

Town of Westminster

Selectboard Meeting

April 27, 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), Alison Bigwood (Town Clerk), Mark Lund (Road Foreman), Millie Barry (Recording Clerk), Alisa Allbee Daigneault, Fran Renaud, Bob Lober, Bianca Zaransky, Christine Bullard, Russell Bradbury-Carlin, Peggy O'Toole, John Ewald, Isaac (Eshagh) Shaoul, John Medeiros, Catherine Cadieux, Steve Geller, David Mulholland, Stephen Major, Fletcher Proctor, Randy Major, Michael Wells, and Kevin Hughes

1. **Call to Order:** The meeting was called to order by the Selectboard Chair at 6:30 p.m.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes April 13, 2016:** Toby Young moved, Craig Allen seconded to accept the minutes of the April 13, 2016 meeting as written. The motion passed.
4. **Communications and Public Comments:**

Bob Lober expressed his concern about the lack of privacy in the town hall and believes petitions should be put in or other options explored for private meetings in the Town offices.

Allocations Reports:

***Parks Place (\$500.00) Christine Bullard** – Christine Bullard, Executive Director of Parks Place (PP) thanked the Board for their support of Parks Place. The mission at PP is to connect people to resources. There are 35 agencies/entities, both full and part time collaborating together at PP to provide and serve any kind of need, pointing people in the right direction for resources. Funding for their budget of just under \$300,000.00 is from grants, private foundations and donations.

The Lead Safe program receives some funds from the State of Vermont. They receive minimal assistance from the agencies housed or using the PP building for services. Their programs serve about 150 Westminster residents per year. PP has a cadre of volunteers that staff their office, board, gardens and supply funding and other needs of the building and organization. PP recently celebrated their 20th anniversary.

***Windham County Youth Services: Russell Bradbury-Carlin, Executive Director.** Mr. Bradbury-Carlin told the Board the vision of Youth Services is to provide, to the communities in Windham County, that youth are safe, healthy and thriving. Their main office is in Brattleboro. They work directly with 1,500 young people and families in a year. Their programs fall under three umbrellas: Mentoring – Big Brothers and Big Sisters pairing up youth with adults. Youth Development – Assisting with runaway youth, transitioning to adulthood, finding their first apartment, research college and or continuing education, etc. – Restorative Justice and Court Diversion - They work with young people to hopefully take responsibility for their first conviction working within the criminal justice system. Referrals are mainly made by word of mouth.

***SEVCA (Southern Vermont Community Action) – Stephen Geller** - Thanked the board for the opportunity to present information about SEVCA. Their office, located at Buck Drive is in a good location servicing the Southeastern VT area. Since 1965 SEVCA has been an antipoverty agency

started as part of the war on poverty. Services are very wide range with three distinct areas: To help people out of financial crisis and then to stabilize their situation providing case maintenance or other services as needed. Part of their mission is for a higher quality of life to help or provide the resources to develop skills, obtain education, housing, employment, assistance with their winterization program, microbusiness program, IDA (Individual Development Account), financial fitness and/or money management. Their goal is to help people with self-reliance, providing assistance wherever folks are able and willing to go in terms of standing of their own two feet. Over five years he estimated assisting 200 households per year in Westminster. Susan Harlow asked if he felt there were any gaps in services. Mr. Geller felt there was a lack of adequate resources to fund the job readiness program. There is a continual need to provide specific skills, training and core building that employers require. He thanked the board for their generous support.

5. Unfinished Business (Discussion/Action):

A. Heights Road Violation – Update: TM – Included in packet are new maps the State has created. First shows the washouts over the embankment with the mitigation proposed. The discrepancy in that the violation is not the only area shown. Why are we discussing how to make water flow from the State's site because they cannot handle their water flow appropriately? The situation is in legal hands and being negotiated. The second plan is the third attempt by the State engineer to rectify the problem because they did not have the correct data at the beginning of the project. The difference between the original plan and this last attempt, is it is not a retention pond but a detention pond. Violation is run-off going into stream, (Newcomb Brook) and into main waterways. Their DRB permit is no longer valid and their ACT 250 permit was based on their first design. Occupancy will probably not be possible 5/1/2016.

B. Facility Usage Contract and Policy – Update: TM – in packet is VLCT memo regarding Model Facility Rental Agreements/Use Policy. Two million dollars is typical amount of coverage required when an outside person is renting a Town facility. Estimated cost is \$104.00 on a homeowner insurance policy (rider to policy). Without adding a rider to a homeowner policy the estimated cost for insurance would be approximately \$400.00. After lengthy discussion between attendees at the meeting and the Board that included insurance for other organizations using the Town Hall, alcohol use at private parties using Town buildings etc., the Board indefinitely tabled adopting a policy for insurance purposes and use of Town Buildings.

C. Street Sign Replacement (Signatures): Toby Young moved, Craig Allen seconded a motion to sign the Street Sign Replacement ordinance (included in the Board packet). The motion passed. TM – It will be 60 days for the ordinance to take place.

D. Debris Management Plan – Discussion: TM – Information/draft was presented at the last meeting for the Board to read, discuss and make changes, if any. A public hearing to adopt the Debris Management Plan is scheduled for 5/25/16 at 6:00 p.m. before the scheduled Selectboard meeting. The hearing will be warned in the *Westminster Gazette*, *the Shopper* and online. Having this policy in place guarantees the Town a 2% increase in Federal monies.

New Business (Discussion/Action):

- A. Westminster West Town Hall Purchase** – David Mulholland, resident Westminster West, VT – Mr. Mulholland presented a proposal as well and referred to a letter to the Selectboard with his interest to purchase the Westminster West Town Hall (Grange Building) for \$1.00. Mr. Mulholland spoke at length referring to the proposal. His position as a Westminster lister and his interest in the Town Hall had absolutely nothing to do with each other. He is approaching the possible purchase as a private citizen to make the building useable, putting the building to good use for the community, and to benefit the folks of Westminster. He talked about impending costs, his past experience, ties to the community, involvement in other large projects and the Town maintaining controls as outlined in the proposal. Mr. Mulholland has met with Westminster West Church members about the close boundary to the Church, lack of land around the Town Hall property and lack of water and septic for the building. He answered questions about the long term ownership of the property, if the sale was approved, ownership would be placed with Roundwood Resources, LLC. In addition, he spoke about different types of non-profits and figuring out how to work together addressing Town and Community concerns. The TM explained the Selectboard can entertain negotiations to sell the property if there is no opposition from taxpayers bringing a petition to Town Meeting. Meeting attendees talked about volunteer repairs done at the site, donated materials and questioned the Selectboard about their plan to hire a structural engineer to access the building. John Ewald asked the Board when the building might be open and the status of \$1000.00 budgeted each year from 2000 to 2010 for repairs/maintenance. Craig Allen explained the money budgeted by the Town for upkeep or other building requirements had to be requested to be distributed. The Board agreed to hire a structural engineer for assessment and to incorporate discussion of the Westminster West Town Hall into the public hearing scheduled for 5/25/2016.
- B. Land Record Software Change:** Alison Bigwood (Town Clerk) suggested tabling discussion to the next meeting, the Selectboard agreed.
- C. Five Year Plan:** TM – Five year plan will be on future agenda's. The last plan was approved in 2014. The current plan was distributed to the SelectBoard and meeting attendants.

7. Town Manager's Report:

1/Packet contains Mascoma Bank calculation for grader payments starting July 1st. One payment is due per year.

2/Meeting with National Guard: The Board Chair and TM commented on the very positive experience in a meeting with National Guard members about the Town's concern of solar arrays in the entire Westminster Industrial Park. Representatives of the Guard were very sincere in that if the Town has a problem they will not go forward with the solar planned for the site.

3/First of sketches from the Architect for Town Hall Renovations: Included in packet are two different sketches. F.Y.I. to meet need and consolidate storage, create storage for the future the present meeting room would be a small conference room and could be used for privacy concerns expressed previously. Selectboard meetings and other meetings would be held at the fire station, Westminster Institute or other place. It is required the building be handicap accessible as soon as the first nail is set, the plans

show the lift would be on the outside of the building. Bob Lober commented he believes a new, modern office should be built somewhere else or to explore purchase of land head-to-head to the Town Hall.

4/ May 7th is Green-up Day. Bags are available at the Town Hall and Woody's yard.

5/ May 14th is the plantings for the Saxtons River Watershed project. TM asked for volunteers.

8. Boards and Commissions: Nothing

9. Other Business: None

10. Date of Next Meeting: May 11, 2016

11. Adjournment: Toby Young moved, Susan Harlow seconded to adjourn the meeting at 9:10 p.m. motion passed.

Signature of Clerk

Date

Minutes prepared by Millie Barry, Recording Clerk