

Meeting of the Westminster Selectboard

Wednesday, July 25, 2018 – Westminster, VT Town Hall

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

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Millie Barry (Recording Clerk), Alison Bigwood, Patty Mark, Jackie Atwood, Steve Harrison, Ruth Grandy, David Dupuis and guests, Eleanor Jacobs and David Shearing along with 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:** July 11, 2018 – Susan Harlow moved to accept the minutes as printed. Toby Young seconded the motion, the motion carried.
4. **Communications and Public Comments:**
 - ***Historic Society** – Ruth Grandy – Ms. Grandy confirmed the Historical Society (HS) would like the piano moved out of the HS space and asked about the possibility of moving the hearse and displaying it in another location. Ms. Grandy believes the hearse originated in Westminster West and was built in Bellows Falls. The Board discussed other possible places to display the hearse.
 - ***Kurn Hattin Homes** – Stephen Harrison, Executive Director – Mr. Harrison requested a letter of town plan compliance from the Selectboard for the proposed installation of a wood heat, biomass heating system at Kurn Hattin Homes. Mr. Harrison stated he was working with Windham Regional Commission for assistance funding the project. Mr. Harrison also let the Board know the second phase of the solar system was in and functioning, supplying electricity to the campus. The Board discussed notifying the Planning Commission before writing a letter.
5. **Unfinished Business (Discussion/Action) –**
 - A. Reserve Fund Balance Policy – Update/discussion: Included in the Board packet of information were changes to the Reserve Fund Balance Policy from past conversations. Other corrections were noted and the policy will be discussed at the next meeting.
 - B. New Dog Ordinance – Discussion/Revision – The Board discussed changes Susan Harlow and the Town Manager (TM) had made to the ordinance as per the last meeting. There will be a 2nd public hearing on August 8, 2018 at 6:00 p.m. for the public to talk about the proposed new dog ordinance.
 - C. Property Sale – Zdunek Property Update: The TM let the Board know the listing was in process and he believed the fair market value of the 19.1 acres was \$39,500.00.
 - D. Website Renewal Search Update: The TM told the Board a second company had been interviewed to redesign the Town's website. No decision has been made to hire a company to do the work.
 - E. Mandich – NH Law Suit Update: The TM told the Board the Town was working with the New Hampshire law firm of Bragdon and Kosayda and the process was moving forward.
 - F. Executive Session – Personal Matter Update: Craig Allen motioned to move to executive session to discuss a personnel matter after other business. Kevin Hughes seconded the motion, the motion carried. The executive session will be after other business on the Board meeting agenda.

6. New Business (Discussion/Action):

- A. Kurn Hattin Homes – Wood ChipBurner – Biomass: Craig Allen motioned to authorize the TM to create a letter of town plan compliance for a wood heat biomass heating system for Kurn Hattin Homes. Susan Harlow seconded the motion. The letter will be reviewed by the Planning Commission before being sent. The motion carried.
- B. Appointment to Planning Commission – Michelle Chmelar: Susan Harlow moved to appoint Michelle Chmelar to the Planning Commission. Toby Young seconded the motion, the motion carried. Kevin Hughes abstained from the vote.
- Select Board alternate Planning Commission Member: Kevin Huges resigned his position as an alternate to the Planning Commission because of the new appointment. The Board accepted Mr. Hughes resignation. Craig Allen moved to appoint K. Sheldon Beebe as the alternate member of the Planning Commission. Kevin Hughes seconded the motion, the motion carried. Mr. Beebe abstained from voting.

7. Town Manager’s Report 7-24-2018:

- 1/ The TM met with the lift installer confirming the location in front of the window in the existing meeting room in the Town Hall. The lift is ordered and construction will begin in early August.
- 2/ Town’s “Old Cemetery” covenant: Included in the Board packet of information was a copy of a cemetery deed specifically stating ‘none of said premises ever used for burials.’ The area was specifically stated and the TM and Jim Matteau had staked and measured out about 3,465 feet the deed pertained to. Conclusion was that the fenced in area is not the mentioned covenant.
- 3/ The TM told the Board milling of the pavement would be starting this week from Beebe Road to Barnes Road in Westminster West.
- 4/ The TM said the three day town office financial audit would be begin Thursday, July 26, 2018.
- 5/ The TM said an accident report and billing had been mailed to Stanley Kissell, Jr. on 7/20/18. Mr. Kissell took out about 110 feet of guardrail costing approximately \$1,300.00 on Back Westminster Road. Mr. Kissell was not injured in the accident with his truck.
- 6/ “Making It Happen” leadership conference October 1. The TM requested the Board read the information included in the packet and let him know thoughts.
- 7/ The Municipal Roads Grants-in-Aid Program for FY 19 awarded Westminster \$23,500 for road improvements to be in compliance with ACT 64

8. Boards and Commissions: None

9. Other Business:

- Homestead Declaration Penalty: Craig Allen motioned to set the penalty for late/failed filing of homestead declaration at 1.5%, the same as last year. Susan Harlow seconded the motion, the motion carried.
- Set Tax Rate: Craig Allen moved to set the Homestead tax rate at \$2.3384 and the Non-Resident rate at \$2.2572 for 2018-2019. Kevin Hughes seconded the motion, the motion carried. The increases are \$.1826 & \$.084 respectively.
- In other business Susan Harlow inquired about the refund from NEMRC for last years contract. The TM noted the new contract was being paid by the hour.
- Alison Bigwood reminded the Board there were slots open to sign up to work at the upcoming primary election.
- Jackie Atwood submitted her resignation as Town Treasurer effective August 31, 2018. Ms. Atwood explained to the Board the position required many more hours than she realized when she was elected and accepted the position. Due to her schedule, she was not able to spend the amount of time the job required and due to budget constraints, was not able to pay the Assistant Treasurer (Alison Bigwood) a fair wage. Ms. Atwood suggested updating the job

description and noted that many years ago, the Town Treasurer was a full time position. Ms. Bigwood noted tax collection days begin September 10th and without a Treasurer, she was not able to act as Assistant Treasurer. Kevin Hughes and Craig Allen suggested Ms. Atwood write a letter to the Selectboard outlining the various responsibilities/duties and stating how much money would be needed for Ms. Atwood to consider staying on as Town Treasurer. Mr. Hughes asked about compensation for an Assistant Treasurer position as well.

10. Date of Next Meeting: August 8, 2018

Note: There will be a public hearing beginning at 6:00 p.m. on August 8, 2018 to discuss the new dog ordinance.

The meeting moved to Executive Session at 8:10 PM: Upon coming out of Executive Session at 8:35 PM, the Board requested that the Town Manager create possible monies from the present approved budget to pay for additional hours for the Town Treasurer's position, if possible.

11. Adjournment: Craig Allen made a motion to adjourn and Susan Harlow seconded the motion. The motion passed and the meeting was adjourned.

Clerk

Minutes prepared by Millie Barry 7/26/2018

Date