

## WESTMINSTER SELECTBOARD MEETING

*Tuesday, October 22, 2024 at 6:30 p.m.*

### **In person at Westminister, VT Town Hall and remote by FACT TV**

**Selectboard Present:** Dan Crocker (chair), Jason Perry (vice chair), Stephen Major and Katrina Hamilton – Real Bazin was absent

**Staff Present:** Millie Barry (clerk), and Lou Bordeaux (town manager)

**Others Present:** Cassandra James, Matt Conklin, Bobbi Kilburn, Jen Stromsten and Katie Davis

1. **Call to Order:** Dan Crocker, called the meeting to order at 6:30 p.m. The meeting was recorded by FACT TV. Information to access a future meeting using a remote connection (when available) is on the Town of Westminister website or by contacting the Westminister Town Hall.
2. **Adjustments to Agenda:** Jason Perry said to move acceptance of minutes of October 8, 2024 to after unfinished business on agenda. The chair noted the adjustment.
3. **Communications and Public Comments:** None
4. **Unfinished Business (Discussion/Action) –**
  - A. North Westminister Community House – Parking study – Lou Bordeaux said the engineer (Hammond) suggested research with the Town zoning administrator for permissible parking. Jason Perry motioned to table the North Westminister Community House discussion until there was more information. Katrina Hamilton seconded, motion carried by 3-0 voice vote (Perry, Hamilton, Crocker).
5. **New Business: (Discussion/-Action)**
  - A. B. Peter Murray – reading emails for public record - Dan Crocker said emails were a part of the public record and the Board requested Mr. Murray come to a meeting to read emails. Emails were not read as Mr. Murray was not present. Jason Perry commented there was a prior motion, seconded and passed to send all communications to the Town attorney. Mr. Murray could be heard when other business was addressed at a meeting. Stephen Major said when Mr. Murray is on the agenda, he can be heard.
6. **Acceptance of Minutes: October 8, 2024 –** Stephen Major moved to accept the minutes of October 8, 2024, Jason Perry seconded. Motion carried by voice vote (Perry, Hamilton, Major).

#### **New Business continued -**

- B. Brattleboro Development Credit Corporation (BDCC) update – material distributed, Bobbi Kilburn and Jen Stromsten addressed the Board regarding services and projects. They work in conjunction with regional planning commissions on projects such as DV Fiber and long-term community funding for individuals, senior and other housing needs. They work with SeVEDS (Southeastern Vermont Economic Development Strategies) a regional strategic research development arm to regionally plan. SeVEDS informs BDCC how to prioritize projects such as good jobs (Chroma). They seek monies from local towns for many things such as to match or fund non-profit organizations, youth programs, training for writing grants, or renovation of town buildings. They sponsor high school realty fairs to help students budget, understand housing, and life skills as well as provide opportunities and information about alternative training programs other than college.

Bobbi Kilburn concluded, BDCC is a resource, a good place to start for Town needs such as grant management.

C. Fire District #1 appointment of officers – information provided in packet – Jason Perry motioned to appoint Darlene Kelly, Jason Fischer, Karen Hood, Katherine Davis, Kelley Green, Shawn Hood and Sue Stack as officers of Fire District #1. Katrina Hamilton seconded; motion passed by voice vote (Perry, Hamilton, Major).

D. Conservation Commission resignation – information included in packet – Jason Perry motioned to accept the resignation of Sarah Waldo from the Conservation Commission and thank her for her service. Katrina Hamilton seconded; motion carried by voice vote (Perry, Hamilton, Major). At present, there are four Conservation Commission members.

E. Town Manager's Report –

Mr. Bordeaux has researched state statues regarding fire districts.

Sent out RFB (request for bid) for new curbside pickup trash and recycling contract. Bids are due October 30, 2024 at 2:00 p.m.

Department budget meetings began 10/22/2024.

Solid Waste board of supervisors meeting was 10/10/2024. The State of VT has issued an ACT 250 permit for a large-scale compost structure on Ferry Road.

Mr. Bordeaux was involved in email conversations with Liz Harty, Andy Haas and Cheryl Charles regarding use of the basketball court at Westminster West School. Lights previously installed at the basketball court can be claimed at the Town garage.

In answer to Stephen Major's question regarding hiring road crew members/road foreman, the Town Manager said he preferred to address the question in executive session.

Jason Perry requested the written budget presentation be in an excel spreadsheet format (used last year).

#### **7. Boards, Committees and Commissions:**

Cassandra James (Planning Commission) – Ms. James said the Commission had a range of costs from the Windham Regional Commission (WRC) that could be anticipated if they did the Plan depending on numbers of meetings etc. She hoped monies could be set aside in the Town budget annually for the renewal of the plan every eight years. Stephen Major (speaking for himself) believed the interim plan was a place holder. He asked what stopped the Town from 'rubber stamping' the old Plan. He believed the administrative approval of the old Town plan was standing in the way of moving forward. Mr. Major doubted the State of Vermont would penalize the Town on rubber stamping the old Plan when the Town was moving forward with a new Plan. He added he did not want to spend \$15,000.00 on an old, updated, expired plan but believed some of the good language could be used in the new Plan. Stephen Major motioned to submit the former Town plan to the State as our current Town Plan while working on the new Town Plan. Jason Perry seconded the motion. Matt Conklin said certain language in the old Plan required an update for funding needs. Ms. James said the Commission could use two more people due to the amount of work required. There are five current members and there could be nine total members. The motion on the floor passed by voice vote (Perry, Hamilton, Major).

8. Other Business: Mr. Bordeaux said updates were posted on the Pine Bank project on the Town

website. The SOV required rip rap and guardrails. He expected Pine Banks Road to be open October 26, 2024.

In another matter, in answer to Matt Conklin’s question regarding an updated Town Plan and grant writing, Mr. Bordeaux said some grants did require an updated Plan.

- 9. Executive Session: Jason Perry motioned to go to executive session for a personnel matter. Katrina Hamilton seconded; motion carried by voice vote (Perry, Hamilton, Major).
- 10. Date of Next Meeting – Tuesday, November 12, 2024 at 6:30 p.m.

The Board moved to executive session at 7:14 p.m.

The Board reconvened regular session at 7:44 p.m. There were no decisions made or votes taken.

- 11. Adjournment: The meeting was adjourned at 7:45 p.m.

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Clerk

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Date

Minutes composed by Millie Barry 10/25/2024