

Town of Westminster Select Board Meeting

Wednesday, April 8, 2015

Present: K. Sheldon Beebe – Chair (arrived at 6:36 p.m.), Craig Allen - Clerk, Paul Banik – Vice Chair, Toby Young and Peter Barrett (by telephone).

Others Present: Russell Hodgkins (Town Manager), Mark Lund (Road Foreman), Millie Barry (Recording Clerk), Fran Renaud, Jan Ameen, Fred Yates, Kathy Kingston, Sarah Allare, Ellen Zimmerman and Nate Stoddard

1. **Call to Order:** The meeting was called to order at 6:37 p.m. in the Westminster Town Hall.
2. **Adjustments to Agenda:** TM requested 6 B. To sign a letter of interest from a High Meadows Fund Grant.
3. **Acceptance of Minutes:** (March 10, 2015) Craig Allen moved to accept the minutes as printed, Paul Banik seconded. K. Sheldon Beebe, the minutes were accepted unanimously.
4. **Communications and Public Comments:** None
5. **Unfinished Business:**
 - A. Trash discussion and decision:

Noted : Jim Toher (Casella General Manager) had changed his service proposal without increase in cost.

The TM referred to a handout titled “Levels of trash Discussion” for use as a guide.

 1. Dual Stream vs. Single Stream Recycling? The majority of the Board favored single stream as it seems to be the trend across the country. It is simpler, though dual results a better product. Jan Ameen believes single stream is more expensive to process, more jobs are created by using dual stream recycling plus the Town has the option to truly recycle so why not do so? Kathy Kingston spoke as a resident – if there was the opportunity to create more jobs in the US (with dual stream) she believes in dual stream. Nate Stoddard cited information from WCAX and Dave Timmons, there were advantages to single sort of convenience, cost, documented higher customer participation, shorter stops for Haulers, fuel savings plus disadvantage of carts. Fred Yates commented on his observations during a recent trip to AL. Every home has 2 containers; one for recyclables and one for trash. It took six months to educate the public, everyone there was willing to recycle. Fran Renaud favored dual. Jan Ameen talked about Casella cost of trash carts over 3 years of 186k. Carts are not free. In her experience, single stream recycling promotes people throwing “whatever” all together.
 2. Trash & Recycling Must Have a Top? TM – Not in Town ordinance (wording in ordinance was very vague) is there requirement for covered containers. Other places have containers with covers.
 3. Place Street #'s Only on Containers, Totes, Cans, Covered Bins, or Bags? TM – accountability containers would have house #'s.
 4. Stickers vs. Bags and How Many Issued with Taxation? State law regulates the amount of trash and mandatory recycling as of July 1st. Free bag each week requires a sticker. There will be 52 free issued to each household. Each additional bag requires a sticker as well.
 5. Size of Acceptable Bag? TM – will be 30 gal. or 30 lbs., which ever is greater.
 6. Additional Stickers Purchased at What Price? This will depend on use of bags or totes.
 7. Weekly Trash & Recycling vs. Bi-Weekly ? Only one option designates weekly trash pickup.

8. Change Routes to Make Consolidated Areas Minimal? TM – Bidders bid all of our Town roads, private roads are still the concern, but will work out with Hauler.
9. Dumpsters Removed From Town Shop? TM – Casella would like the dumpsters removed as Casella would like the benefit from all recyclables. It was noted the dumpsters were being used by other Towns. The Chair's opinion is leave dumpsters at the town garage for six months to see outcome/ if people leave trash and dump inappropriately. TM – History shows when people have to pay for trash (run out of stickers) they will dispose of their trash anywhere they can. Members of the Board discussed a dumpster at a private property in North Westminster.
10. Hire Which Hauler with What Option? Discussion resulted in decision to be made in Executive Session.
11. Contract Terms? How Many Years and For What Option? Also to be determined in Exec. Session.
12. Stay w/ WSWMD? The present cost is 43k and Jan Ameen told the Board that they had already signed a contract for this coming fiscal year.
13. Educate the Public? Volunteers can do separate sections of the Town with handouts and meetings. Deadline is July 1st when all of this has to be implemented. Paul Banik mentioned Fact TV and Community Calendar as media avenues.
14. Create New Trash Ordinance to Support New Program? TM – Upgrade of current ordinance is required due to the present antiquated version.
Crain Allen moved to discuss specifics in Executive session, Paul Banik seconded, passed unanimously. Jan Ameen questioned executive session? The Chair noted there were two different Haulers and many prices to discuss.
Nate Stoddard noted other WCAX information conveyed that contamination is often from the wrong type of items being recycled such as waxy boxes and plastic containers. Williston, VT uses single stream recycling with goos success. Fran Renaud read a note written by Cindy Fine.

B. Listers Office Update:

TM – Board to figure out what Lister's office will look like including expectations? State representative came in and talked with the Manager about this because he heard about the three Listers resigning. An option would be to hire an assessment firm to do adjustments and grand list plus a three panel Lister Board to do the lighter duties of listing or simple adjustments. There is a July 1st deadline because of the fiscal year starting. NEMRC is an option and is interested in the work, has seven appraisers, State believes that they are a very competent firm. There are other firms interested in this job also. The Town has 1500 parcels +/- and 22k budgeted for the work plus 5k for the Listers. TM – The next step is to decide how the office will look? Will the Board hire a firm that is up and running by July 1st or appoint Listers? Board gave the TM authority to get solicitations for the assessment firm and to get job a description to the Board for approval.

C. Yearly Appointments of Record:

1. CRVC Wantastiquet Region River Subcommittee – Paul Harlow
2. PC & DRB Alternates from the Selectboard – Paul Banik & Toby Young respectively
3. Council on Aging - Catherine Cadieux

(Craig made the motion to accept these appointments, Paul seconded. Motion passed).

Toby questioned Council vs. Senior Solutions?

4. Paul Banik made a motion to accept the LEOP (Local Emergency Operations Plan) as presented, Craig Allen seconded, passed unanimously.

D. Front Door Shop Drawings : TM – presented new plans for the front door window configuration. Woodstone presented four different options and also took into consideration the mail slot and the insulating of it. The Board chose “Configuration B” with all the windows the same size and the mail slot on the right side of the new doors.

6. New Business (Discussion/Action)

- A. Review Existing trash Ordinance: The Manager explained that the existing ordinance does not apply to the new waste program and has no teeth. The Board will look into this after a decision is made on the trash program that is implemented.
- B. High Meadows Fund Grant: TM – Explained that he was called to a meeting by Windham Regional Commission, Westminster was only Town not to be represented up the Saxtons River watershed corridor in this grant opportunity. He explained about the reasons for the grant is to mitigate the damage along the river corridor with plantings, shore rehabilitation, and washouts from “Tropical Storm Irene”. Craig Allen made the motion to sign the High Meadows Grant funds participation letter, Toby seconded. Motion passed.

7. Manager’s Report:

- 1. TM gave the Board the FY 16 new truck totals and mentioned the body differences in price was only \$15.
- 2. TM asked permission to move the Westminster West bulletin board from the library to the Westminster West school. The board will be marked for “Town Only” business and will be located under the eaves of the school beside the schools board. Costs will be minimal. Board OK’d.
- 3. Dog Registrations – TM explained that only 1/3 of the dogs in Town are registered. State mandates that all dogs are registered and vaccinated. There will be a more aggressive approach to this problem starting with a warning
- 4. TM – explained that the office is working on grants to move forward for the Town Hall renovation and the water and sewer feasibility study.
- 5. TM – explained that FEMA has contacted him about the buy-out on the Dupris property next to the Town Shop. He is meeting next week.
- 6. TM explained to the Selectboard his disappointment in Fact TV not showing up for the meetings in Westminster. The IT person for the Town gave him an option about a sports camera. The camera has the ability to mount on the wall or with a stand can be brought to a different room or building for the meetings. The camera has multiple features: small in size, hooks to a stand, wide bubble lens, audio/visual features. The camera would allow immediate postings of meetings to the website. The cost would be covered by the Fact TV line in the budget which isn’t being spent. The cost will be around \$500. Craig moved to pursue this camera and try it out first if possible with a limit of \$500. Paul seconded, passed unanimously.

8. Boards and Commissions: None

9. Other Business: None

10. Date of Next Meeting: Wednesday, April 22, 2015 at 6:30 p.m.

11. Executive Session : The Board went into session at 8:46 PM to discuss a contractual matter where premature public knowledge would place the Town at a disadvantage. Upon coming out of Executive Session, the Board received a motion from Paul Banik to accept Option # 3 from Ruggiero Trash Company pending confirmation of the bid. Craig Allen seconded, passed 4-1 w/ Toby Young as the opposing vote.

- 12. Adjournment:** Craig Allen moved and Peter Barrett seconded to adjourn the meeting at 9:56 p.m.

Clerk Signature

Minutes prepared by Millie Barry (4/10/15)