

**West Windsor Selectboard Minutes**  
**Wednesday, October 18, 2023**  
**6:30 pm Town Hall**

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

**Present via Phone:** Matt Kantola

**1. Call to Order**

Mark Higgins called the meeting to order at 6:30 p.m.

**2. Changes or Additions to Agenda**

Mark Higgins motioned to add two new items to the agenda: an event permit for the annual SCIP Halloween Trick or Treat Walk will appear as Agenda Item #6, and a document needing Selectboard signature for the Change of Authorized Representative for RF1-233-1.0 (Wastewater Asset Management Plan Project) to Town Administrator Matt Frederick, which will allow for the completion of reimbursement requests, will appear as Agenda Item #7. Mark Harley seconded the motion to add the new agenda items, and all were in favor.

**3. Announcements/Public Comment**

None

**4. Executive Session**

Upon motion duly made and seconded, the Selectboard unanimously voted to enter executive session at 6:32 p.m. for the reasons set forth in 1 V.S.A. § 313(3).

The Selectboard came out of executive session at 7:19 p.m.

**5. Final Decisions**

No decisions to note.

**6. Event Permit: SCIP Halloween Trick or Treat Walk – 10/27**

The Trick or Treat Walk is a children’s event taking place at Ascutney Outdoors from 5-7 p.m. on Friday, October 27<sup>th</sup>. Mark Higgins stated that this event had also taken place last year, and that the Selectboard had approved it on the condition that SCIP provide insurance waivers for attendees to sign to remove liability from the Town. Matt F stated that the Selectboard had waived the permit fee last year, as the event was a “fundraising

children's event." Mark Higgins motioned for approval of the Trick or Treat Walk event permit, waiving the fee, with the insurance waiver condition in place. Mark Harley seconded the motion, and all were in favor.

**7. Change of Authorized Representative for RF1-233-1.0 (Wastewater Asset Management Plan Project)**

Matt F asked that the Selectboard sign a Change of Authorized Representative form for RF1-233-1.0 (Wastewater Asset Management Plan Project). This was a \$14,000.00 loan, eligible for 50% loan forgiveness, from the Vermont Agency of Natural Resources via the Vermont Municipal Bond Bank, originating in 2018, which allowed the Town to contract with Aldrich + Elliott, PC to put together a management plan for Town wastewater assets. As an Authorized Representative, Matt F will be able to complete reimbursement requests to finalize this project. Mark Higgins motioned to approve the Change of Authorized Representative to include Matt F. Mark Harley seconded the motion, and all were in favor.

**8. Adjourn**

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 7:24 p.m.