

MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, January 10, 2018

Westminster, VT Town Hall

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

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator) Millie Barry (recording clerk), Alison Bigwood (Town Clerk/Treasurer), Patty Mark (Assistant Town Clerk), Tatiana Schreiber, Rachael Shaw and FACTV

1. **Call to Order:** K. Sheldon Beebe called the meeting to order at 6:30 p.m.
2. **Adjustments to Agenda:** The Town Manager noted two items. Under Communications and Public Comments to add Nick Kiel – Allocation for Westminster West Library. The second adjustment is under New Business, to add E., Town Meeting Article discussion. The chair so noted the additions.
3. **Acceptance of Minutes – December 27, 2017** – Craig Allen motioned to accept the minutes, Susan Harlow seconded the motion, the motion carried
4. **Communications and Public Comments:**
 - A. Nick Kiel – Westminster West Library – Mr. Kiel asked for clarification regarding the process of applying for funds for the library. Mr. Hodgkins explained the process of submitting a petition for three consecutive years with the names of 124 voters requesting an increase of \$4,200.00. As 2016 was the first year the increase was requested, the process would be the same through the year 2018. After the third year, the amount would remain, if approved by the voters at \$8,400.00 or until another request was made by the Library Board Members. Mr. Kiel was provided a petition by the Assistant Town Clerk and all Board Members and Clerks given the opportunity to sign this petition.
5. **Unfinished Business (Discussion/Action):**
 - A. Beaver Management – Rachael Shaw – Ms. Shaw appeared to let the Board know the Westminster Conservation Commission's intent to apply for a VT Watershed grant with a different purpose. As the State has their own program of making flow devices, the purpose of the grant would be planning and inventory. Ms. Schreiber talked about identifying areas vulnerable to flooding, those places in Town most needing protection. These would include upland forested and wetland areas. Ms. Shaw let the Board know the max amount of the grant (if received) was \$3,500.00, the deadline to apply was January 15. Their plan is to collaborate with Windham Regional Planning Commission and possibly student internship programs such as Antioch College. The Board agreed to support the application to VT Watershed Commission. Russell Hodgkins will write the letter of support on behalf of the Selectboard.
 - B. New Dog Ordinance/Article in Gazette - Mr. Hodgkins told the Board their packet included information on the new animal control ordinance, the old ordinance and present dog registration/violation procedure. The Board will read the information and discuss at a future meeting. The Town Manager noted Noel Hoffmann will write a series of articles for

the Westminster Gazette, beginning in the February edition. These articles will focus on dog behavior, training, ordinances, violation procedure etc.

- C. **Community Crime Watch** - Mr. Hodgkins let the Board know he had not heard from the Vermont State Police regarding scheduling a date for the Westminster community crime watch meetings. He asked if this item could be tabled.
 - D. **Abandoned Mobile Home – Davidson Hill** - Included in the packet are pictures of the mobile home and areas surrounding the home. The Manager told the Board in the past, at other properties, the Town has cleaned up a mess and placed a lien on the property to recover costs. There is the possibility this property is not valued for as much as the clean-up would cost. Mr. Hodgkins is hoping for a response from the Owners of the property about clean-up at the site. In the meantime, he will obtain an estimate from Ruggiero. The Town is able to take the mobile home down using their equipment.
- 6. New Business (Discussion/Action):**
- A. Personnel Matter (Executive Session) - Craig Allen motioned to go into executive session inviting the Town Clerk/Treasurer and Assistant Town Clerk/Treasurer to discuss a personnel matter. Susan Harlow seconded the motion, the motion carried. The Board will move to executive session after 'other business' on the agenda.
 - B. Community Sand at Town Shop (update) – In the two weeks the camera have been up there have been no outstanding violations. In another matter, one person was cited for illegally dumping snow. This person complained about the plowing and maintenance of Back Westminster Road.
 - C. Citizen of the Year (Executive Session) -
 - D. Dedication of Town Report (Executive Session) - Craig Allen motioned to go into executive session to discuss the citizen of the year and the dedication of the town report. Nancy Dalzell seconded the motion, the motion carried.
 - E. Town Meeting Article Discussion - Included in the packet is a mock draft of the warning for annual meeting for the Town of Westminster, VT March 3, 2018. Mr. Hodgkins noted this draft included regular warning articles and the possibility of SEVEDs and the Westminster West Library coming back with their requests. In addition, the Selectboard report for members to read, add and/or make changes to is also in the packet. This final Board report (with additions/corrections) needs to be back to the Town Manager by January 16, 2018. Alison Bigwood added Fletcher Proctor announced at the beginning of Town Meeting the rabies clinic to be held on March 24, 2018 from 10 a.m. to 12 p.m. at the Town Garage. The cost is \$10.00 (no increase), Vinnie Dibernardo, DVM will be the veterinarian at the clinic.
- 7. Town Manager's Report:**
- 1). Westminster Meats Information – Information in the packet of Notice of Public Sale to be held on March 8, 2018 at 11:00 a.m. for breach of conditions of mortgage and foreclosure of mortgages.
 - 2). Resignation of WRC and interest to fill - The packet includes a letter of resignation from Norm Wright as a Town Representative to Windham Regional Commission. Susan Harlow motioned to accept Mr. Wright's resignation, effective immediately. Craig Allen seconded the motion, the motion passed. Also included in the packet is a letter of interest from Bobbi Kilburn regarding a the representative position. As per Town procedure, the opening will be advertised in the Westminster Gazette.

3). WCS Report (Josh Perro) – Included in packet is the Windham County Sheriff’s Office report from 7/30/17 to 8/15/17. Income generated from tickets and arrests was \$35,472.00. The Town receives approximately 40 percent of this amount. Sheriff Perro will be away from duties in the Town for four months for training purposes. When training is completed, Officer Perro will return. Another officer will be appointed in Sheriff’s Perro’s absence.

4). Included in the packet is Westminster General Ledger half year budget status report detailing actuals spent to date, revenue and expenditures. Ms. Mark noted there were two people that paid their taxes ahead, before the December 31, 2017 deadline.

8. Boards and Commissions - The Development Review Board is full. Openings are available on the Planning Commission and Activities Committee. These positions will be advertised in the Westminster Gazette.

9. Other Business - None

10. Date of Next Meeting – January 24, 2018

At 7:14 p.m. the Board moved to executive session for a personnel matter. The Board came out of executive session at 7:32 and declared the Town Treasurer will not be running for another term and the present Assistant Treasurer will not seek further employment with the Town at that position.

At 7:40 p.m. the Board went back into executive session for dedications. No action was taken after the Board was out of executive session at 7:40.

11. Adjournment – Craig Allen made a motion to adjourn at 7:48 p.m. The motion was seconded by Nancy Dalzell and the motion passed.

Clerk

Date