

Town of West Windsor

Selectboard Meeting

Monday, March 27, 2023

DRAFT Minutes

Present in Person: Cathy Archibald, Mark Higgins, Mike Spackman, Chris DOLan

Present via Zoom: Matt Kantola, Mark Harley, Dick Beatty, Mike Coughlin (The Vermont Standard), Cathy Boedtke, Erik Boedtke,

1. Call to Order:

Mark Higgins called the meeting to order at 6:38

2. Changes or Additions to the Agenda

Chris asked to move the liquor license and clock maintenance items up to #5 and #6 on the agenda.

3. Announcements/Public Comment

Chris reported that West Windsor was one of three towns in the state to be awarded a fully-funded Better Connections grant. Mark Higgins thanked Martha Harrison for her work on the grant application.

4. Town Clerk's Orders

Nothing of note.

5. Annual clock maintenance

Matt made a motion to approve the expenditure on the Town Hall clock. The motion was seconded and passed with all in favor.

6. Liquor licenses

Matt made a motion to approve first and second class liquor licenses for the Brownsville Butcher and Pantry. The motion was seconded and passed unanimously.

7. Sustainability Committee Earth Day Declaration and Facility Use Application

Al Iuppa thanked the SB for their help in moving the committee membership forward. He asked the board to declare April 22 to be West Windsor Sustainability Day and requested approval for an event permit for Earth Day activities at the Town Hall.

Mark Harley made a motion to declare April 22 Sustainability Day for the Town of West Windsor. The motion was seconded and passed unanimously.

Matt made a motion to approve the use of the Town Hall by the Sustainability Committee on April 22. The motion was seconded and passed unanimously.

8. Highway Foreman's Report

- Mike reported that multiple road signs have been stolen from the same place. The police have been informed.
- The new salt shed was completed today.
- Gravel, sand, and equipment bids have been sent and some are coming back.
- The new pressure washer is in and is working well.
- The highway department's new member, Chip Craig from Claremont, NH has started work.
- Gravel hauling will start next week.
- Mike is working with regional planning regarding tree damage from storms.

9. Generator for Town Garage

Erik Boedtger reported that the Town Garage needs backup generator power and offered a quote that he's received for approximately \$15,000 for the generator and the propane hookup.

Matt said that no expenditures have been made with ARPA money because their formal recommendation hasn't been made. He suggested that since the generator itself is under \$15,000 without the propane, it is not subject to bidding requirements in the town's purchasing policy. Mark Higgins suggested seeking three bids regardless.

10. Facility Use Application May 18 at Town Hall

Mark Higgins made a motion to approve the May 18 usage of Town Hall by the VT Community Development Association on the condition that a certificate of insurance is requested and that the participants park at the ski area lot. The motion was seconded and carried unanimously.

11. Administrative Position Update

The town created a part-time administrative assistant position upon Martha Harrison's departure in August with the intention that it continue as a position separate from the Town Administrator's duties. Chris presented a draft job description for the position. Matt said that funding for the position had been removed from the budget in January and he did not want to use the reserve. The issue was tabled.

12. Facility Use Policy

Matt said that there is no need for a revised facility use policy because everything goes before the Selectboard anyway. The issue was tabled.

13. Community Visits Letter of Interest

Matt motioned to send a letter of interest to the Council on Rural Development expressing interest in the Community Visits Program. The motion was seconded and passed with all in favor.

14. Emergency Preparedness Committee

The consensus among the Selectboard members, Mike Spackman (Emergency Management Coordinator), and the Fire Chief (Erik Boedtger) was that the town is compliant with federal and state requirements regarding emergency response and that its current resources and plans are sufficient to meet the town's

needs. There is therefore no need to create the disaster preparedness committee recommended in the town plan. Mike expressed confidentiality concerns regarding the interagency sharing of information, and Erik said that warming shelters are an unreasonable public expectation; Matt suggested that people experiencing emergencies should be advised to dial 911. The issue was tabled.

15. Decision on purchasing PDF Software

Matt made a motion to purchase a one-seat subscription to NitroPDF Pro for town employees. The motion was seconded and passed unanimously.

16. Sheddsville Cemetery Sexton

Not addressed.

17. Town Hall Mowing

Matt said that usually the person who mows the Brownsville cemetery mows the Sheddsville cemetery and the cost is shared. Chris will reach out to the Brownsville Cemetery Commission to see whom they use.

Matt made a motion to hire Greg Deschamp to take care of mowing for the coming year. For a cost of not to exceed 100 per month. The motion was seconded and passed with all in favor.

18. Other Business

Matt mentioned the Yale Heights stormwater permit. Mike said he would take care of it.

19. Approve Minutes of March 16

Mark Higgins made a motion to approve the March 16 minutes. The motion was seconded and passed unanimously.

20. Adjourn: ***Mark Higgins made a motion to adjourn at 8:05 pm. The motion was seconded and passed unanimously.***

Respectfully Submitted,

Chris Dolan