

DRAFT/UNAPPROVED MINUTES

WESTMINSTER SELECTBOARD MEETING

Tuesday, June 23, 2026 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 Real Bazin – Stephen Major was absent.

Staff Present: Chip (Willis) Stearns (Interim Town Manager), Millie Barry (Clerk)

Others Present:

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:** June 9, 2026 – Tabled to July 14, 2026
4. **Communications and Public Comments:** None
5. **Unfinished Business: (Discussion/Action) –**
 - A. Northwest Community House – John Ewald - Mr. Ewald was not present.
 - B. Windham County Sheriff Contract – Contract included in packet – Jason Perry motioned for the Chair of the Selectboard to sign the contract. Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Allen). Mr. Stearns will follow up with Mark Anderson to research the STARS Program, accessing STARS reporting and inquire about number of patrol hours owed under the current contract ending 6/30/2026. Real Bazin recommended regular reporting/accountability from the deputy(s) on patrol or sheriff department.
 - C. Davidson Hill: Mr. Allen said Ashley Pinger, Animal Control Officer, served a citation on residents of Davidson Hill for four unlicensed dogs. Deputy Pinger spoke with Brenda Thomas, the owner of adjacent property to location of the dogs at a parked camper. The location is source of complaints about possible trespass, abandoned vehicles and trash. Mr. Stearns said the Dibernardo survey of the property in question has not been completed.
 - D. Town Hall Roof Repair/Weathervane – Mr. Stearns said slate repair had been done by W.E. Brown Roofing. There is an open claim with VLCT (Vermont League of Cities and Towns), for insurance coverage to repair cupola and weathervane. Mr. Bazin agreed to contact a local blacksmith about repairing weathervane.
 - E. Review Town Manager Job Description: Information included in packet – Mr. Allen said he would like to have executive sessions after future selectboard meetings to discuss town manager job description, specific duties, goals etc.
 - F. Payment by Credit Card – Mr. Stearns said two processing machines arrived 6/23/2026. VC3 (technical support company) is aware the machines may require programming and adding to network. The goal is to pay by credit card on July 1, 2026.
 - G. Personnel Policy – Information included in packet – Mr. Allen has requested Mr. Stearns provide information regarding minimum and maximum description/payout of sick time, vacation and

personal time of active qualifying employees. Payout is per the present personnel policy and unbudgeted. January 1 each year is the allocation date of new hours. Mr. Allen confirmed employees were aware the Board was discussing the policy and noted employees would like to be part of the discussion.

6. New Business: (Discussion/Action)

- A. Sullivan Powers Engagement Letter – Information included in packet – Real Bazin motioned to approve the contract for Sullivan Powers & Co. for 2025 2026 audit review. Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen).
- B. Windham County Regional Law Enforcement Council – Information included in packet. Mr. Stearns said the VT Legislature has approved enacting a pilot program for Windham County for policing services as many small towns do not have their own policing services. Five towns are required for the policing service requiring a selectboard member from each town to participate in the governance council. The cost of policing has not been determined. Mr. Allen suggested meeting with Mark Anderson to answer questions. This item will be tabled to July 14 meeting.
- C. Financials: Information included in packet – Mr. Stearns said delinquent taxes due on 2/11/26 were \$1,311,509.29. Owed as of 6/23/2026 is \$827,647.99. Significant payment has been made on 2025/2026 delinquency. A notification of pending tax sale was mailed June 16th from SP&F (legal counsel).
 - *General Fund surplus estimate (revenues exceeding expenditures) as of 6/23/2026 \$135,742.81.
 - *Highway Fund surplus \$11,646.91 revenue in excess of expenses.
 - *Jason Perry suggested fuel contracts be pursued as current contracts expire June 30, 2026. Mr. Perry also questioned excavator repairs, believing repairs exceeded value of machine.
- D. Road Foreman update:
 - Route 121 paving is estimated to begin mid-August. Four culverts have been replaced. Ditching, shoulders and new signage (where needed) are part of this project. Roadside and ditches will be seeded once the paving is complete.
 - Eight culverts are being replaced on Morse Brook Road.
 - Due to repairs, the roadside mower will be back in service during week of 6/22/26.
 - Crack sealing will occur during the week of July 6th.
 - Grading is taking place where needed. There is a new operator becoming more proficient. The operator will take classes this summer.
 - Graveling the entire length of some roads is taking place. This is a multi-year project. Graveling has not been done in a long time. Real Bazin suggested for future paving, replacing culverts a year prior to paving roads as culverts settle. Mr. Stearns noted equipment replacement schedule be reviewed soon.
- E. Town Manager report: Items covered previously in meeting
- F. Executive Session: None

7. Boards, Committees and Commissions:

8. Other Business:

- In response to Real Bazin, Mr. Stearns said the preliminary Grand list had been submitted one day late. The State of Vermont granted a 30-day extension to file the

list. Grievance meetings are scheduled June 25 and 29, 2026.

- Mr. Stearns said residents had complained and the business (in Historic District) serving food was a Selectboard issue. The business is a zoning violation as Development Review Board (DRB) has not issued approval. Legal counsel advised the Town could not pursue the issue. Mr. Stearns noted the State of VT Health Department had been contacted. The establishment did not have facilities like other eateries, did have a catering permit, and patrons were eating at tables on the premises. He added the business was claiming an agricultural exemption. Mr. Perry and Mr. Bazin suggested inviting the Planning Commission and DRB to attend a meeting to review/change Zoning regulations.

9. Date of Next Meeting: July 14, 2026, at 6:30 p.m.

10. Adjournment: Jason Perry motioned at 7:44 to adjourn, Real Bazin seconded, meeting adjourned.

Clerk

Date

Minutes composed by Millie Barry