

**Town of West Windsor
Special Selectboard Meeting Minutes
Tuesday, January 16, 2024 @ 6:30pm
Town Hall & Zoom**

Present in Person: Matt Kantola, Mark Harley, Amy Yates, Matt Frederick

Present via Zoom: Mark Higgins, Linda Ley

1. Call to Order

Matt Kantola called the meeting to order at 6:31pm.

2. Changes or Additions to Agenda

Matt K stated that Town Clerk Amy Yates would be typing up the warrant for Town Meeting in the morning.

There was a conversation about the process for this year to limit the likelihood of issues needing to be corrected from the floor at Town Meeting, as well as a discussion on hybrid meeting models to allow as many voters as possible to be able to attend Town Meeting or otherwise be able to have their voices heard. Matt K mentioned that it may be a good idea to have a questionnaire available at Town Meeting to allow voters a chance to weigh in on this topic. Mark Harley stated that he would “like a way for people like [his] wife to be able to vote at Town Meeting who can’t physically be there.”

Further discussion of this topic will appear as Agenda Item 5 in the minutes.

3. Announcements/Public Comment

None.

4. 2024 Final Budget Review

There was continued discussion on the 2024 budget. Specific topics included rate calculation process for education and property taxes, better visualization practices for fund balances, and remaining budget spreadsheet questions. Matt F mentioned that Cynthia Stoddard from NEMRC would be in the office tomorrow, and the expectation is that she will be able to provide answers to the last remaining questions in this year’s process.

Linda Ley inquired about the Independence Day Committee’s appropriation request for FY 2024. Matt K responded that the Selectboard has that figure at \$3,000.00, which is the same number that was asked for and approved for FY 2023.

There was discussion on the remaining steps needed to get the budget numbers approved for inclusion on the Town Meeting warrant, as well as what is needed to have the warrant itself approved.

Mark Higgins motioned to approve the 2024 Water and Wastewater budgets as shown in the budget spreadsheet. Mark Harley seconded the motion, and all were in favor.

Matt K motioned to approve the Highway Capital Budget as shown in the budget spreadsheet. Mark Harley seconded the motion, and all were in favor.

Matt K motioned to dedicate the 2023 Town Report to recently retired Town Clerk & Town Treasure Cathy Archibald. Mark Higgins seconded the motion, and all were in favor. There was discussion about the dedication page and picture to appear in the Town Report.

5. Discussion: Town Meeting Warrant

Matt K stated that each Selectboard member will individually go over the proposed warrant for edits and revisions when the first draft is completed. Final warrant review and approval will occur at the next meeting, which is scheduled for Thursday, January 18th at 2pm. Final budget review and approval will also be included on the next meeting agenda, and those figures will appear on the warrant.

There was a discussion regarding the ordering of articles on the warrant, along with committee appointments and current vacancies. There was conversation about the Delinquent Tax Collector position, and how that position operates and is funded.

There was continued conversation about fund balances and how they are reported. Matt F will be creating spreadsheets for easier visuals for every town account, which can then be presented in each year's town report, though this process is unlikely to be completed in time for the 2023 report.

6. Other Business

None.

7. Adjourn

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 7:45pm.