

**Town of West Windsor
Selectboard Meeting Minutes
Monday, January 08, 2023 @ 6:30pm
Town Hall & Zoom**

Present in person: Matt Kantola, Mark Harley, Mike Spackman, Amy Yates, Matt Frederick, Peter Varkonyi

Present via Zoom: Deb Shearer, Shelley Seward, Susan Yost, Mike Mongeau

1. Call to Order

A quorum being present, Matt Kantola called the meeting to order at 6:30pm.

2. Changes or Additions to Agenda

None.

3. Announcements/Public Comment

Mark Harley mentioned that there were “a couple of posts about a high pitch noise alarm” on Front Porch Forum. Matt Frederick noted that Librarian Liz Frederick had also heard the noise while coming and going from the library, but that he had yet to hear it. Matt F stated that he will investigate the matter further to locate the source of the noise.

4. Approve Minutes of 12/11, 12/15, 12/18, 12/29

Matt K motioned to approve the minutes of the Selectboard Meeting on 12/11, as well as the minutes of the Special Meetings of 12/15, 12/18, and 12/29. Mark Harley seconded the motion, and all were in favor.

5. Town Clerk’s Orders

Matt K stated that he had signed the Town Clerk’s orders. He said the only thing out of the usual was Ann Yates’ invoice for Cathy’s retirement party, which was hosted in the Grange Hall on December 29th.

6. Highway Access Permit – Mike Mongeau (Bannister Rd)

Mike Spackman stated that he had looked at the proposed highway access on Bannister Rd (Parcel 04-030) and that it would need a culvert installed. Mike noted that it would require extensive work for the new driveway to meet the State’s B-71A standard for residential driveways, specifically on the grade requirement, but that the sightlines are good.

Matt K motioned for approval of the Highway Access Permit, and Mark Harley seconded the motion, on the condition that it meets Mike Spackman’s recommendations of a new culvert installation and adheres to the B-71A standard for residential driveways. All were in favor, and the motion passed.

7. Facility Use Permit – Vermont Energy Education Program Workshop @ Town Hall on 01/28

There was a brief discussion about the event, which will be hosted by the West Windsor Sustainability Committee on January 28th from 12pm-4pm at the Town Hall.

Matt K motioned for approval of the Facility Use Permit, and Mark Harley seconded the motion. All were in favor.

8. Event Permit & DLL App – BB&P/AO, “Après at Ascutney Outdoors 2024”, 3 Event Dates

Peter Varkonyi gave an overview of the proposed events, which will be hosted at Ascutney Outdoors from 4pm – 7pm and will have free admission for the public. The events will occur on three separate dates: January 13th, February 17th, and March 24th.

There was discussion about the details of the events, which will feature live music and a cash bar. Matt K asked Peter to follow up with Windsor PD to let them know the dates the events would be happening.

Matt K motioned to approve the Event Permits on the proposed dates, along with the DLL application for the January 13th event. Mark Harley seconded the motion, and all were in favor.

The DLL applications for the February 17th and March 24th events will be brought to the Selectboard for approval prior to those dates.

9. Delinquent Tax Collector Appointment – Amy Yates

Matt K motioned to appoint Amy Yates as Delinquent Tax Collector. Mark Harley seconded the motion, and all were in favor.

10. Sustainability Committee Reappointments – Al Iuppa & Pattie Carrington

Matt K motioned to approve the reappointments of Al Iuppa and Pattie Carrington to 3-year terms on the West Windsor Sustainability Committee. Mark Harley seconded the motion, and all were in favor.

11. Library Trustees Reappointments – Matt Birmingham, Elissa Kellner & Cindy Stacey

Matt K motioned to approve the reappointments of Matt Birmingham, Elissa Kellner, and Cindy Stacey to 3-year terms as Mary L Blood Library Trustees. Mark Harley seconded the motion, and all were in favor.

12. Alarm System Quotes for Town Hall & Library

Matt K spoke about the Town’s current setup with Countryside Alarms, and the proposed bid from Vermont Life Safety. Matt mentioned that Vermont Life Safety already services the Highway Garage and the Fire Station. There was discussion about the poor service the town has received from Countryside Alarms from Mount Holly, VT, and Mike S noted the good service and positive experience the Highway Department has gotten with Geoff Sykes of Vermont Life Safety, who is a local resident.

The VLS bid totals \$1,130.00 per year, including \$575.00 for the Town Hall and \$555.00 for Mary Blood Library, and covers an annual fire alarm test and inspection, fire extinguisher service, and digital monitoring, with an automatic daily test of the monitoring system for both buildings. Countryside Alarms’ service includes a similar package for a total of \$865.00 per year but has proven to offer poor communication and a lack of responsiveness to the town’s needs.

Matt K motioned to approve the bid from Vermont Life Safety. Mark Harley seconded the motion, and all were in favor.

13. Highway Foreman's Report

Mike Spackman spoke about pricing for the new one-ton truck, and that the cost is likely to be higher than originally expected. Mike noted that the current plan is for the town to sell the old truck outright rather than offer it in trade for the new truck, which is expected to be the best option for returning top value for the old truck.

Mike stated that the Highway Department has been working on their culvert inventory. Mike mentioned that the other three Highway Department staff, Erik Boedtke, Chip Craig, and Eric Cooper, have been entering the data into the computer to familiarize themselves with the process.

Mike noted that there were downed trees on Cross Rd from the storm on Sunday, which the Highway Department cut up and removed from the right of way.

Mike mentioned that he's been in communication with ATG about the new 10-wheeler. He stated that, while they are very busy, we have a secured slot to receive the new truck in late 2025.

Mike stated that he gave permission for a truck and trailer to be parked in the large parking lot at Ascutney Outdoors by the landing zone off and on during the winter. He noted that it was out of the way for plowing during the recent storm.

The Highway Department has been fixing roads and hauling sand to prepare for the incoming storms.

There was a conversation about a state-wide field day and equipment competition to take place in May 2024 that the Highway Department will be attending, which includes backhoe and excavator events. Winners of the events will move on to regional and national competitions.

14. FEMA Update

Matt F spoke about the ongoing FEMA projects. Matt stated that Erik Boedtke has been uploading before and after pictures from the July storms to a FEMA photo template. Matt and Erik are aiming to have the current project, which includes permanent repairs for all the damaged town roads, submitted to FEMA by next week to begin the review process.

15. Review Windsor PD Log for November & December

Mark Harley mentioned that the same address has shown up many times for 911 hangups, and, after looking into it, he discovered that the address listed is for the Hotel. Mark mentioned the likely culprit of this repeated problem is the Hotel's phone system, which may require guests to "dial 9" to be able to make an outgoing call. Guests who dial 9, and then begin to dial an area code are just one false button press away from reaching emergency dispatchers by accident. Mark will follow up with Leslie Barilli at the Hotel to investigate and attempt to resolve this issue.

16. Other Business

Matt K mentioned that this is now Amy Yates' second week as the Town Clerk, and that it is going smoother now that she's getting more comfortable in the role. There was a discussion about additional

assistance from NEMRC and auditing staff. Mark Harley commented that Amy's training could be used as an opportunity to increase the town's use of the NEMRC system to take advantage of it more fully.

Amy mentioned that her son, Billy, is interested in acquiring the town cannon. There was discussion about its value. Matt K stated that he has spoken with two museums about donating the cannon, but neither wanted it. Mark Harley mentioned that Jack Dugdale researched the history of the cannon and wrote about it. The Selectboard is open to feedback as to the fate of the cannon.

Matt K stated that there had been one response regarding the recent Junk Ordinance Violation notices. Matt K noted that he and Matt F will follow up on this.

Amy Yates had one additional order for Matt to sign, which he did.

17. Adjourn

The meeting was adjourned at 7:09pm.