

**Town of West Windsor
Special Selectboard Meeting Minutes
Monday, December 18, 2023 @ 6:30pm
Town Hall and Zoom**

Present in Person: Matt Kantola, Mark Harley, Mark Higgins, Cathy Archibald, Amy Yates, Mike Spackman, Matt Frederick

Present via Zoom:

1. Call to Order

Matt Kantola called the meeting to order at 6:32pm.

2. Changes or Additions to Agenda

None.

3. Announcements/Public Comment

Mike Spackman stated that the water from the heavy rain is receding, and to the best of his knowledge the town roads suffered some minor scouring along the edges and are very muddy but are otherwise okay. The highway department cleared plugged culverts throughout the day as needed. Coon Club Rd and Knob Hill both faced temporary closures due to downed power lines. Mike estimated that the town received 3-4 inches of rain over the duration of this storm.

Matt F mentioned that he met with Geoff Sykes from VT Life Safety this morning. Geoff will provide a quote for alarm system monitoring and annual fire safety inspections for the Town Hall and the Mary L Blood Library, which Matt F will bring to a future Selectboard Meeting. The Highway Garage and Fire Station are already serviced by VT Life Safety, but the Town Hall and Library currently use Countryside Alarms, located in Mt. Holly. The potential change in vendors to VT Life Safety would allow for one company with local technicians to oversee all the fire safety systems for the Town of West Windsor.

4. Town Hall Insulation Quotes

Matt K stated that he had received quotes from 2 contractors for additional cellulose attic insulation installation for the Town Hall, one of which had a significantly higher price. Matt stated that Chey Insulation of Canaan, NH provided a quote of \$3404.23. Farnum Insulators of East Dummerston, VT quoted \$19,650.00. He mentioned that with the roof leaks fixed, this is a good time to address the lack of proper insulation in the attic. There was a brief discussion about how the project would be completed.

Mark Harley moved to accept the proposal from Chey Insulation and Mark Higgins seconded the motion. There was further discussion about the quote comparison and extra costs, including ways to ensure continued safe access to the attic space if needed. This may require installation of a raised wooden walkway in the attic to make sure there are no accidents where someone falls through the attic floor into the Town Hall auditorium by stepping on a section of unsupported tile hidden beneath insulation. At the conclusion of the discussion, all members voted in favor of the Chey Insulation quote, with project costs to come from the ARPA fund. Matt stated that Chey Insulation should have time this winter to complete the project.

5. 2024 Budget Discussion

There was discussion about the Visiting Nurse & Hospice appropriation request. VN&H reported 235 in-home visits to 29 residents between July 1st, 2022 and June 30th, 2023. In a continuation of a discussion from the December 11th meeting, it was decided that there would be a redistribution of funds between VN&H and Reading-West Windsor Aging in Place to decrease the VN&H appropriation from \$3475.00 to \$2475.00 and increase the Aging in Place appropriation from \$1000.00 to \$2000.00.

Matt K stated that the goal for the budgeting process is to have the final numbers given to the Town Auditors before January 17th, 2024. There was discussion about what the process and meeting schedule may look like to accomplish this goal.

There was a discussion involving the highway department capital budget, which was led by Mike S. The discussion covered fiscal planning for future large highway department projects and equipment purchases.

Matt K led a discussion on the proposed water and wastewater budgets.

There was a line-item discussion for the cemetery, library, highway, and general funds to continue filling in any missing pieces and adjusting figures as needed.

There was a discussion about the feasibility of adding vision insurance for town employees and the costs associated. Cathy and Amy will investigate pricing and report back to the Selectboard at the next meeting.

6. Other Business

There is no scheduled Selectboard Meeting over the holiday week. The Selectboard plans to meet next on Monday, January 8th, 2024 for their regular meeting. If needed, a Special Selectboard Meeting may be called before that date.

7. Adjourn

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 8:29pm.