

MEETING OF WESTMINSTER SELECTBOARD

Wednesday, August 14, 2019

Westminster, VT Town Hall

Members Present: K. Sheldon Beebe (Chair), Craig Allen, Susan Harlow (Vice Chair), Toby Young, Kevin Hughes (Clerk) arrival at 7 p.m.

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Millie Barry (recording clerk) and FACTV

1. **Call to Order:** Meeting called to order at 6:30 p.m. by Chair of the Board, K. Sheldon Beebe
2. **Adjustments to Agenda:** Town Manager (TM) requested to add 6E, under new business - *Audit Report Draft* -
3. **Acceptance of Minutes:** Susan Harlow moved to accept the minutes of July 9, 2019 as printed. Craig Allen seconded, motion carried
4. **Communications and Public Comments:** None
5. **Unfinished Business Discussion/Action:**
 - A. Treasurer's Follow-up - Model Policies: The TM requested to table this item to another meeting, Chair so noted request
 - B. East Putney Brook Road Closure: Packet includes email from Putney stating they closed their side of the bridge on the Putney side. Craig motioned to authorize the TM to block the road with boulders on Westminster side and to erect a sign reading "Bridge Closed - No Thru Traffic". Susan Harlow seconded, the motion carried.
 - C. Re-appointment of Health Officer Position: The TM stated he had served two terms. Craig Allen questioned if it made sense for the TM to serve in this position due to his work load. The Manager stated it did make sense. Craig motioned to recommend to State of VT appointment of Russell Hodgkins, Town Manager as Town Health Officer for Town of Westminster for another three year term. Susan Harlow seconded. Mr. Allen suggested appointing a person to help the Manager with this position, the TM being supervisor. Motion carried
 - 2C. Mandich Lawsuit - update: TM told the Board court date is Tuesday, August 27. The court will determine the amount of settlement paid to the Town. Half of the amount will be sent to State of VT.
 - D. Manager's Evaluation: Craig Allen motioned to move to executive session for review of the Manager's evaluation. Susan Harlow seconded, the motion passed.
 - E. Purchase of Vibratory Roller - Included in the packet draft agreement between Town of Rockingham/Town of Westminster regarding purchase of roller. The Board will review the agreement to discuss at the next meeting. Craig Allen recommended inserting the exact vehicle identification of the roller.
6. **New Business (Discussion/Action):**
 - A. Pavement - FY 20 -
 - Back Westminster Road with guard rail re-install - The TM stated this job will be started beginning of September

- Westminster West Road - paving will be started mid-September
 - Crack Sealing - various locations (trial) - The Town will use Nikon crack sealing on sections of pavement to test for longevity on places previously sealed in the past 3-4 years. Monies to be taken from paving/road budget.
- B. Fuel Bid Results - Approval - Susan Harlow motioned to accept Allen Brothers fixed rate for heating fuel at \$2.279 and off road diesel at \$2.329. These prices include PDLF (petroleum distributors licensing fee) .01 cents and fuel tax .02 cents. Toby Young seconded, the motion carried. Craig Allen abstained from vote. Propane is supplied by HB Energy also maintaining propane equipment. The TM stated bids for propane were requested with no response.
- C. Possible Land Donation to Town - Enclosed in packet is letter from Catherine Lucian/John Peccerillo requesting to donate to the Town 4.4 acres on Valley Brook Drive. The land is assessed at \$12,200.00, abuts the VT National Guard property. The TM requested time to contact other abutting land owners about interest in the parcel. He added the property may not sell due to limited access and tax sale was an expense for the Town. The Board granted the request.
- D. Forest Road - Out to Bid - The TM stated a grant was applied for and received for B category to improve the road. The work will be put out for bid for next year. The Town match of the project will be 20 percent.
- E. Audit Report - draft: Included in packet for review by the Board to discuss at the next meeting.
- 7. Manager's Report:**
- 1). Beaver Deceiver - completed week of July 17/18 - TM explained the picture included in packet. Total cost for deceiver and installation on Wright Way \$2,500.00. Skip Lyle installed/warranties the product.
 - 2). NWCH (North West Community House) - Roof to be completed week of August 19
 - 3). Possible Site Visits: TM requested the Board physically view and discuss (at a future date):
 - Henwood Hill Road - single lane road - VTRANS (VT Agency of Transportation) has given their recommendations for a long term plan to improve the single lane area. The TM explained the bank abutting the single lane has cracked, shifted and been filled two times in 1.5 years. Mr. Beebe mentioned the traffic on this road will increase when the bridge over the Saxtons River is replaced. This road is also a main thorough fare between Interstate 91, North Westminster and Westminster Center.
 - Westminster Cemetery Wall - Wall at the new cemetery adjacent to Kurn Hattin Road was totally reconstructed about 15 years ago and is starting to break apart. The wall holds the bank next to the road.
- 8. Boards and Commissions:** Nothing to report - Craig Allen questioned if a letter had been received for new member of the Conservation Commission. TM stated he had not received a letter of interest as of yet.
- 9. Other Business:**
- Thickly Settled Sign - Westminster West Village - Toby Young stated the original sign has been put back in original place. Kevin Hughes motioned to approve the sign and have the TM have placement adjusted to right height and distance off the highway, meeting Vermont safety standards. Toby Young seconded, motion carried.

- Golden Cross - Mr. Beebe questioned the contract and staffing for the ambulance service. TM said there had not been an increase in the cost of the contract for several years. Also, the response, with a vehicle under way, terms of contract are being met.
- Front Porch Forum - On line meeting place - Susan Harlow requested to post the agenda of the Selectboard meetings on the forum website. Susan will take responsibility to make this post.

10. Date of Next Meeting - August 28, 2019

The meeting moved to executive session at 7:19 p.m. with just Board members. Upon coming out of executive session at 8:07 PM, the Chair declared no further business was needed to be conducted.

11. Adjournment: Susan Harlow made a motion to adjourn at 8:20 PM. Kevin Hughes seconded and the meeting was adjourned.

Clerk

Date

Minutes completed by Millie Barry 8/16/2019