

WESTMINSTER SELECTBOARD MEETING

Tuesday, June 24, 2025 at 6:30 p.m.

In person at Westminster, VT Town Hall

Selectboard Present: Craig Allen (chair), Real Bazin (vice chair), Jason Perry (clerk), and Stephen Major - Charles (Chuck) Lawrence was absent

Staff Present: Millie Barry (clerk), Lou Bordeaux (town manager), and Ben Masure (road foreman)

Others Present: – Willis (Chip) Stearns and Justin Mason (Green Mountain Power)

1. Call to Order: Craig Allen called the meeting to order at 6:33 p.m.

Information on accessing a future meeting using a remote connection, when available, can be found on the Town of Westminster website or by contacting Westminster Town Hall. This meeting was NOT recorded by FACT TV.

2. Adjustments to Agenda: Craig Allen noted Justin Mason from Green Mountain Power, under New Business A. would be heard before Unfinished Business.

3. Acceptance of Minutes: June 10, 2025 – Real Bazin moved to accept the minutes of June 10, 2025, Jason Perry seconded, motion carried by voice vote, (Allen, Bazin, Perry) Major abstained due to absence.

4. Communications and Public Comments: None

5. Unfinished Business (Discussion/Action) –

- A. Fiscal Years 2025 Financial Report – Chip Stearns – Mr. Stearns reviewed fund balances included in the balance sheet information included in the Board Packet – He said the reimbursement from the schools was received 6-23-2025, and the Town had received a \$28,000.00 delinquent tax payment.
 - Highway fund balance - \$131,641.00 with beginning balance of \$340,440.16.
 - Contingency reserve - \$150,000.00
 - Equipment fund - \$186,166.00
 - Bridge rehabilitation fund - \$148,264.92. \$175,000.00 will be added to the bridge fund at the end of the year, making the total balance \$323,264.92.
 - Retreatment fund - \$1,093.12 - overspent on retreatment
 - Reappraisal – primarily funded by the State of VT (SOV) \$332,000.00
 - Town Hall capital improvement fund - \$42,368.96 – no contributions to fund and nothing spent. Other information including restoration, town garage fund, FEMA (federal emergency management agency), town plan reserve, ARPA (American Rescue Plan Act) and tricentennial fund balances were reviewed. Real Bazin noted the fire station sells the identifying E911 green road signs. Mr. Allen requested information about the most recent E911 activity. Also, emergency management, recreation committee and community improvement loan fund. The last activity for the community improvement loan fund was requested by Mr. Allen. Public funds are primarily overseen by Pete Harrison.

B. Grout Avenue Engineering – Nothing to report

6. New Business (Discussion/Action)

A. Justin Mason – **Green Mountain Power** -

Jason Perry noted a conflict of interest with item and will take part in discussion but not participate in any vote.

Mr. Mason explained the power line for Forest Road line dips over the bank in North Westminster by the monument (vicinity of Vernon Temple's office). Mr. Mason detailed information: Real Bazin motioned to grant application for a permit to bury a distribution line in roadway between the ditch line and the centerline from the existing Green Mountain Power pole near 641 Forest Road to existing Green Mountain Power pole 22926 near 520 Forest Road, distance is 810 feet. Stephen Major seconded, motion passed (Bazin, Allen, Major) Perry abstained.

Stephen Major motioned to approve a permit to bury an underground primary voltage powerline between the ditch line and the centerline of Kimball Hill Road South. The line will intersect Kimball Hill South at address 237 and run north in the road to an existing Green Mountain power pole near address 43380. The line shall then remain as currently constructed. Real Bazin seconded, motion passed by voice vote (Bazin, Allen, Major) – Perry abstained.

Real Bazin motioned to approve a permit for the installation of a new distribution power line to be buried within the town road ROW (right of way). The buried portion will begin at the intersection of Tavern Hill and South Windmill Hill. It shall be buried in the ditch line of South Windmill Hill. It will rise to new Green Mountain Power poles and foundations to feed existing overhead primary and secondary distribution services along South Windmill Hill. It will also rise to span over waterways. The project will conclude at 711 Windmill Hill Road. Motion seconded by Stephen Major, motion passed by voice vote, (Bazin, Allen, Major). Perry abstained.

Real Bazin questioned delinquent taxes. Mr. Stearns noted information from Lou Bordeaux was town counsel suggests the Town not pursue delinquent tax sales in 2025 due to State Legislation changing the rules of delinquent tax collection. Delinquent taxes cannot be pursued until they are delinquent and before collection, taxpayers can apply to BCA (Board of Civil Authority) for abatement. The Board agreed there were delinquencies of five to seven years and posting notices of tax sales would make residents aware Westminster was pursuing delinquent taxes by tax sales. Mr. Bordeaux said the total amount of delinquent taxes in payment contracts totaled \$39, 683.42. Mr. Allen suggested another discussion by the Board to collect delinquent taxes.

B. Fiscal Year 2026 Windham County Sheriff contract – Town Manager, Lou Bordeaux noted the contract was for the correct total amount \$123,600.00 representing a 3% increase from the prior year. The hourly wage was incorrect. Stephen Major motioned to approve the Town Manager sign a contract with the corrections at the same rate listed. Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Allen, Major).

C. Truck bid summary – Real Bazin motioned to accept bid for Formula Ford: 2026 Ford F550,

extended warranty (8 year, 75k Ford Premium care) with trade of \$59,866.00. Stephen Major seconded, motion passed by voice vote (Perry, Bazin, Allen, Major). The flatbed truck will be traded. Stephen Major departed the meeting at approximately 7:50 p.m.

D. Road Foreman's Report:

- Roadside mowing throughout town will continue indefinitely.
- Grading is being done where needed.
- Grader course held in Westminster 2 weeks ago. Three people from Westminster participated as well 4 people from other towns.
- Storm damage repair is ongoing on Bemis Hill and Hartley Hill from June 6th storm; both will be completed soon.
- Tree cleanup in Westminster West being done this week due to a windstorm storm Friday, June 20, 2025.
- Winter sand is stockpiled – both yards.
- Grant work for ACT 64/stormwater mitigation will continue throughout the summer.

E. Town Manager's Report –

- Financial data reviewed for Windham County Solid Waste District Board of Supervisors.
- Sullivan-Powers FY25 audit schedule for July 30th. Real Bazin motioned to approve the Town Manager sign the contract for audit of \$20,300.00. Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen).
- Meeting with Scott Pickup and Betsy Thurston re: grant funding for Route 121 safety improvements. Ms. Thurston will be applying for grants totaling \$600,000.00.
- Per Attorney Keith Roberts, as part of the ongoing water system improvement at Shady Pines Park, VEDA (VT Economic Development Authority) will be granting a mortgage of \$348,000.00 to continue moving the project forward. The Town of Westminster holds a mortgage for about \$254,000.00.
- The Town Hall will be closed for a retirement get-together, including the highway crew Wednesday, June 25th noon to 1:30 p.m.

F. Executive Session – None needed

7. Other Business: Jason Perry questioned if Pauline O'Brien was retiring as Treasurer of the Town.

In another matter, Jason Perry suggested following up with the Hearse House contractor regarding the work schedule and completed work.

8. Executive Session – None

9. Date of Next Meeting – July 8, 2025 at 6:30 p.m.

10. Adjournment: Real Bazin motioned at 8:08 p.m. to adjourn, Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen)

Clerk

Minutes composed by Millie Barry

Date