

DRAFT/UNAPPROVED MINUTES

WESTMINSTER SELECTBOARD MEETING

Tuesday, May 12, 2026 at 6:30 p.m.

In person at Westminster, VT Town Hall & Remote by FACT TV

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

Staff Present: Millie Barry (clerk)

Others Present: Charlene Wakefield, Michael Johnston, Yvette Hendler

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:** April 28, 2026 – Real Bazin moved to accept the minutes of April 28, 2026, Stephen Major seconded the motion. Motion carried by voice vote 4-0, (Perry, Bazin, Allen, Major).
4. **Communications and Public Comments:** Yvette Hendler questioned the official policy of political signage on properties, how far from the road and where is the measurement from? The Westminster sign ordinance will be sent to Ms. Hendler.
 - Stephen Major noted there is nothing alarming at a property at the bottom of Orchard Hill adjacent to Kurn Hattin Road. The house is locked; animals have knocked over the recycling and garbage containers in the yard. The house is in an estate process.
 - Charlene Wakefield addressed the selectboard noting her appearance was on behalf of Mike King. She inquired about the Davidson Hill property that was not on the selectboard agenda. Mr. Allen said a contract had been signed to have the property surveyed and he hoped the survey would be completed in the next two weeks.
5. **Unfinished Business: (Discussion/Action) –**
 - A. Windham County Humane Society contract – Information included in packet - Mr. Major outlined the contract and services the Humane Society would **not** cover. He questioned what circumstances the Town would be involved in an animal with a condition the Humane Society does not offer. Craig Allen said Westminster paid \$1,200.00 each year to the Humane Society and \$100.00 per day for housing a Westminster animal. He suggested the interim manager contact Ashley Pinger, Windham County Animal Control/ Sheriff Officer to question how the contract worked for the animal control department. Also, possibly to renegotiate the contract with fewer restrictions. This item will be back on the agenda May 26, 2026.
6. **New Business: (Discussion/Action)**
 - A. Approve SP&F Attorneys, P.C., to Conduct Tax Sale. Information included in packet - Jason moved to approve the contract with SP&F. He rescinded his motion. Stephen

Major motioned to approve the process of having the interim town manager negotiate the contract for the property tax sales for the Town of Westminster with SP&F Attorneys, P.C. Jason Perry seconded motion, motion carried by voice vote (Perry, Bazin Allen, Major)

B. Town Manager Report – Information included in packet –

- Town Hall roof inspection – Real Bazin provided pictures of cupola, damage to slate and lower part of roof. He will forward pictures to interim town manager. Craig Allen said R.E. Brown could assist with slate replacement by renting a lift. Stephen Major said the weathervane was historic. To repair the weathervane and post to hold it would be significant. The Board agreed the interim manager would contact the insurance company.
- Davidson Hill – notes under Communications & Public comments.
- Legal Counsel, tax sale – notes under New Business –
- A new highway employee has been hired and will begin May 26, 2026.
- SAM (System for Award Management) required registration is being renewed.
- An overdue federal government census survey was completed last week.
- Town Hall main door key and alarm sensor are in process. The Board agreed the highway garage should also be rekeyed.
- Mr. Allen said in two weeks Kelley Thayer had collected \$50,000.00 in property taxes.
- VLCT League of Cities & Towns – Executive Recruitment Services – information included in the packet – Mr. Allen said to sign a contract was \$12,000.00. The cost to find a town manager could be as much as \$15,000.00-\$21,000.00. The board agreed to read the information.

C. Road Foreman Report – None

D. Executive Session – None

7. Boards, Committees and Commissions: None

8. Other Business: Real Bazin suggested reviewing the Westminster Personnel Policy about carrying over accrued, sick and vacation time. He suggested amending the policy to use the time and to carry over a certain number of days. Time accrued to be used within a certain amount of time after years end. This item will be on the selectboard agenda May 26, 2026, and the personnel policy will be provided at the meeting to review. Craig suggested employment payment at the end of tenure was a liability and should be included in budget. Real Bazin suggested researching the policies of other towns.

9. Date of Next Meeting – May 26, 2026, at 6:30 p.m.

10. Adjournment: Jason Perry moved to adjourn at 7:04 p.m., Real Bazin seconded, meeting adjourned.

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Clerk

Date

