

**Town of West Windsor  
Selectboard Meeting Minutes  
Monday, February 26, 2024 @ 6:30pm  
Town Hall and Zoom**

**Present in Person:** Matt Kantola, Mark Harley, Mark Higgins, Mike Spackman, Amy Yates, Matt Frederick, Erik Boedtke, Jill Delaney

**Present via Zoom:** Al Iuppa & Susan Yost (Sustainability Committee), Lauren Dorsey (Valley News), Sakiko Ohashi (West Windsor Music Festival), Bruce & Cathy Boedtke

**1. Call to Order**

Matt Kantola called the meeting to order at 6:33pm

**2. Changes or Additions to Agenda**

None.

**3. Announcements/Public Comment**

None.

**4. Pre-Town Meeting Reminder**

Matt K spoke about the plan for the Pre-Town Meeting, to be held at Story Memorial Hall on Saturday, March 2<sup>nd</sup> at 10:30am. Matt noted this meeting will offer “a chance for the public to ask questions about what’s on the warning, the budget, and any other questions or concerns”, further noting that “no voting will take place. It’s mostly just a Q&A session.”

**5. Approve Minutes of 2/12 & 1/23/23**

*Matt K motioned to approve the meeting minutes of February 12<sup>th</sup>, along with the meeting minutes from January 23<sup>rd</sup>, 2023. There was a brief discussion regarding the old minutes, which had not previously been approved. Mark Higgins seconded the motion, and all were in favor.*

**6. Town Clerk’s Report**

Amy spoke about her preparation for Town Meeting. There was praise for Assistant Town Clerk Clyde Jenne and former Town Clerk Cathy Archibald for all their ongoing help with process and procedure in completing those Town Meeting preparations. Amy noted that, to her knowledge, absentee ballots may be brought to Town Meeting, but that if you’ve received an absentee ballot that you are not eligible for a new ballot and must vote with your absentee ballot.

Amy mentioned that sewer bills for the second quarter of 2024 will be sent out later this week, and that she is still waiting to receive the DLL permit request from BB&P for their final Après Ski event at Ascutney Outdoors.

## **7. Event Application: West Windsor Music Festival**

Sakiko Ohashi spoke about the plan for the West Windsor Music Festival, which will be hosted in June this year instead of July as in previous years, owing partly to the recent poor July weather, which has either been oppressively hot or extremely wet, as well as the potential availability of more musicians in that earlier time frame. There was a lengthy discussion regarding event details and facility rental fees for this event.

*Matt K motioned to approve the event application for the West Windsor Music Festival on the weekend of June 30<sup>th</sup> at the Town Hall, with total rental fees in the amount of \$75.00. Mark Higgins seconded the motion, and all were in favor.*

## **8. English Country Dancing Update**

Jill Delaney talked about the ongoing English Country Dancing event and mentioned the desire to charge a small fee to allow for the purchase of supplies and to potentially allow for a live musical performance for the final event of the season in May. There was a discussion about the Town Hall acoustics and lighting, as well as insurance expectations for the events. Jill stated that she will have personal insurance for these events beginning May 1<sup>st</sup>.

Jill also mentioned her interest in potentially taking part in a West Windsor Rec Department, as well as spearheading a “town hall cleaning day.”

## **9. BB&P Grant Reference Request**

Peter Varkonyi has asked the Selectboard to provide a letter of recommendation for BB&P’s grant application for new meat cutting equipment. Mark Higgins wrote a draft letter of recommendation prior to the meeting and spoke about the grant in question, which would allow for more efficient processing of locally grown meats.

*Mark Higgins motioned to approve BB&P’s Grant Reference Request for the Selectboard to provide a reference in favor of BB&P obtaining a grant through the State of Vermont to acquire new meat cutting equipment. Mark Harley seconded the motion, and all were in favor.*

## **10. Green Up Day Update (Sustainability Committee)**

Matt Kantola noted that Green Up Day will be organized by the West Windsor Sustainability Committee this year, taking over those responsibilities at the request of Ted Siegler. Susan Yost spoke about the event plans, stating that the Sustainability Committee would love to have more community involvement, but that they “aren’t going to try to reinvent the wheel.”

There was a discussion about how to dispose of the collected garbage and debris. Susan will investigate the options and report back to the Selectboard prior to Green Up Day.

### **11. Mary Blood Library Trustee Appointments**

Matt K noted that Dick Beatty and Christine Rovinski have resigned as Mary Blood Library Trustees, creating two vacancies on the board, and that the current Library Trustees have recommended Nancy Nesbitt and Anne Yates as replacements.

*Mark Higgins motioned to appoint Nancy Nesbitt and Anne Yates to 3-year terms as Trustees of the Mary Blood Library. Mark Harley seconded the motion, and all were in favor.*

### **12. Hazard Mitigation Grant Program Pre-Application**

Mark Higgins spoke about the state's upcoming grant program for hazard mitigation funding, and how it potentially ties in to the approved Flood Mitigation Study. There was a discussion about the process involved and the potential cost to the town in matching funds. Mark noted that West Windsor has submitted a pre-application with the Hazard Mitigation Grant Program, which signals the Town's interest in pursuing the grant opportunity.

There was a discussion about the recurring flooding in the fields along Yale Heights Road, and potential flood mitigation and emergency access options for that section of road.

### **13. Fire Station Boiler Quotes**

Erik Boedtker spoke about the state of the current Fire Station boiler, which may be the original boiler from 1961. There was a discussion about the quotes, ranging from \$17,000 to \$21,000, and the comparisons between them.

*Matt K motioned to approve an amount not to exceed \$21,000.00 from the ARPA Fund for the purchase of a new fire department boiler, subject to a Memorandum of Understanding outlining the agreement between the Town of West Windsor and the West Windsor Volunteer Fire Department regarding the ownership and maintenance of the new boiler. Mark Harley seconded the motion, and all were in favor.*

### **14. Highway Garage Interior Upgrade Quotes**

Erik B gave an overview of the evolving needs of the Highway Department relating to storm preparedness and the increased administrative requirements of the department. There was a discussion regarding the interior upgrade plans, which would convert the existing office/breakroom into a true breakroom with a range, a sink, and cabinetry, and create a new, separate, administrative office. There was further discussion on the permitting processes, quotes, and funds necessary to complete the proposed project.

*Mark Higgins motioned to approve the Highway Garage Interior Upgrade project at a cost not to exceed \$28,000.00 from the ARPA Fund, subject to all required permitting. Matt Kantola seconded the motion, and all were in favor.*

## **15. Town Hall AED Quote**

Matt Frederick and Erik B spoke about the quote for a Zoll AED, which was the brand recommended by both Erik B and FAST Squad Leader Nancy Gaynor, as it is the same brand used by Windsor Ambulance and will make for smoother operations in an emergency. There was a discussion regarding the proposed Zoll AED unit for the Town Hall.

*Matt K motioned to approve the purchase of a Zoll AED and wall cabinet for the Town Hall at a cost of approximately \$3,700.00 from the ARPA Fund. Mark Harley seconded the motion, and all were in favor.*

## **16. Discussion: ARPA Budget Plans & Overview**

There was a lengthy discussion relating to the plans for the ARPA Fund and possible future expenditures for the uncommitted funds, including Town Hall maintenance and upgrades (flooring/acoustics/painting/lighting/emergency exit step repair), an AED for the Highway Garage, maintenance for the Burke Garage, and Fire Department upgrades.

Erik B spoke about the potential benefits of including the Town Administrator in the plans to assist the Highway Department in handling weather emergencies and other matters by using a tablet and radio to stay in communication and document issues in the field. This would free up resources for the Highway Department, allowing them to directly respond to changing environments regardless of cell service, and would place an additional staff member in the field capable of providing digital documentation of natural disasters for future reimbursements.

Matt K spoke about the possibility of placing a digital sign on the lawn of the Town Hall to advertise events, like the one at Windsor High School. Matt noted that the Town would need a zoning waiver for this item. Matt K stated that he will follow up with Jim Taft, the maintenance director for the Mount Ascutney School District, about the pricing for their current digital sign.

Mark Higgins stated that he would like to see ARPA Funds continue to be put into the Fire Department, as that was the original recommendation of the ARPA Committee. There was a discussion regarding the potential for funding a capital budget for the Fire Department for future station upgrades and equipment purchases. Erik spoke about the current fire department budget and recent purchases.

Matt K noted some staining on the ceiling of the library, and the potential for some roof repairs being needed.

Cathy Boedtke spoke about the ARPA Committee's recommendation for the funds to be used for emergency preparedness for the Fire Department instead of repairs and maintenance of the

Town Hall. Cathy stated that she “would like to see the Selectboard plan ahead” for repairs to municipal assets.

*Mark Higgins motioned to approve Town Hall exterior trim painting in an amount not to exceed \$13,000.00 from the ARPA Funds, which will cover trim painting on the most needed two sides of the building. Matt K seconded the motion, and all were in favor.*

#### **17. Discussion: Short-Term Rental Ordinance/Zoning Bylaw Update**

This item was tabled due to time constraints. It will appear as an agenda item for the next meeting, which will follow Town Meeting on Tuesday, March 5<sup>th</sup>.

#### **18. Highway Foreman’s Report**

Mike Spackman stated that the Highway Department has been hauling gravel, and that road grading resumed today.

Mike also noted that the theft of road signs continues to be a problem. He noted that they are pursuing costs for cameras and monitoring equipment with cloud-based storage to be placed at strategic locations around town with the goal of acquiring evidence against the perpetrators.

#### **19. FEMA Update**

Matt F gave an overview of the ongoing FEMA projects. Matt F and Erik B spoke about the potential for moving our remaining projects to the state’s streamlining process, which would allow for faster project submission and reimbursements, and require all project documentation to be retained in case of a state audit in the future. As Matt F and Erik B have extensive documentation of these projects already completed to a point where they would pass a state audit were one to occur, it is their recommendation that the Town pursue the streamlining option if available. There should be answers forthcoming from the state in the near future regarding the eligibility of the Town’s remaining FEMA projects for the streamlining process.

#### **20. Other Business**

There was a discussion on the physical setup of the Town Hall auditorium for the Pre-Town Meeting on Saturday, as well as the processes and tasks required at the conclusion of Town Meeting on Tuesday.

There will be a Special Selectboard Meeting at 1:00pm on Tuesday, March 5<sup>th</sup>, following the conclusion of Town Meeting.

#### **21. Adjourn**

*Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 9:06pm.*