

MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, May 22, 2019

Westminster, VT Town Hall

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), Peter Golec (Rockingham Selectboard Chair), Chuck Lawrence (Road Foreman), Peter Bergstrom, Everett Hammond, Laura Stone (Scoping Engineer) and Gary Sweeney (Project Engineer) State of VT, and Millie Barry (Recording Clerk)

- 1. Call to Order:** The meeting was called to order by K. Sheldon Beebe, Chair of the Board at 6:31 p.m. The meeting was held on the second floor of the Town Hall.
- 2. Adjustments to Agenda:** The Town Manager (TM) requested to table 5F and to add under 6C, executive session for a contract negotiation. The Chair so noted the request and addition.
- 3. Acceptance of Minutes:** Craig Allen motioned to accept the minutes of May 8, 2019 meeting as printed, Susan Harlow seconded, the motion carried.
- 4. Communications and Public Comments:**

State of VT – Laura Stone, Scoping Engineer for State of VT (SOV) – Repair Discussion Bridge #5, Route 121 – The bridge report included in packet. Ms. Stone offered a presentation on repair alternatives to a full bridge replacement. The presentation was to provide understanding of the SOV approach to the project, restraints, conditions of bridge, traffic control and a possible schedule for construction. Also, costs for Town, ask questions and voice concerns. The bridge is owned by the Town of Westminster, constructed in the 1940s. The State recommends minor rehabilitation to the bridge. This would include minor concrete deck patching, full deck thin concrete layer install and patching the substructure concrete as needed. Also, a new membrane with pavement, replace the bridge joints and the deck would remain the typical 1.2 foot width which would continue to classify the bridge as functionally deficient due to the narrow width. The SOV believes the deck will last 20 more years, rated fair to satisfactory. Using the SOV recommendation there would be no utility re-location required and no right of way required with a 60 day bridge/road closure. Cost, using SOV recommended scope is approximately \$1.1 million with the Town share \$30,000.00. The project is slated to begin in 2022. The TM questioned Ms. Stone about the State extending this bridge repair then comparing to the repair/patch of the 5 other bridges in the Town. This bridge was patched in 2012 extending further repair/replacement to 2022. At the present time there are two other Town bridges requiring painting and patching. The TM believes the State is extending the repair of bridges too long because the Town will not be able to afford the costs of all bridges when their replacement is required because they will be lumped together. Ms. Stone reiterated this bridge was a very large structure having a lot of life still in it. The extra \$200,000.00 saved could be used for the other bridges. She would agree with the deck replacement for extra width, stretching the life of the bridge as long as possible. The Board further questioned Ms. Stone regarding traffic and funding in 20 years. From this point, the State waits for the Town to respond on proceeding with the project. Ms. Stone said the State would support a bridge rehabilitation and deck replacement, she did not believe the State will support a full bridge replacement. The State presentation can be viewed at the State website.

5. Unfinished Business (Discussion/Action):

- A. Procurement/Purchasing Policy – 2nd draft – The updated version (second draft) included in the packet for the Board to review. This item tabled to June 12, 2019 meeting.
- B. Pavement Bid Results – Information included in packet – Back Westminster Road - The TM said a grant was received for \$156,000.00. The TM recommended accepting Bazin Brothers bid. Kevin Hughes moved to contract with Bazin Brothers for the work on Back Westminster Road, Craig Allen seconded, the motion carried.
- C. Delinquent Tax Sale – update – information included in the packet showing taxpayers currently overdue two plus years. There are now nine taxpayers having overdue taxes. The Board congratulated the TM on work receiving/making arrangement for unpaid property taxes.
- D. Mandich Lawsuit – update – The TM stated there were no new updates.
- E. Manager’s Evaluation – executive session – this item tabled to June 12, 2019 meeting
- F. Windham County Sheriff’s Contract – draft – this item tabled to a later meeting – The new Sheriff has not yet been appointed.
- G. Budget Report – year end possibilities – The TM told the Board the Town was over the estimated surplus by approximately \$169,037.00. The total estimate of surplus will be between \$150,000.00 and \$200,000.00. Other revenue expected is payment in lieu of taxes program where the original payment was based on \$5,000,000.00 less than actual assessment. Toby Young said the pavement in the section of road between the Putney Line and Kurn Hattin road was terrible. The Manager said there were many sections of road in the Town being reviewed for paving.

6. New Business (Discussion/Action):

- A. Rockingham/Westminster Transfer Station - \$35.00 fee – The packet includes the press release explaining the process of the \$35.00 fee. Peter Golec (Rockingham Selectboard Chair) spoke to the Westminster Board about the transfer station expenses. Craig Allen stated he did not agree, as Wendy Harrison (Rockingham Town Manager) stated in a past meeting that the Westminster Selectboard agreed with the \$35.00 fee. Mr. Golec stated that in a meeting attended by Mr. Beebe, Golec, Hodgkins and Wendy Harrison, Mr. Beebe stated he did not have a problem with the fee. The Center would be re-assessed for taxes, rescinding the handshake tax agreement made in 1994. Mr. Golec said the costs to run the Transfer Station were about \$194,000.00. Mr. Allen expressed his thought that the Town did want to be a partner in the Transfer Station. Mr. Golec expressed Westminster residents were using the Transfer Station for disposal of things such as kitty litter which is less expensive to dispose in Rockingham than in Westminster. Residents in other local areas using the transfer station, will also be required to have a \$35 sticker. Kevin Hughes said he believed the Transfer Station did a fantastic job but better communication from the Town of Rockingham would be advantageous.
- B. Vibratory Roller – three town purchase – The Manager said Putney was definitely interested, Rockingham is a strong possibility.
- C. Bridge Inspection Results – bridge #6 and Goldies – Susan Harlow moved to go into executive session on bridge inspection results and contract. Craig Allen seconded, the motion carried. The executive session to be after other business on the agenda.

In another matter – Kevin Hughes questioned updates regarding Act 46 and contact with legal counsel. Mr. Hughes confirmed he would share information obtained from counsel with the Board. Toby Young suggested Mr. Hughes contact David Major regarding

information. Craig Allen stated legal counsel was under contract to represent the School Board. Separate charges would be assessed for contact by the Selectboard. The TM said there was no new information.

7. Manger's Report:

1. Website Training – Will be May 30, 2019 at 10:00 a.m.
2. Phase II Update – The contractor is working on the front steps. The brick in the front has no longer any mortar qualities, all that remains is lime. There will be concrete behind the steps, three steps, tiered, as it was in 1800s.
3. Emergency Management Seminar – The Manager and Kelly Thayer will attend this seminar May 22, 2019.

In another matter, the TM stated there is interest in the property (land) for sale.

8. Boards and Commissions – nothing to report

9. Other Business: The Selectboard as a whole, felt having the meeting in the upstairs space was positive.

10. Date of Next Meeting – June 12, 2019

The Board moved to executive session at 8:33 p.m. Upon coming out of Executive Session, Toby Young made a motion to accept the Catamount Environmental bid for painting/greasing the beams under Bridge #6 and Goldies Bridge as recommended by the State of Vermont. She went on to say that the acceptance of only one bid is an acceptable practice within the “Purchasing Policy” of the Town when it is a specialty item. Bridge # 6 = \$21,700 & Goldies = \$9,850 because it is a partial coverage. Kevin Hughes seconded the motion and the motion passed.

11. Adjournment: Toby Young made a motion to adjourn at 8:48 PM. Susan Harlow seconded the motion and the motion passed.

Clerk

Date

Minutes prepared by Millie Barry 5/25/2019