

**Town of Winhall Selectboard
Meeting Minutes for Wednesday, October 5, 2016**

PRESENT: Stuart Coleman, Bill Schwartz, Dave Glabach, Lucia Wing (Secretary); Lissa Stark (Town Administrator); Scott Bushee (Transfer Station/Facilities); Trevor Dryden (Roads)

CALL TO ORDER: Coleman called the meeting to order at 5:00PM.

PUBLIC COMMENTS: None

HIGHWAY DEPARTMENT: An access/right-of-way application from Montague (RHM) was reviewed; Dryden reported that they had installed a 15" culvert, but that he had spoken to them regarding the 18" culvert minimum. The application was approved; *motion by Glabach, seconded by Schwartz; unanimous.* Coleman suggested that a fire extinguisher be placed in the new roadside mower. Dryden reported that he is working on obtaining three quotes for the radio system in the mower and that he had not received a response from Stratton regarding roadside mowing along the Access Road guardrails. The highway crew has been installing speed limit signs, per the Town ordinance. There was discussion about the two upcoming pre-bid meetings: the camera system pre-bid meeting will be held Oct. 11 and the Raspberry Hill culvert pre-bid meeting will be held Oct. 17. There was discussion about the fuel tank card reader system, which is nearly complete; Stark will be involved to program the keys/cards and maintain a database of fuel usage. Glabach asked Dryden to monitor areas on paved roads that are susceptible to potholes. Coleman reported that he and Dryden had attended a training on recognizing drug and alcohol use by town employees.

READ ROAD: Tabled until next meeting.

FACILITIES: The transfer station office and the 4-bay highway garage were discussed with regard to the leaking roof, heating, and insulation. Coleman asked Dryden to begin cleaning out the 4-bay garage for renovations. Bushee explained that he had contractors look at the transfer station office space and offer options previously; a drop-ceiling in the transfer station office and new heating source were recommended. *Coleman motioned and Glabach seconded to have Bushee schedule a meeting with Cota & Cota regarding options; unanimous.* Bushee gave updates on facility maintenance and repair work. There was discussion about the Winhall Facilities Use Policy and the procedure for requesting use of municipal facilities. There was discussion about contacting Bushee immediately whenever there are issues with septic, water, or heat at any municipal facility.

TRANSFER STATION: Bushee reported that the ramps had been reconfigured to make more room in the yard and make boxes more easily accessible. Electronic waste is now generating \$0.08 per pound due to a renegotiated contract. Bushee and Esther Fishman of Londonderry Group met with Goodwill regarding textile collection and other items; the plan is to change textile vendors to Goodwill.

LIBRARY: There was discussion about the overgrown trees at the Library. Coleman had received a proposal from Trees, Inc. for the following: Maple tree on Kendall Farm side pruning \$150, tree toward Route 30 pruning \$75 + cabling \$100, pruning on Lower Taylor Hill side \$250 = \$575. Schwartz asked Coleman to ask Homestead Landscaping if they were interested in doing this work to keep business local; Coleman would speak with Steve Blanchard. *Schwartz motioned to authorize up to \$575 to be spent on the tree work at the Library; seconded by Glabach; unanimous.*

OLD TOWN HALL: Schwartz gave an update on the wastewater permitting process, which included a design flow analysis by Beck Engineering and the removal of the kitchen from the original plans. *Coleman motioned to authorize Schwartz to resubmit the new design flow analysis, construction plans, and narrative to the State for a new project review sheet; seconded by Glabach; unanimous.*

MOUNTAIN SCHOOL: Documents are being drafted, edited, and discussed by the attorneys for the Town and the School District.

CHARTER: Schwartz gave an update on his discussion with the Town of Stratton regarding town votes and Charters. The Town of Winhall currently does not have a Charter. *Glabach motioned to have no further discussion on the Charter issue; seconded by Schwartz; unanimous.*

ERRORS & OMISSIONS: The Listers had provided an Errors & Omissions document increasing the Woehler's assessed value from \$424,000 to \$520,000. *Schwartz motioned to approve the E&O; seconded by Glabach; unanimous.*

CORRESPONDENCE: A complaint was received from Mark Maleh of Lower Taylor Hill Road. He expressed concerns about the road, speeds, and accidents; specifically related to the re-opening of the bridge. His concerns will be taken under advisement, as the Board is in the process of determining traffic flow on the road once the new bridge is built.

WARRANTS & PAYROLL: After review, the Select Board approved warrant #10/5/16 as presented; *motion by Glabach; seconded by Schwartz; unanimous.*

APPROVAL OF PAST MEETING MINUTES: After review, the Select Board approved the minutes of September 21, 2016 as presented; *motion by Glabach; seconded by Schwartz; unanimous.*

EXECUTIVE SESSION: At 6:50PM, *Schwartz motioned to enter into Executive Session to discuss personnel matters; seconded by Glabach; unanimous.* Out of Executive Session at 7:05PM; no decisions were rendered.

As there was no other business, the meeting was adjourned at 7:06 PM; *motion by Schwartz; seconded by Coleman; unanimous.*

Meeting minutes submitted by,
Lissa Stark
Winhall Town Administrator



Stuart Coleman, Chair



William Schwartz, Vice Chair



Dave Glabach, Member