

Town of Westminster Historic Review Board Meeting

Tuesday, November 17, 2015

Present: Peter Terrell - Clerk, Matt Sargent – Vice Chair

Others Present: Russell Hodgkins (Town Manager/ Zoning Admin.)

1. **Call to Order:** The meeting was called to order by Matt Sargent in the absence of Barb Boulton at 6:50 p.m. in the Westminster Town Hall.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** The Town Manager corrected the date at the end of the minutes where it said “Minutes prepared by”. Peter Terrell made the motion to accept the minutes as corrected. Matt Sargent seconded. The motion passed.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action):** None
6. **New Business (Discussion/ Action):**

1. **Town of Westminster Application # 16-16 – New Parking Area Behind Post Office**

The Town Manager presented to the Historic Review Board, the Selectboard’s application 16-16 for an additional parking area. He explained the need for additional parking for the Town Hall and gave examples of events that overflowed onto the Route 5 access. He read through the Historic Review Boards “Supplemental Questions” that accompanies every application and explained the answers that were provided. Matt expressed concerns about losing additional farm land and topsoil in the Village. The Manager explained that the topsoil was going to be stored at the Town Garage for future use within the town limits and that no portion of the material was going to be sold or bartered. He further explained that the graveled parking area is always able to be reversed if need changes and the parking area is no longer wanted. Matt questioned the fact that there might be a need for a crosswalk? The Manager explained that a request was made to Vtrans and it was denied because of the speed of traffic and the visibility that is achieved at this location. Peter gave his opinion about the additional parking area and made note that you will not be able to see it from the Route 5 travel area because of the Post Office and the fact that the parking area is going to be slightly pitched away from the road. He also questioned the signing of the new area and the Town Manager explained that a possible sign with “Additional Parking Behind Post Office” would be appropriate. The Vice Chair brought the Board into “deliberative session” at 7:20 PM.

The Board came out of deliberative session at 7:37 PM with the following comments:

- *The topsoil should be used for Town use only.*
- *The area will be maintained by the Town so that financial burden is kept at a minimum for its taxpayers.*
- *They approve of this parking area because it will provide a sense of safety for its residents and the Route 5 traffic.*

7. **Other Business:**

Upon being asked by the HRB, the Manger explained the status of the last meetings projects and a few questions were asked about their recommendations to these projects.

8. **Date of Next Meeting:** When needed.

9. **Adjournment:** Matt moved and Peter seconded to adjourn the meeting at 7:50 p.m.

Clerk Signature