

Meeting of the Westminster Selectboard

Wednesday, June 13, 2018, Westminster, VT Town Hall

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

K. Sheldon (Chair) was absent

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Millie Barry (Recording Clerk), Bob Spencer, Jan Ameen, Michelle Cherrier (Board Chair WSWMD), Joe Ruggerio and FACTV

1. **Call to Order:** The meeting was called to order at 6:30 p.m. by Craig Allen, Vice Chair of the Board.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes May 23, 2018 (Public Hearing and SB Meeting):** Susan Harlow moved to accept the minutes of May 23, 2018 as printed. Toby Young seconded the motion, the motion passed.

Discussion and Questions – Windham Solid Waste Management District (WSWMD) – Bob Spencer, Jan Ameen and Michelle Cherrier: Jan Ameen and Bob Spencer answered questions regarding WSWMD budget; expenses and how expenses (total salaries and benefits) related to services in Westminster. Mr. Hodgkins expressed (in Mr. Beebe's absence) the Town had \$219,700.00 budget for trash removal. \$192,000.00 for trash and recycling collection and \$27,700.00 District assessment for FY 19 budget. Jan Ameen spoke about the services provided by the Convenience Center located in Brattleboro, screening finished compost, hauling/tipping fees, disposing of recyclables, hazardous waste disposal and the use of the Rockingham Transfer Station by Westminster residents. Mr. Spencer talked about single stream recycling costs, comparison town assessments for fiscal year 1/4/18, direct/indirect outreach providing education to businesses in Westminster and WSWMD newsletter (information included in packet). Joe Ruggerio commented hazardous waste is very costly to dispose of and sometimes the costs of trucking recyclable products to outlets to sell outweighs, in dollars, the money made. Russell Hodgkins told the Board Westminster averages 20.5 tons of recyclable material every month put out for collection by Ruggerio. The Board will continue to discuss WSWMD when all members are present. Mr. Spencer also offered to attend another meeting (if necessary) to answer additional questions.

4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action):**
 - A. New Dog Ordinance – Revisions/New Date for Public Hearing #2: The item will be tabled to June 27, 2018 meeting when a second public hearing date will be discussed.
6. **New Business (Discussion/Action):**
 - A. Website Renewal Search Update – Mr. Hodgkins told the Board after researching other town websites some were very user friendly and simple to navigate. Susan Harlow will contact a Westminster resident for information about design services and the Manager will contact the Dover town office (having an exceptional website) to inquire who did their design work.
 - B. Audit Procedure and Fee Arrangement – Sullivan Powers and Company. Mr. Hodgkins told the Board the audit would be three days, July 25 - July 27, 2018. Toby Young motioned to sign the scope of service contract for the Sullivan Powers audit. Kevin Hughes seconded the motion, the motion carried.

- C. NEMRC – Contract update: The Manager explained information included in the packet and hours NEMRC had contracted for FY 18. This contract ends June 30, 2018. An issue is the company has been paid \$5,018.67 for work NEMRC did not perform for services under the contract. A letter has been drafted requesting the company take a second look at hours versus dollars paid.
- D. Year End Financial Discussion: General ledger for current year status report included in the packet. Mr. Hodgkins explained an entry correction he had initiated is still not settled. This report will be discussed at the next Selectboard meeting.
- E. Rockingham/Westminster Transfer Station: The Manager described a \$35.00 fee (per year) for a windshield sticker required for Westminster residents July 1, 2018 using the Rockingham Recycling Center. This in addition to paying to dispose of items. Mr. Hodgkins told the Board communication about the windshield stickers had been challenging. Rockingham will need two permits for building a new roof over the exiting compactor and purchasing a new compactor. In the past, the Town had not charged Rockingham for zoning permits or property taxes for the center. This matter will be tabled until the next meeting.
- F. Personnel Matters (2) Executive Session – Susan Harlow motioned to go into executive session to discuss two personnel matters after ‘other business. Toby Young seconded the motion, the motion carried

7. Manager’s Report:

- 1/. Windmill Project – Fire Department/Road Crew/Sheriff’s Office – Repeater Service update: Mr. Helmkamp is willing to work with the Town for the power needed for the tower. The cost is about \$10.00 per month. This project is moving forward.
- 2/. Pine Banks Road Property – Zdunek – (Legal advice information included in packet) -Tabled to the next meeting.
- 3/. Pavement Bid Results – (Bid information included in packet) - Mr. Hodgkins recommended using Bazin Brothers due to the company submitting the lowest bid.
- 4/. Carpet needs to be replaced at the Post Office – The carpet is rolling and is a trip hazard. Cole Streeter has been contacted for an estimate due to the importance of having the work done as soon as possible
- 5/. Reserve Fund Balance Policy – This item will be discussed at the next Board meeting. Cynthia Stoddard has been invited to the meeting to address her questions regarding the reserve fund balance policy.
- 6/. Delinquent Tax Sale – Update – Included in packet are the descriptions of 10-12 properties and taxes owed. These properties will be sold at tax sale June 28, 2018. The Town has done very well collecting delinquent taxes. For delinquent taxes owed on the Erwin Kelley property. Susan Harlow motioned to send a letter of interest to Nancy and Denis Bazin as the Kelley property is adjacent to property the Bazin’s own. Toby Young seconded the motion, the motion carried.
- 7/. Morse Brook Road – The road will be closed from June 18 to June 29 for culvert replacement. As the last day of school is June 18, the Manager has contacted the school district about using other routes.
- 8/. PUG (Reprocessed asphalt pavement from grindings) mix finished on Piggery Road on Tuesday, June 12. Chip seal (top coat, heavy duty asphalt coating) to be placed in a month or two.

8. Boards and Commissions: Nothing

9. Other Business: An ACT 250 permit was issued to Claudia Williams for a bed and breakfast/museum on Piggery Rd.

10. Date of Next Meeting – June 27, 2018

The Board moved to Executive Session at 8:02 p.m. – Upon coming out of Executive Session at 8:25 PM, Toby Young made a motion to negotiate a contract with Mark Lund for an additional 8+ months at a part time basis until road foreman training is complete. Susan Harlow seconded the motion and the motion passed.

- 11. Adjournment:** Susan Harlow made a motion to adjourn. Kevin Hughes seconded the motion at 8:35 PM and the motion passed.

Clerk

Date

Minutes prepared by Millie Barry 6/14/2018