

DRAFT/UNAPPROVED MINUTES
WESTMINSTER SELECTBOARD MEETING

Tuesday, August 25, 2026, -6:30 p.m.

In person at Westminster, VT Town Hall

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

Staff Present: Millie Barry (clerk)

Others Present: Mark Anderson (Windham County Sheriff)

1. **Call to Order:** Craig Allen, Chair of the Board, called the meeting to order at 6:31 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 not recorded by FACT TV.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** – August 11, 2026 – Real Bazin motioned to approve the minutes of August 11, 2026 selectboard meeting, Jason Perry seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major)
4. **Communications and Public Comments:** None
5. **New Business: (Discussion /Action) –**
 - A. Sheriff Mark Anderson – information included in packet – Mark Anderson addressed the Board requesting a vote on joining the Windham County Regional Law Enforcement Governance Council. To date nine Windham County towns have joined the council approved by VT Legislature as a pilot project, ACT 104. Information presented noted this was a practical, voluntary, locally governed opportunity to provide equitable, sustainable and reliable law enforcement to towns in Windham County in a way the towns can afford. Council's governing body will consist of one selectboard member from each member town. The council's governing body will have budgetary authority. Commitment is a one-year period with no fees refunded. Mr. Anderson noted the cost of services per the current Westminster contract are forecast to substantially increase for the next budget year. Real Bazin questioned the accountability of sheriff services for the amount Westminster is paying in fees. Craig Allen noted his belief Westminster did not have a good relationship with the sheriff and hoped by joining the Council as a governing member, would improve communication. Mr. Allen requested a deputy visit the Westminster town hall on a weekly basis to check in with staff. Sheriff Anderson stated his willingness to meet with the Board/interim manager. Stephen Major motioned the Board vote to join the Windham County Regional Law Enforcement Governance Council. Real Bazin seconded motion, motion passed by voice vote 4-0 (Perry, Bazin,

Allen, Major).

- B. VLCT (Vermont League of Cities and Towns) Timeline Process – Information included in packet – Mr. Allen noted the initial fee of \$2,700.00; Board questionnaires have not been sent. He will contact Westminster Cares and Gazette to provide pictures to VLCT for a brochure to be used in the town manager search.
- C. Tax Sale Update: Information included in packet. Final tax sale information will be received from SP&F this week.

6. New Business: (Discussion/Action) –

- A. Westminster West Filming – informational – included in packet - As the meeting was not Zoom recorded, representatives from the company were not able to present additional information to the Board.
- B. Sojourns Revised Tax bill – informational – included in packet.
Stephen Major requested the minutes from the annual meeting.
- C. Windham Regional Plan – Act 181, informational – included in packet – Mr. Allen noted the information.
- D. Old East Parish Cemetery lot sales – discussion – Mr. Allen outlined information including a request to purchase two lots in the cemetery. At present Westminster does not have a cemetery sexton. Information from the prior sexton is there are no lots available in this cemetery. More research will be conducted by the interim town manager and clerk.
- E. Planning Commission Resignations: Information included in packet - Real Bazin motioned to accept the resignations of Pavel Pepeliaev and Matt Conklin from the commission. Stephen Major seconded, motion carried by voice vote 4-0 (Perry, Bazin, Allen, Major) Mr. Major indicated Adrienne Major may be willing to fill in temporarily as a member. The Board discussed contacting Mr. Pepeliaev and Conklin to learn more about their resignations.
- F. Road Foreman update –
 - Route 121 paving, shoulders and signage are complete. The SOV (State of VT) will line stripe new pavement in fall.
 - Pine Banks Roads Grants in Aid project is underway. Work includes ditching, some culvert replacement, and gravel. Town will receive up to \$42,000.00 from the State for this work.
 - Corbin Parker's road grading class went well.
 - Starting to prepare for winter including inventory of plow blades, chains, tires, undercoating etc.
 - Windham Regional Commission is putting a regional salt bid out for some Windham County towns. This bid will provide a better price and additional pull with suppliers during salt shortage. Prices are expected within two weeks.
 - Julian Meckle will take Game of Logging class week ending 8/28/26.
- G. Town Manager Report – Craig Allen reviewed information included in packet.

- VLCT executive recruitment expense could be up to \$25,000.00. Accounts expected to be under budget to cover the cost are administrative wages, listers salaries, municipal buildings-maintenance and post office. Over budgeted accounts could be Selectmen's expenses and legal services.
- Bid requests for fuel (heating oil, propane and diesel) have been mailed. Opening date is September 3rd.
- Credit card devices have been configured and training was held. There is 3% service fee or minimum of \$3.00 charged to the credit/debit card over the amount paid. Town fees are two processing machines.
- Revised bills for Error and Omissions signed by the board have been sent. This will result in a shortfall as the tax rate was established based on the original values.
- Staff continue to maintain office operations and reach out to interim manager as needed. Interim manager is at town hall one day per week.
- An email was sent by the interim manager to Planning Commission members hoping to stimulate more work on the outdated Town Plan.

H. Executive Session: None

- 7. Boards, Committees and Commissions:** Mr. Allen noted positions and vacancies including planning commission, lister, cemetery sexton and selectboard will be discussed at the next Board meeting.
- 8. Other Business:** Jason Perry questioned the status of Davidson Hill and North Westminster Community House surveys.
- 9. Date of Next Meeting:** **BOARD NOTED CHANGE IN MEETING DATE: SEPTEMBER 15, 2026, AT 6:30 P.M.**
- 10. Adjournment:** At 7:34 p.m. Real Bazin motioned to adjourn seconded by Stephen Major. Meeting adjourned.

Clerk

Date

Minutes composed by Millie Barry

