

**West Windsor Selectboard Minutes**  
**Monday, May 22, 2023**  
**6:30 pm Town Hall and Zoom**

**Present in Person:** Matt Kantola, Mark Harley, Mark Higgins, Cathy Archibald, Mike Spackman, Deb Shearer

**Present via Zoom:** Tom Ayres (The Vermont Standard), Tess Hunter (The Vermont Standard), Christina Dolan

**1. Call to Order**

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

**2. Changes or Additions to Agenda**

Cathy asked that the Selectboard approve and execute the Schoen deed.

**3. Approve Town Clerk's orders**

Nothing of note.

**4. January-April financials review**

The Selectboard reviewed the YTD financials with a comparison against budget. The Town Clerk, Zoning Administrator and Highway Foreman answered questions regarding various line items and the manner they were handled in the budget.

**5. Highway Foreman's report**

Mike reported on the receipt of a grant of \$8,000 which would be available after July 1. The Highway Department recently completed replacing culverts on Sheddsville Road. Mowing the right of ways will begin in the near future. Mike reported that the Highway Department was gelling together well with the two new employees. The employee change occurred at a convenient time of year.

**6. Approve Highway Access Permits**

Mike reported he had no issues with the Takagi or Sailer Highway Access Permits. *The Selectboard approved the permits.*

**7. Highway Department generator update**

Mike reported that the generator had been installed on time and on budget. The Highway Department will now be able to operate its welder and open the garage doors in the event of a power outage. Further, the Highway Department was also able to move its regulators from the exterior of the garage to the interior to mitigate ice and snow damage experienced in the past. Mike mentioned that he had marked the invoices for ARPA funds in accordance with the Selectboard's vote at the previous meeting.

**8. Highway Department grant**

Mike stated that the Highway Department was submitting an application for a grant of up to \$35,000 that could be used for clearing trees in the right-of-ways, striping and signage.

## 9. Town Hall A/C Project

Matt submitted 3 quotes for a new HVAC system for the Town Hall, a bid from ARC, Brite Light and VHV Company. ARC submitted a quote for approximately \$34,452 that did not include a concrete pad and wiring. Brite Lite's bid for \$42,282 included a concrete pad and wiring. VHV's bid was for \$89,951 and did not include a concrete pad and wiring. Matt estimated that a concrete pad and wiring would cost about \$6,500. The Selectboard debated the relative merits of the bids. Matt moved to accept the Brite Lites bid of \$42,282. During discussion of the motion, Mark Higgins desired that the Selectboard determine a holistic plan for the portion of the ARPA funds set aside for emergency preparedness of the Town Buildings. He noted that the new generator at the Town Garage had the benefit of being a smaller number and a demonstrable need. He stated that his concern was that spending the ARPA money piecemeal, even if in accordance with the ARPA committee's recommendations, would result in the Town being inefficient in the allocation of the funds on future products. Matt pointed out that a HVAC system, specifically a cooling system, at the Town Hall would be something to be purchased in all cases. Mark Higgins agreed but stated that he was not comfortable allocating the funds to the HVAC system without a determination on how the remaining funds were to be spent first. Further projects would include a generator for the wellhead pump that supplies water to the Albert Bridge School and Town Hall. Deb Shearer and Mike Spackman spoke about some of the solutions the Local Hazard Mitigation Plan Committee had discussed on this point. Mark Higgins proposed taking some of the money in the annual budget intended for Town Hall improvements and putting it towards the HVAC system to offset the ARPA funds a bit and to preserve freedom of action on further expenditures. Mark Harley agreed with the concept. *Mark Higgins made a motion to approve the Brite Lites quote for the Town Hall HVAC system of \$42,282 with \$5,000 to come from the budget for Town Hall improvements and the remainder to come from the ARPA fund. The motion further stated that if, at the next Selectboard meeting, a holistic plan for spending the remaining ARPA funds recommended for disaster preparedness of Town buildings was presented that did not exceed the remaining amount of such funds, the total of the HVAC system would be paid out of ARPA funds. Mark Harley seconded the motion. The motion passed unanimously.*

Mark Harley noted that in the discussion of the Town Garage generator, the Selectboard had failed to note the offer of a service contract with Brookfield, the Town's current contractor for the backup generators for the wastewater system, at \$335 per year, a discount of \$100 from its normally quoted price. *The Selectboard approved including the Town Garage generator in the Brookfield contract unanimously on a motion made by Matt and seconded by Mark Higgins.*

## 10. Cannon relocation update

Matt raised the issue of moving the cannon from the Town Hall due to its deteriorating condition. Since the last Selectboard discussion on this topic, it was confirmed that the cannon has no historical connection to the Town and was donated by Danny Knowles, a private citizen, to the Town in Mike Spackman's youth. The donation was noted on the commemorating stone dated 2004 at the base of the cannon. Furthermore, no regulations

limited the movement of the cannon. It was agreed that the West Windsor Historical Society would be contacted regarding the commemorating stone. *Matt made a motion that the Highway Department be authorized to move the cannon at its convenience.* Mark Higgins seconded the motion upon the inclusion of the Highway Department's convenience. *The motion passed unanimously.*

#### **11. Town Administrator candidate search**

Mark Higgins presented a draft Job Description for the Selectboard's review. The Selectboard made comments and suggested edits. Tom Ayres asked for a copy of the job description. Mark responded that he would share it if it would be posted in time for Tom's deadline. Tom asked a further question regarding the recent resignation of the Town Administrator. The Selectboard responded that personnel matters are confidential. Mark Higgins spoke further about the avenues of advertisement for candidates.

#### **12. Town Administrative Assistant update**

Matt Kantola mentioned that he had received a resume for the Town Administrator Assistant position but asked for further recommendations from the community. He stated that the position was likely temporary.

#### **13. Schoen Deed**

Cathy raised the issue of approving and executing the Schoen Deed. The deed gives title to a strip of land 50 feet by 400 feet that is currently subject to an easement of the property adjacent to the Sheddsville Cemetery and which is used as a driveway to access the adjacent property. The Town has previously had to spend funds to maintain the trees along the right of way and the sale alleviates the Town of that expense. The price of the transfer was approximately \$7,500, which will be used to offset the expenses of maintaining the Sheddsville Cemetery. *Upon a motion duly made and seconded, the deed was approved unanimously and executed by the Selectboard.*

#### **14. Approve minutes from last meeting**

No meeting minutes were available from May 8. Those minutes will be approved at the next regularly scheduled meeting.

#### **15. Any other business or updates**

Matt had spoken to Chief Frank about the police detail for the Fourth of July fireworks. The Town will support a paid detail this year to avoid the issues encountered at the previous year's festivities.

#### **16. Executive Session**

*Upon motion duly made and seconding, the Selectboard voted to enter executive session at 7:59pm for the reasons set forth in 1 V.S.A. S. 313(3).*

#### **17. Adjourn Meeting**

*The Selectboard came out of executive session at 8:21pm and adjourned at the same time.*