

Meeting of the Westminster Selectboard

Wednesday, July 11, 2018 – Westminster, VT at the Town Hall

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

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator) and FACTV

1. **Call to Order:** The meeting was called to order at 6:31 p.m. by Sheldon Beebe, the Board Chair.
2. **Adjustments to Agenda:** The TM requested an Executive Session for a personnel matter under 6 C. The Chair recognized the request.
3. **Acceptance of Minutes:** June 27, 2018 – Susan Harlow moved to accept the minutes of June 27, 2018 as Corrected. Craig Allen seconded the motion, the motion carried. The TM brought to the Board's attention that the Public Hearing date was incorrect on 5(B.) of the minutes. It should have been August 8th not the 18th.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action) –**
 - A. *Reserve Fund Balance Policy* – The TM explained to the Board that this discussion was tabled from the last meeting and that Cynthia Stoddard was unable to attend this meeting because of illness. Following the concerns and questions from Cynthia, the Board made a few corrections and clarifications to the draft and will discuss the changes at their next meeting. The TM will make the adjustments as discussed.
 - B. *New Dog Ordinance – Discussion/Revision* – There will be a public hearing on August 8, 2018 to discuss the proposed new dog ordinance and it will begin at 6:00 PM. The TM will place it in the Gazette and will get out the sandwich boards. Susan Harlow and the TM will get together to adjust the draft with the recommendations from the first public hearing and will get them onto the website. Further discussions will take place next meeting to get ready for the next public hearing.
 - C. *Property Sale – Zdunek Property Update* – The TM explained the results from having multiple realtors that have rights to sell this property for the Town. MLS publications is able to do this if the realtors are willing to do a multiple listing. The TM will be calling area realtors for their willingness to be included in this process.
 - D. *Website Renewal Search Update* - Progress is being made to find a responsible and worthy designer, explained the Town Manager. We have interviewed two companies and a third is being sought after.
 - E. *Mandich – NH law suit Update* – The Town Manager told the Board, the Town has hired Bragdon and Kossayda, a law firm in Keene, NH to pursue the lawsuit in New Hampshire against Dan Mandich.
6. **New Business (Discussion/Action):**
 - A. *Dog Violation – Derby's* – The TM explained the letter in their packet explaining that this year again the Derby's have not registered their 6 dogs and that a new party is complaining about the yellow labs aggressive behavior as he walks by. The Manager went on to say that he is just giving them a heads up because this will end up with fines levied as they did last year. Mr. Hodgkins told the Board that he is also looking into the consequences of non-payment of these "Municipal Tickets" that are given out. He is working with the Sheriff's Department to get answers. This topic was agreed to be continued when more information becomes available.
 - B. *New Meeting Place – Institute* – The TM explained that when the construction begins on the Town Hall, the present meeting space will be too small for a regular meeting of the Selectboard, Development Review Board and the Planning Commission. He has contacted the

Institute and will be able to hold at least some of the meetings there with a backup of the Safety Facility (State Police barracks). When asked when the construction will begin, he explained the Contractor said August. The TM will keep the Board and the public in the know.

- C. *Executive Session* – Craig Allen made a motion to go into Executive Session for a personnel matter where premature public knowledge would place the Town in substantial disadvantage. Kevin Hughes seconded the motion and the motion passed.

7. Manager's Report:

1. Tax Sale Results – The Manager explained that the five properties left for tax sale played out as follows: The Capote Property was sold for \$30,000 to Teddy Hopkins. The Town purchased the Erwin Kelly property and the William Trevorrow property as approved at the last meeting. The Collier trailer and the Lowell land did not have any interest from the public. The Manager will be looking at other avenues to recoup these two delinquent accounts.
2. Rockingham/Westminster Transfer Station update – The Town of Westminster has given out 291 stickers to our residents for the usage of this facility.
3. Year-End Financials – The TM gave the Board in their packets the final version of the financials and asked the Board to review and ask questions either in person or at the next meeting.
4. Carpet at the Post Office was replaced by Cole Streeter on Saturday/Sunday 6/30 and July 1. The new tile is a hit with the staff and the public according to Peggy.
5. Morse Brook Road Culvert - update – The culvert has been replaced, and will be paid for by a grant. The Town Manager distributed pictures of the culvert showing its poor condition before it was replaced to the two members who were not present at the last meeting.
6. Year-end Sheriff's report – The TM placed the final Sheriff's report for the Selectboard in their packets. A few questions were asked about the overall coverage and expense to the Town.
7. Year-End Trash/Recycling numbers – The Manger handed the Board the contract ending tonnages for the last three years and explained that the program is working very well and the numbers prove it.
8. Mailing Census – The Census Bureau and the Planning Commission are working together to get information about the Town of Westminster. The Commission has created a mailing to send to the residents to have them fill out. Susan Harlow asked if the information given will be confidential. The TM said yes because there is no place on the mailing to place your name, but for incentive to fill out the survey, there is going to be a drawing for a couple of prizes from the entries received. Further details will follow as they are confirmed.
9. 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. Toby Young wanted to make sure that the bidding process was completed satisfactorily and that the money to pay for this phase was available. The TM assured her that the process of getting bids was followed and that the renovation fund had enough money to pay for this work.

8. Boards and Commissions: The Manager explained the need for Planning Commission members but told the Selectboard that Michelle Chemlar has shown interest in filling one of the three vacancies.

9. Other Business: Susan Harlow asked if the Town had heard from Ernie Saunders (NEMRC) about a deduction in the billing of last year because of the service hours that we didn't receive. The Manager replied no word as of yet, but he will try again with a phone call since the letter received no response.

10. Date of Next Meeting: July 25, 2018

The Board went into Executive Session at 7:52 PM : The Board came out of Executive Session at 8:22 PM. and the Chair declared that no further business would be conducted.

11. Adjournment: Toby Young moved to adjourn the meeting at 8:25 p.m. Kevin Hughes seconded the motion, the meeting adjourned.

Clerk

Minutes prepared by Russell Hodgkins 7/12/2018

Date