

DRAFT/UNAPPROVED MINUTES

SPECIAL MEETING OF WESTMINSTER SELECTBOARD MEETING

Wednesday, October 7, 2026 – 6:30 p.m.

In person at Westminster, VT Town Hall

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

Staff Present: Chip (Willis) Stearns (interim Town manager)

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 not recorded by FACT TV.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** September 15, 2026 – Real Bazin motioned to accept the minutes of September 15, 2026. Stephen Major seconded, passed by voice vote (Perry, Bazin, Major, Allen).
4. **Communications and Public Comments:** None
5. **Unfinished Business: (Discussion/Action)** – Craig Allen suggested the Board review information from VLCT (Vermont League of Cities and Towns) for the town manager search.
6. **New Business: (Discussion/Action)-**
 - A. Set New Regular Meeting Schedule – Real Bazin motioned to set selectboard meeting days to first and third Wednesday of each month at 6:30 p.m. Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen, Major).
 - B. Designate person to cast vote for VLCT PACIF board members. Real Bazin motioned to designate Craig Allen to cast ballot, Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen, Major).
 - C. Award Salt Contract – Information included in packet – Jason Perry motioned (for discussion purposes) to forego the formal bid process to allow the road foreman purchase salt where available at the lowest price. Stephen Major amended motion to purchase salt from Cargill at \$106.00 per ton, if available. If salt is not available from Cargill to allow highway foreman to purchase salt where available at the cheapest price. Real Bazin seconded, motion carried by voice vote (Bazin, Allen, Major) Perry abstained from vote.
 - D. Fuel Bid Discussion - Information included in packet – Jason Perry motioned to purchase off road diesel from BART Energy at \$4.82 for upcoming season, Stephen Major seconded, motion carried by voice vote (Perry, Bazin, Allen, Major). Jason Perry motioned to purchase #2 heating oil from BART Energy at \$4.75 for the upcoming season, Stephen Major seconded, motion carried by voice vote (Perry, Bazin, Allen, Major). Jason Perry motioned to buy propane at \$1.37 for a two-year contract from BART Energy, Stephen Major seconded, motion carried by voice vote (Perry, Bazin, Allen, Major).
 - E. Year to Date financial update – Chip Stearns reviewed information included in

packet with report date of 10/6/2026. Currently in Town checking account is \$3,082,538.08 more than owed to all other funds. Voted at Town Meeting was to contribute \$20,000.00 for Town Planning. Stephen Major questioned status of Community Improvement Loan Fund in amount of \$189,185.00. Craig Allen offered to contact Westminster school, Westminster Cares, fire department and other Town organizations seeking residents to form a Loan Fund committee. The committee would evaluate existing loans and decide on extending more loans. Mr. Stearns said there was about \$1.3 million owed when the Town began actively pursuing delinquent taxes. The current amount owed is about \$600,000.00. Collected during the current week was about \$50k.

F. Road Foreman report – Mr. Allen reviewed the report included in packet –

- Fall Grading is ongoing throughout Town.
- Tractor will be out soon blowing leaves for the grader to keep ditches clean.
- All trucks to be state inspected this month. After inspections trucks will be undercoated and plow frames will be put on.
- Trainings by some crew members include Game of Logging, bucket/excavator, trench safety, and snow and ice.
- New plug joints have been completed on Route 121 bridge. Sealmaster company will return week of October 13 to work one day with mastic machine to smooth bridge transitions and repair cracks and potholes in bridge pavement. Saved was about \$16,000.00 by the highway crew doing plug joint repairs.

G. Town Manager report – Mr. Stearns reviewed information included in packet -

- Title VI Coordinator Designation – VTrans (Vermont Agency of Transportation). Mr. Stearns recommended he be designated for the hiring of non-elected positions. He will perform the required tasks to meet requirements of SOV (State of VT). Jason Perry motioned to appoint the interim town manager as Designated Title VI Coordinator. Real Bazin seconded, motion passed by voice vote (Perry, Bazin, Allen, Major).
- SP&F legal counsel reviewed and approved waiving service of foreclosure for parcel 003125.000 April Hill. This parcel is on the delinquent tax sale list, amount owned in taxes is \$9,251.93.
- The Board approved Brattleboro Development Credit Corporation (BDCC) request to present information at the next board meeting.
- Amounts of several appropriations approved and modified at Town Meeting were not modified in budget. Expenditures of \$36,500.00 were not included in tax rate.
- Class II paving grant reimbursement of \$200k has been received.
- Post office parking lot abandoned vehicle was removed using the Windham County Sheriff and J&M Auto.
- 85% design plan for Grout Avenue was received about one month ago. Mr. Bazin requested a copy of prints and to review at next board meeting. Mr. Allen suggested contacting DuBois and King to inquire about completion of plans.
- Repair of Town Hall weathervane remains incomplete.

- Westminster West Town Hall slate roof will be inspected by W.E. Brown Roofing for an estimate of repair. Missing slate on the roof was reported by a neighbor.
- Town highway garage fire alarm system is recommended to be replaced based on the age and ability to repair the system. Alarm system recently went into default and was serviced. Board discussed purchasing property in vicinity of highway garage owned by SOV.
- There have been recent inquiries about selling Westminster post office property.
- Fiscal year 2026 audit review is expected to be complete by October 31, 2026.
- Currently pursuing correction of two VT Current Use parcel records.
- Researching information on 32 VSA § 3800 & 3802. Statutes recognize health care in rural America for property tax exemption. The listers have the authority to determine if a property is tax exempt. Sojourns is working with legal counsel to present facts.
- Jared Rolston, Old Coddington Rd. The board tabled to the next meeting Mr. Rolston's request.

H. Executive Session: Jason Perry motioned to move to executive session 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 a substantial risk as outlined in 1 VSA § 313. Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Allen, Major).

7. Boards, Committees and Commissions: None

8. Other Business: Real Bazin noted the Selectboard is responsible for the ambulance contract with Golden Cross. The fire district would like to meet with Golden Cross to see how the district can help with the service they provide. The primary concern is ambulance availability when needed. Mr. Bazin requested a copy of the Golden Cross contract.

9. Date of Next Meeting: October 21, 2026 at 6:30 p.m.

Clerk

Date

Minutes composed by Millie Barry