

MEETING OF WESTMINSTER SELECTBOARD

Wednesday, February 24, 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), Russ Lazarek, Nate; Cynthia Stoddard, Jason Perry, Millie Barry (Recording Clerk) and FACTV

1. **Call to Order:** Susan Harlow, Chair of the board called the meeting to order at 6:30 p.m. This meeting was held by Zoom conferencing due to Covid19 virus and State of VT recommendations regarding public meetings. Information to access meetings is available through FACTV Facebook page, on the Westminster website or by contacting the Westminster town office.
2. Adjustments to Agenda: None
3. **Acceptance of Minutes:** February 10, 2021 - Craig Allen motioned to accept the minutes as printed. Toby Young seconded motion, motion carried. Ms. Young mentioned a spelling error under manager's report. It is Emergency Health Order – Not Oder.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action) -**
 - A. Town Meeting Procedure: Mr. Hodgkins told the board Fletcher Proctor is requesting three board members be present March 2 to open the warned meeting, to state the meeting will be reconvened on May 15th and immediately close the meeting. Kevin Hughes suggested Mr. Hodgkins ask Fletcher Proctor if he has the authority to table any questions possible attendees might raise on March 2nd. Included in packet was information about what other towns in the State are doing regarding town meeting.
 - B. Pavement Bids - due March 12, 2021 - (Westminster West Road from in front of school to near Goddard Hill Road South) - information included in packet - Mr. Hodgkins told the board 7 letters had been sent to local paving companies and information posted in local newspapers requesting bids. This section of road has deteriorated as the base is gone and there is no sub-layer of tar. The plan is to re-claim 8-10 inches of asphalt and regrind the entire section. The distance is about 1.25 miles.
 - C. Half Year Financials - Quarterlies - clarification if any - information included in packet
 - Computer expense line has been adjusted (corrected)
 - Henwood expense line to date: Mr. Hodgkins said adding all materials total \$7,847.63. Legal counsel has been consulted regarding legality of adding labor and machine costs.
 - COVID grant covers reimbursement for cleaning supplies, some trash removal and extra cleaning service for disinfecting the Town office.
6. **New Business (Discussion/Action)**
 - A. Website Renewal Possibility - Information included in packet - Susan Harlow told the board she was concerned the most recent update to website was not adequate. The Town's current website was difficult for the public to navigate and for administrative staff to add or post information. Russell Lazarek has offered to re-design the website with the help of a Town committee and to resolve any questions hosting the website. The board approved Mr.Lazarek submitting some 'mock up' information to be sure the information is user friendly and what the Town needed before completing a contract. Mr. Lazarek will be paid for his work. The Selectboard will approve the final design before it is completed and posted. Mr. Lazarek said

more information could be added to the website in the future after the initial design was completed.

- B. Collaborative Finance Processing Manual - 2nd draft. Mr. Hodgkins said minor changes had been made. More information is needed from NEMRC (New England Municipal Resource Center) and the Town treasurer to update further.
- C. Town Land off Pine Banks Road – update – The TM had a conversation with LeeAnn Sargent from Salmon & Nostrand’s office and her recommendation is to create a “quick claim” deed to Anthony Bugatch who is the Owner of the garage built in the middle of the right-of-way. This action would release the Town from this written R.O.W. and would give it to Mr. Bugatch.
- D. Budget Discussion - FY2021 - Current General Ledger status report - \\\\\\\\\\\\\\\\\\\
- E. Delinquent Tax Update - Information included in packet (delinquent tax report) - Mr. Hodgkins said revenue was down approximately \$723,500.00 in delinquent taxes as of Feb. 19. Monies are coming in slowly. More people are experiencing financial difficulty in the present year.

7. Manager’s Report:

- 1. Town Hall update: The clerk’s office has been finished. The doors to the Town hall are still closed waiting for further instruction from Governor Scott. Public needs are being met by phone, email and the front door mail slot. The contractor will begin working on construction after the Australian vote March 2nd.
- 2. Town Reports - are available at the Town Hall by knocking on the door. On nice days they will be in a bin or on a table in front of the Town hall. They are also available at the Town libraries and the school.\

8. Boards and Commissions - Nothing new to report

9. Other Business - Mr. Hodgkins said the Town Meeting in May will be held outside. Information from the Springfield Hospital personnel through State information is that inside public meetings will not be permitted until later in the summer or early fall.

Susan Harlow noted the present meeting was Mr. Beebe’s last meeting. She thanked him for his service and said he would be missed. Mr. Beebe said it was a pleasure working with the board and serving the town. Mr. Beebe will attend the Town Meeting in May as he was a member of the board that voted and approved the budget.

10. Date of Next Meeting - March 10, 2021.

11. Adjournment: K. Sheldon Beebe motioned to adjourn the meeting at 7:09 p.m. Craig Allen seconded, meeting adjourned.

Clerk

Date