

TOWN OF WESTMINSTER

SELECTBOARD MEETING

MARCH 23, 2016

Selectboard Members Present: K. Sheldon Beebe (Chair) Toby Young, Craig Allen (Vice Chair), Nancy Dazell (Clerk) and Susan Harlow

Others Present: Russell Hodgkins (Town Manager), Mark Lund (Road Foreman) Ali Bigwood (Town Clerk), Millie Barry (Recording Clerk), Alisa Allbee Daigneaut, Walter Allbee, Janice Wojcik, Dave Smith, Greg Holton, Real Bazin, Jim Grout, Kevin Hughes and Barry Aleshnick (Board Member, *Commons*)

1. **Call to Order:** The Selectboard Chair called the meeting to order at 6:30 p.m.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes – March 9, 2016:** Toby Young moved to accept the minutes of the March 9, 2016 meeting as written, Craig Allen seconded. The motion carried
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action)**
 - A. **Buyout from Fema – Update if any:** Town Manager (TM) stated the tentative date for the closing was set for March 31, 2016.
 - B. **Tree Ordinance:** TM-the present Town of Westminster Tree Removal Ordinance included in the Selectboard packet. The ordinance states if a tree is unsafe, presents a hazard or safety issue the landowner is notified and given 60 days to remove the tree/shrub. If the tree is not taken down/removed the Town shall have the authority to remove the tree/shrub and charge the owner with the cost of removal. Craig Allen motioned, Nancy Dazell seconded to accept the Ordinance as printed. The motion carried.
 - C. **Facility Usage Contract and Policy Adoption:** TM- Present facility usage agreement(s) are included in the packet. After discussion, the contract/policy adoption was tabled until the next Selectboard meeting.
 - D. **Park and Ride – Rules and Regulations:** TM – The second draft of rules are included in the packet. Adoption of the rules and regulations was tabled from March 9th meeting. The Park and ride rules will be posted on a sign at the parking area and address present and past issues and violations. Changes for the draft were discussed and adopting the rules and regulations will be tabled until the next Selectboard meeting.
 - E. **Hartley Hill Road:** TM- Town maintenance of this road was tabled from the previous meeting. The Selectboard agreed the Town Road Department will continue as they have been doing, to upkeep as narrow a lane as possible.
 - F. **Appointments of Record – Update:** TM let the board know there is nothing that states the Town is limited to one paper to publish notices. Barry Aleshnick from the *Commons* newspaper presented rates and the paper accepted copy on Tuesday evening before Wednesday publication. Craig Allen asked the TM to research the *Shopper* Newspaper rates as they had approached the Board on previous occasions to publish Town notices. There may be the possibility of using the *Commons* and *Shopper* as they are published on different days.

6. New Business (Discussion/Action):

- A. Flags for Villages – Greg Holton:** TM- referred to information in the packet: **Temporary Attachments (Flags, Banners, etc.)** Mr. Holton presented a letter requesting Selectboard support the mounting of US flags on utility poles in the Village on Rte. 5 and in Westminster West Village. Craig Allen motioned the Selectboard support this plan and Nancy Dazell seconded the motion, motion carried. Toby Young asked if any residents on the Main Street in Westminster West Village had been contacted about mounting flags in WW village.
- B. Draft of Mailbox ordinance:** TM-information in packet – In the last year the Town has replaced 10-12 mail boxes due to snow plowing damage. Some of these mailboxes were barely standing, many are attached to rotted posts or are standing in a pile of sand. Nancy motioned, Craig seconded to adopt **Replacing Mailboxes – 2016** ordinance as written. The motion carried.
- C. Draft of Street Sign Ordinance:** TM-Packet includes current sign ordinance as written, including the process to receive a permit. Required is another article for a sign needing replacement or for vandalized street signs. The Selectboard agreed to read the present ordinance with thoughts to improve the present ordinance at the next Board meeting.
- D. Life Insurance Quotes:** TM- Packet includes cost (per month) of Life/Short Term Disability for 10 Town employees. Short term disability is required by the State. **Boston Mutual Life Insurance** was chosen at a cost savings of \$1402.00 per year. The Town has carried this insurance on Town employees for about 30 years.
- E. (5 year) Plan for Town of Westminster:** TM – Item will be on agenda until the Selectboard has a plan in place including road equipment purchase needs, building necessities, renovation, long term purchases, Town Hall renovation etc.
- F. Land Transaction (Executive Session?)** TM- Craig Allen motioned and Susan Harlow seconded the motion to go into Executive Session before adjourning the meeting due to Premature Public Knowledge. The motion passed.

7. Manager's Report:

- 1. Other Participating Towns in School District w/Southeastern Vermont Economic Development Strategies (SeVEDS):** Packet information details the Towns involved and information from Nate Stoddard about **SeVEDS** and items they are working on including grants.
- 2. Violation at Heights Road:** Sited for violation in connection with the new facility were the contractor, excavation contractor, Town of Westminster and Roger Farnsworth. Roger Farnsworth has taken full responsibility, hired an engineer to stabilize the bank.
- 3. Vermont Alert for Westminster:** The Dept. of Emergency Management and Homeland Security is sponsoring a system free to municipalities and residents. The website, on line, is VTALERT.GOV (all capital letters). People can create an account, free of charge, to access all alerts done by the State and Town. The Town office is also able to help people set up an account if needed.
- 4. Grader Quotes:** Packet contains three quotes. John Deere is preferred grader at \$249,450.00 after trade. Craig Allen requested the TM explore a 10 year warranty cost as opposed to the 7 year warranty included in price. A sample grader, to try out, will be provided 3/28/16.

5. **Rutland Resolution:** Packet includes the Rutland Town Resolution, an opportunity for towns to have local control over large scale industrial wind and solar projects. 110 Towns out of 247 have signed the form to send a strong message to Montpelier that Towns want a say in what happens in our communities. Discussion followed about energy credits and the loss of farmland for solar arrays. The Selectboard agreed to sign the resolution at the next meeting after it was properly warned.
6. **Post Office Lease:** Lease is renewed every 5 years. The TM recommended keeping the contract as it is. The Selectboard agreed with recommendation.
7. **Stone and Gravel Purchased Last 5 years and Current year:** Packet contains (per Nancy Dazell's request) stone and gravel purchase costs. Nancy suggested the gravel pit could be looked at as part of the five year plan. Pursuing the gravel pit was tabled indefinitely at the 2015 Town Meeting. Alisa Allbee Daigneault suggested the gravel pit not be located near a residential area.
8. **Boards and Commissions: None**
9. **Other Business: None**
10. **Date of Next Meeting: April 13, 2016**

At 8:08 the Selectboard moved to Executive Session. After coming out of Executive Session at 8:35 PM, the Board gave the Town Manager direction to pursue the Land Transaction with the Owner to see if it had any potential.

11. **Adjournment:** Susan Harlow moved to adjourn and Toby Young seconded. The Motion passed. The meeting was adjourned at 8:38 PM.

Signature of Clerk

Date

Minutes Prepared by: Mildred Barry. Recording Clerk