

Town of Winhall Selectboard
Meeting Minutes for Wednesday, November 20, 2019

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

MEMBERS OF THE PUBLIC: Archie Clark III, Archie Clark II, Marcel Gisquet (WPC); Hunter Kaltsas, Wesley Ameden

CALL TO ORDER: Schwartz called the meeting to order at 5:00 PM at the Town Hall.

PUBLIC COMMENTS: (None)

PLANNING COMMISSION: SHORT-TERM RENTAL UPDATE: Marcel Gisquet came before the Selectboard to discuss short-term rentals in Winhall and plans for a Town-wide mailing sometime later in the year. The intent of the mailing was to raise awareness of State and local requirements on owners associated with renting short-term thru a Winhall Short-Term Policy Resolution, voluntary Registration Form, and Self-Certification Checklist which included State links to fire, safety, and health compliance. The process was informational rather than regulatory. The Selectboard felt it was a good plan as short-term rental platforms were exploding all over the country; Schwartz suggested the letter to homeowners be a “notice” in order to better raise awareness; discussion followed. Wing would email the Selectboard copies of the above documents for their review.

HIGHWAY REPORT: Dryden reported he had recently driven Old Snow Valley Road; he recommended the gate at the end be removed due to Town policy; the Town Administrator would notify resident Justin Kojak to take down the gate. As the road was considered a Class 4 with portions a trail and portions discontinued, the Town was responsible to do some work including ditching. The Town Administrator will apply for a grant to fix 1600 ft. of ditches and replace a failing culvert; discussion followed about work to start in the spring. Schwartz asked if Frank Parent, licensed engineer, had prepared any road engineering work for the homeowners on Old Snow Valley Road; the Town Administrator would check.

AWARD CULVERT BID: The Selectboard had received and reviewed ten (10) bids to replace the culvert on Cranberry Hill Road; bids ranged from \$154,500 to \$535,600 for installation of the culvert. Discussion with Hunter Excavating- \$196,810.55; A.S. Clark & Sons- \$205,950; and Ameden Construction \$220,000 followed about aluminum versus concrete culverts; the Board concurred concrete would be the best alternative. The Selectboard questioned those present about installation time and how they would manage road closure. Response from Hunter- three (3) day road closure and installation time with total road closure; A.S. Clark & Sons and Ameden Construction- two weeks to install culvert with a temporary bypass around the project to keep the road open. Other discussion included an emergency contingency plan; length of work day; and insurance issues. After further review of the importance to keep the road open for residents, Coleman made the motion to award the bid to A.S. Clark & Sons; seconded by Schwartz; unanimous.

TRANSFER STATION & FACILITIES REPORT:

1) Bushee discussed with the Board an engineering report by Beck Engineering for drainage enhancements (wall) to the 4-bay garage to combat water moving through it. Discussion followed relative to capital improvements and reserve funds. Bushee reiterated the 4-bay would also need new siding; the roof had already been improved. He would start making plans in the spring.

2) Bushee reported there had been an exposed propane line to the generator at the Fire Station; Bushee had contacted Dig Safe. A new propane line had been installed by the Town; discussion followed about installing a second tank or upgrading the existing tank. After review the Selectboard agreed to upgrade the existing tank to 300 gallons; *motion by Coleman; seconded by Isaacs; unanimous.* Bushee reported the Library door was fixed and light bulbs changed.

3) Bushee reported the Town now had to pay 15 cents per pound for non-covered material like stereo equipment, DVD & VCR players; he suggested charging a non-resident fee of \$5.00 for non-covered items; the Selectboard agreed. He reported he would alert residents bringing heavy items into the Transfer Station to bring extra help in an effort to reduce risk to attendants. Bushee had removed the larger of the two speed bumps in the Transfer Station. Street lights had not yet been removed.

BUDGETING FY20-21: The Selectboard reviewed ways to reduce the budget; discussion followed about Access Road paving and culvert improvements; following year paving improvements to Town roads; making sure there were funds to replace the Cranberry Hill culvert; appropriations; transfer station improvements; and more money for the Community Arts Center which needed new tables & chairs. After review the Selectboard increased the Community Center appropriation from \$5,000 to \$7,500; ***motion by Isaacs; seconded by Coleman; unanimous.*** Coleman added the upstairs windows would eventually need to be replaced. Further discussion included the Town Administrator writing a letter to all entities asking them in the future to request appropriation funds in writing. The Selectboard also discussed the current status of the Town Hall debt service and whether or not it should be paid off; the Town Administrator would contact the USDA directly.

HOLIDAY BONUS LIST: After review, the Selectboard approved the Winhall employee holiday bonus list; ***motion by Isaacs; seconded by Coleman; unanimous.***

REVISE SELECTBOARD MEETINGS FOR JANUARY: After review the Selectboard agreed to hold meetings on the second and fourth weeks of January; ***motion by Coleman; seconded by Isaacs; unanimous.*** January 1st was on a Wednesday.

ROAD COMMISSIONER: (No discussion)

TOWN MANAGER FORM OF GOVERNMENT: (No discussion)

LEASE AGREEMENT WITH LIBRARY: In process; the Town Administrator is waiting for the Fire Department to provide a liability insurance certificate.

ADMINISTRATOR/CORRESPONDENCE: The Town Administrator reported the Auditors report should be finalized the following week. Other correspondence included County taxes; 4-lot subdivision approval on Wall St. and River Road for Craig Gosselin; and Access Permit for Ravenwood Subdivision-lot 4.

APPROVAL OF PAST MEETING MINUTES: After review, the meeting minutes of November 6, 2019 were approved as presented; ***motion by Isaacs; seconded by Coleman; unanimous.***

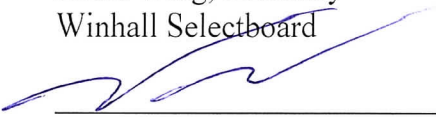
LIQUOR BOARD MEETING:

At 7:15 PM the Selectboard recessed their meeting and opened the Liquor Board Meeting. After review, the Liquor Board approved a liquor license for Green Acres (former Tenderloins); ***motion by Coleman; seconded by Isaacs; unanimous.*** The Selectboard then closed the Liquor Board and reopened the Board meeting at 7:20 PM.

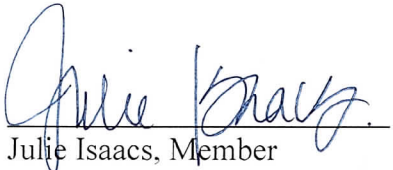
WARRANTS: After review, the Selectboard approved warrant 11/20/19 as presented; ***motion by Schwartz; seconded by Isaacs; unanimous.***

As there was no other business, the meeting was adjourned at 7:50 PM; ***motion by Schwartz; seconded by Isaacs; unanimous.***

Lucia Wing, Secretary
Winhall Selectboard


William Schwartz, Chair


Stuart Coleman, Vice-Chair


Julie Isaacs, Member