

WESTMINSTER SELECTBOARD MEETING

Wednesday, September 27, 2023 - 6:30 p.m.

In person at Westminster, VT Town Hall/Remote by FACT TV

Selectboard Present: Katrina Hamilton (chair), Kevin Hughes, Jason Perry, Dan Crocker (clerk), Stephen Major, (vice chair) - arrival 6:35 p.m.

Staff Present: Alison Bigwood interim town manager/zoning administrator), Millie Barry (recording clerk),

Others Present: 1 person representing FACT TV

1. Call to Order: Katrina Hamilton, chair of the board called the meeting to order at 6:30 p.m. Information to access a future meeting using a remote connection is available on the Town of Westminster website or by contacting the Westminster Town Hall

2. Adjustments to Agenda: Ms. Hamilton noted to replace D. under new business, Road Foreman's Report with Gasoline Purchasing as road foreman Chuck Lawrence was not present.

3. Acceptance of Minutes: September 13, 2023 – Kevin Hughes motioned to accept the minutes of September 13, 2023 as printed, Jason Perry seconded; motion carried 4-0 by voice vote.

4. Communications and Public Comments: None

5. Unfinished Business: (Discussion/Action) -

A. NWCH (North Westminster Community House) Update – Alison Bigwood said Mr. Ewald could not be present and submitted the following update: There are ten residents interested in being on the 'Friends of the North Westminster Community House'. The NWCH will receive some grant funding from BDCC (Brattleboro Development Credit Corporation) for design and planning. Peggy O'Toole and John Ewald will pursue grant funding for improvements and heating as the grants become available.

B. Propane Tank Purchase: Hamilton said Chuck Lawrence obtained two bids. Bart Energy for 1 - 500 gallon tank for the town hall and a 1,000 gallon tank for the highway department to include delivery and propane hook-up for \$10,750.00. A second bid from FW Webb for the same size tanks is \$8,284.40 and does not include delivery or hook-up. Jason Perry motioned to purchase 1 – 500 gallon tank and 1 – 1,000 gallon tank propane tank from FW Webb not to exceed \$8,284.40 and authorize a second party to hook-up the tanks. Kevin Hughes seconded; motion carried by 5-0 voice vote. As the board had several questions regarding in the bids, Perry noted there might be less questions if the bids were in the form of an actual Request for Proposal with information that included the actual bid, written down with what was required

and needed.

6. New Business: (Discussion/Action)

A. Police MOU (Memorandum of Understanding) – Information included in the board packet – Ms. Bigwood said Deputy Raymond visited the town hall to check in and she let him know the sheriff’s presence in town had made a real difference. Jason Perry motioned to add to the MOU draft a weekly stop by a deputy at the town hall to check in and once monthly to attend an evening selectboard meeting. Kevin Hughes seconded; motioned carried by 5-0 voice vote. Jason Perry motioned to authorize the interim town manager to sign the MOU when it was amended, Kevin Hughes seconded; motion carried by 5-0 voice vote.

B. Planning Commission Alternate Voting – Hamilton said information from VLCT (Vermont League of Cities and Towns) was an appointed alternate to the planning commission can vote if there is absenteeism (absent seat) on the board.

C. Town Plan Re-adoption/Procedure update – Hamilton noted information from Mike McConnell that the previous town plan changes have not been completed that need to be made. This item will be tabled until there is more information available.

D. Gasoline Purchasing – Hamilton said gasoline was not included in the fuel bid purchase process and there were a limited number of suppliers that will deliver to the Westminster highway department. Gasoline is used mostly by the Westminster Fire Department for vehicles. The cost of the gasoline used by the fire department is reimbursed to the town two times each year. As the cost of gasoline to fill the tank at the highway garage is under \$10,000.00 the board agreed to purchase gasoline from Swanzey Oil.

E. Executive Session (Town Manager Discussion)

Jason Perry motioned to move to executive session after other business on the agenda to discuss town manager candidates and a potential offer of employment. Kevin Hughes seconded; motion carried by 5-0 voice vote.

7. Boards Committees and Commissions: None

8. Other Business: Town Hall roof will be on the agenda for the next selectboard meeting.

Ms. Bigwood said she was working with the town of Rockingham on the Gageville/North Westminster sewer/water line project and was able to obtain 911 addresses for all users on the system. At a future date, the Rockingham Selectboard board would like to hold a meeting at the Westminster Town Hall for users of the system and the Rockingham/Westminster Boards.

Hamilton said the Westminster Aqueduct would be on the agenda for a meeting in October.

9. Date of Next Meeting: Wednesday, October 11, 2023 at 6:30 p.m.

The board moved to executive session at 7:00 p.m.

Kevin Hughes moved to leave executive session at 7:35 p.m., Jason Perry seconded; motion carried by voice 5-0.

Action taken: Jason Perry moved that the board make a conditional offer of employment for Town Manager subject to negotiation of terms and completion of an acceptable background check. Kevin Hughes seconded; motion carried 5-0 by voice vote.

10. Adjournment: Jason Perry moved to adjourn, Kevin Hughes seconded, meeting adjourned at 7:42

Clerk

Date

Minutes composed by Millie Barry 10/1/2023

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