

# MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, March 27, 2019

Vermont State Police Barracks, Westminster, VT

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

**Others Present:** Russell Hodgkins (Town Manager/Zoning Administrator) Millie Barry (Recording Clerk) and FACTV

1. **Call to Order:** In the absence of the Chair of the Selectboard, Susan Harlow, Vice Chair called the meeting to order at 6:30 p.m. Due to ongoing construction at the Westminster Town Hall, the meeting was held at the VT State Police Barracks in Westminster, VT
2. **Adjustments to Agenda:** Mr. Hodgkins (TM) requested to add an additional contractual matter under 6. D. Executive Session
3. **Acceptance of Minutes:** March 13, 2019 – Craig Allen motioned to approve the minutes of March 13, 2019 as printed, Kevin Hughes seconded, the motion carried.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action):**
  - A. Act 46 – Update if any: Included in packet was the warning/agenda of the Special Meeting of the Windham Northeast Union Elementary School District to be held April 10, 2019 at 6:00 p.m. The Town Manager (TM) said there was no new information.
  - B. Quarterly Budget Report: The Westminster General Ledger Current Year Period: 9 Budget Status Report included in Board's packet. The Board tabled this item to April 9, 2019.
  - C. Website Update: Mr. Hodgkins said there was no update except the company is working to improve the information posted and provide specific information requested such as keeping minutes and agendas of all Board meetings separate.
  - D. Second Draft of Yearly Appointments – Information included in the packet – Craig Allen motioned to appoint Stephen Dotson and Bobbi Kilburn to the Windham Regional Commission. Kevin Hughes seconded, the motion carried. The current list, dated March 13, 2019 will be recorded. Noted: two more people are needed for the Planning Commission.
  - E. Mandich Case – Court Date and Tax Sale: Information in packet. Mr. Hodgkins told the Board Mr. Mandich was attempting to get the case dismissed. The TM recommended the Board take time to read the information from NH Superior Court as well as well as an email from Erin Meenan at Bragdon, Baron & Kossayda, P.C.
6. **New Business (Discussion/Action):**
  - A. Allen Brothers – request for speed change: The Manager told the Board, Irving Oil and Allen Brothers, Inc. as well as Vtrans (State of VT) would like the speed limit changed to 35 miles per hour from the Westminster Station Market to Harlow Farm Stand. This area of Route 5 is deemed 'high risk'. Toby Young motioned to request the State of Vermont reduce this section of Route 5 speed limit to 35 miles per hour. Kevin Hughes seconded, the motion carried.
  - B. Town Manager, TM Evaluation Form – Included in the Board's packet was an evaluation form. Susan Harlow recommended looking at the evaluation, making changes (if needed) and to table to April 9, 2019.

- C. Results – Roof Bid, North Westminster Community House. Included in the packet were two bids from Stetson & Son and Jones Roofing. Craig Allen moved to accept the Jones Roofing bid to replace/repair the roof to finish the job. Toby Young seconded, the motion carried.
- D. Executive Session: Craig Allen motioned to move to executive session to discuss two contractual matters and invite the TM. Toby Young seconded, the motion carried.

**7. Manager's Report:**

- 1. Heat for upstairs (town hall) – installation will take place the week of April 14<sup>th</sup>. The three propane tanks will be consolidated into one and moved across the yard (against the woods).
- 2. FY 19 Delinquent Tax report to date. The board packet includes taxpayers two years in arrears at the present time. Kevin Hughes questioned the costs to the Town when moving forward with legal fees, notices etc. The Manager said all fees, collection costs are paid by the delinquent taxpayer.
- 3. Pavement Grant – Back Westminster Road (class 2) with guard rail and culvert replacement where necessary will be done this year. The work location is from Route 121 south about one mile to approximately the Allenville Church.
- 4. Beebe Road project moving forward – This to remove the dam that was requested by the owner of the property due to liability issues. The project is being completed by the State and will replace the present culvert with a box culvert. There is a dry hydrant, the only source of water for the fire department in this area. The State has assured the town, with engineering and new culvert the water will be exactly the correct flow as it is now. There are five agencies involved in the engineering of project/removal of the damn. Kevin Hughes requested the TM explore a second source of water for back-up in the instance another source is required.
- 5./6. Equipment purchase – new 6 wheeler dump truck – the new truck will replace a 13 year old truck. The Board talked about hiring a 7<sup>th</sup> highway employee. The TM, after discussion with the Road Foreman, Chuck Lawrence, expressed the opinion another employee was important and would be valuable to maintain roads, insure culverts/ditches/guard rails in good condition and complete grading and rolling projects for the summer months. Mr. Hodgkins spoke about the possibility of hiring a high school senior for the summer in an apprentice type position. Kevin Hughes questioned if a 7<sup>th</sup> person was not hired was the present truck good to use for another year. Mr. Hodgkins said if an additional road crew person was not hired, the present truck or a new 6 wheeler was not needed.

**8. Boards and Commissions:** None

- 9. **Other Business:** Kevin Hughes questioned the status of the \$35.00 fee for Westminster residents to use the Rockingham Transfer Station. The TM said he and Wendy Harrison (town manager) met. A decision would not be made until after the village trustee meeting in April. The present stickers can be used until July 1, 2019.

In another matter, Craig Allen and the Manager recently met with a representative of USDA and Brattleboro Area Development Corporation at the North Westminster Community House. Mr. Allen spoke about the possibility of Lyssa Papazian, a local historian consultant, give the Town recommendations of what could and could not be done to the building. Mr. Hodgkins noted to pursue a USDA loan to renovate the building would include additional costs of an architect, historian, clerk of the works and special insurance. Mr. Allen added there was a grant available through the Brattleboro Area Development Corp. for a feasibility study paid half by the Town and half by the Development Corp.

- 10. **Date of Next Meeting: TUESDAY, APRIL 9, 2019 – SELECTBOARD MEETING.** The location of this Selectboard meeting will be posted on the Town website as the State Police Barracks is not available typically on Tuesday evenings.

**WEDNESDAY, APRIL 10, 2019: Meeting at Bellows Falls Union High School: Windham  
Northeast Union Elementary School District**

**The Selectboard moved to executive session at 7:31 p.m.** Upon coming out of Executive Session at 7:45 PM, Kevin Hughes made a motion to approve the new application for a liquor license. Susan Harlow seconded the motion and the motion passed 3-0 with 1 abstention. No further business was conducted.

- 11. Adjournment:** Craig Allen made a motion to adjourn and Kevin Hughes seconded. The motion passed.

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**Clerk**

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**Date**

Minutes prepared by Millie Barry 3/30/2019