

**West Windsor Selectboard Minutes**  
**Monday, November 20, 2023 @ 6:30pm**  
**Town Hall & Zoom**

**Present in Person:** Matt Kantola, Mark Harley, Mark Higgins, Cathy Archibald, Jill Delaney, Matt Frederick

**Present via Zoom:**

**1. Call to Order**

Matt Kantola called the meeting to order at 6:30pm.

**2. Changes or Additions to Agenda**

None.

**3. Announcements/Public Comment**

Matt K said that Dennis Lemire will be building shed roofs over the AC condenser units at the Town Hall, but they won't be ready in time for the incoming snowstorm. Matt built plywood covers for them in the short term.

Matt K mentioned the Sheddsville Cemetery sexton, Tom Whelan, would like to be on the agenda for the next Selectboard Meeting to discuss cemetery operations.

Matt K stated that Matt F had sent letters to two residents last week for violations of the local junk ordinance. These letters are designed to engage residents in communication to resolve violations before the need to elevate to enforcement actions.

**4. Facility Use Agreement – Delaney**

Jill Delaney spoke about using the Town Hall for an English Country Dancing event. There was discussion about event details and attendance expectations. The initial turnout is expected to be fairly low, but it may become a recurring event if there is interest.

Matt F asked for clarification from the Selectboard on fee structures and when to require insurance for events. Matt K stated that town organizations using the Town Hall would be covered under the Town's insurance policy. For outside organizations and private citizens, a decision would have to be made on a case-by-case basis using a risk assessment. Local organizations and West Windsor residents would not be required to pay a fee for facility usage unless they are planning to profit from the event. For outside organizations and non-residents, a \$25 fee would be required when the facility use application is filed.

Mark Higgins suggested only pursuing insurance for the English Country Dancing event if there is significant attendance after the first couple sessions. Matt K asked when the event may start, and Jill spoke about doing a trial run at her house before moving the event to the Town Hall. The Selectboard decided no motion for approval would be necessary given the details of this event, though that decision may need to be revisited if the English Country Dancing event begins to see larger crowds. Jill and Matt F will get the paperwork in order and get the event scheduled going forward.

Mark Higgins mentioned that the Town Hall is a “community space to be used”, and Matt K stated that community events like this “make the town a better place to live.”

*[Note: The Zoom feed of the West Windsor Selectboard Meeting was disrupted during discussion of this agenda item and was briefly taken offline. After several minutes, Matt F restarted the Zoom feed with no further disruptions. Going forward, there may be a ‘Waiting Room’ to join West Windsor Zoom meetings, which would allow the Zoom host a chance to review potential participants.]*

## **5. Facility Use Agreement – Klene**

Matt F explained the proposed event, which would be a recurring Tai Chi class hosted in the Town Hall. Considering the previous discussion regarding insurance requirements and fee information, Matt F asked that this discussion be tabled until he could get more information from the event organizers, Great Bay Tai Chi and Debbie Klene.

## **6. 2023 Audit Paperwork**

Cathy presented to the Selectboard the engagement letter for continuing audit services from John Mudgett. There was a brief discussion regarding the details of the agreement. Mark Higgins motioned to engage John Mudgett for audit services to review Fiscal Year 2023. Mark Harley seconded the motion, and all were in favor. Matt K signed the agreement.

## **7. Executive Session**

Upon motion duly made and seconded, the Selectboard unanimously voted to enter executive session at 6:45pm for the reasons set forth in 1 V.S.A. § 313(3).

The Selectboard came out of executive session at 7:59pm.

## **8. Final Decisions**

No decisions to note.

## **9. Adjourn**

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 7:59pm.