

**Town of Winhall Selectboard
Bondville, Vermont
Special Meeting Minutes for Tuesday, October 8, 2013**

SITE VIST: TOWN GARAGE: At 4:15 PM, the *Selectboard* along with *Randy Kimball*, Highway Foreman; *Scott Bushee*, Transfer Station; *Lissa Stark*, Town Administrator; and *Lucia Wing*, Secretary met to review space at the Town Garage facility. Discussion at the site included how best to use the storage space presently occupied by past Town records; a suggestion was to move those records along with the shelving to the Town Hall where storage was more ample. That would open up more space at the Town Garage for storing smaller items like tires which in turn would open up space for storing items like the police radar cart or snowmobiles. Another area for storage was above the space occupied by the archived Town records. A suggestion was to store old road signs up there along with other items which were not often used. Another conversation was whether to replace the older garage building or fix it up; it needed much work, and it appeared that there was little or no insulation in the roof which was a reason why the heating bill was so high in the winter. Another discussion included getting rid of items that were no longer used at the Town Garage. After further review of the site, the Selectboard reconvened to the Town Hall.

CALL TO ORDER: At 5:10 PM, Bob Oakes called the meeting to order at the Town Hall.

DISCUSSION: APPLICATIONS FOR CURB CUTS & WORK IN THE TOWN HIGHWAY RIGHT-OF-WAY: The Selectboard and *Marcel Gisquet* met to discuss the above and to make some changes and improvements to the Town of Winhall Highway Ordinance application process. Conversation included what constituted work in the Town right-of-way; the Town taking over private development roads which the Selectboard was adamantly against; cutting trees and shrubs in the Town ROW and how that would work; temporary curb cuts for example logging access; and bonding. Oakes stated that he viewed the application process in two parts.

Part A: The Town should not get involved with any work on private development roads; it should be left to the developer(s), homeowners association, or private individuals. Gisquet commented that the Winhall Subdivision Regulations covered the above. In addition, the Selectboard and Gisquet felt that Scott Bushee, 911 Coordinator could create a 911 Application Form separate from an application for a curb cut.

Part B: The Town should be involved with work in the Town Highway right-of-way which was 25 ft. from the centerline. The Selectboard and Gisquet agreed that any new construction in the Town Highway right-of-way must have an access permit along with any drawings and include the appropriate fee. As well, the access must be inspected by the Highway Foreman; in addition, the Selectboard would review the initial application before signing the final permit. If the work in the Town Highway ROW was to replace a culvert or fix what already existed, it would require an access permit and inspection by the Highway Foreman but no fee would be charged by the Town. A final permit would be signed by the Selectboard, and in both instances there would be a recording fee of \$10.00 paid to the Winhall Town Clerk. In the case of replacing a culvert or repairing what existed, Kimball could take care of the access application without coming to the Selectboard first. In conclusion, Gisquet agreed to revise the ordinance along with the application forms as discussed and submit it to the Selectboard for review and public hearing.

EXECUTIVE SESSION: At 6:00 PM the Selectboard voted to go into executive session to discuss personnel matters; *motion by Blanchard; seconded by Schwartz; unanimous.* At 6:30 PM the Selectboard voted to come out of executive session; *motion by Oakes; seconded by Blanchard; unanimous.* No decisions were rendered.

As there was no other business, the meeting was adjourned at 6:35 PM.

Meeting minutes respectfully submitted by,
Lucia Wing, Secretary


Robert Oakes


William Schwartz


Steve Blanchard