

Meeting of the Westminster Selectboard

Wednesday, October 23, 2019

Westminster, VT Town Garage

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

Others Present: Russell Hodgkins (Town Manager/ Zoning Administrator), Chuck Lawrence (Road Foreman), Ben Masure (road crew employee), Jason Benson (Assistant Foreman) and Millie Barry (Recording Clerk)

1. **Call to Order:** The meeting was called to order at 6:00 p.m. by K. Sheldon Beebe. The meeting was held at the town garage to discuss the wood boiler, building, storage of equipment and insulation needs. The Town Manager and Road Foreman showed the Board many aspects of the facility and what is possibly needed in the future. The meeting moved inside at approximately 6:30 PM where the Chair resumed the meeting.
2. **Adjustments to Agenda:** The TM (Town Manager) requested to add under New Business 6 C - Dog matter and 6 D - Possible executive session to discuss contractual matter. The Board Chair noted the additions
3. **Acceptance of Minutes:** October 9, 2019 - Craig Allen moved to accept the minutes as printed, Susan Harlow seconded, the motion carried to accept the October 9, 2019 meeting minutes as printed.
4. **Communications and Public Comments:**
 - BDCC (Brattleboro Development Credit Corporation/SeVEDS (Southeastern Vermont Economic Development Strategies) - Update of Services: Staff appeared before the Board to explain their current work with local companies, micro lending, securing funding for business expansion as well as programs in local high schools. Their work with students, as early as grade 9/10 having no plan to attend college focuses on exploring careers, having experiences with local businesses and a plan in place upon graduation. Their work with high school staff to enhance programs focusing on necessary skills required for various careers. SeVEDS staff also talked about their five year plan.
5. **Unfinished Business (Discussion/Action)**
 - A. Treasurer's Follow-up - Model Policies - Tabled to the next meeting
 - B. Mandich Lawsuit - update if any - Included in package was brief summary, proposed offer by Mr. Mandich through his attorney James Romeyn Davis. Legal counsel has advised against accepting the offer.
 - C. Manager's Evaluation - The Board Chair and TM will discuss. This item will be removed from future agendas.
 - D. FY 21 Budget - Update and Discussion - Information included in packet - TM stated he would like to meet with the Board to discuss each line item. Further discussion included the sheriff's department and a proposal by Sheriff Mark Anderson to increase the amount of hours to 2,000 hours for FY21. The TM noted quality of service by sheriff's department had decreased. There was service within the school, there were few meetings with the TM and the deputies were not visible on patrol within the Town.
 - Town Garage - Long term planning - Discussed was gas, fuel and oil costs. The Board requested an engineer conduct a feasibility study regarding insulation/siding and price and

over all building structure/strength.

- NWCH (North Westminster Community House) Paint - Craig Allen stated he believed a feasibility study would benefit the Town to learn about heat and insulation impacting further maintenance costs.
- IT Support - new company - TM noted budget increase for IT as the Town will be changing companies from Dominion Tech to Vermont Connection. The new company will provide more support and a better service package increasing the price. TM noted budget would probably also increase for NEMRC (New England Municipal Resource Center) due to a long time Center person's retirement and the need to train new person with additional hours.

E. Island Corporation - Land Gift - TM will meet 10/24/2019 with Vanessa Stern from Saxtons River Initiative (Bald Hill Corp.) and Stewart Reed (owner).

F. Quarterly Financials - discussion - included in the packet - TM told the Board at present, VLCT (Vermont League of Cities and Towns) and selectman's expenses are those to note.

6. New Business (Discussion/Action) -

- A. Second tax bill - cost to produce - included in packet was breakdown of costs (\$3,192.00) for second tax bill to address the new school budget. TM stated he felt strongly Windham Northeast Supervisory Union should be responsible for this added Town expense. Toby Young motioned to send a bill to WNESU detailing expenses the Town incurred to send new tax bills. Susan Harlow seconded, motion carried.
- B. Letter Regarding Tree Removal - Letter included in packet from Douglas Barton/David Sault. The Board and TM discussed taking down and cleaning up trees on the side of the road, a certain amount of feet from center line of road. This item will be moved to the next meeting. Toby Young questioned a safety issue at the intersection of the Pinnacle Road and Windmill Hill Rd. She stated this was dangerous intersection.
- C. Dog Bite - TM noted Russell and Terry McAllister have six unregistered dogs. There is no paperwork available on these dogs regarding dog vaccinations. Recently, a person incurred a dog bite from one of the dogs. This dog was quarantined and showed no sign of rabies. TM has written a letter to the McAllister's giving until November 8 to respond or the matter will be turned over to the State of VT.
- D. Contractual Matter - Executive Session - Craig Allen motioned to go into executive session to discuss a contractual matter. Susan Harlow seconded, motion carried

7. Manager's Report:

- 1). Town Hall parking lot was paved by Bazin Brothers. The Road Crew lined the lot.
- 2). Town Hall -
 - Plants and shrubs were donated by Allen Brothers and bark mulch was purchased at Allen Brothers at a very reasonable price.
 - Bench in front of Town Hall was donated by Phyllis Anderson
- 3). Assisted Living/Senior Housing - moving slowly - Mr. Hodgkins mentioned there is funding available for housing from SeVEDS
- 4). The Town Hall is closed November 11, Veterans Day
- 5). October 31st at 1:00 p.m. in the Center School Halloween parade

8. Boards and Commissions: Nothing to report

9. Other Business: David Gorham - Melsur Building - Information/specific detail included in packet regarding building (Melsur) at 7752 US Route 5. Mr. Gorham has received a PUD (planned unit development) to donate a portion of the building, eight to nine hundred feet of floor space to be used for homeless shelter. Businesses that about the building will be notified.

10. Date of Next Meeting: November 13, 2019

The Board moved to executive session at 8:25 p.m. Upon coming out of Executive Session at 8:42 PM, the Chair instructed the TM to request more information regarding the contractual matter.

11. Adjournment: Craig Allen made a motion to adjourn and Susan Harlow seconded. The motion passed at 8:45 PM.

Clerk

Date

Minutes prepared by Millie Barry 10/24/2019