<u>DRAFT/UNAPPROVED MINUTES</u>

WESTMINSTER SELECTBOARD MEETING

Tuesday, June 9 at 6:30 p.m.

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

Selectboard Present: Craig Allen (chair), Jason Perry (clerk), and Stephen Major – Real Bazin was absent.
Staff Present: Andrew Malshuk (Westminster Emergency Management Director)
Others Present: Michael 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:** May 12, 2026 – Jason Perry moved to accept the minutes of May 12, 2026, Stephen Major seconded the motion. Motion carried by voice vote 3-0, (Perry, Allen, Major).
4. **Communications and Public Comments:** None
5. **Unfinished Business: (Discussion/Action) –**
    A. Update – Status on Davidson Hill– Mr. Allen said the Board would like to move forward resolving problems relating to a Davidson Hill property. Dibernardo Associates is working on completing a survey of the property. Jason Perry noted Windham County Sheriff's department let the Town know Westminster must prove they own the property in question. Mr. Allen said there were multiple complaints about the property, including loose dogs, trash and a parked camper. Stephen Major motioned the Sheriff serve notice the abutters to move from the Town of Westminster property on Davidson Hill. Jason Perry seconded the motion. Motion carried by voice vote 3-0 (Perry, Allen, Major). Jason Perry motioned to have the animal control officer, Ashley Pinger investigate the loose dogs on the property. Stephen Major seconded the motion, motion carried by voice vote, 3-0, (Perry, Allen, Major).
    B. Personnel Policy– Mr. Allen noted policy included in packet. He questioned the accumulation of sick leave of up to 60 days. He suggested changing the policy to an accumulation of 30 days' sick leave. Mr. Major suggested the personnel policy be changed to, employees will not be compensated for accumulation of sick leave when leaving the Town's employment. Mr. Allen questioned the possibility employees were being given too many days to be able to use the days. The policy includes 14 paid holidays plus 2 weeks paid vacation upon hire. Mr. Allen said personnel policy discussion would be on the agenda for the next selectboard meeting.
    C. Roofing Repair estimate– Information included in packet – Mr. Allen said Mr. Stearns (interim town manager) had signed a contract, and a payment had been sent to begin the roof repair.
6. **New Business: (Discussion/Action)**

A. Andrew Malshuk – Emergency Management Director– Local Emergency Management (LEMP) – Andrew Malshuk said his certification was pending. Stephen Major moved to sign contract ***(minutes to be amended at next Board meeting)***
B. USPS Lease, re-sign– Jason Perry motioned to authorize the Selectboard Chair to sign the lease agreement with the Westminster post office. Stephen Major seconded, motion carried by voice vote 3-0 (Perry, Allen, Major).
C. Windham County Sheriff contract– Information included in packet. Board discussed the contract, specifically item 3 of 6 and questioned if a person negotiated the contract for the town of Westminster. Stephen Major motioned to authorize the Chair of the Board to sign the contract on behalf of the Westminster Selectboard with the Windham County Sheriff's Office upon clarification of minimum and maximum hours per week of patrol time. Jason Perry seconded, motion carried by voice vote (Perry, Allen, Major).
D. Unregistered Dog List– No action
E. VLCT Executive Recruitment Services Proposal – Contract and proposal included in packet offered by Vermont League of Cities and Towns (VLCT) to hire a new town manager. Mr. Allen suggested postponing this item as Westminster had an interim town manager.
F. Development Review Board – Member Resignation – Jason Perry motioned to accept the resignation of Oliver Brody from the Development Review Board, Stephen Major seconded, motion carried by voice vote 3-0, (Perry, Allen, Major). Mr. Perry noted he may be willing to help on the DRB board if a person was needed.
G. Road Foreman update- Road foreman was not present. Mr. Perry noted the road crew is cleaning up edges and ditches on Route 121.
H. Town Manager's report- Mr. Allen reviewed report in part.
    - Contact made to Countryside alarm and lock to change locks. Mr. Stearns will contact Cole Streeter about process of replacing locks.
    - Mr. Stearns signed the Brown roofing contract.
    - Budget – General Fund will carry small surplus at end of June 2026 due to collection of taxes. Highway fund will also carry over a small surplus.
    - Credit card readers have been ordered. July 1, 2026 is estimated date to accept credit cards.
    - The Town office staff and highway crew will have a barbecue lunch June 17th at the Town Hall. Board members are welcome to visit.
I. Executive Session (if needed) – None

7. **Boards, Committees and Commissions**:
8. **Other Business**: Jason Perry suggested reviewing Westminster's Zoning regulations, specifically consequences for violation of regulations within the Historical District.
   Mr. Major read a request from John Ewald to have the North Westminster Community House on the next selectboard meeting agenda.
9. **Date of Next Meeting: – June 23, 2026 – Note date could change.**
10. **Adjournment: Stephen Major motioned to adjourn at 7:42 p.m. Meeting adjourned.**

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Clerk **Date:**