

**Town of West Windsor
Selectboard Meeting
April 10, 2023
DRAFT Minutes**

Present in Person: Matt Kantola, Ansel Dickey, Ben Bardwell, Shelley Seward, Mike Spackman, Chris Dolan

Present via Zoom: Erik Boetdker, David Jaacks, Mark Higgins, Michael Epstein, Mark Harley, Deb Shearer, Cathy Boetdker

1. Call to Order

Matt called the meeting to order at 6:32

2. Changes or Additions to Agenda

Chris added liquor license approval and a last-minute event permit for a small private gathering.

3. Announcements/Public Comment

None

4. Town Clerk's Orders

Matt said there was nothing out of the ordinary

5. Vermont Overland Event Permit

Ansel reported that there were just under 300 people registered for the Vermont Overland Trail Run on Saturday, May 6.

Matt made a motion to approve the Vermont Overland Trail's public event application. Mark Harley seconded and the motion passed.

6. Music Performance Event/Facility Application and Additional Items

Matt made a motion to approve a chamber music performance at the Town Hall that includes rehearsals and performances from July 19 to the 23rd. Mark Higgins seconded and the motion passed.

Matt made a motion to approve resident Liz Frederick's request to use the Town Hall for a children's birthday party on Sunday, April 16. Mark Harley seconded and the motion passed.

Matt made a motion to approve the Brownsville Butcher and Pantry's request for a private event with outside vendor Babe's Bar on Tuesday the 18th for 35 people. Mark Higgins seconded and the motion passed.

7. Fire Station Update

Erik said that the fire department is narrowing its feasibility study and looking at a few sites. He said that it has come to their attention that one of the limiting factors in their site selection is limited water capacity on the mountain. He said that the current allocations are based on types of fixtures rather than gallons used. He would like to obtain the flow data going back several years and get it “into the right hands” to see if the gallons used on the mountain would make an allocation for a new building possible.

Matt asked if the fire station is currently on the mountain water system. Erik said there’s a question on that. Matt asked why there is a question. Erik said that the fire department stopped using its well after Irene, but there is no record of the building being on the mountain water system. Matt asked how the department is currently getting its water. Erik said they are not using their well and there is no record that they are on the mountain water system. Matt asked why the water usage would be different if they moved from one location on the mountain system to another. Erik said that with the current allocation structure the system is at maximum capacity. Chris said that the difference is that the fire department would need an allocation, because they don’t currently have one. David Jaacks explained that the building code requirements dictated more lavatories and showers than the current station.

Matt asked what locations the station is currently looking at. Erik mentioned that the intersection of Hotel and Ski Tow roads would be one of the ideal locations and that the others were too sensitive to mention in a public meeting. Matt said that the worst-case scenario would be for them to dig a well. Erik said that the department was trying to keep costs low.

Shelley asked whether a volunteer station had to conform to the same building codes as a full-time station, and David said yes, they are federal requirements. Matt asked whether P2 can provide them with the flow data through Chris’ office? Erik said yes, but that there’s a lot of data to go through and P2 will know how to grab it. Matt said he’d like Chris to be part of the process.

Chris asked why the fire department, knowing its design flow needs, didn’t go through the usual process of requesting an allocation. Erik said that based on the numbers they looked at earlier today, there was no capacity under the current allocation system. Matt said that it’s up to the town to decide if they can feed a fire station within its system. David said he disagreed: the town could say yes and the state could say no. There was some back-and-forth about whether the fire department was asking the town to change its allocation formula. David mentioned some Federal money for water system improvements and increasing storage capacity. He said that regional planning could help the fire department apply for grants if the Selectboard would approve that. Matt said he was authorizing Chris and Erik to work together to get the data that the fire department requested.

8. Highway Foreman’s Report

Mike said that the department is doing the first round of grading and will soon begin culvert work. He noted that there has been significant plow damage this year. He said that signs are in and will be put up soon, and that a camera has been installed. He also said that the pressure washer has been sold. Matt asked about the status of grants that we've applied for. Mike said that we are still waiting and that this is normal for the grant process. There is a structures grant for John Myers Road and a paving grant for part of Brownsville-Hartland Rd. that we will likely not be awarded because, according to Chris Bump of the Agency of Transportation, we've been awarded a large number of grants recently.

9. VC3 Update

Mark Higgins reported that VC3 wants to raise our monthly fee because we are using more licenses than they bid on. He said that he's not pleased with this development, especially given the spate of malware exposures we've had on town employees' e-mail accounts. He noted that he and others are concerned that VC3 is not looking critically at our systems. Matt said that this could be an opportunity to review our relationship with them. Mark said that he's concerned about the turmoil of switching vendors again after a year, but added that we're likely to go with a similar setup, so that might lessen the disruption somewhat.

10. Cybersecurity Concerns

Mark Harley noted that we have had two attacks now, one on Cathy Archibald's e-mail account and one on the Lister's account. He thinks it's a password hack on municipal e-mail accounts generally. He suggested that town employees use more complex passwords and multifactor authentication. Deb Shearer pointed out that the other company that we'd considered last year recommended both of those things, and VC3, even after two major security breaches, has not. Mark Harley said that we could purchase our own licenses and use CrowdStrike Falcon, which uses AI and machine learning to detect anomalies and almost anticipate attacks. Matt asked if it would help to switch to an Apple platform. Mark Higgins said yes, but they are a lot more expensive. He suggested that we put our heads together to work towards a solution. Mark Harley noted also that several town employees, including Selectboard members, use their personal e-mails for town work, and that may expose us legally if a virus came through, given that Google's frontline protection is likely not as robust as what our town accounts provide.

11. Library Crosswalk Request

Michael Epstein requested that the town paint a crosswalk between the library and the town hall parking lot. Mike said he's not sure it's allowed to be that close to an existing crosswalk, there would be signs required, and there is also a planning grant for pedestrian and bike safety in the works. He said he'd have to check the regulations, but at any rate it wouldn't be doable until May.

12. Library Trustees

Matt made a motion to approve Shannon Harrington and Elisa Kellner as Library Trustees. The motion was seconded and approved.

Michael then noted that the library has several strong candidates for the librarian position, and he would like to know how the Selectboard wants that process to go forward and whether they would like to participate in it. Matt said that he would be happy to be part of the interview panel, and that all the selectboard would need would be the Trustees recommendation on the candidate of their choice.

13. Sheddsville Mowing

Matt said that we need to look more closely into what the needs are for the mowing job at the cemetery.

14. Adjourn

The meeting adjourned at 8:05pm

Respectfully Submitted,

Chris Dolan