

MEETING OF WESTMINSTER SELECTBOARD

Wednesday, February 10, 2021

Meeting by Zoom Conferencing

Members Present: Susan Harlow (Chair), K. Sheldon Beebe (Vice Chair), Kevin Hughes (Clerk), Toby Young and Craig Allen

Others Present: Russell Hodgkins (Town Manager/Zoning Administrator), Millie Barry (Recording Clerk), Nate Stoddard, FACTV and Russell Lazarek

1. **Call to Order:** Susan Harlow, chair of the board called the meeting to order at 6:30 p.m. This meeting was held via Zoom conferencing due SOV (State of VT) recommendations surrounding Covid 19 virus. Access to meetings is available through FACTV. To join a future meeting, information is available at the Westminster town office or from FACTV Facebook page.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** January 27, 2021 – Toby Young motioned to accept the minutes as printed, Craig Allen seconded motion, motion carried.
4. **Communications and Public Comments:** Nothing to report.
5. **Unfinished Business (Discussion/Action)**
 - A. Town Meeting Procedure – Russell Hodgkins told the Board that Larry Slason stated that there was no need to open a meeting on the 27th of February as what was first thought because of the State’s changes to requirements due to COVID-19. He continued that the March 2nd vote was all set up and that the post cards will be sent to each resident with the changes of dates, times, and places for the ballot vote and the Town meeting.
 - B. Town Meeting Articles – Who is doing the explanations? - Item tabled to a later date because Craig Allen wanted the new Board member to weigh in to how these Articles would be split. Russell Hodgkins stated that Mr. Beebe would still be obligated to be a part of the May 15th Meeting according to Larry Slason because he was a part of the budget process that was being presented. Craig said that the new member would also be present, and Russell Hodgkins agreed.
 - C. Half year financials (quarterlies) - questions - Susan Harlow questioned the computer contract spending budget line at the last meeting and Russell Hodgkins was going to check into this item. After looking into this, Russell needs to talk with Paul Harlow to confirm costs and possible corrections. Mr. Beebe questioned if the money spent thus far on Henwood Hill, \$6,659.63, would be taken out of the amount budgeted to repair Henwood Hill of \$37,500.00. The Town Manager responded that at his first request for information, it was not feasible to actually pay wages and equipment time to this line item but he will ask more questions and find the answer in writing for the Board.
6. **New Business (Discussion/Action)**
 - A. Collaborative Finance Processing Manual (1st Draft) - The TM noted that the draft was in their packet but said that it was forwarded on Tuesday because of tax collection in a separate email. Susan Harlow wanted the first line of the draft to be changed to “manual” instead of policy as this is for information only not policy enforcement of any type. Hearing no further questions or comments, Susan declared that this item will be tabled until next meeting to where additional comments and deadlines should be reviewed.

- B. Town land off Pine Banks Road - update - The TM told the Board that this matter has been given to legal counsel for review. They will create clear and decisive details to the Right-of-Way that access's this parcel of land. He continued that he would keep the Board apprised of legal counsel's progress.

7. Manager's Report:

- 1. Due to construction, the Town Clerk's office will be upstairs in the Town Hall until next week, Tuesday and will have minimal access to the vault until that time.
- 2. Town Reports have arrived at the Town Hall and the TM will distribute to the Libraries (2) and the school as soon as tomorrow.
- 3. The State of Vermont has issued the Town dates for construction of Bridge #5 over the Saxtons River on Route 121 as June of 2022. Bids for the project will be going out this year.
- 4. The Emergency Health Oder has been signed and is being delivered to the courts for the William Lyons property. The TM will be in touch with the Fire Chief to set times for the site to be cleaned from the contamination with the help from the Fire department and Road Crew.

- 8. Boards and Commissions** – The TM told the Board that the Planning Commission is organizing an event for the public which will be with the State's Agency of Natural Resources to map the publics favorite aspects of Town such as the Historic District, walk trails, skiing, etc.. This event will take place on March 29th at 6:30 PM with Jens Hilke form the state and will be advertised in the Gazette, on sandwich boards, the Town's website starting very soon.

- 9. Other Business** - None

- 10. Date of Next Meeting**- February 24, 2021 at 6:30 PM

- 11. Adjournment:** Toby Young motioned to adjourn the meeting at 6:49 p.m. Kevin Hughes seconded.

Clerk (Millie Barry)

Date