

Meeting of the Westminster Selectboard

Wednesday, June 27, 2018 – Westminster, VT Town Hall

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

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Millie Barry (Recording Clerk), Jan Ameen, Alison Bigwood (Town Clerk) and FACTV

1. **Call to Order:** The meeting was called to order at 6:30 p.m. by K. Sheldon Beebe, chairperson of the Board.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** June 13, 2018 – Craig Allen moved to accept the minutes of June 13, 2018 as printed. Kevin Hughes seconded the motion, the motion carried. It was noted to add the last name of the board chair (Beebe) in the members' present section.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action) –**
 - A. Reserve Fund Balance Policy – Discussion was tabled to the next meeting when all Board members are present.
 - B. New Dog Ordinance – Discussion/Revision – There will be a public hearing on August 18, 2018 to discuss the proposed new dog ordinance.
 - C. Rockingham/Westminster Transfer Station – Update – Effective July 1, 2018 any vehicle using the Rockingham/Westminster transfer station and recycling drop-off facility must display a current access permit. The permits are free and can be obtained at the Westminster Town Hall if you are a Westminster resident proving residency. Once entering the transfer station/recycling drop-off facility, nothing else has changed. There will be a short grace period (due to short notice) to obtain a permit. Jan Ameen suggested, at some time in the future, the Board have a meeting with Gary Derosia, transfer facility manager/director. She noted the facility is well run, prices very reasonable and Westminster residents use the facility a lot.
 - D. WSWMD – Site Visit Discussion – Mr. Beebe and Mr. Hodgkins recently toured the site in Brattleboro and found the visit interesting and enlightening. Mr. Beebe noted the compost recycling project and encouraged other Board members to visit the location.
 - E. Property Sale – Zdunek Property – Included in the Board packet of information was legal advice from Attorney Larry Slason regarding disposition of the Zdunek tax sale property. Craig Allen moved to give authority to Town Manager, Russell Hodgkins to seek a realtor to advertise the property. Kevin Hughes seconded the motion, the motion carried. The Manager will seek additional legal advice regarding listing the property with a realtor.
6. **New Business (Discussion/Action):**
 - A. Website Renewal Search Update – The search for a person/company to redesign the Town website continues.
 - B. Year-end financials – General ledger report included in Board packet. Mr. Hodgkins said revenue will be over by about \$130,000.00. He recommended not moving/placing any money. Craig Allen moved to accept the report as printed, so far, (subject to completion) and to maintain level funding. Kevin Hughes seconded the motion, the motion carried.
 - C. FY19 Cost of Living Increase – The State of Vermont cost of living adjustment announced as of 6/20/18 is 2.25%. The State announced consumer product index is 2.50%. Kevin Hughes told the Board the federal rate is 2.8%. The Board discussed the increase in insurance cost incurred by the Town and the increase in expense for employees since the change to MVP

insurance. Following the current federal rate, Craig Allen moved to accept 2.8% cost of living adjustment for Town employees. Kevin Hughes seconded the motion, the motion carried.

D. Piano Upstairs Historical Society – Town to remove – The piano belongs to the Town, not the historical society. As the historical society does not have a use for the piano it will be advertised in the *Westminster Gazette*.

E. Mandich – NH law suit – The Town Manager told the Board the Town was obligated to press a lawsuit for the recovery of funds from the grant the Town had received through the consolidated program. As Dan Mandich owns no property in VT, Salmon and Nostrand is negotiating with Bragdon Dowd and Kossayda law firm in Keene, NH to pursue the lawsuit in New Hampshire. Craig Allen moved to give the Town Manger authority to enter into a contract with Bragdon Dowd and Kossayda to pursue a lawsuit not to exceed expenses of \$7,000.00. Kevin Hughes seconded the motion, the motion carried.

7. Manager's Report:

1. Tax Sale – June 28 (Thursday) at 10:00 a.m. – Noted by the Manager there are five properties left for sale. Kevin Hughes moved to empower the Town Manager to purchase the Erwin Kelly property of .3 acres at tax sale. Craig Allen seconded the motion. The motion carried. After acquiring the property, it will be advertised by an area realtor to sell. In addition, the Manager said there is a party interested in purchasing this property for \$1,000.00. A second property for tax sale is the William Trevorrow property. The Manager said a sheriff had been hired to serve the papers with notice there were delinquent taxes and the property would be sold at tax sale on 6/28/2018.

The Manager stated he believed the mobile home on the property is a health hazard, dangerous to the public and a liability for the Town. Kevin Hughes moved to empower the Town Manager, provided he receives the required due diligence and providence to obtain title of the property for tax sale on June 28, 2018 of the William Trevorrow property and so authorize the acquisition and sanitation of the property to remove any and all debris and dangerous obstacles that present liability to the Town and tax payers of Westminster. Craig Allen seconded the motion, the motion carried. The Board discussed the possibility of condemning the property, notifying the state and having the Town road crew dismantle and remove the mobile home and clean up the site if the property is purchased by the Town at tax sale.

2. There are three other properties that will be sold at tax sale.

3. Mark Lund has agreed to the terms of a contract extension.

4. Carpet at the post office will be replaced by Sam Streeter LLC on Saturday/Sunday 6/30 and July 1.

5. Morse Brook Road – The culvert has been replaced, paid for by a grant. The Town Manager distributed pictures of the culvert showing its poor condition before it was replaced.

6. Town Hall Renovation – Work will begin soon at the Town Hall in the space where the Selectboard meetings take place. The Board decided to hold meetings at the Westminster Institute when the construction begins.

8. Boards and Commissions: The Planning Commission and Conservation Commission will meet to discuss merging the commissions or personnel. Kevin Hughes gave Mr. Hodgkins the name of Michelle Chemlar as a possible commission member.

9. Other Business: From the Manager, the certificate of no appeal, suit pending, the grand list has been lodged for Board signatures. Craig Allen moved to accept and sign the certificate of no appeal, suit pending. Kevin Hughes seconded the motion, the motion carried. The Manager also had a statement of internal controls from Jackie Atwood. This is a yes no account of the process of internal controls, an affidavit stating the process has been done by the Treasurer. In another matter, Lyanne Woodward has

given her notice as animal control person in a letter to the Town Manager. Ms. Woodward states she will continue until someone is hired. Mr. Hodgkins let the Board know he handles dog bites and more serious issues, Ms. Woodward responds to cat/dog problems and citizen concerns of animal health. The position will be advertised to split the duties with the Manager.

10. Date of Next Meeting: July 11, 2018

11. Adjournment: Craig Allen moved to adjourn the meeting at 7:56 p.m. Kevin Hughes seconded the motion, the meeting adjourned.

Clerk

Minutes prepared by Millie Barry 6/28/2018

Date