

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

Present in Person: Matt Kantola, Mark Harley, Mark Higgins, Cathy Archibald, Matt Frederick, Peter Varkonyi

Present via Zoom: None

1. Call to Order

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

2. Changes or Additions to Agenda

Per Town Administrator Matt Frederick's request, Matt K added an agenda item to get signatures on a Change of Authorized Representative form needed for Wastewater Feasibility Study loan reimbursements. This will appear as agenda item 4.

3. Announcements/Public Comment

None

4. Change of Authorized Representative for RF1-310-1.0 (Wastewater Feasibility Study – Dubois & King)

Matt F asked that the Selectboard sign a Change of Authorized Representative form for RF1-310-1.0 (Wastewater Feasibility Study). As an authorized representative Matt F will be able to file reimbursement requests with the State of Vermont to finalize this project. Matt F stated that there is currently around \$23,000.00 in outstanding reimbursable invoices that are ready to be submitted. Mark Higgins motioned to approve the Change of Authorized Representative to include Matt F. Mark Harley seconded the motion, and all were in favor. The Change of Authorized Representative form was signed by all three Selectboard members.

5. Brownsville Butcher & Pantry - Outdoor Consumption License Renewal (Deck Only)

Peter stated that this is in reference to DLL Application #33046, BB&P Outdoor Consumption License renewal, and that a copy of the DLL renewal is attached to the BB&P 5 Year Anniversary Party Event Permit. Peter spoke about his recent meeting with Vermont Department of Liquor Control Investigator Kim McLeod regarding the S.O.P. for outdoor events over the last several years, and the preventative measures taken to ensure the proper safety precautions are in place during any such event. Mark Higgins motioned to approve the Outdoor Consumption License renewal for BB&P, and Matt K seconded. The motion passed unanimously.

6. DLL Permit – BB&P 5 Year Anniversary Party (11/18)

Peter stated that this permit request is in reference to DLL Application #33123, which is under the BB&P Catering License. He spoke about the difficulty with the overlapping Department of Liquor Control licenses discussed at the previous Selectboard meeting, and how the concern is differentiating between the store's 1st Class, 2nd Class, and Catering Licenses with regards to purchase and consumption of alcohol on premises. Peter referenced his meeting with Kim McLeod of the VT DLC and mentioned that the state wanted to ensure that BB&P would "contain the consumption area" and that the parking lot area would "be confined". Peter stated that there is a site plan for the event and talked about the preventative measures to be taken during the Anniversary event, including waist-high barricades around the event location in the parking lot, staff assigned to monitor entrances/exits to the event, checking of IDs, and wrist bands for people 21 and older.

Peter spoke about the placement of the bandstand to face the store and the mountain, which should mitigate the noise projection and limit the potential negative impact to neighbors.

Peter stated that in reviewing the plan with Investigator McLeod, she was "very confident that the event could be held successfully, safely, and in compliance, and that the correct permit [for the event] to be applied upon is the catering permit."

Peter concluded the breakdown by mentioning that the event will feature a 6-piece jazz band, and that there will be free chili and corn bread for attendees. He also spoke about the potential for state and local representatives to be in attendance, and encouraged the public to attend, as well. The event is scheduled to take place in the BB&P parking lot on Saturday, November 18th from 2pm until 7pm, with live music between 3pm and 6pm.

Mark Higgins asked Matt F about any further concerns, and Matt F stated that he did not think there were any. Matt F stated that Zoning Administrator Deb Shearer had reviewed the proposed event site plan and discussed the event with Peter. Peter stated that Deb had emphasized that holding a similar event one or two times per year would be possible without triggering a necessary revision to BB&P's Conditional Use Permit. Peter mentioned that BB&P would not be interested in hosting more than one or two such events per year. Mark Higgins motioned to approve the DLL catering permit, which satisfies the condition required for the Event Permit which was approved at the previous Selectboard meeting. Mark Harley seconded the motion, and all were in favor.

7. Better Connections Grant Signature

Matt F spoke about the overview of the grant, which aims to "engage municipalities in a transportation and land use effort through a master planning process". There was a brief discussion about the details of the grant, which is for a total of \$75,000.00, including \$67,500 from the State of Vermont with a 10% match from the Town. The Town match will be due in June 2024, and will need to be included in the upcoming budget. Mark Higgins motioned to execute the grant agreement for signature. Mark Harley seconded, and all were in favor. Matt K signed the agreement. Matt F will email the signed grant agreement to the State for execution.

8. Other Business

Matt K spoke about the recent generator proposals, and a draft Memorandum of Understanding that he had written and sent to the Selectboard, [Albert Bridge School Principal] Jenifer Aldrich, and to the “head of the school facility” detailing the proposals. He will continue to follow up once the parties have had a chance to review it.

9. 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 7:01pm.

10. Final Decisions

No decisions to note.

11. Adjourn

Upon motion duly made and seconded, the Selectboard unanimously voted to adjourn at 7:02pm.