

Town of Westminster

Selectboard Meeting

April 13, 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), Millie Barry (Recording Clerk), Alisa Allbee Daigneault, Priscilla Allbee, Walt Allbee, Rebecca Gagnon, Connie Sanderson, Donna Dawson, Charmion Handy, Lori Laure, David Dupuis, and Fran Renaud

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 23, 2016:** Craig Allen moved and Toby Young seconded to approve the minutes as printed. The motion carried. **April 3, 2016:** Craig Allen moved and Susan Harlow seconded to approve the minutes as printed. Motion carried.
4. **Communication and Public Comments:**

***Westminster Cares (\$10,000.00) – Donna Dawson**

Connie Sanderson, President, Board of Westminster Cares said the \$10,000.00 donation from the Town of Westminster was 12% of their operating budget. She thanked the board for the Town support. The remainder of funding for the organization was from grants, memorial donations and private contributions. **Donna Dawson**, director, relayed Westminster Cares (WC) began in 1988 with the purpose of neighbors helping neighbors. WC supports seniors and the disabled to remain in the community and in their homes for as long as possible with dignity and independence. In addition, she spoke about healthy living classes offered for seniors, discussions/potluck meals held two times each month to support challenges and positives concerning ageing, delivery of Meals on Wheels, including a safety check, transportation for seniors and medical equipment loans. A Thompson Trust Grant supports the Community Nurse program. Donna added WC has a solid group of 20-40 volunteers. These volunteers are the lifeblood of the organization.

***Westminster Gazette (\$5000.00) – Charmion Handy**, Chairperson for the Gazette thanked the Board for their support. She said the paper was first published in 2004 being a non-partisan publication. The Gazette circulation is approximately 1,400 copies to households/businesses/organizations with an entire volunteer staff. The price of advertising in the paper has not increased since 2004 and the Board is dedicated to keeping the ads affordable for local businesses and to find creative ways to meet expenses. One of third of their income for operating costs is from the Town. She added there are challenges to publishing and delivering the paper. Ms. Handy added they would welcome receiving old Westminster photos for their mystery photo section. TM – Robert Miller (*Shopper*) may have some ideas for the Gazette regarding fundraising.

***The Current (CRT) (\$1,250.00) Rebecca Gagnon**, General Manager thanked the board for their support. Additional information she relayed was the Current has supplied transportation to So. Windsor and Windham counties since 2003. The service supports Medicaid eligible/elderly/disabled and the general public with transportation. They provide fixed route service as well as other cars/taxis/ambulance for ride services. CRT receives about 300 calls a day,

they have 25 buses, 40 employees and a budget of about 4.6 million. State and Federal grants fund 90% of their budget with \$39,000.00 coming from neighboring towns supporting and appreciating their service. The current is working to implement electronic fare rides and a Park and Ride space in Rockingham.

5. **Unfinished Business (Discussion Action)**

A. Buyout from FEMA Update - TM - The closing/buyout was completed 4/7/16, owner Sandra Dupuis was very happy. The next steps are asbestos abatement, demolition and turning the parcel into a green space.

B. Heights Road Violation – Update: Craig Allen motioned, Susan Harlow seconded to move to executive session to discuss a violation on Westminster Heights Road where premature knowledge would be harmful to the town. The motion carried. Information in Selectboard packet.

C. Facility Usage Contract and Policy – draft in packet: Toby Young questioned the requirement of 2 million dollars for insurance coverage to use a Town facility. She believes this is an ‘unfriendly’ requirement of the Town. TM explained the insurance was recommended by VLCT and is typical coverage for someone using a Town facility. A rider can be purchased for a home policy at a cost of approximately \$104.00. Craig Allen requested the TM research the possibility of the Town obtaining insurance for private use of a Town facility. In this case people would reimburse the Town for insurance cost. Proof of insurance would be required before use of a facility. The approval of the Facility Use Contract was tabled to next meeting.

D. Park and Ride Rules and Regulations: The formal document is included in packet. Nancy Dazell motioned, Craig Allen seconded to adopt the contract. The motion carried. TM – Signs will be made/posted after 60 days.

E. Newspaper Prices and Appointing Newspaper(s) of Record: Information included in packet. TM - Using a weekly paper to post legal notices will save the Town a considerable amount of money. The Shopper, a weekly publication, is distributed to 98% of households/businesses/organizations in the Town. Legal council recommended using The Brattleboro Reformer as a second choice. Additional advice from legal council is a newspaper posting online does not fulfill the Town’s legal notice requirement. The notices have to be in print with good circulation. Board members commented the Commons was an excellent paper with the drawback it is not delivered to every household.

F. Signing of Appointments of Record: Information included in packet - Craig Allen motioned and Susan Harlow seconded to accept the Town of Westminster Appointment List. Motion carried. (Official Newspaper Notices is included in Appointments of Record).

G. Street Sign Replacement Draft: Information in packet: TM–Would like to add Article VI – Standards – G. Private Street Sign Ordering/Replacement to the Sign Ordinance. The provision covers The Town not having responsibility to replace Private Street Signs if damaged/removed. Replacement costs are the responsibility of the person ordering the sign. Approval of the draft was tabled to the next meeting after TM researches E911 criteria.

H. Sign Rutland Resolution on Renewable Energy Placement: TM – Tabled from the last meeting, the resolution is attempting to link towns together to be a large enough interested party if requested. 113 Towns have signed the resolution thus far. The Board members signed the resolution.

6. New Business (Discussion/Action):

A. Third Quarter Financials: TM – Information in packet – It is required by law that third quarter financials be provided to the Selectboard to examine. Questions/comments could be talked about at the next meeting. The Town Clerk (TC) is working with people that have unpaid taxes.

B. Discussion about Murray Property Real Estate Transaction: TM – Information in packet regarding Bruce Murray's offer to give to the Town to use/open a quarry if the Town so desired. Mark Lund and the TM walked the property and concluded the product available was not adequate because of the work to open the site and about five acres of the parcel being ledge/slope. The TM will write a thank you note to Mr. Murray thanking him for his generous offer.

C. Debris Management Plan–Draft: Information in packet – TM- Part of FEMA program to maximize amount of help in the event of a disaster. Debris management plan includes leveled land as well as households. TM requested the Selectboard read the plan and table the plan to the next meeting. Westminster was one of six towns to get the LEOP plan in on time.

D. Interim Zoning Bylaw Extension: TM – Bylaws have two year expiration. The Selectboard adopted bylaws in 2014 and the board can give itself a one year extension. The Zoning Board and DRB are going through the bylaws to be sure they are very, very clear. Toby Young made the motion to extend the Town of Westminster interim zoning and subdivision bylaws, Nancy Dazell seconded, the motion carried.

7. Manager's Report:

1. Grader Warrantee: TM - the longest extension is 7 years.
2. Grader purchase, how is Town going to pay for it? TM – The cost, with trade and discounts was \$254,500.00. The Board agreed to put \$100,000.00 down, financing \$154,500.00. The Board Confirmed financing \$154,500.00. In addition the agreement with Nortrax is to provide a loaner grader in case of breakdown.
3. Hartley Hill Summary with letter: TM – A letter was sent to the caretaker of the Bond property, Steve Piluski, stating the Selectboard will continue to maintain the private portion of the road with minimum maintenance to keep it passable for Town use.
4. Email debacle – solution Cloud - TM – The current email service from Comcast is free. Comcast charges a small fee for IPS address. Due to spam, problems with recent viruses and on the advise of the Town's IT person, Theo from NEMRC, the Town's new email server will be the Cloud. The protection will be better, service quick, the cost is \$24.00 per month with a two year sign up guarantee.
5. E911 Meeting – TM – Nothing to report. The 911 listings have not been updated for 1.5 years.

8. Boards and Commissions: TM – PC and DRB are working on interim bylaws.

9. Other Business: Fran Renaud questioned why legal notice of applications before the DRB no longer have applicant name? TM – If application is completed the information is public. Ms. Renaud would like to know information for all applications. The TM will research and this matter and revisit at a later date.

Alisha Allbee Daigneault asked about the installation of cameras at the Westminster Pool. TM – Cameras are up with nothing substantial in pictures thus far.

Walt Allbee asked about a comment made by Nancy Dazell concerning the quarry. Nancy responded her comment was misunderstood/misconstrued.

10. Date of next meeting: April 27, 2016

At 8:10 p.m. the Selectboard moved to executive session.

No action was taken by the Board upon coming out of Executive Session.

11. Adjournment: Nancy Dalzell made a motion to adjourn, Susan Harlow seconded. The motion passed at 8:40 PM.

Signature of Clerk

Date

Minutes prepared by: Millie Barry, Recording Clerk