



## TOWN OF WESTMINSTER

P.O. BOX 147 WESTMINSTER, VT 05158  
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### MEETING OF THE WESTMINSTER SELECTBOARD *Wednesday, March 25, 2020 at 6:30 PM at the FIRE STATION – UNHEATED OUTSIDE BAY*

**WELCOME:** Visitors are most welcome at Selectboard meetings. Anyone wishing to address the Board on a specific matter is encouraged to make arrangements to appear on the agenda with either the Selectboard Chairperson or the Town Manager no later than the Thursday preceding each meeting. Emergency matters can be handled by requesting recognition by the Chairperson during Other Business. Reasonable accommodations will be made upon request.

1. Call to Order
2. Adjustments to Agenda \*
3. Acceptance of Minutes \* March 11, 2020
4. Communications and Public Comments
5. Unfinished Business (Discussion/Action) \*
  - A. **Warning for Special Town Meeting – approval & signatures?**
    - Article - \$170,000 from surplus to Capital Improvement Fund for Town Hall Renovation
    - Article - \$30,000 from surplus to Bridge Rehabilitation Fund
    - Article - \$250,000 from surplus to New Reserve Fund (\$100,000 working capital & \$150,000 for the establishment of the emergency fund)
    - Article – FY21 Budget with \$100,000 surplus to offset taxes to be raised next year
6. New Business (Discussion/Action) \*
  - A. Bellows Falls Union High School Representative – 1 vacant seat
  - B. Executive Session – Personnel Matter
  - C. Discussion of Next Meeting format
7. Manager's Report
8. Boards and Commissions \*
9. Other Business: \*
10. Date of Next Meeting – April 8, 2020
11. Adjournment

\*Items involving potential Selectboard action.

# **Warning for Special Town Meeting**

Town of Westminster, Vermont

**May 5, 2020 at 6:00 PM**

- Article 1 : **To hear the reports of the Town Officers and to take action thereupon.**
- Article 2 : Shall the voters authorize the sum of \$ 170,000 to be transferred from the fiscal year 2018-2019 General Fund surplus into the Capital Improvement Fund for the renovation of the Westminster Town Hall previously established by Article 15 at the Annual Meeting of March 1,1999.
- Article 3 : Shall the voters authorize the sum of \$ 30,000 to be transferred from the fiscal year 2018-2019 General Fund surplus into the Bridge Rehabilitation Fund for the preservation of our bridges previously established by Article 17 at the Annual Meeting of March 2, 2010.
- Article 4 : Shall the voters authorize the sum of \$ 250,000 to be transferred from the fiscal year 2018-2019 General Fund surplus into the "Contingency Reserve Fund" pursuant to the Reserve Fund Balance Policy approved by Article 14 at the annual meeting of March 2, 2019. The transferred amount shall be divided into \$ 100,000 for working capital, not to exceed 5% of the annual budget, to cover unanticipated revenue shortfalls and pay non-recurring and unanticipated general and highway fund expenditures of the Town. The balance, \$ 150,000, shall be designated for emergency capital, not to exceed 15% of the annual budget, to be used for non-recurring and unanticipated emergencies, as defined by the Selectboard. Expenditure of emergency capital by the Selectboard shall be in accordance with the Reserve Fund Balance Policy previously established by Article 14 at the Annual Meeting of March 2, 2019.
- Article 5 : Shall the voters of the Town of Westminster authorize total General Fund expenditures for operating expenses of \$ 2,102,411, of which \$ 1,547,481 shall be raised by taxes and \$ 554,930 by estimated revenues for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
- Article 6 : To transact any other proper business to be brought before the Town of Westminster.

Dated this 25th day of March, 2020, Westminster, Vermont

## **Town of Westminster Selectboard**

\_\_\_\_\_  
Susan Harlow - Chair

\_\_\_\_\_  
K. Sheldon Beebe – Vice Chair

\_\_\_\_\_  
Kevin Hughes – Clerk

\_\_\_\_\_  
Toby Young

\_\_\_\_\_  
Craig Allen

\_\_\_\_\_  
Attest: Alison Bigwood, Clerk