

West Windsor Selectboard Minutes
Monday, June 12, 2023
6:30 pm Town Hall and Zoom

Present in Person: Matt Kantola, Mark Higgins, Mark Harley, Cathy Archibald, Mike Spackman, Deb Shearer, Peter Varkonyi, Kurt Dermody, Shelley Seward, Erik Schulz, Jake Marguelis, Win Johnson, Chris Nesbitt, Ted Siegler, Martha Harrison.

Present via Zoom: Michael Coughlin (Vermont Standard), Chris Dolan, Bruce Boedetker, Linda Ley (IDC); Susan Yost (Sustainability Committee)

1. Call to Order

Matt called the meeting to order at 6:30pm.

2. Changes or Additions to Agenda

Mark Higgins requested that the Chair move the event applications to the front of the agenda. The chair agreed to take items 9 through 13 (as determined by the meeting agenda) following the agenda item 5.

Mark Higgins requested that the Chair consider the highway access permit of Sue Greenall of Blood Hill as part of agenda item 14 of the original posted agenda. Mark explained that the agenda item was initially to encompass all highway access permits but became specific to the Giroux permit request sometime before posting. The Chair agreed.

The Chair stated that the Sustainability Committee had requested Selectboard approval to move forward on a grant application and that the request would be considered tonight.

3. Announcements / Public Comment

No announcements or public comment.

4. Gnar Weasels Event Application (Jake Margulies)

Jake Margulies presented the application for the Gnar Weasels event to occur on the weekend of July 8. The event does not yet have a liquor vendor associated with it. Mr. Margulies stated he would submit liquor vendor information for approval by the Selectboard upon finalization of the selection. *Upon motion duly made ad seconded, the Selectboard unanimously approved the event permit application without permission for alcohol.*

5. Flow State Event Application

Mr. Schulz presented the application for the Flow State Mountain Bike Festival to occur the weekend of July 28 through July 30 at Ascutney Outdoors. The Selectboard asked questions regarding the particulars of the event. Cathy stated that there was an issue with the state approval to serve liquor at the event because it did not appear properly in the

State system. Mr. Schulz shared an email with the Selectboard indicating that the application had been filed with the State. The Selectboard asked Mr. Schulz to work with Cathy to correct the problem but considered the issue clerical in nature. *Upon motion duly made and seconded, the Selectboard unanimously approved the application for the event permit for the Flow State Mountain Bike Festival for the weekend of July 28 through 30.*

6. AO/BB&P Pizza Party Application

Mr. Varkonyi presented the application of the Brownsville Butcher & Pantry for the Ascutney Outdoors/BB&P Pizza Party to occur June 23 at Ascutney Outdoors. Mr. Varkonyi explained that the store would be bringing its new pizza truck to Ascutney Outdoors for the community event and that all were welcome. The Selectboard inquired if any further community events were planned for the summer. Mr. Varkonyi indicated further events were planned later in the summer but that he had not yet submitted an event application. Mr. Varkonyi explained that the application was missing confirmation from the Windsor Police Department regarding the presence of a paid detail and that he had contacted Chief Frank requesting confirmation but had not yet heard back. The Selectboard discussed the merits of the situation with regard to timing. Mr. Varkonyi inquired if the presence of Windsor County Sheriff's Deputies would be adequate for the requirement of a police presence. The Selectboard indicated that it would. *Upon motion duly made and seconded, the Selectboard unanimously approved the application for the AO/BB&P Pizza Party on June 23 at Ascutney Outdoors, such approval to be null and void if no demonstration of police presence at the event is given by June 19.*

7. IDC Event Application

Linda Ley presented the application of the Independence Day Celebration Committee for the Town's Independence Day events on July 3 and July 4. The IDC Committee is planning fireworks on July 3 on the mountain and a parade on July 4. Shelley Seward spoke to explain that Ascutney Outdoors had agreed to cross-market the Independence Day Festivities with a children's play to be held at Ascutney Outdoors on July 2 by the Weston Theater Company and that due to a miscommunication between the IDC and AO, the July 2 activities were not included on the IDC application and that AO had not submitted a separate application. Ms. Seward asked that the event permit application be considered to include the July 2 activities at Ascutney Outdoors. The IDC raised its concern that the July 2 event would be considered part of the IDC's insurance. Shelley explained that the Weston Theater Company provides its own insurance for the July 2 event and that she was expecting receipt of the COI imminently. The Selectboard debated requesting AO to submit a second application for an event permit for the July 2 events. Mark Higgins pointed out that the purpose of the event permit is to notify the town when a large gathering of people was to be organized, who is responsible for that gathering and whether the necessary protections or special considerations of the Town were incorporated into the gathering. Here, because of the status of AO as a regular event space, the cross-marketing with the IDC, the separate insurance to be provided by

the Weston Theater Company, the time of day of the event, the lack of intent to serve alcohol and the inefficiency of submitting a second application that would duplicate much of what the Selectboard was being asked to approve tonight, the Selectboard indicated that it believed the IDC event permit application could be amended to encompass the July 2 activities at AO. Linda asked if, in the future, the children's play should be considered part of the IDC event permit application permanently because July 4 would be on a Thursday in 2024 and the children's play typically took place on a Saturday and thus would not be on sequential days next year. The Selectboard indicated that it believed that the children's play should be a separate application next year. *Upon motion duly made and seconded, the Selectboard unanimously approved the application of the IDC for the events of July 3 and July 4 and as amended to include the July 2 children's play at Ascutney Outdoors, with the insurance obtained by the IDC to cover the events of July 3 and July 4 and the insurance provided by the Weston Theater Company to cover the events of July 2 at AO.*

8. Town Clerk's Orders

The Selectboard reviewed and approved the Town Clerk's orders. Mark Higgins explained that the Selectboard may have noticed a change in some of the payroll numbers. Mark explained that Cathy had alerted him to the issue, that the change was due to a clerical error back in January and that the issue would be fixed by June 30.

9. Sustainability Committee Grant Request

Susan Yost presented the request of the Sustainability Committee to pursue a Municipal Energy Resilience Program Grant. Ms. Yost explained that there were no matching funds required from the Town. Martha Harrison explained that the Regional Planning Commission was experienced with these grants and that it could be of assistance to the Sustainability Committee. Ms. Yost said she would inform the Chair of the Sustainability Committee of the fact for any further information or assistance. *Upon motion duly made and seconded, the Selectboard unanimously authorized the Sustainability Committee to take all necessary and required steps to seek the Municipal Energy Resilience Program grant.*

10. Sign Dog Warrant

The Selectboard, upon motion duly made and second, unanimously approved the selection of Bill Young to enforce the rules and regulations regarding unlicensed dogs and wolf-hybrids in the Town of West Windsor and signed a warrant authorizing Bill Young to impound and destroy all such animals.

11. Transfer Station Permit Cost for 2023/24.

The Selectboard discussed setting the fee for the Transfer Station Permit for 2023/2024. The number of permits sold by the Town continues to increase year over year. Matt noted that the price of transportation is also rising. Matt noted that the fee had been \$75 for 2022/2023 and that he saw no reason to change it. *Upon motion duly made and*

seconded, the Selectboard set the fee for the permit for Weathersfield Transfer Station for 2023/2024 at \$75, such amount being the same as the previous year.

12. Application for Highway Access

The Selectboard raised the issue of the Highway Access Permit submitted by Sue Greenall for Blood Hill and by the Giroux's for Coaching Lane. Mike Spackman stated that he had reviewed both applications. With regard to the Greenall application, he stated that he believed that the project was to line the ditch with stones to create a level walkway for horses to cross instead of using a culvert. After consideration, he stated that any stone lining of the ditch would need to be significantly below the level of the road to mitigate the effects of runoff on the Town highway. His preference would be if the landowner were to install a culvert if a level transition was requested and that the Highway Department would be happy to provide guidance on selection and installation of such culvert. The Selectboard inquired, and Mr. Spackman confirmed, that he believed the installation of the culvert to be the best practice to control runoff and prevent damage to the Town highway. Mr. Spackman stated that he would be in touch with the relevant parties. The Selectboard tabled the application pending resolution of the issue.

The Selectboard considered the Highway Access Permit application submitted by the Giroux of Coaching Lane. The Highway Foreman and the Zoning Administrator discussed the origins of the request. The access point is to an easement allowing access to a parcel pursuant to an old subdivision plan. Both the Highway Foreman and the Zoning Administrator pointed out that the access point was not properly flagged as required as part of the permit submission process. The Selectboard tabled consideration of the permit application pending resolution of the outstanding issues.

13. Highway Foreman's Report

Mike Spackman presented the Highway Foreman's Report. The Highway Department is seeking upon \$20,000 in grant money that can be used for clearing trees among other activities. Mr. Spackman indicated that he wished to utilize the money to clear trees overhanging Blood Hill. Mark Harley stated that he was very aware of the problem trees and was looking forward to the Highway Department receiving the grant to move forward with the project.

Mr. Spackman continued that the Highway Department is using the Regional Planning Commission to assist with several grant applications. He further continued that the mowing has begun for the summer. The warm and variable winter conditions required that the Highway Department is use the grader to assist with ditching due to the buildup of the berm on the side of the Town's highways. The new truck is in the final stages of being made ready and should be ready for final purchase in August.

14. Town Hall Infrastructure

Matt presented several projects relating the maintenance of the Town Hall. He presented quotes for \$9,800 from Rodd Roofing in St. Johnsbury and for \$9,521 from the Melanson Company for repairs to the slate roof to fix falling or missing slate tiles. Matt stated that he had asked for rough estimates for replacing the entire roof of Town Hall and that he expected the expense to be around \$200,000 based on the discussions. Mark Higgins asked what source of funding would be utilized for the repairs and the roof replacement. Matt stated that he would expect the funds to come out of the maintenance line item for the Town Hall or the ARPA funds. Mark pointed out that the Selectboard had approved the HVAC project with \$5,000 to come from the maintenance budget unless a comprehensive plan had been presented regarding the spending of the remaining ARPA funds to prevent the Selectboard from nickel and diming itself into a corner and that, failing presentation of that plan, the funds for roof repair would have to come wholly from ARPA funds. Mark further stated that while the roof repair was a project he thought appropriate and necessary given the urgency, roof replacement would need greater discussion. Mark Harley agreed. The Board agreed to revisit the source of the funds when the invoice came in for the roof repair. *Upon motion duly made and seconded, the Board approved the bid of the Melanson Company for roof repairs in the amount of \$9,521.*

Matt further presented quotes from a painter to paint the trim and railings of Town Hall in the amount of \$8,425 and \$4,380, respectively. Matt stated that the maintenance of Town Hall has been neglected in the past and thus the Town is in the position of paying more to “catch up” on maintenance. Mark Higgins said that he understood the necessity to maintain the Town Hall but that there were not sufficient funds left in the maintenance budget for Town Hall to cover these expenses and that he believed the use of ARPA funds inappropriate for this project. The Selectboard indicated that it would revisit the Town Hall maintenance not related to emergency preparedness until the budgeting process in the fall. The Selectboard also indicated that such projects could come out of ARPA funds but only in the context of a larger cohesive plan.

15. 889 VT-44 Fire Station Buyout project under HMGP -- FEMA RFI

Mark Harley stated that this agenda item was simply to ensure that the Town was in a position to make the deadline stated in the reminder email but that he had no further information regarding the project. Mark Higgins replied that he was aware of the timeline and it would be a priority for him this week. Bruce Boedetker asked if the Fire Department had been notified of the project. Mark Higgins confirmed that the Fire Department had originally submitted the application and the Town was just providing any requested information requested by the grantors.

16. Better Connections Next Steps (Martha Harrison)

Martha Harrison spoke regarding the next steps of the Better Connections program. A kickoff meeting will occur this coming Friday and she and Mark Higgins planned to attend. She explained that VTrans is running behind schedule and has asked all program

participants to shift their timelines by three months to accommodate the agency. She further stated that she had prepared an RFP for a consultant for review by VTrans. Martha indicated that she was in the process of reaching out to those individuals and entities that had supported the Town's application to gauge their interest in being on the Steering Committee. Matt mentioned that Jennifer Knight might be interested in serving in addition to those identified by Martha. Mark Harley and Martha Harrison spoke briefly regarding GIS requirements and programs.

17. Town Administrator Applications

Mark Higgins reported that the Town had received 4 applications to date. He stated that the interview process would begin next week. He further requested the support of the Selectboard to extend the application deadline to June 30 due to the late posting on job boards at regional institutions. No opposition was voiced.

18. WWVFD Relocation (Ted Siegler)

Ted Siegler presented a request that the Conservation Commission be involved in the discussion of any relocation of the Fire Department. Given the floodplain and other environmental concerns, he believed that the Conservation Commission would be most suited to start the process of vetting any future sites on behalf of the Town. The Selectboard asked questions of Mr. Siegler regarding his proposal. A spirited discussion ensued with comments from members of the public in attendance. *Upon motion duly made and seconded, the Selectboard unanimously authorized the Conservation Commission to seek out at least 2 quotes from competent engineering firms for a relocation feasibility study and to present such quotes and the applicable scope of work to the Selectboard for consideration.*

19. Carbonite Backup

Deb presented her concerns that the Town may still be billed by Carbonite for backup services that should be covered by the VC3 contract. Mark Higgins stated that he would address the concern this week to ensure that the Town would not be billed.

20. Approve Minutes of May 8 and May 22

Upon a motion duly made and seconded, the Selectboard approved the minutes of May 8 and May 22, 2023.

21. Adjourn Meeting

The Selectboard adjourned at 8:52pm