

**Town of West Windsor
Selectboard Meeting
Monday, May 13, 2024 @ 6:30pm
Town Hall and Zoom**

Present in Person: Mark Higgins, Mark Harley, John Brodie, Amy Yates, Mike Spackman, Matt Frederick, Chris Yurek (MARC), Peter Varkonyi (BB&P), Jonathan Nichols (AO), Steve Giroux (AO), Chris & Nancy Nesbitt, Amanda Yates, Jess Brodie

Present via Zoom: Karen Diop, Linda Ley, Lauren Dorsey (Vermont Standard), Malia Cordero (MARC), Anne Valentine

1. Call to Order

A quorum being present, Mark Higgins called the meeting to order at 6:31pm.

2. Changes or Additions to Agenda

None.

3. Announcements/Public Comment

Derek Siegler passed away on April 29th at 39 years old. The Selectboard sends its sincerest condolences to Ted, Cindy and the Siegler family for their tragic loss.

4. Approve Minutes of 4/22

John Brodie motioned to approve the minutes of April 22nd with one revision. Mark Harley seconded the motion, and all were in favor.

5. Town Clerk's Report

Amy Yates spoke about the recent business for the Town Clerk/Treasurer, highlighting the continued refinement of the account listings in NEMRC, and presented routine paperwork for Selectboard signatures.

6. Event Application/DLL Permit: Pizza Mountain @ Ascutney Outdoors (BB&P)

Peter Varkonyi spoke about the proposed Pizza Mountain events, which are repeat events from 2023 featuring food and live music. Each event will be open from 5:00pm until 8:00pm. The application is for three event dates: June 1st, June 30th, and August 31st. Peter noted that there will be no entry fee for this event, and that pizza, ice cream, and both alcohol and non-alcoholic beverages will be sold on site. There was a discussion about the event details, as well as donations and sponsorships.

Mark Harley motioned to approve the Pizza Mountain event applications for June 1st, June 30th, and August 31st from 5:00pm to 8:00pm. John Brodie seconded the motion, and all were in favor.

Mark Higgins motioned to approve the BB&P DLL catering permit for the Pizza Mountain event on June 1st. John Brodie seconded the motion, and all were in favor.

7. Event Application: Weston Playhouse @ Ascutney Outdoors (Steve Giroux)

Steve Giroux spoke about the Weston Playhouse's production of Junie B. Jones at Ascutney Outdoors on Sunday, June 23rd at 4:00pm. There was a discussion regarding event details and the possibility of using the Town Hall as a secondary location in case of rain. Admission for the event is free, and tickets are available at [this link](#).

John Brodie motioned to approve Weston Playhouse's production of Junie B. Jones on Sunday, June 23rd at 4:00pm at Ascutney Outdoors, with the West Windsor Town Hall as an alternate venue in case of rain. Mark Harley seconded the motion, and all were in favor.

8. Discussion: Event Sign on Town Hall Lawn

Linda Ley and Karen Diop spoke about the current usage of the event sign on the town hall lawn. There was a lengthy discussion on the current event signs, ideas for coordinating the signage placement within the existing sign structure, and the potential cost to the town for new vinyl poster inserts.

Mark Higgins asked for proofs of the proposed new vinyl posters to be purchased by the town. Linda Ley will investigate the possibility of providing examples to the Selectboard at the May 28th Selectboard Meeting.

Linda Ley mentioned that the Independence Day Committee intends to sell raffle tickets to benefit Ascutney Outdoors and the Independence Day celebrations at the first two Pizza Mountain events. For more information or to purchase raffle tickets, interested parties may contact Linda at parrishill@comcast.net.

9. Discussion: Hotel Rd Stormwater Runoff Project (Malia Cordero/MARC)

Malia Cordero and Chris Yurek of the Mount Ascutney Regional Commission spoke about MARC's involvement with its ten member towns, including West Windsor. There was a discussion about stormwater runoff erosion occurring from culvert outflows on the low side of Hotel Road, and the need to correct the problem to comply with the town's Stormwater Operating Permit for that area. Chris stated that MARC has access to related grant funding and would be able to manage the erosion repair project with no anticipated cost to the town.

Documentation detailing MARC's proposal will be submitted to the town administrator for inclusion on the next Selectboard meeting agenda for further consideration.

10. Discussion: Public Comment Regarding ‘Community Appearance’

There was a discussion about feedback received from a resident regarding the appearance of some areas of the community, with specific mentions of the ‘Burke Garage’ operated by the Highway Department and wood piles and derelict cars on residential properties along Route 44.

Anne Valentine asked about community initiatives for village beautification, noting that “the village center was more attractive when we first moved here.” There was a discussion relating to this topic, with specific mentions of individual efforts to place flowers in the planters and of the Fire Department’s placement of flags in the village for Independence Day. Mark encouraged Anne to reach out to Martha Harrison of the Mount Ascutney Regional Commission regarding the Better Connections Grant, which may be another avenue to address this issue.

11. Local Emergency Management Plan (LEMP) Adoption

Town Administrator Matt Frederick spoke about the West Windsor Local Emergency Management Plan (LEMP), which is a document requiring annual updating and submission to the state outlining the local contacts, available shelters, and related information in case of emergency. This LEMP was updated by the Town Administrator, in conjunction with Emergency Management Coordinator Mike Spackman and Fire Chief Erik Boedtke.

Mark Harley motioned to adopt the Local Emergency Management Plan as written. John Brodie seconded the motion, and all were in favor. Selectboard Chair Mark Higgins and Emergency Management Coordinator Mike Spackman signed off on the Adoption Certificate, which Matt Frederick will submit to the Mount Ascutney Regional Commission for filing with the State of Vermont.

12. Highway Foreman’s Report

Mike Spackman noted, after two weeks of work, the Highway Department has completed the Sheddsville ditching and bank stabilization grant project. Mike detailed the project and spoke about the challenges involved. Matt F praised the Highway Department for the high quality of their work.

There was a discussion on the Cross Road tree removal grant project. Most of the work to date has been performed by Ted Knox Tree Service, and the stump removals and bank stabilization will be performed by the Highway Department and Dan Lesnick Excavating. Mike noted that, although some larger trees were improperly removed due to miscommunication, this project should be completed by the end of the week. They will be repurposing the ledge removed from the Sheddsville project as fill and bank stabilization on the Cross Road project to save on material costs.

The Highway Department replaced a three-foot diameter culvert on Rush Meadow last week, which required rented excavators.

Mike mentioned that he and Chris Yurek of MARC have discussed stormwater protection planning and the best uses of future Municipal Roads General Permit (MRGP) grant funds. Mike stated that there is a state requirement to meet certain measures on Road Stormwater Management to prevent roadway erosion by 2036. Mike mentioned that he believes this requirement will be difficult for most towns in the state, including West Windsor, to comply with due to the amount of ledge that will need to be removed to create stone-lined ditches.

With the Sheddsville grant project complete, the Highway Department will resume hauling gravel and grading over the coming week, and roadside mowing should begin within the next two weeks.

The Town is still hiring for the vacant Highway Department position. Mike noted that he had scheduled interviews with two qualified candidates with Commercial Driver's Licenses, but one applicant called to postpone shortly before the scheduled interview and the other applicant failed to show up or communicate at all. The Highway Department will continue to operate with three employees while the search continues.

There was a discussion on the Yale Heights flood mitigation grant pre-application, which Matt F has submitted to the state. This proposed project would raise the height of the roadway along the lower fields while installing additional culverts to allow for floodwater to pass between fields without cutting off access to Yale Heights for residents and emergency responders during minor flood events. The pre-application period ends on June 21st, and Matt F will follow up on the grant funding.

13. Selectboard Representative to Utility Advisory Committee

Mark Higgins motioned to appoint Mark Harley as the Selectboard representative to the Utility Advisory Committee. John Brodie seconded the motion, and all were in favor.

14. West Windsor Representative to the SW/WCSWMD

Mark Higgins nominated himself to serve as the West Windsor representative and Natalie Starr as the West Windsor alternate representative to the Southern Windsor/Windham County Solid Waste Management District. John Brodie seconded the motion, and all were in favor.

15. Discussion: Brownsville Base Camp (Jess Brodie, Amanda Yates, Chris Nesbitt)

Note: This item was addressed out of order, and followed Item #12, Highway Foreman's Report.

Amanda Yates, Jess Brodie, and Chris Nesbitt spoke about Brownsville Base Camp, which is a four-week K-6 summer camp operating at Albert Bridge School and Ascutney Outdoors Center focusing on outdoor activities for elementary-aged children. There was a discussion of the camp details, including scheduling and enrollment capacity. The camp is scheduled to operate from 8:30am to 4:00pm on weekdays from July 8th until August 2nd.

The maximum enrollment based on current staffing levels is 40 children per week, and Jess noted that there are approximately 20 children currently signed up each week. Amanda stated that all counselors are West Windsor residents or former ABS students.

Camp registration is on a weekly basis, at a cost of \$250.00 per week, with discounts available for siblings. Thanks to fundraising efforts and donations, additional financial support may also be available.

There was a discussion on the policies and procedures in place for child safety and staff training, including training manuals, water safety/swimming rules, and dress codes, and that all staff members will undergo background checks and fingerprinting. Brownsville Base Camp has its own insurance and will disseminate the insurance certificates to the necessary organizations.

Amanda thanked the Albert Bridge School and Ascutney Outdoors for allowing Brownsville Base Camp to utilize their facilities, saying, “it’s been a real collaborative effort with a lot of organizations in town.”

Amanda further stated that, recognizing the need for summer childcare in the area, the hope is that Brownsville Base Camp will continue to grow in the future beyond the original 4-week program to better meet the needs of families in the area each summer.

Mark Higgins noted that “anything that brings our community together and allows us to use our resources creates a virtuous cycle towards a better future.”

For more information or to inquire about registration, interested persons may contact Brownsville Base Camp at brownsvillebasecampvt@gmail.com or visit the [Brownville Base Camp website](#).

16. Review April Windsor PD Log

There was a discussion on the Windsor Police Log for the month of April, with an emphasis on a report of juveniles climbing the tower at the top of Blood Hill.

Mark Harley spoke about his awareness of the tower situation, which was reported to the Windsor Police Department by a resident of Blood Hill at approximately 6:55pm on April 14th and involved two apparent juveniles at the top of the tower, which belongs to American Tower Corporation.

Mark Higgins will follow up with a representative from American Tower regarding site safety and the prevention of future incidents at this location.

17. Issues with the Tower at the Top of Blood Hill

Note: This item was combined with the discussion of Item #16, Review April Windsor PD Log.

18. Other Business

There was a brief follow up discussion on the Town Hall event sign with Linda Ley and Karen Diop.

19. Upcoming Meeting Schedule

Since Monday, May 27th is Memorial Day, the next scheduled Selectboard meeting will be held on Tuesday, May 28th. The first Selectboard meeting in June will be held on June 10th.

Mark Harley noted that he will be attending the June 10th meeting remotely.

20. Adjourn

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 8:00pm.

Respectfully submitted,

Matt Frederick
Town Administrator