

MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, May 9, 2018, Westminster Town Hall

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) 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
2. **Adjustments to Agenda:** Town Manager, Russell Hodgkins requested to add 6E – contractual matter for executive session. The Chair so noted the addition.
3. **Acceptance of Minutes:** Susan Harlow motioned to accept the minutes as printed, Toby Young seconded the motion, the motion passed
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action):**
 - A. Abandoned Mobile Home – Davidson Hill Update: The brother of the deceased owner has requested the property be put on the tax sale docket. The Manager told the Board that he had placed it on the tax sale list.
 - B. New Dog Ordinance: Included in the packet are updated animal control ordinance documents for the public hearing to be held at 6:00 p.m. May 23, 2018 before the regular Selectboard meeting. The Town Manager will invite Noel Hoffman and the Westminster Windham County Sheriff. Craig Allen presented to the Board an email received about a dog attack on another dog. Mr. Hodgkins will follow-up on the email.
 - C. Allocate Money from Emergency Management Fund – Fire Department: The Fire Department has not submitted a final request for emergency management gear. Mr. Beebe noted the Conservation Board received \$3,500.00 grant. Susan Harlow noted this Board was active and doing a great job.
6. **New Business (Discussion/Action):**
 - A. Appoint Oliver Brody to the DRB: Craig Allen motioned to appoint Oliver Brody to the Development Review Board to complete the term of Kevin Hughes. Toby Young seconded the motion, the motion passed.
 - B. Bid Results for the ADA Renovation at Town Hall: The Town Manager let the Board know six letters were sent to contractors. Also, the bid information was published twice in three newspapers. One bid was received as the job is specialized. This bid and the work to be done at the estimated cost will be discussed in executive session.
 - C. Delinquent Tax – Update: Included in packet is list of properties for the current tax sale. Several properties have been on the books for an extended period of time. The properties (land) are abandoned and an Owner cannot be contacted. The Manager noted he was working with Tom Young, Park Manager of Shady Pines Mobile Home Park regarding delinquencies at the park.
 - D./E. Personnel & Contractual Matters (Executive Session): Susan Harlow moved to go into executive session to discuss a contractual matter and a personnel matter and to invite the Town Manager. Craig Allen seconded the motion, the motion passed.

7. Manager's Report:

- 1). Windmill Project – Fire Department/Road Crew/Sheriff's Office – Repeaters for Service: Chris Harlow has offered the windmill tower for repeaters giving better radio service to the Fire Department, Town Road Crew and Sheriff's Department on the west side of Town.
- 2). High Risk Road Grant – signs on Westminster West Road – start date 4/9/18 – 6/29/2018. There is no word on when the sign work will begin.
- 3). Vibratory Roller method of grading: This process to grade roads has been used by the private sector for an extended period of time. The Town will rent a roller to grade roads during the summer. Mr. Hodgkins believes this process will do a better job, roads will stay more uniform for longer periods of time and will help keep the dust down between needed grading.
- 4). Public Hearing – Animal Control Ordinance is slated for 5/23/2018 at 6:00 p.m. before the regular Selectboard meeting.
- 5). Windham Solid Waste Management District: The presentation by Bob Spencer and Kristen Benoit will be June 13, 2018.
- 6). Map for John and Katharine Bricker – 329 Ledge Road: The map shows the location of a request for power and placement of poles on a class four highway. For public good the power company has deemed power a necessity for this road. Placement of power poles will require approval by the Selectboard.

8. Boards and Commissions: The Planning Commission has two members plus one alternate. Three members are needed.

9. Other Business: None

10. Date of Next Meeting: May 23, 2018 **NOTE PUBLIC HEARING BEGINS AT 6:00 P.M.**

The Board and Town Manger moved to executive session at 6:56 p.m.

Upon coming out of Executive Session at 7:22 PM, Craig Allen made a motion to accept the Bid proposal for Matthew Brennan – Building Contractor, LLC for \$91,242.31 for Phase II (#2018-02 Town Hall ADA Bid). Susan Harlow seconded the motion. Craig added that the Town Manager should verify that the grants don't need more than one bid. The Manager responded that the Town has proof of trying to get many bids with letters and newspaper articles. The Chair hearing no further discussion asked for the vote and the motion passed.

11. Adjournment: Craig Allen made a motion to adjourn at 7:28 PM. Susan Harlow seconded and the motion passed.

Clerk

Date