

Town of Westminster

Select Board Meeting

September 28, 2016

Select Board Members Present: K. Sheldon Beebe - Chair, Craig Allen - Vice Chair, Toby Young, Susan Harlow and Nancy Dalzell - Clerk

Others Present: Russell Hodgkins (Town Manager), Alison Bigwood (Town Clerk), Fran Renaud, Peggy O'Toole, John Ewald, Alice Caggiano, Bruce Sterling, David Mulholland, Jackie Atwood and FACTV

1. **Call to Order:** At the request of the Chair of the Board, Craig Allen called the meeting to order at 6:30 p.m. and presided over the meeting.
2. **Adjustments to the Agenda:** Under New Business to add 6C – To move into executive session to discuss a personnel matter and invited the Town Clerk to join them. As there were no objections to this addition, the item was added.
3. **Acceptance of Minutes:** K. Sheldon Beebe moved to accept the minutes of September 14, 2016 as written, Toby Young seconded the motion, the motion passed.
4. **Communications and Public Comments:**
 - *Alice Caggiano – (September 14 FACTV SB Meeting) – Ms. Caggiano wanted to clarify some things, from her perspective. She was not presenting herself as a Trustee of the Historical Society but as a member and volunteer.
 1. In the past, a former Select Board member made a statement in a public place to the effect the Board wanted the Historical Society out of the Town Hall. The Historical Society (HS) felt the person was representing the Board causing concern they would not have a location and would be put out of the building soon. Craig Allen emphasized the person was not speaking for the Board.
 2. Their excitement about the very old house (Barrett's) was that it is believed to be the home of the first minister in the Town of Westminster. There is also the opportunity to save a very old home within the Historical Village.
 3. The HS had a total of 43 visitors this summer.
 4. She believes the Board is hearing from a few of the Trustees, not the entire Board or volunteers of the HS. They are very grateful for the space they have.
 5. Sharing space may be a good opportunity and they are open to trying new things and suggestions regarding organization. They are concerned about security and theft of historical data if the space were open to the public on a regular basis. Things on the floor now would probably have to be stored due to possible public misuse. The HS members are willing to help in any way they can. The Board talked about incorporating a display case (possibly a larger display) so visitors to the building could observe the contents in a case. The Board thanked Ms. Caggiano for her thoughts and attending the meeting.
5. **Unfinished Business (Discussion/Action)***
 - A. **Westminster West Town Hall Discussion (bids):** TM- There are three bids, one structural, one masonry and one electrical due by Friday. Nancy Dalzell will schedule a meeting with the TM and the Friends of the Westminster West (WW) Town Hall to review contractors and

their bids. John Ewald believes the Scope of the work for the WW Town Hall (in packet) goes far beyond what is needed. He questioned why the "Scope of Work" (in packet) details more than has been recommended by the fire marshal and structural engineer. Why are they deciding to do more than has been recommended? Their bid, submitted at the last meeting by Michael Wells covered all items. This bid was less than \$3000.00 and included donations and volunteer work. He believes the Board is moving the work into an entirely different category. Sheldon Beebe said the State Electrical Inspector supersedes the Fire Marshall and believes there is nothing on the list in question that does not need to be done or changed. TM – used his notes to comprise the list from information provided by the Town's insurance carrier, the fire marshal, the fire chief and the structural engineer. The list covers the scope of work that needs to be done as advised by the Board of Selectmen. Peggy O'Toole believes it was very unfair to the Friends of WW Town Hall not to include all things the Board and TM were contemplating before they submitted their bid at the last meeting. Their bid was submitted as they were directed, using information from the fire marshal and the structural engineer. In addition, their bid and research of work was completed in a very competent way. John Ewald further explained they did not have to meet handicap codes as it is a pre-existing building. Peggy O'Toole and John Ewald confirmed The Friends of WW Town Hall were not opposed to having the work done or spending the money on the Hall and wanted to be sure the building is in good shape and all bids were considered fairly.

- B. **Town Hall Renovation Discussion:** TM- Packet contains a drawing of the Town Hall showing the lift on the outside of the building. The TM confirmed the man lift would take approximately 20' of the 30' on the west side of the building. An elevator versus a man lift would cost \$30,000.00 - \$40,000.00 more. TM confirmed the Town is exempt from the setback law if the use is for public good. A drawing to show the proposed changes on the second floor will be available at a later date.

- C. **Existing Five Year Plan** – progress if any? TM asking for next steps/information they needed to move forward?

Westminster West Town Hall – Nancy Dalzell is waiting for remaining bids and will schedule a meeting with the TM and the Friends of WW Town Hall.

Post Office – Toby Young would like a tour of the building with the TM and will be scheduled soon.

Town Hall – Sheldon Beebe is/has requested additional information/drawings on proposed renovations.

North Westminster (NW) Community House – Craig Allen plans to meet with Mark Lund and the TM when Mark returns from vacation. John Ewald and Fran Renaud asked to accompany Craig Allen, Mark Lund and TM when they visit the NW Community House. Craig Allen mentioned Mark had concerns about vegetation/trees growing into and around the building causing further damage on the outside.

Town Garage – Susan Harlow has met with Mark Lund, toured the garage and surrounding property. She asked about the Dupuis land adjacent to the Town Garage. TM- As this property was a FEMA buyout it cannot be developed, is required to be a green space. She has questions regarding costs for an addition, higher doorways, etc. It was further noted

the State owns the salt shed on the west side. The Town can use the shed, they cannot build on the property.

- D. **Draft Audit Report and TM's Document:** TM – Information included in packet. Confirmed the Town was in good shape. Per the Town Clerk, recent tax collection went very well.
- E. **State Facility Update:** TM – Buck Adams is finishing the area that completes the violation request. The drainage structure is in, pipes are in and the area looks very good. SVE (engineer) and the buildings and grounds developer will make a final inspection of the area.

6. **New Business (Discussion/Action)**

- A. **Lister Resignation – Bruce Sterling** – Mr. Sterling's letter of resignation included in packet. He stated he was not able to do the job as Lister, realizing what goes into the job, as well as learn and use the knowledge as it should be used. This is in addition to other responsibilities and a full time job. He asked the Select Board to review his request at the end of the Lister presentation.
- B. **Listers Letter and Discussion:** David Mulholland, Jackie Atwood and Bruce Sterling Included in packet was a letter to the Select Board from the Listers detailing their concerns. Also, a 2016 calendar that includes a 'To Do List' from the State of Vermont was handed out. Mr. Mulholland spoke at length about doing the job effectively in that two or so years ago the entire board of Listers walked out the door. It has been an awkward situation to move forward. There are issues regarding the tasks to be performed and the training to do the job accurately. The Listers have done a study of 25 other towns using the knowledge of other Listers to learn about their hours of work, days of work etc. The items on the calendar focus on maintaining records that are useable, not field work. Mr. Mulholland believes part of the job structure is to have adequate training on several different levels. As the Listers have not had training they have figured out quite a few things themselves as well as with the assistance of NEMRC. Computer input and record keeping are two more important aspects of their job to learn. NEMRC is on site to supervise/confirm that things are done correctly. Mr. Mulholland stated some physical files are missing and many files need a second look due to mislabeling, a printer error, etc. Also, there are paper files that they cannot link to any property. He went on to say when the NEMRC representative is in the office, his time is used to deal with permit situations and record issues that have become critical. The NEMRC representative is in the Town office two full days, every other week. Their contract is based on a fiscal calendar year at \$1,666.61 per month. The TM stated they realized there were some problems when the Listers left but not to the extent the new Listers have encountered. He believes the Town needs to professionally solve the file and map issues. Jackie Atwood suggested the Town consider an office person in addition to the Listers to work 20 or more hours per week to help the Town answer phone calls and has the training to do the job well. Mr. Mulholland asked to meet with the Board in a couple of weeks for further direction, to continue with analysis of other Towns processes as well as continue to update and fix files as best they can. The TM and Sheldon Beebe have a meeting scheduled with NEMRC on September 29, 2016 to clarify and discuss problems. Mr. Sterling's letter of resignation was tabled to the next meeting.

C. Personnel Matter: Shell Beebe made the motion to move to executive session at the end of the meeting to discuss a personnel matter. Susan Harlow seconded the motion, the motion passed.

7. Manager's Report:

- 1) Town Forest update – Tim Morton has completed the markings of the forest and is working on the bid for possible winter or summer extraction. The bid range has been determined.
- 2) The final buyout of the excavator was \$91,000.00
- 3) The new Town signs will be hung next week
- 4) Town Report Dedication – Reminder for the Board to get nominations to Russ
- 5) Quarterly Budget Reports – The handout (by law), will be included in the next meeting's packet
- 6) Budget Seminar – Seminar Russ and Karen attended about Capital Planning and Public Information was very helpful.

8. Boards and Commissions: Openings are advertised for two months in a row in the Gazette. It was noted there is one person on the Conservation Commission.

9. Other Business:

Ali (TC) noted there would be some fairly large payouts this week to the Fire District # 3, the Union High School, and the Westminster Center School. The payouts are all transferred via computer.

Fran Renaud noted she had received calls about the Community Improvement Program. It was determined the calls should be referred to Peter Stamm and Kendal Gifford.

FACTV is recording meetings. The Town website is missing four meetings due to the size of the download and limits of Karen Astley's computer. A new computer for Karen will be up and running soon.

10. Date of Next Meeting – October 12, 2016

The Board moved to executive session at 8:34 p.m.

Upon coming out of Executive Session at 9:20 PM, no further action was taken.

11. Adjournment: Susan Harlow made a motion to adjourn. Nancy Dalzell seconded and the motion passed at 9:23 PM.

Signature of Clerk

Date

Prepared by: Millie Barry, Recording Clerk