

**Town of West Windsor
Special Selectboard Meeting Minutes
Tuesday, March 5, 2024
Immediately Following Town Meeting
Town Hall and Zoom**

Present in Person: Mark Higgins, Mark Harley, John Brodie, Matt Frederick, Amy Yates, Deb Shearer

Present via Zoom: None

1. Call to Order

A quorum being present, Mark Higgins called the meeting to order at 12:07pm.

2. Changes or Additions to Agenda

None.

3. Announcements/Public Comment

Mark Higgins noted that there was a spirited Town Meeting, and that he appreciated the participation of the voters. Deb Shearer mentioned that it was “the most spirited Town Meeting in a number of years.”

4. Elect Officers

Town Clerk Amy Yates administered the Oath of Office to new Selectboard member John Brodie. John has been elected to serve a three-year term, replacing Matt Kantola on the board.

Mark Higgins spoke to the tradition of the Selectboard choosing its officers, and that his expectation is that it will continue to be a collaborative effort.

Mark Harley motioned to nominate Mark Higgins as Selectboard Chair. John Brodie seconded the motion, and the motion carried with all in favor.

John Brodie motioned to nominate Mark Harley as Selectboard Vice-Chair. Mark Higgins seconded the motion, and the motion carried with all in favor.

5. Designate Newspaper of Record

Mark Higgins noted that the current Newspaper of Record is the Vermont Standard, of Woodstock. There was a discussion relating to the challenges of posting warnings in a weekly newspaper as opposed to a daily newspaper. Deb Shearer asked that there be a more in-depth

discussion in the future relating to cost comparisons, as well as the benefits and drawbacks, between newspaper options.

Mark Higgins motioned to continue with the Vermont Standard as the Newspaper of Record. Mark Harley seconded the motion, and all were in favor.

6. Designate Regular Meeting Day & Time

Mark Higgins stated that the Selectboard meeting schedule has been the second and fourth Monday of each month at 6:30pm and noted that he believes it would be worthwhile to continue with the same schedule, with the caveat that he will be unavailable to meet at those times for the March 11th and March 25th meetings. The Selectboard will hold a meeting on Monday, March 18th instead, and begin their regular 2nd and 4th Monday meeting schedule in April.

Mark Higgins motioned to continue Selectboard meetings on the second and fourth Monday of each month. Mark Harley seconded the motion, and all were in favor.

7. Appoint Town Officers (Tree Warden, Fence Viewers (3), Pound Keeper, Inspector of Lumber, & Service Officer)

There was a discussion on the Town Officer positions, some of which are currently vacant. The Selectboard has chosen not to appoint for the vacant positions, pending interest from local parties. Interested parties are encouraged to inquire with either the Town Clerk or Town Administrator. The offices currently vacant are Fence Viewer, Pound Keeper, Inspector of Lumber, and Service Officer.

Mark Harley motioned to reappoint David Putnam to a one-year term as Tree Warden. John Brodie seconded the motion, and all were in favor.

8. DLL Permit – BB&P Après Ski Event (3/16)

Amy noted that the DLL permit request from Butcher and Pantry has not yet been received. Absent the permit request, no action is possible at this time.

Note: Due to an apparent issue with the DLL online portal, the permit request was submitted by BB&P on Friday, March 1st, but was not received until Wednesday, March 6th, a day after this meeting had concluded. A Special Selectboard Meeting will be convened on Friday, March 8th to address this agenda item.

9. Better Connections Grant – Dubois & King Consulting Agreement

Mark Higgins spoke about the details of the Better Connections grant with the Vermont Department of Transportation. Per the signed grant documents, the Better Connections grant involves a planning study focused on “improving multi-modal connectivity both within the village of Brownsville, and between the adjacent residential, commercial, and recreational areas on Mt. Ascutney.” Deb Shearer mentioned the approved Flood Mitigation Study, and the

possible overlap and benefits to the two studies potentially looking at similar areas, as the Trail to Town in particular runs directly through the Flood Mitigation Study area.

Mark Higgins motioned to approve the Better Connections grant consulting agreement with Dubois & King. Mark Harley seconded the motion, and all were in favor.

10. Discussion: Short-Term Rental Ordinance/Zoning Bylaw Update

Mark Higgins stated that he is continuing to work on the short-term rental framework. Deb Shearer stated that the Planning Commission has identified one additional item for Selectboard consideration, relating to an update to river corridor flood regulations and the 50' buffer on waterways listed by the USGS. Deb noted that the village center is exempt from the buffer but is still covered by River Corridor and FEMA Flood Hazard Regulations. Mark Higgins and Deb will work together on this item to get it folded into the forthcoming Zoning Bylaws Update.

11. Other Business

Mark Higgins congratulated Amy on a successful first Town Meeting, stating that she “handled it with aplomb” and that it “bodes well of things to come.”

Amy presented the paperwork to the Selectboard for signatures relating to the election of the Town Clerk and Town Treasurer.

The Selectboard discussed getting new member John Brodie a town email address and noted interest from the Vermont Standard in getting updated information.

12. Upcoming Meeting Schedule

Mark Higgins noted that there will be no Selectboard meeting on March 11th or March 25th. The next regular Selectboard meeting will occur at 6:30pm on Monday, March 18th. The Town Business Calendar will reflect the accurate meeting schedule.

13. Adjourn

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 12:34pm.