

MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, March 28, 2018

Westminster, VT Town Hall

Members Present: K. Sheldon Beebe, Craig Allen, Susan Harlow, Toby Young and Kevin Hughes (newly elected Selectboard person).

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Robert Lober and FACTV

1. **Call to Order:** The meeting was called to order at 6:30 p.m. by Sheldon Beebe (Chair).
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** Craig Allen motioned to accept the minutes of March 14, 2018 as printed. Kevin Hughes seconded the motion, the motion passed.
4. **Communications and Public Comments:** Robert Lober questioned the Town's participation with the Westminster Fire District # 5. He told the Board that the Town's budget didn't have an expenditure line for the Manager or Legal Counsel to spend money for them and rightly so. The Town has no responsibility to this Fire District and it's not correct having resources spent for it. Services should be back billed to Fire District and all of their problems should not be our obligation to fix. Sheldon Beebe told Mr. Lober that the Road Crew fixed a few manhole covers that were tarred over and the Town Manager has helped with some paperwork. He continued that the manholes were not supposed to be covered over when the new pavement went down, so the Board thought this was their responsibility to fix.
Mr. Lober asked about the Zoning budget. He remembers when zoning got started, it was supposed to be self-sustaining budget wise. What was spent was supposed to come back in by permits granted. He continued that this service seems to be out of whack. Zoning was supposed to take care of itself financially. Up the rates if that is what it takes, he commented. He also stated that the proposed budget is \$30,000 and the proposed revenue is \$3,000. Sheldon Beebe told Mr. Lober that they will look into the rates that the zoning permits are set at.
5. **Unfinished Business (Discussion/Action) –**
 - A. **Town Reserve Fund Policy:** Susan Harlow asked about the names of the surplus categories. This was confusing and asked if this could be tabled until further discussion could take place about the wording and what it would mean when spent. With further discussion, the Chair requested this policy discussion be tabled.
 - B. **Sale of Land on Heights Road:** The Town Manager reported no movement on the sale, so the Board all agreed to lock the gate on April 1st.
 - C. **Annual LEOP Adoption:** Kevin Hughes asked about the police presence in Town and how it plays out with an emergency. The Town Manager responded that mutual aid calls out the police automatically with the Fire and Rescue. Susan Harlow motioned to adopt the document as presented and Craig Allen seconded. The motion passed.
 - D. **Yearly Appointments of Record:** The Manager told the Board that the list was completed to date and recorded with the Clerk for record. Toby Young mentioned that Barry Shamas was interested in getting involved along with Jessie Freidman and Richard Talbot. The Town Manager will contact these people to see if they will join a Board or Commission.

6. New Business (Discussion/Action) –

- A. **Certificate of Compliance for Roads & Bridges:** The Manager explained that these documents are annual updates to the Town's position. Susan Harlow made a motion to adopt the TA-60 Financial Form and Craig Allen seconded. The motion passed; Craig made a motion to adopt the Certificate of Highway Mileage and Kevin Hughes seconded. The motion passed.
Craig made a motion to adopt the Certification of Compliance for Town Roads and Bridges with Susan Harlow seconding. The motion passed.
- B. **Road Foreman Search Committee:** The Town Manager requested that Board members be on a search committee to select a Road Foreman. Kevin Hughes, Susan Harlow & Sheldon Beebe all volunteered. The Manager will notify the applicants.
- C. **Discussion of the State's Safety Audit:** Russell Hodgkins told the Board that a committee of State of Vermont Engineers, Safety Coordinators, Foreman's and Police came to the Town Hall along with WRC and himself to talk about the intersection on Route 5 and the I-91 ramp. The fatality last summer created the need to look at this intersection and see what could be done. The Manager told the Board that a request could be coming by the State to continue the 35 MPH through this intersection both north & south on Route 5 to just beyond Harlow's and to Westminster Station. No action was taken and the Manager said he will keep them abreast of the State's decision.
- D. **Fire District # 5 Update:** The Town Manager told the Board that the Village of Bellows Falls is raising the rates substantially for sewer service users and where the cost is stemming from is a bond that the Village of Bellows Falls has coming due for upgrades to four sewer pump stations that have nothing to do with the North Westminster residents. More information will follow as it is available.
- E. **Executive Session for Personnel Matter:** Craig Allen made a motion to go into Executive Session for a personnel matter and invited the Town Manager to accompany them. Susan Harlow seconded and the motion passed.

7. Manager's Report:

- 1.) Westminster Meats was sold at the public auction to an unknown buyer for \$170,000 – The Manager will keep the Board abreast of any changes in the Town's interest in the property as it relates to the Community Loan.
- 2.) Trash Tags are going to be purchased by a different supplier and the Manager wanted to know if there was any objection to giving the tax payers 55 tags instead of 52 so that they do not have to be cut apart because they come in sheets of 5. The Board saw no objection to this request.
- 3.) Town Hall
 - a.) Community Development Grant – The Manager asked if the next phase of the renovation was ready to go and if yes, the Town has an opportunity for a small grant. The deadline is in April. The Board told the Manager to continue and get bids for the next phase and pursue any grant as he sees fit.
 - b.) VCDP Loan (Westminster Meats) – The Manager told the Board that this money can be used for the Man-lift in this next phase of work and at present it is \$70,500 +/-.
- 4.) General Road Permit Fees will be going down in the future. A new report came out stating that Westminster will owe \$1350 versus the expected \$2000 next year.

- 5.) Windham Solid Waste Management District will speak to the Board on May 9th. The Manager will let everyone know.
- 6.) Sand Usage at the Town Garage was 183 yds. +/- for public use. This was a lot lower than what was told to the Board earlier as an estimate. This figure did not consider the West pile.

8. Boards and Commissions: None

- 9. Other Business:** Marijuana use by Employees was discussed briefly because a concerned taxpayer asked Sheldon Beebe about the Town's policy. Sheldon Beebe and the Manager explained the Personnel Policy as it relates to substance abuse and the CDL license requirements of the Road Crew. This concern is taken care of in the existing policies and State regulations.

10. Date of Next Meeting: April 11, 2018

The Selectboard moved to executive session at 8:18 pm

Upon coming out of Executive Session at 8:50 pm, no further business was conducted.

- 11. Adjournment:** Susan Harlow made a motion to adjourn at 8:56 pm and Toby Young seconded. The motion passed.

Clerk

Date

Minutes prepared by Russell Hodgkins 3/29/2018