

Meeting of the Westminster Selectboard

Wednesday, February 27, 2019

VT State Police Barracks, Westminster, VT

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

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator)

1. **Call to Order:** K. Sheldon Beebe, chair of the board, called the meeting to order at 6:30 p.m. This meeting was held at the Westminster, VT State Police Barracks due to ongoing construction at the Westminster Town Hall.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** Craig Allen moved to accept the minutes of February 13, 2019 as printed. Susan Harlow seconded, the motion carried
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/action):**
 - A. Brief Discussion on Act 46 – The Board discussed how this law suit and possible merger could affect the Town’s portion of the budget and Kevin Hughes requested the document from Larry Slason to the School Board that David Major had promised to forward. The Town Manger will forward the email ASAP to the Board.
 - B. Town Meeting Prep –
 - C. Town Meeting Articles – Items B & C were merged together in conversation. The Board and TM discussed Town Meeting and the Articles at length. Article by Article the Board discussed information received and needed. One very important fact came out of the discussion which was incorrect on one of the Board’s handouts. Craig Allen asked, how much was the actual value of the Grand List this year versus last year? It was previously stated that the value was \$179,450 by the TM. Upon discussion of how many zoning permits were issued, it was corrected to say \$1,794,500. This value was a large part of why the tax rate remained very reasonable. In conclusion of the discussion, the Board felt ready with the information needed to answer any questions that might come up.
 - D. Town Hall – Phase III information – The TM gave the Selectboard a breakdown of the costs that have been promised for Phase II; Brennan Builders doing the Phase II construction, Heating estimates for upstairs and down, and Alarm system upgrade. This leaves approximately \$44,126 to date. Kevin Hughes asked about how the taxpayers were going to be asked how to pay for the remaining work. The Board is scheduled to discuss this topic at the Article which covers the “Reserve Fund Balance Policy”. The Manager explained that he would have an estimate for Saturday for the remaining work from Brennan Builders. A very premature estimate of the possible surplus was given as \$150,000 which would be very close to covering the remaining portion of work to complete the renovation of the Town Hall.

E. Rockingham/Westminster Transfer Station - \$35 fee: The Town Manager explained that no further communication has happened between the two Towns, probably because Town Meeting is right around the corner and the Municipal Manager for Rockingham/Bellows Falls is very busy with budgets. The Town Manger will have more information at the next meeting.

6. New Business: (Discussion/action):

- A.** Bid Results – Heating 1st floor & 2nd floor – The Town Manager told the Board that in their packet of information was a summary of the bids received. After discussion about the bids, Craig Allen made a motion to accept the bid for the upstairs heating by John T Appliance for \$15,292.00. Susan Harlow seconded the motion and the motion passed. Craig Allen went on to make a motion to authorize the Town Manager to notify HB Energy, that the Town would like him to amend his bid with an alternate for one large air handler versus the two requested. The motion continued to give the Town Manager to receive the additional information and except the lowest bid.
- B.** Executive Session – contractual matters (2): Craig Allen moved to go into executive session (inviting the TM) to discuss two contractual matters. Kevin Hughes seconded, the motion carried. The Board went directly into Executive Session (ES) at 7:45 PM. Upon coming out of ES, Craig Allen made a motion to accept Charles Lawrence’s contract as presented and authorize the Town Manager to sign it. Kevin Hughes seconded the motion and the motion passed. No further discussion happened and the meeting resumed at 8:02 PM.

7. Manger’s Report:

- A.** Town Hall Renovation – Phase II update –
- The bathroom is operational is awaiting the bar handles to make it complete. The front door replacement will be as soon as weather permits. And the Steel support has been installed on the fire escape as contracted.
- B.** WCS (Windham County Sheriff) Update – Included in the packet was an update of tickets, warnings, arrests etc. as of 2/01/2019. The Town Manager told the Board that the public is questioning the hours and ticket revenue received to date. The Chair noted that the Windham County Sheriff’s contract is still behind by over a 100 hours of service. The TM agreed.
- C.** New Generator is being installed and should be up and running by the end of this week.

8. Boards and Commissions – None

9. Other Business: K. Sheldon Beebe mentioned that our retired Legislator, David Deen, just recently received 3 awards and he asked Susan Harlow to look into this and put an article in the Gazette, if possible. Susan noted that she will research this and get possibly the Commons and the Gazette to recognize this accomplishment.

10. Date of next meeting: March 2, 2019 – Town Meeting & regular meeting scheduled for March 13, 2019.

11. Adjournment: Craig Allen made a motion to adjourn at 8:48 p.m. and Kevin Hughes seconded. The motion passed.

Clerk

Date

Minutes composed by R. Hodgkins 2/14/2019