

**Town of West Windsor
Special Selectboard Meeting Minutes
Monday, December 30, 2024 @ 9:00am
Town Hall and Zoom**

Present in Person: Mark Higgins, Matt Frederick

Present via Zoom: Mark Harley, John Brodie, Susan Yost

1. Call to Order

A quorum being present, Mark Higgins called the meeting to order at 9:31am.

2. Changes or Additions to Agenda

An item was added to discuss the failure Sunday morning of a sewer pump servicing the municipal sewer system, and to authorize the purchase of a new pump. This will appear as item #6 in these minutes.

3. Announcements/Public Comment

None.

4. Affordable Housing Study Contract

There was a discussion regarding the proposed contract with Banwell Architects for an Affordable Housing Study, the initial funding for which will come from the ARPA funds, in the amount of \$28,790.69, as approved at the December 23rd Selectboard Meeting.

The expectation is that this funding will serve to bring the project through its first several phases, including community engagements and site surveys. The West Windsor Planning Commission will pursue grants as needed for the final phase of the project beginning in the spring of 2025.

Mark Harley motioned to authorize Mark Higgins to execute the contract for services between the Town of West Windsor and Banwell Architects for the purpose of crafting an "Affordable Housing Plan", in an amount not to exceed the obligated ARPA funding of \$28,790.69. John Brodie seconded the motion, and all were in favor.

5. Windsor Ambulance Contract Renewal

The current contract with the Windsor Fire Department to provide ambulance services to the Town of West Windsor expires on December 31, 2024. There was a discussion regarding the contract renewal for these ambulance services to continue through June 30, 2026.

For contract purposes, the [demographics report](#) used to determine West Windsor's current population listed the Town with 1,373 residents as of 2023. Mark Harley noted that the 2020 census tallied West Windsor's population at 1,344 people.

Windsor Fire Department's per capita charge for ambulance services is \$11.50 for the period from January 1, 2025 through June 30, 2025, increasing to \$15.00 for the period from July 1, 2025 through June 30, 2026. The per capita increase accounts for the rising cost of equipment, labor, training and fuel.

Base Contract Fee 01/01/25 – 06/30/25 (6 months): \$7,894.75

Base Contract Fee 07/01/25 – 06/30/26 (12 months): \$20,595.00

Individual patient fees will continue to be billed by the Town of Windsor directly to the patient.

Mark Harley motioned to approve the renewal of the contract for ambulance services with the Windsor Fire Department through June 30, 2026, with the contract fees as outlined above. John Brodie seconded the motion, and all were in favor.

6. Sewer Pump Failure

Town Administrator Matt Frederick stated that he was in communication with Mike Reynolds of the Windsor Water/Sewer Department on Sunday, December 29th regarding the failure of a sewer pump servicing the municipal sewer system. Mike stated that they'll be manually maintaining the system as needed until the new pump is installed to ensure no interruption of service or complications for any residents or entities utilizing the wastewater system.

There was a brief discussion on the routine operation of the wastewater system, which is funded by users of the system.

John Brodie motioned to authorize Matt Frederick to purchase the new sewer pump equipment based on the recommendations of the Windsor Water/Sewer Department, to be paid from the Wastewater Reserve Fund. Mark Harley seconded the motion, and all were in favor.

7. Adjourn

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 9:46am.

Respectfully submitted,

Matt Frederick
Town Administrator