

WESTMINSTER SELECTBOARD MEETING

Tuesday, August 5, 2025 at 6:30 p.m.

In person and remote at Westminster, VT Town Hall

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

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

Others Present: – John Ewald

1. **Call to Order:** Craig Allen called the meeting to order at 6:30 p.m.
Information to access a future meeting using a remote connection, when available, can be found on the Town of Westminster website or by contacting Westminster Town Hall.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** July 15, 2025 - Real Bazin moved to accept the minutes of July 15, 2025, Jason Perry seconded, motion carried by voice vote, (Allen, Bazin, Perry, Lawrence) Major abstained due to absence.
4. **Communications and Public Comments:** John Ewald commented he believed for safety someone else should be in the Town Office on Friday other than the Town Clerk.
5. **Unfinished Business** (Discussion/Action) –
 - A. North Westminster Community House update – John Ewald said the VT Department of Public Safety, Division of Fire Safety approved a limited number of volunteers to clean at the Community House. Also, he requested the Selectboard meet there August 26, 2025 at 5:30 p.m. to hear resident thoughts regarding the building.
 - B. Grout Avenue engineering – DuBois & King Inc. information included in packet. Mr. Bordeaux asked the Board to review the engineering estimate of \$38,600.00. Jason Perry noted that bid and construction services, not included in the contract, could be included as a contract amendment. Real Bazin said in the winter season, the area was a fall risk and safety was an issue due to ice and snow. Mr. Allen requested information at the next meeting showing where in the budget the money would come from. Real Bazin said when the fire department building was built, the catch basins worked and there was a ditch in front of the building. Chuck Lawrence questioned why the front ditch couldn't be replaced and added the fire department should share the expense. Mr. Allen requested the item be on the agenda for the next Selectboard meeting. Jason Perry motioned to accept the engineering bid from DuBois & King for \$38,600.00, Real Bazin seconded. Motion passed by voice vote, (Perry, Bazin, Major, Lawrence), (No-Allen).
 - C. Letter confirming future road closure- Information included in packet – Mr. Bordeaux noted the Route 121 bridge, per an email from JB McCarthy, VT Highway Division Project Manager, would be closed from 3/1/2027 to 10/29/2027. Jason Perry motioned to approve signing a letter granting approval for the road closure. Real Bazin

seconded, motion carried by unanimous voice vote 5-0.

6. New Business – (Discussion/Action -

A. Vehicle Inventory/Replacement Schedule – Schedule included in packet –

Mr. Bordeaux noted after a meeting with Ben Masure, Highway Foreman in May 2025 the schedule seemed to make sense. Real Bazin asked about replacing the grader in 10 years versus 15. Mr. Masure said the benefit of trading the grader sooner than 15 years was trade value estimate of \$175,000.00. Mr. Lawrence noted the used tanker had about 30,000 miles and was going strong. He did not believe vehicle miles were a factor in trading a vehicle but the hard use of the vehicle. Chuck Lawrence moved to accept the schedule as presented, Stephen Major seconded. Mr. Major noted accepting the schedule was for planning purposes. Motion approved (Major, Lawrence, Allen) (No-Bazin, Perry). Mr. Masure noted it could take two years for delivery of a truck. Mr. Bazin noted Keene was using a hook system, buying a regular body and switching the hook system from truck to truck. He suggested looking at alternatives.

B. Road Foreman Report – Ben Masure reported:

- Davidson Hill project was completed using Municipal Grants in Aid Program.
- Patch paving on Westminster West Road and Patch Road is ongoing. Mr. Lawrence said, for the condition of the road, and available money, the patch paving did a good job.
- The mower has been down for 2 weeks waiting for a part due to operator error.
- Spot grading is ongoing on Morse Brook, Pine Banks and Westminster West Road.
- Underground power line placement is nearing completion on Windmill Hill South. A road closure is planned August 7 to replace culverts.
- Guardrails have been upgraded on Back Westminster Road, and in a short section of Davidson Hill.
- Ditching has been completed on Kimball Hill South, Bemis Hill and Hartley Hill.
- There were no State of VT funds available for a washed area on Bemis Hill due to the area being out of the right-of-way.

C. Town Manager's Report – Lou Bordeaux reported:

- Sullivan Powers & Company were at the Town Hall July 30, 2025 for fiscal year 2025 audit.
- Diesel Fuel bids are due August 18, 2025 at 11:00 a.m.
- Policy and ordinance book structure is complete. Structure will make specific items easier to find. The information will be available on the website.
- Attended VLCT webinar on drafting and enforcement of ordinances.
- Currently working on social media policy
- Inspected Hearse shed 8/5/2025 noting his belief there had been no work for a while. An email was sent to builder. Jason Perry suggested adding a completion date to the contract. Stephen Major said the work did not look stable or earnest,

nothing appearing to address foundation concerns, no footings dug, or dry stone. Mr. Bordeaux confirmed there was a scope of work on file. Craig Allen requested the 'scope of work' be presented at the next Board meeting.

- Letters sent to residents on Morse Brook Road and Route 5 to clean up their yards have resulted in progress at both locations.
- There have been numerous public record requests from 7/16 to 8/5/2025. Stephen Major noted a meeting with the inspection committee for Great River Hydro, LLC assessment appeal August 6, 2025. He questioned the availability of a flowage easement map.

D. Executive Session (if needed) None

7. Other Business:

Stephen Major spoke about concerns that the Westminster Community was lacking things like use of the ballfield, and there were few trick or treat children at Halloween. He said Putney had been very active in community planning and had invested a lot more than Westminster. They have invested in town sewer, water, and over many years sidewalks to the Cooperative store, to the school and Landmark College. These were investments in the community and basically were paying off. To have an active community would take major infrastructure investment. Mr. Bordeaux said the Planning Commission was in the process of drafting a Town Plan to maximize things present. Craig Allen said in the past, the Activity Committee was active organizing events at Thanksgiving and entertainment. He believed the Activity Committee needed to be more active and leadership played a part in community involvement and investment.

8. Executive Session: (if needed) – None

9. Date of Next Meeting: August 26, 2026 at 5:30 at North Westminster Community House. The meeting will continue at 6:30 at Westminster Town Hall.

10. Adjournment: Jason Perry moved to adjourn at 7:25 p.m. Stephen Major seconded, meeting adjourned.

Clerk

Date

Minutes composed by Millie Barry