

**Town of West Windsor  
Special Selectboard Meeting Minutes  
Wednesday, January 10, 2024 @ 6:30pm  
Town Hall and Zoom**

**Present in Person:** Matt Kantola, Mark Harley, Amy Yates, Deb Shearer, Mike Spackman, Matt Frederick, Mark Higgins (after 6:55pm)

**Present via Zoom:** Mark Higgins (6:34pm-6:55pm), Ted Siegler

**1. Call to Order**

Matt Kantola called the meeting to order at 6:34pm.

**2. Changes or Additions to Agenda**

None.

**3. Announcements/Public Comment**

Matt K noted that Bob French has passed away. Matt F mentioned that a Celebration of Life for Bob will be hosted at Story Memorial Hall on Sunday, January 14<sup>th</sup> from 1pm-4pm. This conversation occurred during Agenda Item #8 but is being moved to Announcements for better visibility in the minutes.

**4. Conservation Commission Flood Resiliency Plan (w/ Ted Siegler)**

Ted Siegler gave an overview of the Conservation Commission budget request, which includes an additional request of \$4,000 to complete the Bicentennial Trail on Ascutney Mountain. Deb Shearer and Matt K praised the new Bicentennial Trail.

Matt K asked Amy Yates about the Conservation Commission fund balance, which Amy stated currently totals \$36,911.00. Ted clarified that balance is separate from the Conservation Commission budget itself, and that the town typically allocates \$5,000.00 to that fund in addition to the Conservation Commission budget figure. Ted noted that the fund was “drained, almost to zero, when the town purchased the ski area” and that they’re trying to build it back up. Matt asked Ted about the target reserve fund figure for the Conservation Commission, and Ted stated that “the goal would be to have a significant amount of money in there in case the town needed to move quickly on the acquisition of some other property in town that was key, or some trail that the town really wants to preserve, or for any number of other reasons”, and that they’re hoping, over time, the reserve fund will build up to around \$50,000.00.

Matt K asked Ted about consistency with state signage for the Bicentennial Trail, and Ted stated that it would be mostly identical to the brown state signs, except the writing would be in yellow instead of white.

Deb asked Ted about maintenance responsibility for the new trail once it’s completed. Ted spoke about the plan to maintain the trails, which will either be completed by the Ascutney Trails Association or by “the town funding someone to maintain it.”

Ted spoke about the Conservation Commission's desire to engage with Fitzgerald Environmental, in conjunction with the current Selectboard inquiry into downtown Mill Brook flood mitigation, to do a study into a Flood Resiliency Plan for the town. Ted spoke about projects along Mill Brook that have helped mitigate flooding, and this proposed plan would add ideas for future mitigation for Mill Brook, as well as, potentially, Beaver Brook and Willow Brook.

## **5. Town Hall AED Update**

Matt F spoke about the plans for the AED, which will likely be placed in the entryway of the Town Hall auditorium. Erik Boedtke will be providing information relating to a specific vendor and product in the near future. The AED to be selected will be compatible with the equipment in the Windsor Ambulance.

## **6. NEMRC Training Cost**

Amy spoke about the need for additional training hours with Cynthia Stoddard on the NEMRC system, and there was discussion about how the training hours are allocated. Matt F and Mark Higgins spoke about the desire for read-only access to NEMRC to allow for easier use of the system without needing to utilize the Town Clerk's computer. There was discussion about the benefit of having more training hours available for Amy, and how that would increase overall efficiency.

Matt K motioned to approve the purchase of the NEMRC training package of 96 hours at \$110.00/hour, and Mark Higgins seconded the motion. All were in favor of the motion.

## **7. 2024 Budget Discussion**

There was a lengthy discussion to continue moving towards a completed budget proposal. No final numbers were voted on, and budget discussions will continue.

## **8. Other Business**

See Agenda Item #3 – Announcements/Public Comment.

## **9. Executive Session**

Upon motion duly made and seconded, the Selectboard unanimously voted to enter executive session at 9:42pm for the reasons set forth in 1 V.S.A. § 313(3).

The Selectboard came out of executive session at 10:35pm.

## **10. Final Decisions**

The Selectboard unanimously approved the reappointment of Deb Shearer as Zoning Administrator to a new 3-year term.

## **11. Adjourn**

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 10:36pm.