

# MEETING OF THE WESTMINSTER SELECTBOARD

*Wednesday, May 8, 2019*

## Westminster, VT State Police Barracks

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

**Others Present:** Russell Hodgkins (Town Manager/Zoning Administrator), Millie Barry (recording 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 Selectboard. This meeting was held at the VT State Police Barracks due to ongoing construction to renovate the Westminster, VT Town Hall.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** April 24, 2019 – Craig Allen made a motion to accept the minutes as printed, Susan Harlow seconded, the motion carried
4. **Communications and Public Comments:** Nothing
5. **Unfinished Business (Discussion/Action):**
  - A. **Procurement/Purchasing Policy – discussion** –A copy of Procurement Policy was included in Board’s packet – The Town Manager (TM) suggested making several changes: Under Article II – Purchase Type, Section 2.01 Routine or Daily Purchases – The section currently reads: Those purchases calling for delivery of goods or services in the amount of less than \$500.00, **Change amount to \$1,500.00.** Under 2.02 Minor Purchases - The section currently reads: Those purchases calling for delivery of goods or services in the amount of \$500.00 to \$10,000.00. **Update \$500.00 to \$1,500.00.** The Board also discussed in Article III 3.03 – Minor Purchases, 3.05 Exempt Purchases, g. used equipment. The Board decided used equipment would be listed under major purchases due to second hand equipment being bought and sold for high prices. Under 3.06 Emergency Purchases – 1. The section currently reads: The Town Manager shall approve all requests for emergency purchases. In the event that the Town Manager is unavailable, **a member** of the Selectboard may approve essential purchases. Kevin Hughes suggested changing to: **two members.** The discussed changes will be made and the Board will review the policy again at another meeting.
  - B. Phase III – Town Hall progress – Bid out – The TM told the Board the next phase of the Town Hall renovation project has been advertised in three newspapers and eleven proposal letters have been mailed. The bid is due June 7, 2019. Specifics include the project will be completed by July 1, 2020, the work will be continuous unless special permission is granted and a penalty assessed for leaving the project uncompleted.
  - C. Bridge #5 – Scoping Report (update) – The TM stated an appeal of the decision by the State to rehabilitate, as opposed to replace, the bridge was filed. The State of Vermont Agency of Transportation representative will attend the May 22, 2019 meeting to discuss with the Board the decision. The Manager recommended the Board become very familiar with the report before the next meeting as there were several statements, within the report contradicting each other.

- D. Website Training – May 30, 2019 – The Manager said the work on Town website continues though the site looks and feels more user friendly. There will be a training on 5/30/2019 for Town employees to maintain and update the site. Susan Harlow suggested the possibility town committees enter their own agendas/minutes or an organization such as the Westminster Gazette be able to access the website to enter current information. This would alleviate the need for Kelly Thayer to make all changes and additions.
  - E. Delinquent Tax Sale – Update – Included in packet was the updated list of residents owing taxes for two plus years. The total amount of taxes and fees owed \$74,712.04. June 20, 2019 is the approximate date of the anticipated delinquent tax sale.
  - F. Mandich Lawsuit – The TM stated Mr. Mandich has filed a motion to dismiss the lawsuit and the Town a motion for summary judgment. A date to continue has not been set. Susan Harlow questioned the amount Mandich had repaid on the loan. Half of the amount re-paid was returned to the State, the other half returned to the Town used for ADA (American for Disabilities Act) requirements.
- 6. New Business (Discussion/Action):**
- A. Manager’s Evaluation – Executive Session – The item moved to May 22, 2019 meeting
  - B. Windham County Sheriff’s Contract – Sheriff’s contract for law enforcement services 2018-2019 included in packet. The TM and the Board discussed the new 1,500 hour contract (2019-2020), specifics of a new contract, fluctuation of hours by the department as well as timeliness of reports generated by the Sheriff’s Department. The Board also discussed the importance of the Sheriff’s Department accountability to the Town Manager. Kevin Hughes offered the Sheriff’s Department was possibly in breach of its current contract due to reporting and hours of service to the Town.
  - C. Budget Report – First look at end of year possibilities – At the next meeting information about the cost of living adjustment will be available. The TM discussed with the Board the possibility of \$250,000.00-\$300,000.00 surplus at the end of the year due to in part to monies held back from the high school/elementary school for taxes of \$50,000.00. Also, the final reconciliation report from the Board of Education includes \$84,824.66 from the board of adjustment for the high school and elementary school. There is also approximately \$168,000.00 in extra revenue as well as \$100,000.00 (not spent) in expenses. The Manager stressed it was very early for final numbers. The Board and TM discussed the *new* school district and timeliness of a new school board to create a budget and have the budget voted on at a special Town Meeting. Also discussed was the advanced purchase, stock piling and the rising cost of sand for Town roads.  
In another matter the Board and Manager talked about the Rockingham Transfer/Recycling Station. The TM suggested the cost of stickers might be offset by the additional revenue from taxation of the Center.
- 7. Manager’s Report:**
- 1). Beaver Damage – 3 locations – The State helped upgrade a beaver deceiver on Wright Way Road and helped place another deceiver on Henwood Hill Road. Another problem at the far end of Windmill Hill Road South was alleviated by the Town Road Crew. The TM noted no beavers were harmed in the process.
  - 2). Pavement Bids – update – Bids are due May 10, 2019 at noon, two local companies are interested in paving.

3). Phase II Town Hall Update – Front steps are gone, brick will be re-pointed. The Manager said the front entrance will look much as an old picture depicts the entrance looked previously. A hole in the bathroom wall will be repaired and front doors installed. The Manager also stated it was very important to read the operation directions of the new lift before pushing buttons etc.

4). Roller Rental/Purchase – Nortrax will not sell vibratory rollers in the future so their rental ability is limited for the current season. There are other companies where a roller could be rented. The roller packs the dirt after grading, raking and chloride is put down. The rolling process creates a harder dirt pack so roads do not have to be graded as often. The Board approved the Manager contacting two or three other towns to discuss shared use and cost of a new vibratory roller at approximate cost of \$85,000.00 value of \$200,000.00. Craig Allen mentioned cost of maintenance for shared equipment or sharing with other towns their equipment.

5). Grievance Day has been set – May 28, 2019, time: 10:00 a.m. to noon and 1:00 p.m. to 6:00 p.m.

6). Closing East Putney Brook Road – Information from the Town of Putney is their Selectboard will discuss closing the road after an accident where a woman fell through the bridge up to her arm pits. The Putney Board will talk about making the bridge pedestrian only. Westminster class 4 road portion ends after Phil Pellerin’s driveway becoming legal trail to the Town Forest. The Town of Putney will contact the TM after their Selectboard meeting.

**8. Boards and Commissions:** Nothing

**9. Other Business:** Craig Allen questioned if roof work was beginning at the North Westminster Community House. The TM will check on status of work.

**10. Date of Next Meeting – May 22, 2019 - This meeting will be held at the Town Hall**

**11. Adjournment –** Craig Allen motioned to adjourn the meeting at 7:53 p.m. Kevin Hughes seconded, the meeting was adjourned.

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Clerk

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Date