

MEETING OF THE WESTMINSTER SELECTBOARD

Special Emergency Meeting

Thursday, October 04, 2018

Westminster, VT 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), Kelley Thayer (Recording Clerk) and Alison Bigwood (Town Clerk)

Call to Order: The meeting was called to order at 9:30 a.m. by K. Sheldon Beebe, chair of the Board.

1. **Adjustments to Agenda:** Craig Allen made an adjustment to the Agenda in regards to the meeting time, changing it from 9:30pm to 9:30am. Toby made an adjustment to the Agenda in regards to the next SB meeting to be October 10, 2018 instead of September 10, 2018.
2. **New Business (Discussion/Action):**
 - A. Russell Hodgkins began the meeting by asking Alison Bigwood to speak in regards to the Interim Treasurer. Alison began by saying that the quarterly reporting needs to be done by October 25, 2018 which ended September 30, 2018. Alison suggested that the SB allow NEMRC to come in and process the quarterly reporting when they are here on October 17th because they already know the process. The SB agreed to have NEMRC come in and do the Quarterly reporting. Susan Harlow suggested that we have NEMRC also come in to process the Payroll and Accounts Payable while having Francis “Nancy” Dalzell become the Temporary Treasurer until an Interim Treasurer can be appointed. Susan made a motion to appoint Francis Dalzell as Temporary Treasurer until an Interim Treasurer can be appointed, Sheldon seconded this motion and the motion passed unanimously among all the SB members.
 - B. Alison Bigwood mentioned that she would need permission to share the present banking passwords and tokens to NEMRC so that they can access the Town’s accounts for accepting payroll and taxes. The Board agreed to the suggestion and told Alison to do what was needed.
 - C. Alison Bigwood brought the issue of the 1% interest being added on October 10, 2018 to the Delinquent Property Taxes and suggested that this 1% be waived completely for the month of October due to the resignation of the Treasurer. Craig Allen made a motion not to penalize the taxpayers who have paid since the resignation of the Treasurer and to waive the 1% interest for all of the delinquent accounts for the month of October. Susan Harlow seconded the motion and the SB unanimously agreed to waive the 1% interest charge for the month of October only.
 - D. **Date of Next Meeting – October 10, 2018 at 6:30 pm at the Institute.** The Chair made mention to the fact that the meeting will be at the Institute and the next agenda needs to states this clearly.

Adjournment: Sheldon Beebe made a motion to adjourn at 9:54 am. Craig Allen seconded the motion and the motion passed.

Clerk

Date

Minutes prepared by Kelley Thayer 10/04/18