

MEETING OF THE WESTMINSTER SELECT BOARD

Wednesday, April 11, 2018, Westminster Town Hall

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

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Alison Bigwood (Town Clerk), Patty Mark (Assistant Town Clerk) Jackie Atwood (Lister/newly elected Treasurer), Doug Oftedahl (Lister), Rachael Cohen (Lister), David Dupres, Jan Ameen, Millie Barry (Recording Clerk) and FACTV

1. **Call to Order:** The meeting was called to order at 6:30 p.m. by K. Sheldon Beebe, chair of the Board.
2. **Adjustment to Agenda:** None
3. **Acceptance of the Minutes:** Susan Harlow moved to accept the minutes of March 28, 2018 with a comment. Craig Allen seconded the motion. In the matter of the Road Foreman search committee, Kevin Hughes, Susan Harlow and K. Sheldon Beebe volunteered for the committee. Two members will be present for committee meeting with one as an alternate. The minutes were accepted as printed.
4. **Communication and Public Comments:** None
5. **Unfinished Business (Discussion/Action):**
 - A. *Abandoned Mobile Home – Davidson Hill:* Information included in the packet. The Town Manager relayed the owner has passed away, the taxes are overdue and there has been no response to letters from the Town regarding status of the mobile home. The Board agreed to contact the owner's brother and then put the parcel up for tax sale. The Town Manager relayed the property is not contaminated but is a safety hazard. Several neighbors to the property have contacted the Town regarding this matter. The Manager will seek a legal opinion regarding purchase at tax sale there be a restriction of the sale the property be cleaned up in 60 days.
 - B. *New Dog Ordinance – Discussion:* Craig Allen motioned to approve the animal control ordinance as updated in January 2018. Susan Harlow seconded the motion. Jan Ameen addressed the Board that basically the new ordinance created a leash law and questioned the reasons for this change. She believes there was not a reason or a lot of data to support a leash law as no logs are kept on dog problems except for dog bites. She asked the Board not to put the new ordinance forward or bring to a public hearing. She believes the issue is more unregistered and unvaccinated dogs. Jan is willing to be creative, work with the Town and area vets to help find a solution to the Town problem of unregistered/unvaccinated dogs. The Town Manager addressed the problem of dogs on public lands. The leash law would apply to dogs running at large, not under control by an owner walking on a Town road/highway. The Board passed the motion to approve the animal control ordinance as updated January 2018. The new ordinance will be scheduled for a public hearing soon.
6. **New Business (Discussion/Action):**
 - A. *Town Hall Bid Documents – ADA Compliance Phase II:* Information is included in the Board packet regarding construction of a lift and associated work. The Town Manager relayed this

work had been put out for bid, publicized and sent to six contractors showing interest in the project.

- B. *This Year's Equipment Needs – Tractor with mower and 1 ton pickup*: Information included in the packet. The Town Manager said the 2002 mower and pickup were showing severe signs of wear. Susan Harlow asked if purchasing new equipment would be put out to bid, Mr. Beebe requested hours of use on the present tractor. The purchases will be put out to bid and the hours on the present tractor will be reported.
- C. *Insurance Claim*: Included in the packet was picture of a vehicle an owner has given to the Town Manager. The Manager relayed to the Board the car was parked in the right of the way and the snow pressure caused by a plow caused damage/dent. The owner reported the incident about two weeks ago telling the Manager the accident happened in February. More information is required from the owner to proceed.
- D. *Third Quarter Financials*: Discussing financials was tabled to the next meeting.

Alison Bigwood said she had received a letter as an employee/town clerk. She said she was aware of Patty Mark's salary being close to the budget. This had been addressed by Patty leaving at 3:30 p.m. and Patty would miss one day without pay. Ms. Bigwood's pay periods are 27 instead of 26 and she relayed if her salary went over budget she will not come into work. She stated she was not here to steal from the Town or go over budget. She also stated she would have appreciated a conversation instead of a letter. Sheldon Beebe said the letter was written to be sure the Town Clerk was on top of the current budget situation. Ms. Bigwood stated she had been working for the Town four years in July and the relationship should be professional, one where everyone worked together. Also, she had adjusted her pay to reflect \$22.00 a week as Assistant Treasurer to help Jackie Atwood with payroll and other matters associated with treasurer position. She continued, when that money runs out she will continue to assist Jackie, without pay, as this is an important part of the job. Mr. Beebe stated the Board and Town was doing something new and different regarding the newly elected Treasurer trying to keep everyone on track. With next year's budget something else may need to be done. Jackie Atwood addressed the Board that she was disillusioned with the letter she received. The letter says something directly opposite opposed to the executive session with the Board two weeks ago where she does not feel she has support as treasurer in the new position. She stated, if not for Ali's assistance, she would not have had any formal training for the new job. Further, she was confused about the wording of the letter, formal training opportunities, the amount left for her and assistant treasurer salary in the budget for the current year etc. It seemed there was room to adjust the budget for training purposes but not for salary. Ms. Atwood continued she understands Westminster is a small town and the treasurer is not full time. Ali is spending as much time training as the treasurer has been working to learn the new job. She is already over budget for the next six pay periods with the assistant treasurer receiving \$44.00 every two weeks. Ms. Bigwood asked if the Board remembered in 2016 when \$2,000.00 was taken away from her budget. Why, she continued, if money can be taken away for one purpose, it cannot be given to Jackie to pay her? Mr. Beebe stated there was money in the budget for training purposes. Craig Allen requested Jackie let the Board know, before the funds in the budget are depleted. Toby Young stated the Board would work with the new treasurer to resolve problems.

In another matter, Doug Oftedahl addressed the Board regarding Lister responsibilities. He requested a list, showing task by task what NEMRC will do and what the Listers will do. A lengthy discussion was held about a recent meeting with NEMRC. With some duties, the

Listers currently do not have the training to assume the responsibilities and more hours will be required to complete tasks now being done by NEMRC. Mr. Beebe stated the Board will review in executive session the current contract with NEMRC. The Town Manager stated the current contract goes until July 1, 2018 and work being done by NEMRC has changed but the contract has not changed. Rachael Cohen stated there was hours and hours of work to complete by June 4. The Board agreed they will have information for the Listers to address their concerns as soon as possible.

- E. *Personnel Matter – (Executive Session)*: Susan Harlow motioned to move to executive session to discuss a personnel matter. Craig Allen seconded the motion, the motion carried.
- F. *Contractual Matter (Executive Session)*: Craig Allen motioned to move to executive session to discuss a contractual matter. Susan Harlow seconded the motion, the motion passed. The chair noted these sessions would be after other business on the agenda.

7. Manager’s Report:

- 1. Discussion will continue at the meeting April 25th about Fund Reserve policy.
- 2. High Risk Road Grant – signs on Westminster West Road: Starting April 9 to June 29 signs will be put up covered by an \$18,000.00 grant received four years ago.
- 3. Structures Grant – Morse Brook Road Culvert: This work will begin June 1. Fitzpatrick is the contractor doing the work as per the bid.
- 4. Grants in Aid – Completing this month (\$20,900.00). This work is part of the Kurn Hattin Road grant.
- 5. Windham Solid Waste Management District – The presentation by Bob Spencer, Kristen Benoit and Jan Ameen is scheduled for the May 9 Board meeting.
- 6. Westminster Cemetery (added to report): John Taylor will repair the gate at the cemetery by welding the hinges for cost of \$250.00. Mr. Beebe asked if the building at the cemetery would have to be addressed for safety purposes. The Manager said this building was solid enough not to be a safety issue. In addition, the Manager said there were 12 lots left in the cemetery. In the future there would need to be a discussion about possibilities of more land purchased for Westminster West cemetery.

- 8. **Boards and Commissions:** Susan Harlow motioned to appoint Mike Fawcett to the Campbell Fund and Public Fund boards. Craig Allen seconded the motion, the motion passed. In addition, the Town Manager said there are two members on the Planning Commission. With the Select-board alternate there was a quorum, volunteers are needed

- 9. **Other Business:** None

- 10. **Date of Next Meeting:** April 25, 2018

The Board moved to Executive Session at 8:02 p.m. Upon coming out of Executive Session, there was no further business discussed or acted upon.

- 11. **Adjournment:** Susan Harlow made a motion to adjourn at 9:02 PM. Craig Allen seconded the motion and it passed.

Clerk

Date