

TOWN OF WESTMINSTER
EMERGENCY SELECT BOARD MEETING
January 15, 2016

Members Present Select Board: Sheldon Beebe (Chair), Toby Young, And Nancy Dalzell

Others Present: Russell Hodgkins (Town Manager), Steve Dumont (Fire & Safety), Cole Streeter (Fire Chief), Wade Masure (VLCT- Insurance Specialist), Peggy O'Toole, John Ewald, and Michael Wells

1. CALL TO ORDER: Sheldon Beebe called the meeting to order at 1:30 p.m. at the Westminster West Town Hall for an inspection of the property for insurance purposes.

2. ADJUSTMENTS TO AGENDA: None

3. NEW BUSINESS (Discussions/Action):

A. Building Inspection – Westminster West Town Hall: Steve Dumont from the Vermont Department of Fire & Safety asked the Friends of the Westminster West Town Hall Committee for some information on the usage and how often the building is used in any given year. Peggy O'Toole said the building is used approximately 6 to 12 times a year and at any given time approximately 30 people could be standing in the building at one time. The meeting moved into the building and Steve Dumont asked a variety of questions about the electrical system, the heating unit, the privy, and the last structural inspection. Peggy O'Toole and John Ewald answered the questions to the best of their knowledge and recollection. Michael Wells measured the building at 60' x 25' when asked. Steve commented and expressed his opinion about the building. He said that the building is now closed and should stay that way until repairs are done to the building. He mentioned as a partial list: the outside staircase and landing needs to be replaced, the heating system removed or taken apart so that future use cannot happen, an electrical inspection of the ceiling lights will need to be done, an inspection of the structure will need to be done because the floor is sagging and the walls are tipped, and the stage will need to be shored up because of the measureable flex in the present boards, and with that he mentioned that when a activity is going on and is using the stage, the props cannot block the 2nd egress to the public.

Wade Masure from the Town's insurance carrier explained his purpose for being at the meeting and asked if there was any questions regarding his report which was given out at the last Selectboard meeting by the Town Manager. Peggy O'Toole asked why the majority of the report spoke about Liability and not structural need. Wade explained that when a meeting or function happens without the Town's knowledge, that the liability still is on the Town and that this building is the Town's building not an independent committee's. It is his strong recommendation that a new form be created where the Town Manager would request information and an insurance certificate be attached to every authorized function from the renters of the Hall. The Friends of the Westminster West Town Hall would be the conduit of these functions, but the Town would authorize the usage. He also explained that if the town is sued for liability case that it affects not only Westminster, but every Town that is covered by insurance from PACIF because rates are done by a group rate. He went on to say that before this building can be opened again from his opinion, Fire and Safety would have to grant a "Certificate of Occupancy" and the repairs that Steve Dumont mentioned would have to be done and documented. Peggy asked how the average person would come up with insurance and Wade explained most homeowners' insurance carriers have that ability, but also VLCT has the "TULIP" program where a person can obtain insurance for the day's activity from them. Peggy asked how much on average is this cost and Wade responded at cheaply as \$75/day depending on the function and amount of people attending to as much as \$1000/day. Michael Wells declared that the Westminster Church would be exempt from this requirement and Wade told him that this was not accurate. They would also need to supply the Town with proof of insurance which would be attached to the application for the function. The Town Manager said that the possible fee could be waived if the function was Town oriented.

Both VLCT and Fire & Safety asked about the locks on the doors. Sheldon Beebe assured both that the locks will remain until all of their demands are met and the “Certificate of Occupancy” was obtained. He said that the Town Manager has the only keys to the additional locks.

4. DATE OF NEXT MEETING: January 27, 2016.

5. ADJOURNMENT: Toby Young made a motion to adjourn at 2:21 p.m. Nancy Dalzell seconded and the motion passed.

Signature of Clerk

Date

Prepared by: Russell Hodgkins – Town Manager

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