

# MEETING OF THE WESTMINBSTER SELECTBOARD

Wednesday, April 24, 2019

Westminster, VT State Police Barracks

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

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

1. **Call to Order:** The meeting was called to order at 6:30 p.m. by the Chair of the Board K. Sheldon Beebe. This meeting was held at the VT State Police Barracks due to ongoing renovation construction at the Westminster Town Hall.
2. **Adjustments to Agenda:** The Town Manager (TM) requested adding under New Business, 6E a liquor license for Allen Brothers Farm Stand. The Chair noted the addition.
3. **Acceptance of Minutes:** April 9, 2019 – Susan Harlow motioned to accept the minutes of April 9, 2019 as printed. Toby Young seconded, the motion carried
4. **Communications and Public Comments:** Mr. Beebe stated he was not, in any way, in favor of hiring a seventh person for the Road Crew. Susan Harlow noted the TM did not have to have the Selectboard's approval or a motion with the majority of the Board in favor, to hire the new employee.
5. **Unfinished Business (Discussion/Action):**
  - A. **Unsafe/Abandoned Building Ordinance** (tabled from March): The Proposed ordinance draft was included in Board's packet. K. Sheldon Beebe moved to table the unsafe building ordinance indefinitely. Susan Harlow seconded the motion, the motion carried. The TM said the Town has very strong zoning bylaws to address some items in the proposed written ordinance. In response to a question by Craig Allen, the Manager confirmed the Health Officer could condemn a building for any number of reasons. Susan Harlow asked if property taxes were being paid on the abandoned buildings in question. The TM said most of the taxes were paid, the buildings were not being maintained, though.
  - B. **Procurement/Purchasing Policy** (tabled from March): Policy included in the Board's packet – The Selectboard will read the policy to discuss at the next meeting. Mr. Allen questioned the policy as written on used equipment. Mr. Allen mentioned a used piece of equipment could sell for \$40,000.00 - \$50,000.00.
  - C. **Phase III – Town Hall Progress:** The TM noted the work on the front stairs of the Town Hall has been promised by the second week of May. The remaining work on the inside of the building will be put out to bid. This bid will include an 'expected to be completed date' with deadline for completion and penalty for lack of completion. Mr. Hodgkins noted the present contractor had not followed up completing the current project.
6. **New Business (Discussion/Action):**
  - A. **Cemetery Deed:** Craig Allen motioned to convey one burial lot, number 94 section E in the New Cemetery to Kathryn Johnson for consideration of \$300.00. Susan Harlow seconded, the motion carried.
  - B. **Kissell Hill – Fire District #1 Sewer Problem:** Mr. Hodgkins conveyed to the Board the sewer line on Kissell Hill became plugged where two lines joined together. The outcome was the

- line came apart and raw sewage backed up into an individual's home. The TM said the agreement on Fire District #1 was clear, the Town set up the system (creating a Fire District) and Kissell Hill residents took over installation & maintenance of the system. It was noted that the Union High School also uses the Kissell Hill line for sewage disposal.
- C. Windham Solid Waste Management District (WSWMD) update: The Manager noted he was attending meetings of the District and volunteered to be on the District's financial committee. Data from the compost and solar field project show both are doing very well. The District is having problems disposing/selling plastic recyclable material, there is a market for cardboard and glass recyclables.
  - D. Westminster West Library – gravel request: The Manager said a member of the Board at the library had requested delivery and a donation of five to six yards of gravel for the library driveway. The Manager noted the cost of gravel to be about \$70. - \$80.00, cost of delivery would be more. Craig Allen moved to donate and deliver up to 7 yards of gravel to Westminster West library. Toby Young seconded, the motion carried.
  - E. Liquor License – Harlow Farm Stand: Craig Allen motioned to approve a liquor license for the Last Stand for the 2019 season. Kevin Hughes seconded, the motion carried with Susan Harlow abstaining from the vote. The Board did not act on a license for Allen Brothers Store as this license was approved at an earlier meeting. Both licenses were signed by the Board.
  - F. Adoption and Signing Annual Financial Highway Plan: Craig Allen motioned to approve the Financial Plan for Westminster Town Highways 19 V.S.A. 306(J) for fiscal year 2020 beginning 7/1/2019 to 6/30/2020. Susan Harlow seconded, the motion carried.
  - G. Adoption and Signing Local Emergency Management Plan (LEMP): Plan included in Board's packet. Mr. Hodgkins stated the document was new specifying the town's resources, liabilities and assets. Craig Allen motioned to approve the updated Local Emergency Management Plan, Kevin Hughes seconded, the motion carried.

**Note: On printed agenda 4/24/2019, alphabet letter H should be G**

#### **7. Manager's Report –**

- 1. Grant Update – Back Westminster Road – received \$156,000.00 with 20% match of \$31,200.00 from Town. Bid information in packet. Mr. Hodgkins noted the grant may enable road work to go a short distance past the 1 mile distance towards the Allenville Church.
- 2. Road Crew Update - The TM let the Board know different town highway employees had or were completing brake endorsement, bridge maintenance and inspection workshops. All the Crew have completed now the "basics of a good road". A State Grader Class workshop will be held in May in Westminster (date not confirmed). All crew will complete classwork, two members will complete hands on class.
  - \*\*A new road/highway employee has been hired – Corey Noyes will be starting employment on May 6<sup>th</sup>.
  - \*\*The Manager said over loaded truck traffic was devastating to the Towns dirt roads during mud season this year. Trucks with a full load of fuel, loaded sap tanks, heavy loads of maple syrup, large trash trucks and propane trucks were some abusing the load limits. A letter will be written to the smaller companies emphasizing the State mandate of carrying light loads in muddy situations. Damage to roads could be billed to those owning/driving vehicles and neglecting to maintain the load limits causing damage.

3. FY19 – Delinquent tax report update: Information included in the Board’s packet. The Manager noted total owed in back taxes, interest and penalty is \$80,401.49.
4. Scoping Report – Bridge #5 over the Saxtons River: Report included in Board packet. The TM spoke about the detail in the report listing bridge deficiencies, dates of past reports and alternatives summary. The agency of transportation recommends rehabilitating the existing structure while maintaining traffic on an offsite detour. This recommendation is changed from a full replacement to a partial restoration of the present bridge to give the structure 10 additional years of life. The Board agreed to appeal the States decision on a partial fix.
- 8. Boards and Commissions:** Nothing to report
- 9. Other Business:** None
- 10. Date of Next Meeting** – May 8, 2019 – The location of this meeting will be posted on the Town website or by other means.
- 11. Adjournment:** Kevin Hughes moved to adjourn the meeting at 7:35 p.m. Craig Allen seconded, the meeting adjourned.

---

Clerk Signature

---

Date