>th</sup> from 10AM to 12PM.

**PAST MEETING MINUTES APPROVAL:**


After review, the Selectboard approved the meeting minutes of 6/7/23 as corrected; *motion by Schwartz; seconded by Isaacs; unanimous.*


**WARRANTS:**

After review, the Selectboard approved warrant 6/21/23 as presented; *motion by Schwartz; seconded by Isaacs; unanimous.*

As there was no other business, the meeting was adjourned at 7:05 PM; *motion by Schwartz; seconded by Isaacs; unanimous.*

Lucia Wing,  
Secretary Winhall Selectboard

  
Stuart Coleman, Chair

  
William Schwartz, Vice-Chair

  
Julie Isaacs, Member