

MEETING OF THE WESTMINSTER SELECTBOARD

Wednesday, June 12, 2019

Westminster, VT - Town Hall

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

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

1. **Call to Order:** The meeting was called to order by Susan Harlow (V. Chair), as K. Sheldon Beebe was absent, at 6:30 p.m. The meeting was held on the second floor of the Town Hall.
2. **Adjustments to Agenda:** The Town Manager (TM) requested to add 9A. – Vibratory Roller discussion. The Vice Chair granted the adjustment.
3. **Acceptance of Minutes:** Craig Allen motioned to accept the minutes of May 22, 2019 meeting as printed. Kevin Hughes seconded and the motion passed.
4. **Communications and Public Comments:**

The Town Manager handed the Board a letter that was emailed to him from the Historic Society. Jesse Haas forward a concern that the open window (without blinds) could be adding too much light to the sensitive artifacts on display in the museum area. The Board stated that they will take this under advisement.
5. **Unfinished Business (Discussion/Action):**
 - A. **Bridge # 5 – Decision for Repair/Replacement** – The TM told the Board that a decision is needed from the Board on which option for repair is acceptable to the Town of Westminster. In the packet was the email received from the State of Vermont with the official sheet showing the Boards decision. After a brief discussion, Craig Allen made a motion to accept Option 2A which replaces the deck and widens the travel surface to enhance the ability for bicyclists and pedestrians to pass through the bridge safely. Kevin Hughes seconded the motion and the motion passed and the Board signed the official paperwork.
 - B. **Procurement/Purchasing Policy – 2nd draft** – The updated version (second draft) included in the packet for the Board to review was discussed briefly without change. Craig Allen made a motion to adopt the “Purchasing Policy” as presented in the 2nd draft with Toby Young seconding the motion. The motion passed and the TM will have the Board sign the final copy at their next meeting on June 26th, 2019.
 - C. **Delinquent Tax Sale – update** – The TM informed the Board that there is still 6 properties up for tax sale which will be on June 20th at 10:00 at the Town Hall. Kevin Hughes asked about the Lefevre property as to who is responsible for payment. Craig Allen asked if this was one of the properties that was discussed in the “Unsafe Building Ordinance” that was tabled indefinitely. The TM responded that a daughter of the Lefevres owns the property and has shown no interest in reclaiming the property yet and continued that this was one of the properties that are a concern for public safety within the Historic Village.
 - D. **Mandich Lawsuit – update** – The TM stated that in the Board’s packet was new information about the Mandich estate and how much back taxes are owed to the Town of Walpole, NH. The email from legal counsel states that we have until March 2020 to attach the lien on this property which is pending court approval.
 - E. **Manager’s Evaluation – executive session** – This item is tabled until the June 26, 2019 meeting.

- F. **Windham County Sheriff's Contract – signature** – The Town Manager told the Board that this draft was approved by the Sheriff and if the Board agrees, then it's ready for a signature. Craig Allen stated that he needed further clarification in the wording on the contract before he could agree to it. He thought that the contract should be worded "the monthly payment should reflect the service provided in that month". His example was if 20 hours of patrolling were accomplished in the month instead of the contracted 29 hours then the monthly payment should reflect this. The remaining Board members agree to the change and the TM was instructed to get approval of their concerns in contract form from the Sheriff and bring to the next meeting if possible.
- G. Budget Report – year end possibilities –
- The TM told the Board the Town was possibly looking at a \$230,000 estimated surplus by July 1st. This number is still in flex because all of the expenses for the year are not completely in yet. Discussion of the usage for the surplus will be continued at the June 26th meeting when real numbers can be discussed.
 - After a brief discussion, Craig Allen made a motion to raise the FY20 employee wages by 2.8% which equals the federal cost of living increase estimates. Kevin Hughes seconded the motion and the motion passed.

6. New Business (Discussion/Action):

- A. **Bid Results - Phase III** – The TM told the Board that the bids came in at approximately \$300,000 to finish the renovation and the Town still has approximately \$63,000 in the Town Hall Fund. Discussion continued and the TM requested that the remaining discussion be completed in "Executive Session" because the bid has not been reviewed or accepted. He continued, further discussion could place the Town at an unfair advantage. Kevin Hughes made a motion to continue this discussion on the Phase III bid in executive session and invited the TM to join. Craig Allen seconded the motion and the motion passed. The Vice Chair stated that this conversation will continue in executive session after #10 Date of Next Meeting on the agenda.
- B. **July Meetings** – The Manager stated to the Board that he has personal issues with the July schedule of meetings. He continued with a couple of options for the Board to consider and when the Board weighed in, it was decided to have a July 9th meeting and wait to see if another meeting is needed for July. Craig Allen made the motion and Kevin Hughes seconded and the motion passed as one scheduled meeting for the month and it's on Tuesday the 9th of July.
- C. **Hartley Hill Road - discussion** – The TM told the Board that Mr. Beebe requested this item to discuss the agreement that the Town has with Steve Piluski and Robert Bonds for the private section of Hartley Hill Road. Mr. Piluski stated that the Town was not following through with their portion of the agreement in a conversation with Mr. Beebe. The TM affirmatively disagreed and stated that the Road Crew are doing exactly what was agreed to and nothing more. Further discussion to follow when Mr. Beebe is present, if needed declared the Vice Chair.
- D. **Approve & Sign – Sullivan, Powers agreement** - After a brief discussion, Kevin Hughes made a motion to approve the long standing agreement as presented. Craig Allen seconded the motion and the motion passed with all of the present Board members signing the agreement.

- E. **Approve & Sign – Grants-In-Aid Program Monies** – The TM explained the program briefly and told the Board that the Road Crew was just finishing Bemis Hill Road with last year’s grant. Craig Allen made a motion to accept and sign the Grant contract as presented. Kevin Hughes seconded the motion and it was passed and the contract signed.
- F. **Cemetery Deeds (2)** – Craig Allen made a motion to accept the cemetery deed (1 lot) for the Hawkins family. Toby Young seconded the motion and the motion passed. Craig Allen made a motion to accept the cemetery deed (2 lots) for the Zimmerman family. Kevin Hughes seconded the motion and the motion passed.
- G. **Executive Session - 2 personnel matters** – Craig Allen made a motion to go into executive session for two personnel matters after # 10 Date of Next Meeting and invited the TM to join them. Toby Young seconded the motion and it passed.

7. Manger’s Report:

- 1. Painting of Goldies Bridge – Contractor had a cancellation and was able to jump onto this bridge and it should be done in a week. East Putney Brook Bridge is TBD.
- 2. BCA – The Clerk has requested the SB to help with the upcoming meeting at the BFUHS for the Union Elementary School Town Meeting to be held on July 15th.
- 3. Westminster West Town Hall – The Manager was told that water was running into the building and upon inspection there was staining. The TM will be addressing this issue as soon as possible.
- 4. Unregistered Dogs – The Manager told the Board that the Town has 101 dogs that are not registered from last year and the list was supplied in their packet.
- 5. New Message Center – The TM showed pictures of possible new message boards to be placed in front of the Town Hall. The Board approved of the new features in our message board. This structure will be ordered soon.
- 6. Handout of Newspaper Article – Peter Golec from Rockingham wanted the Westminster Selectboard to have this article to show that they are not the only Town requiring pay-to-get-in stickers to the transfer station.
- 7. State of Vermont – New recording fee schedule – The Clerk wanted the Board to know that the State has gone up on the Town Clerk recording fees. These fees were not set by the Town.
- 8. As requested by Kevin Hughes, the TM showed a letter from VTRANS showing the estimated costs of painting the bridges.

8. Boards and Commissions – The TM noted that both the PC & the DRB were given the Emergency Management Plan (LEMP) for the Town of Westminster because they could have a large part in putting the Town back together after a catastrophe such as a flood.

9. Other Business:

- A. **Vibratory Roller – discussion** – The TM told the Board that it’s down to two Towns to purchase the roller that was described at the last meeting. Rockingham and the Town of Westminster will need to form an agreement for mutual ownership which clearly states the maintenance agreement and responsibilities. The Town Manager will arrange this document with Rockingham and proceed to clarify all the details for Board approval.

10. Date of Next Meeting – June 26, 2019; Town Hall – Upstairs; 6:30 pm

The Board moved to Executive Session at 7:59 p.m. Upon coming out of Executive Session at 8:23 PM, Susan Harlow declared no further business will be needed this evening and requested a motion to adjourn.

11. Adjournment: Craig Allen made a motion to adjourn at 8:28 PM. Toby Young seconded the motion and the motion passed.

Clerk

Date

Minutes prepared by Russell Hodgkins 6/13/2019