

## MEETING OF THE WESTMINSTER SELECTBOARD

*Wednesday, September 12, 2019*

**Westminster, VT Town Hall**

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

**Others Present:** Russell Hodgkins (Town Manager/Zoning Administrator), Doug Oftedahl, Jackie Atwood, Rachael Cohen, Millie Barry (Recording Clerk) and FACTV

1. **Call to Order:** The meeting was called to order at 5:30 PM at the site of the one way lane on Henwood Hill Road. Present were Toby Young, Craig Allen, and K. Sheldon Beebe. The Board looked at the problem area with the Town Manager and the Road Foreman (Charles Lawrence). The site visit was to view problems, hear explanations, and thoughts regarding the present state and possible future plans for this section of road.

*At 6:35 p.m., the Board resumed the meeting at the Town Hall where Kevin Hughes joined them.*

2. **Adjustments to the Agenda:** None
3. **Acceptance of Minutes:** Craig Allen moved to accept the minutes of August 25, 2019 as printed. Toby Young seconded, the motion carried.

**Mr. Beebe requested those in attendance observe a moment of silence for the victims of the 911 tragedy.**

#### **4. Communications and Public Comments:**

\*Listers - update and progress - The Board and Listers had a lengthy discussion regarding updates and lister responsibilities. Jackie Atwood told the Selectboard about their updates and tasks Al Coonrad (NEMRC) was responsible for were going well. Craig Allen questioned work on the 20 percent update project. Mr. Allen said some of this work was completed by the prior Listers. Ms. Atwood said they would be starting at the south end of Route 5 then move to Pine Banks Road. Rachael Cohen said they had a plan to identify a section of the road and to have the pieces of the file they need. Ms. Cohen said in the future, they may request a tablet or laptop with camera data base to access the complete data base when they were away from the office. Mr. Allen believed taking pictures and updating the file with notes and changes was part of the doing 20 percent update to be done each year. He asked if the updates completed by the listers in the past were no longer available. The Town Manager (TM) as Zoning Administrator, stated having the physical file with past and present data was a necessity for permitting and addressing questions. Ms. Atwood told the Board NEMRC was not really interested in paper or physical files. NEMRC keeps their files digitally and carries the information with them. Ms. Cohen reiterated when visiting a property, as NEMRC's files were totally digital, the programs and tools do not easily support the information in the file being printed for a paper file or to take for site visit. To access, print specific pictures and detail is time consuming. Mr. Allen asked again about updating 20 percent of properties each year with present pictures and updates. This practice was originally to reduce the costs of a Town wide re-appraisal. Ms. Atwood said if there were changes they were updating files and Mr. Coonrad visits the property.

**5. Unfinished Business (Discussion/Action):**

- A. Assisted/Senior Housing - discussion/committee - Mr. Allen questioned the TM if this project would carry more weight if supported by the Selectboard. The TM confirmed Westminster residents would be able to access the full benefit of the project by having the Board involved. At the last meeting two Board members, Susan Harlow and Kevin Hughes expressed interest in being on or chairing a committee. The TM will post an article in the Westminster Gazette regarding the project. Anyone interested in the project or being on a committee may want to attend the Board meeting September 25, 2019.
  - B. Treasurer's Follow-up, Model Policies - this item was tabled to the next meeting
  - C. Mandich Lawsuit - update if any - The TM stated a hearing date had been set. The court is hoping the matter can be settled without a hearing.
  - D. Manager's Evaluation - Executive Session - This item was tabled to the next meeting when all Board members are present.
  - E. Possible Purchase Vibratory Roller - Municipal Contract - Contract included in Board packet. TM noted legal counsel had reviewed, making minor changes. Craig Allen motioned to sign the agreement to purchase a vibratory roller with the Town of Rockingham. Kevin Hughes seconded the motion, motion carried.
  - F. New Draft of Audit - TM noted there were no monetary changes, managers analysis is included, the final hard copy is available.
6. New Business (Discussion/Action):
- A. Discussion on Henwood Hill Road - The Board and TM discussed the work the Town Road Crew could complete. Road work, once started to make repairs, is estimated to take two months. The options are to turn this section into permanent one way with better signage, or pursue repairs. The Board Chair stated he wasn't in favor of a permanent one way section or the State of Vermont's suggestions of repair. His belief is to make the road as safe as possible and repair correctly. The Chair asked for an estimate of costs to do this work for budget purposes.
  - B. FY21 Budget - discussion and first look - Information included in the packet. The TM has included actuals for last four years, budget for this year and proposed history line.
  - C. Town Hall second floor/conditions - Toby Young commented on the improvements to the space since the last meeting. She asked for the hallway and stairway to be cleared of 'junk'. TM talked about a large crack in plaster. Once the repair on the crack begins, a big sheet of plaster will come down along with a mess and dust. The Board discussed other options like a storage cabinet, picture etc.
  - D. Bid Results - Forest Road - Included in the packet is information on bids submitted from four contractors. TM suggested using Adams Trucking submitting the lowest bid. Mr. Adams has donated some of the work. He proposes doing all work at one time while waiting for the grant money to be received. This work will be completed in fall 2019 if permission is received from State of VT Grants and Aid and Better Roads Grant facilitator.

**7. Manager's Report:**

- 1). Northwest Community House - roof - The work was started this week
- 2). SEVCA - solar Open house 4-7 p.m. Monday, September 16. The Selectboard has been invited to this open house. An RSVP is required.
- 3). Emergency Management Seminar went well. The TM will be conducting a meeting in October to have discussion with Town road crew and fire department to discuss emergency situations, processes and procedures. The TM recounted a major catastrophe in the Town of Pittsford, VT costing over a million dollars. FEMA, several days after the problem occurred,

determined 6 hours of the 72 spent would be reimbursed with emergency management funds. TM noted the school has again started training in case of fire or the process taken in other emergency situations. In response to Kevin Hughes questions regarding the threat assessment today, September 11, 2019. TM stated there was no contact from the State Police regarding an emergency. The TM made the contact to the State Police to learn information and to close/lock down the school. In a contact to the Sheriff's department, the TM noted that department knew nothing about an emergency. Mr. Hughes thanked Mr. Hodgkins for his work in this situation and quick reaction/response. TM stated residents can call the Town Hall for accurate information.

**4).** Site Visit on Kurn Hattin Road Cemetery at 6:00 p.m. September 25, 2019

**5).** Island Corporation - Gift of Land - Included in the packet is information pertaining to the Island Corp's request to gift a piece of land to the Town of Westminster. The piece of land is located under the State bridge, would be the trail head and links the so called Island to the Basin Farm. TM requested the board look at the maps and information to discuss at the next meeting.

**6).** Jan Ameen email - Information included in packet regarding paper recycling capacity increasing now and in the future.

**8. Boards and Commissions:** TM noted there is interest by someone to become a board member of the Planning Commission. A letter of interest has not yet been received.

**9. Other Business:** Toby Young told the Board the Town Road Crew was honored by the Westminster West Town fair in last weekend's activities. The crew set up equipment/machinery for children and residents to look at and the Road Crew was included in the parade.

**10. Date of Next Meeting** - September 25, 2019: The meeting will begin at 6:00 p.m. at the entrance to the New Cemetery on Kurn Hattin Road.

**11. Adjourn:** Toby Young moved to adjourn at 8:00 p.m. Craig Allen seconded, motion carried.

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Clerk Signature

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Date