

**TOWN OF WESTMINSTER  
SELECTBOARD MEETING  
February 10, 2016**

Members Present Selectboard: K. Sheldon Beebe (Chair), Paul Banik (V. Chair), Toby Young, Craig Allen and Nancy Dalzell

Others Present: Russell Hodgkins (Town Manager / ZA), Karen Astley (Recording Clerk), Ali Bigwood, Town Clerk. Approximately six people from the public were present.

**1. CALL TO ORDER:** The Chair called the meeting to order at 6:31 p.m.

**2. ADJUSTMENTS TO AGENDA:** None.

**3. ACCEPTANCE OF MINUTES: January 27, 2016 minutes: Craig Allen made a motion to accept the minutes as presented. Paul Banik seconded the motion. Motion passed.**

**4. COMMUNICATIONS AND PUBLIC COMMENT:**

**Peggy O'Toole with clarification:** The Chair requested clarification from Peggy O'Toole about the starting date of the "Friends of the Westminster West Town Hall". The minutes of January 13<sup>th</sup> were not clear. Peggy explained that Art Ranney saw the need for an on-going allotment of appropriated money for the upkeep of the Westminster West Town Hall in 1989. This \$500 appropriation was available every year. Peggy mentioned that if the money was not needed in any given year, that it just stayed in the general fund of the Town. It wasn't until 2002 that the formal committee was appointed by the Selectboard and it derived from a committee that was overseeing maintenance at the Village Town Hall. The new committee was named "Friends of the Westminster West Town Hall. The Chair thanked Peggy for coming in and explaining this.

**Emails from Christian Blake:** One email correspondences were read aloud by the board. No action was taken.

**5. UNFINISHED BUSINESS (Discussions/Action):**

**A. FEMA Buyout – update:** Town Manager (TM) reported – Additional forms were received from Two Rivers Ottauquechee Regional Commission were received. Property owner will be notified to come in and fill out paperwork in order to keep the buyout moving forward.

**B. Barrett Property- update:** TM gave handouts of the Fire & Safety Report along with the Structural Report from Schaal Engineering, P.C. Russ Hodgkins will meet with a contractor to make observations and determine costs based on the engineering report. Russ will contact Steve Dumont with State of Vermont Fire & Safety and have the state determine what will need to be done as fire & safety will have the final sign off not the engineer. Craig Allen questioned in the conclusions & recommendations what the statues pertain to and are we aware of them.

Ali has received two quotes for financing on the property. One bank was at 2.7% and the other at 2.1% for a five year note.

**C. NW Community House/WW Community House Fire & Safety Reports:** Russell Hodgkins handed out the reports on both buildings. Russ was asked approximately how much it would cost to repair each building. He stated for the NW community House it could be as high as \$75,000 – \$100,000 as the building is not up to code. This includes the kitchen, bathroom and accessibility (egress and ingress). If the kitchen is removed than there would be less in the costs because of codes. Let it be known it was mentioned that there is a possibility that an elevator may be required for the NW Community House.

Westminster West Town Hall would be approximately \$30,000.00 to bring it up to code. There is no figure for the structural integrity of the building as a structural inspection is recommended based on the engineers report. Toby and Peggy do not understand where this figure (\$30,000) is derived from and both are adamant that it should not cost that much to bring the building to code.

**D. Discussion on Town Meeting:** Fletcher Proctor was present at this meeting. Russ Hodgkins requested the Selectboard to review the articles and let him know whether they required additional information at the town meeting to answer potential questions. Article 2 is straightforward. Article 3, Sheldon would like to know how many years has the Equipment Reserve Fund been at \$130,000? Article 4, may require an clarification on the floor based on the wording. Article should state “not to exceed \$360,000”. Craig will require the details on the current grader, year, trade in value etc. Article 5, Paul would like information on how much money is in the Bridge Rehabilitation Reserve Fund currently and whether the money is earmarked for a specific project. Article 6, this appropriation is going up by 400.00 only. The town appropriates \$4,600.00 currently. The town is not appropriating an additional \$5,000.00. Article 7 as Fletcher explained if this agency does not have a registered Westminster voter to present this on the floor he can state the article is on the floor by petition and does anyone object to their presenting the article to the floor? Nancy is requesting the number of Westminster High School students that the funds would support. Article 8, Toby will present article. She would like the sketch with parking lot and letter from Alice Coggano. Question was raised whether or not there was an offer made to the Barrett’s for the property? Article 9, Nancy will need lease information; and what is the building worth.

Ali Bigwood explained for the purpose of efficiency there would be voter cards instead of wrist bands. Ali and Patty got the impression from last year that the wrist bands were an invasion of privacy/personal space for some of the residents.

Janice Wojcik questioned why there was no public hearing on the Barrett property and asked the board how they expected people to make a decision about purchasing property when no one has the details. She wanted to know what the rush is to get this done? She reminded the board that their task at hand is “the good of the whole” community.

**E. Facility Usage Contact & Policy:** Russ Hodgkins handed out a “Facility Use Policy”; “One Day Facility Rental Agreement”; and a “Multi-Day Facility Rental Agreement” relative to renting public buildings such as the NW Community House and WW Town Hall. The Selectboard tabled this discussion until after town meeting. Selectboard will review and mark up.

**F. Tree Ordinance:** Russ Hodgkins was given an 18 page tree guide from town counsel and stated that the town is not prepared to sign the Tree Ordinance as presented this evening. Craig Allen asked if the board could sign it and make amendments later if needed? Russ will go back to town counsel. He will talk with Chair.

**G. Fire District #5 Legal Report:** Town counsel has the information. Russ will go to Fischer & Fischer if needed.

## **6. NEW BUSINESS:**

**A. Sign Right of Passage? Green Mountain Power:** Russ Hodgkins presented a petition to locate poles, guys and wires within the highway limits located on Hartley Hill Road from Green Mountain Power. Paul Banik raised the question whether this work was already being done? Russ stated the town is cutting the trees in the Right-of-Way not Green Mountain Power. **Craig Allen made a motion to grant Green Mountain permission to run lines in the town ROW on Hartley Hill Road. Nancy Dalzell seconded the motion. Motion passed.**

**B. Draft of Street Sign Ordinance:** Tabled until after town meeting.

**C. Draft of Mailbox Ordinance:** Tabled until after town meeting.

**D. Liquor License – Circle K:** Ali Bigwood, Town Clerk presented a liquor license annual renewal for Circle K. This annual renewal is for beer and wine, no liquor. **Craig Allen made a motion to grant Circle K their beer/wine license renewal. Toby Young seconded the motion. Motion passed.**

**E. Appointment of Town Positions:** Russ Hodgkins noted there are three candidates for vacancies that required Selectboard approval. If they appointed the candidates now they would require reappoint in March. Stephen Dotson requested a seat for the Windham Regional Commission. **Sheldon Beebe made a motion to appoint Stephen Dotson to the commission. Craig Allen seconded the motion. Motion passed.**

Lisa Dotson and Paul Harlow requested appointment to the CRVC Wantastiquet Region River Subcommittee. Craig Allen will forward the email link for the committee. **Sheldon Beebe made a motion to appoint Lisa Dotson and Paul Harlow to the subcommittee. Craig Allen seconded the motion. Motion passed.**

**7. MANAGER’S REPORT:**

- 1. Assessment Certificate for “No Appeal or Suit Pending”.** Russ Hodgkins to regenerate this certificate. It was not found in Chairman’s packet for signature.
- 2. Paul Wilson – Windmill Hill Pinnacle Association to speak to Selectboard at February 24<sup>th</sup> meeting:**
- 3. Shopper – paper of choice:** The Reformer is becoming very expensive and unreliable. The Shopper is a weekly paper. It will be harder to ensure that legal notices are posted in a timely manner. We should keep our options open.

**8. BOARD’S AND COMMISSION: New appointments made under “New Business”.**

**9. OTHER BUSINESS:** None

**10. DATE OF NEXT MEETING:** February 24, 2016.

**11. ADJOURNMENT: Toby Young made a motion to adjourn at 8:44 p.m. Paul Banik seconded the motion. Motion passed.**

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Signature of Clerk

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Date

Prepared by: Russ Hodgkins, Town Manager