

DRAFT/UNAPPROVED MINUTES

WESTMINSTER SELECTBOARD MEETING

Tuesday, March 10, 2026 - 6:30 p.m.

Remote and in person at Westminster, VT Town Hall

Selectboard Present: Craig Allen, Real Bazin, Jason Perry, and Stephen Major – Absent: Charles (Chuck) Lawrence

Staff Present: Millie Barry (clerk), and Ben Masure (road foreman), and John Ewald (lister)

Others Present: Tim Jones, Don Mills (Green Mountain Power), and Brandon Sherwood

1. **Call to Order:** Mildred Barry, clerk of the Board 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 the Westminster Town Hall. This meeting was recorded by FACTTV.
2. **Reorganization of the Selectboard:** Ms. Barry called for nominations for Chairperson of the Selectboard. Real Bazin nominated Craig Allen, Stephen Major seconded, motion carried by voice vote 3-0 (Perry, Bazin, Major). Craig Allen called for nominations for Vice Chair of the Board. Jason Perry nominated Real Bazin, Stephen Major seconded, motion passed by voice vote 4-0 (Perry, Bazin, Allen, Major). Mr. Allen called for nominations for Clerk of the Board, Real Bazin nominated Jason Perry, Stephen Major seconded. Motion carried by voice vote (Perry, Bazin, Allen, Major).
3. **Adjustments to Agenda:** Mr. Allen noted under New Business, A. Green Mountain Power would be moved to after Communications and Public Comments
4. **Acceptance of Minutes: February 24, 2026** – Stephen Major motioned to approve the minutes of February 24, 2026, Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Allen, Major)
5. **Communications and Public Comments:** Brandon Sherwood noted that Town Meeting was a long day and in his opinion David Major did a great job.
6. **New Business:**
 - A. Green Mountain Power – Rebuild Project – Tim Jones and Don Mills representing Green Mountain Power appeared to thank the Board for partnering with Green Mountain Power for the project on Windmill Hill South. Jason Perry noted a conflict of interest. He would abstain from any vote. Mr. Jones said they are making progress on Route 5 removing polls. Stephen Major inquired about internet service in Westminster West and Craig Allen talked about the timeline for work on Back Westminster Road.
 - B. North Westminster Community House – John Ewald requested the selectboard approve to undertake the work to satisfy the fire marshal to open Community House. In

answer to Mr. Bazin and Mr. Allen's questions about a plan, Mr. Ewald said the plan was to do what the fire marshal requested for use. The first priority would be a handicap ramp, install a handicap bathroom, remove the stage curtains, install exit lights, change two doors and complete required sheet rocking work. Real Bazin questioned if Mr. Ewald had contacted ADA (Americans with Disabilities Act). Mr. Allen confirmed Mr. Ewald was seeking permission to receive permits to undertake work. Stephen Major motioned The Friends of the North Westminster Community House be authorized to pursue permits to make the North Westminster Community House handicap accessible and to meet the requirement of the VT Fire Marshal for use. Jason Perry seconded the motion for discussion purposes. Mr. Allen said for insurance purposes, the Board needed to know who had keys and when people enter the building to do work. Jason Perry requested an email from the fire marshal verifying there was no permit or license required to install a handicap accessible ramp. Mr. Bazin noted a permit was required for any public bathroom electrical work. The motion passed by voice vote 4-0 (Perry, Bazin, Allen, Major). Millie Barry requested, for other interested, there be meeting information provided to circulate or post in the community before proceeding. VT Historic Preservation grants were often contingent on a match or partial match of funds from the Town or other source. Mr. Ewald stated he hoped there would be no expense to the Town. Jonathan Jesup had offered a historical plan for the ramp at no cost. Mr. Allen requested Mr. Ewald update him on meetings and progress.

- C. Listers Update: Mr. Ewald said he, Stacey Bradley, and Chris Miele (NEMRC) met last week. He, Ms. Bradley, and Jackie Atwood plan to meet again March 13, 2026 at the Town Hall. He requested the Board post on the Town website Westminster's need for a lister.

Mr. Ewald asked the Board about the process of a legal opinion to hire a lister clerk. Mr. Allen said he would send this information to Mr. Ewald about hiring a clerk. The listers could recommend a clerk for the Board approval and hiring a lister assistant requires approval from the listers. Mr. Allen recommended giving the listers a bit more time to resolve work in the lister office and noted Alison Bigwood would be working part time in the lister office.

- D. Required Appointments: Information included in packet – Mr. Allen said the town manager previously served as road commissioner, health officer and Windham Solid Waste Management District representative. Real Bazin nominated Jason Perry as **interim road commissioner**, Stephen Major seconded the motion. Mr. Perry said he would serve temporarily, could sign required paperwork and provide suggestions/recommendations. Motion carried by voice vote 3-0 (Bazin, Allen, Major). Jason Perry motioned to appoint Arthur Dufresne to the **Windham Regional Commission** for the period April 1, 2026 to March 31, 2027. Real Bazin seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major). Mr. Allen requested a contact be made to Mr. Dufresne to be sure he wanted the appointment.

Website Management: Mr. Allen suggested using the website management company WNESU (Windham Northeast Supervisory Union) uses for continuity between the school and town. Mr. Allen plans to meet with Cheryl Charles before the next Westminster school board meeting.

Health Officer: Real Bazin nominated Stephen Major as interim Health Officer, Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen).

- E. Town Meeting Review: Mr. Perry, Bazin and Allen agreed the meeting was too long but went well. John Ewald believed Article 26 was put at a disadvantage. The Board confirmed they had not previously discussed the article being voted by Australian ballot opposed to voted from the floor at Town Meeting. Jason Perry believed the Board was placed at a disadvantage as there was no prior warning or discussion of eliminating the town manager form of government. Mr. Ewald questioned if the article was voted properly at Town Meeting questioning if the vote was valid. Mr. Allen said the Board did not have questions about the article as it was voted down. He requested Mr. Ewald put in writing to the Board further questions about the article. Steven Major recommended Mr. Ewald contact the VT Secretary of State for an opinion.
- F. Executive Session: Jason Perry motioned the Board move to executive session for a contractual matter being that premature knowledge would clearly place the Municipality of the Town of Westminster or the public body, a person or persons involved at a substantial disadvantage as outlined in 1 VSA 313. Real Bazin seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major).
- G. Road Foreman Report: Ben Masure
- The roads have been posted for weight limits.
 - Stone has been placed on some dirt roads in the muddiest places (mainly in Westminster West).
 - Winter sand has been put out to bid. Bid opening is March 23, 2026
 - Paving has been put out to bid. Bid opening is March 31, 2026.
 - March 11, 2026 is meeting with SealMaster to explore machine rental, product cost, and amount of material required. Also, to explore if highway crew could do work. Jason Perry suggested crack sealing was not a good use of the highway crew's time.
 - FY 2027 VTrans Grants in Aid letter of intent is due May 10th.
 - Information included in packet regarding a recent meeting with Meghan Brunk and Marc Pickering to review threshold for emergency damage from flooding etc. Westminster's threshold this year is about \$57,000.00
 - Real Bazin motioned to sign Annual Financial Plan – Westminster Town Highways fiscal year 7/01/2026-06/30/2027. Stephen Major seconded the motion, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major).
 - Pothole patching is ongoing.
 - Mr. Masure will follow up about information for the engineering study on

Grout Avenue.

- Engineering work on retaining wall drainage issue, Route 121 in Gageville opposite the chiropractic office is a separate engineering grant due by the end of the year. Mr. Masure will follow up with engineer Everett Hammond.
- Salt shed property at Westminster Town Garage: Information from Marc Pickering at the District Meeting was he did not believe there would be a problem with Westminster purchasing.

7. Unfinished Business: (Discussion/Action) –

- A. Town Office Update – Mr. Allen said the Board would discuss at the next meeting other town manager duties and the person in the office taking on these individual roles.
- B. Delinquent Taxes: Information included in packet - The Board discussed first and second delinquent tax notices and the verbiage for the third notice. Stephen Major suggested including the facts of a tax sale and that communicating with the Town was urgent. Mr. Allen requested individual members consider wording for a third notice and use a credit card to pay taxes would be included in the notice.

8. Boards, Committees and Commissions:

- A. Town Forest Report – Information included in packet - Town forest committee requested a discussion at March 24, 2026 meeting.

9. Other Business:

- A. Selectboard meeting time: Days will remain the second and fourth Tuesday of the month for the present time. There will be further discussion later

10. Date of Next Meeting – March 24, 2025 at 6:30 p.m.

The board moved to executive session at 7:45 p.m.

The board reconvened regular session at:

Action taken:

11. Adjournment:

Clerk

Date

