

**Town of West Windsor  
Selectboard Meeting Minutes  
Monday, April 22, 2024 @ 6:30pm  
Town Hall and Zoom**

**Present in Person:** Mark Higgins, Mark Harley, John Brodie, Amy Yates, Mike Spackman, Matt Frederick, Deb Shearer, Al Iuppa, Jill Delaney

**Present via Zoom:** Rachel Cohen (VTYC) & Steve Wood, Graham Lawson & Dagny Card, Phil Lynch, Lauren Dorsey (Vermont Standard), Christina Dolan, Susan Yost

**1. Call to Order**

Mark Higgins called the meeting to order at 6:31pm.

**2. Changes or Additions to Agenda**

Matt Frederick noted that the Annual Financial Plan required by the Vermont Department of Transportation is ready for review and needs Selectboard signatures. This item will be added to Other Business.

**3. Announcements/Public Comment**

Mark Higgins mentioned that the West Windsor Volunteer Fire Department is hosting their annual dinner on May 4<sup>th</sup> and encouraged attendance from Selectboard representatives.

**4. Approve Minutes of 4/8**

*John Brodie motioned to approve the minutes of the April 8<sup>th</sup> Selectboard Meeting. Mark Harley seconded the motion, and all were in favor.*

**5. Town Clerk's Report**

*Note: This item was addressed out of order and followed agenda item #7.*

There was a discussion regarding the Town Clerk and Treasurer activities from the last two weeks, including the continuing review of the first quarter budget, processing water and sewer payments, and the ongoing transition of town accounts to Mascoma Bank.

**6. Facility Use Request: English Country Dance Classes (Jill Delaney)**

Jill Delaney gave an overview of the proposed English Country Dance classes, which would be offered to teach people how to perform this style of dance. There was a discussion on the details of the event, which would take place at Story Memorial Hall at 7:00pm on three consecutive Mondays: April 29<sup>th</sup>, May 6<sup>th</sup>, and May 13<sup>th</sup>. Depending on the success of this event series, it

may continue in the fall, as well, and the Selectboard may further discuss facility rental fees and insurance requirements at that time.

*Mark Harley motioned to approve the Facility Use Request for English Country Dance classes at the aforementioned dates and times. John Brodie seconded the motion, and all were in favor.*

#### **7. Event Application: VT Youth Cycling Mountain Bike Race (7/13)**

Vermont Youth Cycling League Executive Director Rachel Cohen discussed the plans for a youth mountain bike race to be held at Ascutney Outdoors on July 13<sup>th</sup>, which is expected to host approximately 175 riders. There was a discussion on the logistics of the event, which officially begins at 10:00am and is a 3-mile loop contained to the Ascutney Outdoors trail network. Mark Higgins noted that emergency services have signed off on the event, and Ms. Cohen stated that the expectation is that all riders will have completed the race by approximately 1:00pm.

*John Brodie motioned to approve the Vermont Youth Cycling Mountain Bike Race to be held at Ascutney Outdoors on July 13<sup>th</sup>. Mark Harley seconded the motion, and all were in favor.*

#### **8. Preliminary Water Allocation – 586 Ski Tow Road**

Matt F spoke about the water allocation process, and noted that, per his conversation with Matt Caldwell of the Vermont Drinking Water and Groundwater Protection Division, the 60,000 gallon “fire flow reserve” that the town had been counting towards its overall available allocation was already accounted for by the state prior to the West Windsor Mountain Water System operating permit being issued and therefore does not need to be included in the current allocations. As a result of this clarification, the available water allocation for the system is much higher than previously understood.

Phil Lynch talked about his water and sewer allocation requests for 586 Ski Tow Road, and there was a brief discussion on the details of the project to build a two-car garage with an accessory dwelling unit. Matt F noted that there are no issues with available allocation amounts for either water or sewer.

*Mark Harley motioned to approve the preliminary water allocation application for 586 Ski Tow Road. John Brodie seconded the motion, and all were in favor.*

#### **9. Preliminary Sewer Allocation – 586 Ski Tow Road**

*John Brodie motioned to approve the preliminary sewer allocation application for 586 Ski Tow Road. Mark Harley seconded the motion, and all were in favor.*

#### **10. Preliminary Water Allocation – Lot #33, Ski Tow Road (Parcel #03-087)**

Dagny Card and Graham Lawson spoke about the proposed construction of a two-bedroom house on Lot #33 on Ski Tow Road, and there was a brief discussion relating to the available water and sewer allocations and the process involved in moving forward with the project.

*Mark Harley motioned to approve the preliminary water allocation application for Ski Tow Road Lot #33. John Brodie seconded the motion, and all were in favor.*

### **11. Preliminary Sewer Allocation – Lot #33, Ski Tow Road (Parcel #03-087)**

*John Brodie motioned to approve the preliminary sewer allocation application for Ski Tow Road Lot #33. Mark Harley seconded the motion, and all were in favor.*

### **12. Sustainability Committee Presentation & Green Up Day Final Plans**

Al Iuppa spoke about the schedule and plans for the upcoming Green Up Day on May 4<sup>th</sup>. Al praised Ted Siegler for his work in organizing and shepherding West Windsor’s Green Up Day efforts over many years, stating that the town owes Ted “a real debt of gratitude.” Beginning this year, the event will be organized by the West Windsor Sustainability Committee, with the goal of having volunteers covering all the roads in West Windsor, except for Route 44 due to safety concerns along the busy road.

Al talked about the recent activities of the West Windsor Sustainability Committee, and noted that Earth Day, April 22<sup>nd</sup>, is also “West Windsor Sustainability Day”. He prepared slides and gave an overview detailing the 2024 goals for the WWSC, which include continued outreach and education, a successful Green Up Day, additional guest speakers, and a film to raise awareness in the community. Al also noted the continuing collaboration between the WWSC and other area organizations, such as the Mary Blood Library and Sustainable Woodstock.

Al encouraged everyone to sign up for Green Up Day to help the Sustainability Committee coordinate the collection efforts, though he noted that all are welcome regardless. You can sign up by scanning the QR code shown on various posters around town with your cell phone, by following this [link](#), or by visiting the West Windsor [town website](#).

### **13. Planning Commission Appointment – Jill Appel**

Deb Shearer spoke about the vacancy on the Planning Commission, and noted the commission has requested the Selectboard appoint Jill Appel to fill the vacant seat.

*Mark Harley motioned to appoint Jill Appel to the West Windsor Planning Commission, with a term to expire in 2026. John Brodie seconded the motion, and all were in favor.*

### **14. 1<sup>st</sup> Quarter Budget Review Continued**

Matt F led a discussion on the continued budget review, which focused on resolving any outstanding questions from the previous session. Matt and Amy will continue to pursue any remaining issues.

## **15. Contractor Equipment Rates**

Matt F noted that this topic was not covered at the previous Selectboard meeting. There was a brief discussion regarding the reason the town selects a primary contractor for equipment and excavation assistance, and Mike Spackman explained that the approved primary contractor would be authorized to aid the highway department at any time over the upcoming year, and the other contractors submitting bids would be able to assist in larger events that required additional aid. Having the bids on file allows the town to use those rates for any future disaster events that require state or FEMA assistance for which those contractors are utilized.

Mike recommended the town continue to use Daniel Lesnick Excavating (“DLX”) as the primary excavating contractor.

*John Brodie motioned to use DLX as the primary excavating contractor for the upcoming year based on the Highway Foreman’s recommendation. Mark Harley seconded the motion, and all were in favor.*

## **16. Highway Foreman’s Report**

Mike S talked about two grants for West Windsor road improvements, including tree removal, ditching, and bank stabilizations. These grants will allow for targeted improvements on Sheddsville Road and Cross Road, and the highway department has begun work on both projects recently.

Grading is continuing, and the shop renovations should be completed this week.

The highway department will be attending the 2024 Vermont Municipal Equipment Show and Field Day on May 8<sup>th</sup> in Barre. The town will only pay for two employees to attend as Mike is scheduled to work at the event and will receive free entry.

Chip Craig’s last day will be Friday, April 26<sup>th</sup>. There are help wanted ads up on the town website, on the Brownsville listserv, and on Indeed. Matt F mentioned that there have been six applicants so far from Indeed, and he will forward promising applications to Mike for review.

## **17. Other Business**

There was a discussion on the town’s Annual Financial Plan, which Matt F noted is a document required each year by the Vermont Department of Transportation that allows the town to receive additional state funding for roadway maintenance if the town exceeds the per-mile spending threshold designated by the state. West Windsor has approximately 50 miles of maintained roadways, and this threshold requires towns to spend at least \$300.00 per mile of town roadway on their highway budget, a figure which West Windsor comfortably exceeds.

*Mark Harley motioned to approve the Annual Financial Plan. John Brodie seconded the motion, and all were in favor.*

Deb Shearer reminded the Selectboard that the proposed updated Zoning regulations need to be addressed. Mark Higgins stated that the Selectboard is aiming to review the proposed regulations within their next couple of meetings.

Selectboard representation on the Utility Advisory Committee will be discussed at the next Selectboard meeting.

### **18. Upcoming Meeting Schedule**

The next Selectboard meeting will be held on Monday, May 13<sup>th</sup>. The second meeting of the month is scheduled for Tuesday, May 28<sup>th</sup> since Monday, May 27<sup>th</sup> is Memorial Day.

### **19. Executive Session**

*Upon motion duly made and seconded, the Selectboard unanimously voted to enter executive session at 7:54pm for the reasons set forth in 1 V.S.A. § 313(3).*

The Selectboard came out of executive session at 7:59pm.

### **20. Final Decisions**

*John Brodie motioned to offer the vacant Mary Blood Library Youth Coordinator position to Caitlin Flanigin on the recommendation of the Librarian at the town's part-time wage. Mark Harley seconded the motion, and all were in favor.*

### **21. Adjourn**

*Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 8:02pm.*

Respectfully submitted,

Matt Frederick  
Town Administrator