

## DRAFT/UNAPPROVED MINUTES

### WESTMINSTER SELECTBOARD MEETING

*Tuesday, March 24, 2026 at 6::30 p.m.*

In person at Westminster, VT Town Hall and remote by FACT TV

**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), Ben Masure (road foreman), and Mike King

1. **Call to Order:** Craig Allen, chair 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 FACT TV.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** March 10, 2026 and March 17, 2026 – Real Bazin motioned to accept the minutes of March 10, 2026, Stephen Major seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major). Real Bazin motioned to accept the minutes of March 17, 2026, Stephen Major seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major)
4. **Communications and Public Comments:** None
5. **Unfinished Business: (Discussion/Action) –**
  - A. Required Appointments – Craig Allen requested anyone interested in a Town office write an email/letter addressed to the Select Board expressing their interest in a position. Mr. Allen noted communication from DV (Deerfield Valley) Fiber requesting the Board appoint members. DV Fiber appointment was tabled to the next Board meeting.
6. **New Business: (Discussion/Action)**
  - A. Karol Kawiaka – 711 Orchard Hill – Culvert/water issue – Mr. Allen said the highway crew crushed a culvert at the end of a private road when turning around and repaired the culvert damage. Ms. Kawiaka presented information to the Board noting her goal for property on Orchard Hill (Connecticut Valley Orchard, LLC) was an heirloom orchard. She noted flooding caused by her neighbor owning about 1,000 acres on three sides of her property, and manmade ditches directing water to the south onto her land. This water is killing her fruit, berry and nut trees, she has planted (about 600 trees) to restore the orchard. She requested the Board to undo the work done in 2018/2019 at the end of Airport/Higgins Hill Road. She said in a conversation with the Town Manager (that recently left Westminster), he indicated the problem would be fixed. She requested clarification of who was responsible for the culvert replacement. Craig Allen said the town manager had left Westminster's employment and if the culvert was replaced by the former road foreman, he was no longer the foreman. Also, the culvert or end of the culvert should not have been replaced by the Town on a private road. Real Bazin noted the discharge/collection to direct surface water, if there is a violation under Vermont Statute, the State of VT should investigate. Jason Perry and Ben Masure will investigate the issue, and the item will be added to agenda for the April 14, 2026 meeting.
  - B. Liquor License Approval: Information included in packet - Jason Perry motioned to approve a tobacco license, DLL Application #71484 for Allen Brothers, Inc., Real Bazin seconded, motion carried by voice vote 3-0 (Perry, Bazin, Major). Craig Allen abstained. Jason Perry motioned to

approve a second-class liquor license DLL Application #71480 for Allen Brothers, Inc. Real Bazin seconded, motion carried by voice vote 3-0, (Perry, Bazin, Major) Craig Allen abstained from vote. Jason Perry motioned to approve second-class liquor license DLL Application

#71481 for WSM, (Westminster Station Market) LLC, Real Bazin seconded, motion carried by voice 3-0 (Perry, Bazin, Major) Craig Allen abstained from voting. Jason Perry motioned to approve a tobacco license DLL Application #71479 for WSM, LLC, Real Bazin seconded, motion carried by voice vote 3-0 (Perry, Bazin, Major). Craig Allen abstained from voting. Jason Perry motioned to approve second-class liquor license DLL Application #73021 for Last Stand, The, Real Bazin seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major).

C. Award Sand Bid – Information included in packet - Jason Perry noted a conflict of interest. Real Bazin motioned to approve JP Trucking & Excavating bid of \$14.00 per yard for winter sand, total \$63,000.00. Westminster will truck the sand. Stephen Major seconded, motion carried by voice vote 3-0 (Bazin, Allen, Major). Jason Perry abstained from vote.

D. Road Foreman Report – Ben Masure reported in part:

- Highway crew has started grading Piggery/Pine Banks Road. Piggery Road is the most traveled dirt road in Westminster with between about 400 (traffic study information) vehicles per day. Full grading of all dirt roads will take place later. Real Bazin noted under drainage installed on Piggery Road was working well.
- Highway department will rent a crack sealing machine for two days and purchase one pallet of product to seal road cracks to preserve paving. The process will be to repair best roads first moving to worst roads. Crack sealing by Indus was about \$12,000.00, and not budgeted.
- The Board agreed to mill and pave 24' wide on Route 121 in North Westminster and up to each end of Route 121 bridge and leave the shoulder as is.
- Real Bazin noted a recent \$35,000.00 payout to outfit the Formula Ford truck with hydraulics/sander and plow not approved, per Town policy, by the Board. Mr. Masure said the previous town manager approved the expenditure and the approval put Mr. Masure in a weird spot. The Board noted the Town's policy of the Board approving anything over \$10,000.00 expenditure and the requirement to seek three bids. For future purchases the Board requested Mr. Masure be aware of the policy.

E. Selectboard Member Resignation – Information included in packet – Stephen Major motioned to accept the resignation of Charles (Chuck) Lawrence with regret. Real Bazin seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major). Mr. Allen noted a lister and selectboard position required a Westminster resident and would be posted on the Town website.

F. Filming of Westminster – Five and Dime Studios – Craig Allen noted Susan Harlow will contact Austin Winder, founder of Five and Dime Studios.

G. Northwest Community House update – Jason Perry read from a site visit inspection report completed by Sarah Grove, fire inspector on 8/10/2023. This information included requirements to open the building and were previously stated by John Ewald. Additional Information from Michael Messer, Assistant VT State Fire Marshal, confirmed fire and safety construction permits are required as well as VT licensed plumbers and electricians to complete work on a public building. Craig Allen noted insurance coverage by VLCT (Vermont League of Cities and Towns) was for fire only. Insurance required anyone entering the building to be approved by the Board to be covered in case of an incident. The Board noted a local zoning permit was not required for a handicap accessible ramp but for any construction to begin a State of VT fire safety construction permit was required. Stephen Major believed Westminster could inform the insurance company the Board was authorizing, in advance, entry to be covered. Mr.

Allen stated the insurance company was requesting the select board be aware of all and any entry in the building. Mr. Major stated his belief the Board was raising administrative roadblocks to the project and letting interpersonal interaction get in the way of a normal process for community volunteers completing tasks. Jason Perry and Craig Allen noted Mr. Ewald had stated the project would not cost the Town any monies. Insurance and permits would cost money, and it was important there was a plan and construction was done properly. Mr. Major will discuss with Mr. Ewald plans to move forward. Millie Barry noted information from VT Preservation Trust was they would pay for one half of the cost (about \$2,000.00) for an architect/engineer to complete an assessment of the building. In addition, construction that might affect the historical value of the building could impact funding.

H. Delinquent Tax update – Information included in packet – Mr. Allen noted the Town’s attorney would complete the tax sale. The Board will discuss at the next meeting different choices to proceed with the sale and the verbiage for the final notice to be mailed to delinquent taxpayers.

I. Executive Session: Jason Perry motioned to move to executive session after Other Business on the agenda 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 substantial disadvantage as outlined in 1 VSA 313. Real Bazin seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major).

**7. Boards, Committees and Commissions:** Mr. Allen noted Westminster Conservation Commission will be a Board agenda item April 14, 2026.

**8. Other Business:** Michael King (Davidson Hill) noted a camper trailer parked on or at the edge of Town property on Davidson Hill across from his home. He added last fall people moved a trailer onto the property during the night. There were two people and three dogs living in the trailer and a broken-down car was parked on Town property as well as a porta potty. In addition, trash from the property was blowing onto his property and work on the car usually began at about 9:00 p.m. Jason Perry noted the Windham County Sheriff had visited the site and believed the trailer was parked on an adjacent property with the owner’s permission. Jason Perry motioned to have the Zoning Department contact Windham County Sheriff to issue a no trespass order on the Town’s portion of the land with 15 days to vacate. Real Bazin seconded for discussion purposes. Mr. Perry read from the Town’s zoning regulations requiring temporary permits for a travel traveler to be parked on an owner’s land, 6’ from a side lot. Permits were not issued and the trailer was not in compliance. Motion passed by unanimous voice vote. Real Bazin will be the select board contact.

**9. Date of Next Meeting – April 14, 2026 at 6:30 p.m.**

**The Board moved to executive session at 7:51 p.m.**

**Reconvene regular session:** Jason Perry motioned to reconvene regular session at 8:15 p.m., Real Bazin seconded, motion carried by unanimous voice vote.

**Action taken:** Jason Perry motioned to authorize the Chair of the Board to sign the bulk time agreement with NEMRC (New England Municipal Resource Center) which includes providing limited interim Town Manager services. Real Bazin seconded, motion carried by unanimous voice vote.

**10. Adjournment:** At 8:17 Jason Perry motioned to adjourn, approved by unanimous voice vote.

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Clerk

Minutes composed by Millie Barry

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Date

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