

MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, February 14, 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), Alison Bigwood (Town Clerk/Town Treasurer), Millie Barry (recording clerk), Attorney, Fletcher Proctor and FACTV

1. **Call to Order:** The meeting was called to order at 6:30 p.m. by K. Sheldon Beebe, chairperson of the Board.
2. **Adjustments to Agenda:** The Town Manager added to the agenda under 6, D, there are three personnel matters. Then to add E under number 6, Sign the Listers No Appeal or Suit Pending Certificate. The Chair noted the additions.
3. **Acceptance of Minutes – January 24, 2018:** Susan Harlow motioned to accept the minutes of the January 24, 2018 minutes as printed. Craig Allen seconded the motion, the motion carried.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action):**
 - A. Abandoned Mobile Home – Davidson Hill – Mr. Hodgkins noted the Board had received the information to tear down and dispose of the mobile home on Davidson Hill. He also noted there had been no response from the Owner or Trust of the Owner and before any action taken, legal counsel would be involved to protect the Town's interests. Craig Allen asked if there were State monies available or could the Town apply for State help with disposal. The Town Manager said he could deem the site a health hazard to receive monetary assistance from the State. This item will be tabled until April 1, 2018.
 - B. New Dog Ordinance – Information on the new animal control ordinance is in the Board packet of information. Mr. Beebe noted there was no language in the new document pertaining to service dogs. Manager Hodgkins said there was nothing in the book of "Woof" to single service dogs out. They are under the same rules and regulations and would be required to be under control at all times. A service dog, if running loose or at large, would be in violation. Susan Harlow said perhaps summarizing all major changes to the ordinance could be noted in the March edition of the Westminster Gazette. The entire new ordinance will be posted on the Town's website. Nancy Dalzell noted there would be a leash law if the new ordinance is accepted. The Manager said there would be an open meeting to receive public input and the information posted before adopting ordinance. The Board will table acting on the new ordinance until after Town Meeting.
 - C. Community Crime Watch – Update – The Town Manager noted the first meeting was held at the Westminster Town Hall. At this meeting the Sheriff's Department relayed information on a program available, **Are You Okay?** Information on this program included in Board packet of information. This service is free of charge. It involves a dispatch person from the Sheriff's Department calling each enrolled subscriber every day of the year at the same time of the day to check on the person. Everyone who signs up for the program is asked to fill

out a form requesting medical and emergency information which a deputy may need in an emergency. An application and more information is available by calling the Windham County Sheriff's Department at 802-365-4942. The program continues to be a success, alerting emergency services to situations where response was necessary. The next meeting for Community Crime Watch is February 20 at 6:00 p.m. at the Westminster West School. On February 22 another meeting will be held at the State Police Facility at 6:00 p.m. If there is interest in another crime watch information session, it will be held at the Westminster Town Hall a date and time to be announced.

6. New Business (Discussion/Action):

- A. Sign Two Liquor Licenses: Alison Bigwood (Town Clerk) mentioned that only one place of business applied not two as first thought. Toby Young moved to approve the Westminster Station liquor license for Irving. Nancy Dalzell seconded the motion, the motion carried.
- B. Assign Speakers for Approved Warning Articles for Town Meeting – The Board discussed at length the order of the articles to be brought before the voters at Town Meeting and possible questions from voters relating to the budget. Susan Harlow questioned the position of the Board on the Southern Vermont Economic Development Strategies request/article. The Chair of the Board noted there was no new information from SEVED's. The Manager relayed to the Board information from SEVED's letter is that the groups focus was now on economic development to retain students after graduation, in the local area. Susan Harlow believes SEVED's program is not direct enough to find specific students for specific businesses. Attorney Proctor Fletcher (town moderator) spoke to the Board regarding the warning with advice on the logical order of articles to be moved.
- C. Town Meeting Discussion/Prep. –
*Article 12 – To transact any other proper business to be brought before the Town of Westminster. Discussion centered on the additional monies (\$4,200.00) requested from the Westminster West library, the foundation, electrical and handicap access work done at the Westminster West Town Hall and required work to maintain the North Westminster Community House. Also, the back door egress at the Town Hall required (by law) and questions about the Town Hall renovation project. Susan Harlow asked at what point the Board addressed the general question of how the Town pays for maintenance beyond the budgeted amounts of \$3,500.00. Included in the packet was a pie chart compiled by the Town Manager and his Assistant showing, in color, FY 17 budget revenue, actual revenue, budget expenditure and actual expenditure. An explanation of the charts was included as well. Susan Harlow questioned the equipment fund and capital improvement fund, money spent and remaining. Also, for the bridge restoration fund it may be good to note the status of bridge repair. Mr. Hodgkins said the Route 121 Bridge will be repaired next year. There will not be a temporary bridge installed at this location, saving \$100,000.00 +/- . He noted there were four other bridges in Town located on Goldies Road, Covered Bridge Road, James Road and South Valley Road.
- D. Personnel Matters (3) (Executive Session) - Craig Allen motioned to go into Executive Session after item #10 on agenda to discuss three personnel matters and to invite the Town Manager. Nancy Dalzell seconded the motion, the motion carried.
- E. Certificate of No Appeal or Suit Pending. Craig Allen motioned to approve the Certificate No Appeal or Suit Pending. Susan Harlow seconded the motion, the motion carried.

7. Manger's Report:

- 1). Westminster Meats – The Town Manager will attend the public sale to be held on March 8, 2018 at 11:00 a.m. to protect the Town's interest.
- 2). Spring Selectboard Workshop – Reminder if Board members are interested in attending the workshop there are forms to register.
- 3). Back Door Construction to start on or about February 15th. The road to the back door may have to be sanded or plowed for All Seasons to access the site.
- 4). The Fire and Safety Construction Permit - Has been received and is posted at the back of the building and on the 'Community Board'. The information is included in the Board's packet.
- 5). Delinquent Tax Collector Bonding and Procedures – Information from VLCT is there is coverage under the normal Town insurance.
- 6). Letter from Bob Spencer – WSWMD – Included in the packet is the letter from Windham Solid Waste with an interest to discuss with the Town their options for waste management. The Towns of Dover and Guilford have done similar evaluations.
- 7). Packet from Arnold and Scangus received February 7, 2018. The last page of the report is included in the packet. This is the estimate to match the drawing. The Manager noted his long conversation with Rebecca Arnold about costs. The Manager believes they are approaching this project in the right way by doing specific tasks as the Town can afford it. At the end, if a grant is required, it is possible to apply at that time.
- 8). Snow Plow Accident: The packet includes information on the deductible for the accident.

8. Boards and Commissions: Chris Vincent has resigned as Chair of the Planning Commission for personal reasons.

9. Other Business: Included in the packet is a letter from the Town Clerk about a quorum for a Board of Civil Authority meeting to be held February 28. The number of Justice of the Peace members is down by two people on Election Day. The letter is about filling slots (volunteers) for Election Day and checking people in on Town Meeting day for voting purposes during the meeting. In another matter, there will be a committee organized to find another location for Town elections. Jim Matteau will attend the BCA meeting to answer questions and find solutions.

10. Date of Next Meeting: February 28, 2018

The Board moved to Executive Session at 7:55 p.m. Upon coming out of Executive Session, the Chair told the Town Manager to place the ad for a new Road Foreman in the newspaper and commented that he hopes all works out for Ron Clace in the future.

11. Adjournment: Craig Allen made a motion to adjourn at 8:21 PM. Nancy Dalzell seconded the motion and the motion passed.

Clerk

Date