



TOWN OF WESTMINSTER

Louis Bordeaux, Town Manager
PO Box 147 Westminister, VT 05158
Tel. 802-722-4255 Fax 802-722-9816
Email: manager@westminstervt.org

PUBLIC RECORDS REQUEST

Date of Request: 12/15/2025

Name: Kelly Churchill

Mailing Address: 8785 SW 165 Ave, Suite 206

City/Town/State/Zip: Miami, FL 33193

Telephone #: 724-953-6008 E-mail: Kelly.C@SkylineTitleSupport.com

This Public Records request, including any associated correspondence, will be considered a public record in its entirety. As such, it will be made available to any member of the public upon request. Do not include any sensitive information, such as medical information, financial account numbers or Social Security numbers. Submission of this form does not constitute receipt of it by the Town of Westminster. Your Public Records request will be considered as received on the next business day following its submission.

Signature: Kelly Churchill

I, the above signed, am requesting copies of the following documents on file at your office (use the rear of this page if additional room is needed):

Please see email.

Note: Charges may apply for staff research, compilation and copies of documents. No new records will be created by any person(s), department, board, committee or commission under the jurisdiction of the Town of Westminster.

The Town of Westminster will provide copies of documents pursuant to Vermont Statute 1 V.S.A. § 316

PUBLIC RECORDS REQUEST FEES

- a) Letter or legal size copies: \$0.25 per page.
- b) Ledger size copies: \$0.35 per page.
- c) Computer generated Black/White: \$0.25 per page.
- d) Computer generated color: \$1.00 per page.
- e) Requests that take longer than 30 minutes to fulfill will be billed at the following rates:
 - 1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
 - 2. For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
 - 3. For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.

Those fees, where applicable, must be paid in advance.
Payment must be paid in cash or by check only.
Checks shall be made payable to the Town of Westminster.
Records that require an outside source for reproduction (maps, drawings, plans, etc.) shall be paid on a direct basis by the requestor.

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OFFICE USE ONLY

Date of request: _____ Received by: _____

Total letter/legal size copies _____ @ \$0.25 per page: \$_____

Total ledger size copies _____ @ \$0.35 per page: \$_____

Total computer-generated B&W copies _____ @ \$0.25 per page: \$_____

Total computer-generated color copies _____ @ \$1.00 per page: \$_____

Total minutes _____ @ \$0.33 per minute: \$_____

Total minutes _____ @ \$0.57 per minute: \$_____

Total minutes _____ @ \$0.45 per minute: \$_____

TOTAL \$_____

*Fee schedule adopted by the Board of Selectmen, July 10, 2007.
Public Records Request adopted by the Selectboard, March 13, 2024.*

Lou Bordeaux

From: Kelly Churchill <kelly.c@skylinetitlesupport.com>
Sent: Monday, December 15, 2025 1:34 PM
To: Lou Bordeaux
Subject: Public Records Request: 230 Three Dog Lane / Order ID: 1345782
Attachments: 230 Three Dog Lane.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

PROPERTY ADDRESS: 230 Three Dog Lane, Westminister, VT 05158

PARCEL NUMBER: 010185000

SELLER: Carl Michael Crook, Trustee of the Carl Michael Crook Revocable Trust dated September 2, 1999, Marni Hinton Rosner, Trustee of the Marni Hinton Rosner Revocable Trust dated September 2, 1999

CLOSING DATE: 01/30/2026

Our company is performing research on this property prior to closing. Please provide the following information.

- Please provide information regarding any open or active property maintenance or code enforcement violations.
 - If there are active violations, please provide the case/violation number.
 - Please provide a description of the violation as well as the compliance status.
 - Please confirm if there are any fines, fees or liens associated with the case. If there are monies owed, please provide a payoff good for 30 days.
- Please provide information regarding any open or expired permits associated with this property.
 - Please confirm the permit number and a description of the work.
 - Please provide a copy of the permit application.
 - Please confirm if there are any fees, work, or inspections that needs completed to close any open permits.
- Please confirm if your city requires property registration for transfer of ownership, occupancy, vacant property, or rental property. If you do require registration, please confirm if this property is registered or if there are any fees due.
- Please also confirm if your municipality requires a Point of Sale inspection prior to a change of ownership.

Thank you so much in advance for the information you can provide.

Thank you,

Kelly Churchill

Research Analyst

☎ (888) 553-4627 Ext: 1206

✉ Kelly.c@SkylineTitleSupport.com



Proud Member of the Following LTA's
ALTA, FLTA, TLTA, SLTA, PLTA, MOLTA

Proud Partners



Fidelity

Happy Holidays

In observance of the holidays our offices will be closed 12-25-25 and 1-1-26