

# *Town of Westminster, Vermont*

## *Town and Fire District # 3*



# **2020**

*Annual Report*

*For Fiscal Year Ended June 30, 2020*

*Annual Town Meeting*

*Saturday, February 27, 2021; 10:00 am*

*To be resumed for in-person Town Meeting  
on May 15, 2021 @ 10:00 A.M. on the  
Westminster Institute Lawn*

*Australian Ballot*

*Tuesday, March 2, 2021*

*Westminster Town Hall*

# Town of Westminster Directory

## Town

### **Town Hall**

3651 U.S. Route 5  
P.O. Box 147  
Westminster, VT 05158  
Monday-Friday, 8:30 AM – 4:00 PM

**Town Manager** 802-722-4255  
*Russell Hodgkins*  
[Manager@westminstervt.org](mailto:Manager@westminstervt.org)

**Administrative Assistant** 802-722-4255  
*Kelley Thayer*  
[Assistant@westminstervt.org](mailto:Assistant@westminstervt.org)

**Town Clerk** 802-722-4091  
*Pauline O'Brien*  
[Clerk@westminstervt.org](mailto:Clerk@westminstervt.org)

**Assistant Clerk** 802-722-4091  
*Patty Mark*  
[pmark@westminstervt.org](mailto:pmark@westminstervt.org)

**Assessor** 802-722-9516  
*Al Coondradt*  
[listeners@westminstervt.org](mailto:listeners@westminstervt.org)

**Listers** 802-722-9516  
*Jacklyn Atwood*  
*Rachael Cohen*  
[listeners@westminstervt.org](mailto:listeners@westminstervt.org)

**Zoning Administrator** 802 -722-4524  
*Russell Hodgkins*  
[zoning@westminstervt.org](mailto:zoning@westminstervt.org)

**Town Garage** 802-722-4349  
*Charles Lawrence*  
*Road Foreman*

**Emergency Management** 802-722-4255  
*Russell Hodgkins, Director*

**Health Officer** 802-722-4255  
*Russell Hodgkins*

**Animal Control** 802-289-9892  
*Jeanne Bridges*

Visit the town website for  
current information on  
board meetings and  
important notices  
[www.westminstervt.org](http://www.westminstervt.org)

The Annual Town Report is compiled from various reports, spreadsheets, documents and formats. We do our best to make this report legible. If you should have any comments, recommendations, or suggestions please contact the office at 802.722.4255 or email Kelley Thayer at [Assistant@westminstervt.org](mailto:Assistant@westminstervt.org)

## *Town of Westminster Dedication*

*It is with great pleasure the Westminster Selectboard dedicates this annual Town Report to:*

### *Woodbridge "Woody" Fuller*



*Woody proudly considers himself a "Country Carpenter" by trade. His work on various projects not only showed his skills but his ingenuity to get the job done with the resources available. Woody's passion other than Fran, was recycling and keeping Vermont clean. Woody was the "Green Up" coordinator for Westminster for many years and it was nothing to see Woody stopped on the side of a road picking up bottles, trash and miscellaneous items that were just thrown on our byways. Woody absolutely loves to play cards. He also donated many hours to our youth by coaching baseball at the Center School. For anyone working with our kids knows that patience, skill, and a positive attitude is a must. Woody is all of that and more. From all of us here in Town, thank you Woody for being a colleague, a mate, a coach, and mostly a friend.*

# *Town of Westminster – Table of Contents*

## **INFORMATION AND ANNUAL WARNING**

---

Town of Westminster Directory	1	2020 Annual Meeting Warning	7
Town Report Dedication	2	FY 2021 Proposed Revenue Budget	9
Table of Contents	3	FY 2021 Proposed Expenditure Budget	11
Westminster Vacancies	4	2020 Annual Meeting Minutes for	18
Westminster Elected Officials	5	March 3,2020 and June 6,2020	
Westminster Appointed Officials	6	2020 Abstract of Grand List	33
		Town of Westminster Directory (Back Page)	107

## **TOWN OF WESTMINSTER**

---

2020 Westminster Honoree	35	Audit Review Summary -- June 30, 2020	38
2020 Citizen of the Year	37		

## **TOWN BOARDS, DEPARTMENTS, AND COMMITTEES**

Selectboard	44	Planning Commission	50
Executive Department	45	Westminster Institute / Butterfield Library	51
Town Clerk	46	Westminster West Library	52
Zoning Administration	48		
Listers	48		
Development Review Board	49		

## **AGENCIES -- LOCAL, REGIONAL, AND STATE REPORTS**

---

Bellows Falls Area Senior Center	53	Vermont 2-1-1	68
Connecticut River Joint Commissions	54	Vermont Center for Independent Living	69
The Current (The Moover)	55	Visiting Nurse and Hospice for VT and NH	70
DVFiber	56	VT-Alert	71
Early Education Services	57	Westminster Cares	72
Gathering Place	58	Westminster Gazette	74
Greater Falls Connection	59	Windham County Humane Society	75
Green Mountain RSVP	60	Windham County Sherriff	76
Health Care and Rehabilitation Services	61	Windham Regional Commission	77
Our Place Drop-In Center	62	Windham Solid Waste Management Distribution	78
Senior Solutions	63	Windham and Windsor Housing Trust	79
Southeastern Vermont Community Action	65	Woman's Freedom Center	80
SVEDS	66	Youth Services	81

## **WESTMINSTER FIRE DISTRICT # 3**

---

Prudential Committee	83	Audit Review Summary - June 30, 2020	85
2022 Proposed Budget	84	Chief's Report	105

## Town of Westminster-Vacancies

Vacancies in the Town and Fire District #3 offices to be elected by Australian Ballot at Town Meeting on  
March 2, 2021

<u>Office – Term (Years)</u>	<u>Incumbent</u>	<u>Candidates</u>
Moderator (1)		
Town	Fletcher D. Proctor	David Major
Fire District	Fletcher D. Proctor	David Major
Town Agent	Fletcher D. Proctor	Vacant
Selectboard (3)	Sheldon Beebe	Jason Perry
Selectboard (2)	Craig Allen	Craig Allen
Lister (3)	Jacklyn Atwood	Jacklyn Atwood
Town Clerk	Pauline O'Brien	Pauline O'Brien
Town Treasurer	Paul Harlow	Paul Harlow
Commissioner, Campbell Fund (1)	Karen Walter	Karen Walter
Commissioner, Campbell Fund (1)	Nancy Dalzell	Nancy Dalzell
Commissioner, Campbell Fund (1)	Vacant	Vacant
Trustee, Campbell Fund (3)	Michael Fawcett	Michael Fawcett
Trustee of Public Funds (3)	Michael Fawcett	Michael Fawcett
Fire District #3 Prudential (3)	Christopher Hackett	Katie Dearborn
USHD # 27 Director (3)	David Clark	David Clark
UHSD # 27 Director remaining (2)	Vacant	Vacant

*Town of Westminster - Elected Officials*

**Term Expirations**

**Selectboard:**

Craig Allen (2 year) ..... 3/2021  
Sheldon Beebe (3 year) ..... 3/2021  
Kevin Hughes (2 year) ..... 3/2022  
Susan Harlow (3 year) ..... 3/2022  
Toby Young (3 year) ..... 3/2023

**Town Agent: (1 year)**

Fletcher Proctor ..... 3/2021

**Town Moderator: (1 year)**

Fletcher Proctor ..... 3/2021

**Fire District Moderator: (1 year)**

Fletcher Proctor ..... 3/2021

**Commissioners of the Campbell Fund: (1 year)**

Nancy Dalzell ..... 3/2021  
Karen Walter ..... 3/2021  
Vacant ..... 3/2021

**Trustees of Public Funds: (3 year)**

Michael Fawcett ..... 3/2021  
Peter Harrison ..... 3/2022  
Barbara Taylor ..... 3/2023

**Trustees of Campbell Fund: (3 year)**

Michal Fawcett ..... 3/2021  
Peter Harrison ..... 3/2022  
Barbara Taylor ..... 3/2023

**Prudential Committee-Fire District #3: (3 year)**

Chris Harlow ..... 3/2023  
Christopher Hackett ..... 3/2021  
Daniel Green ..... 3/2022

**Town Clerk: (3 year)**

Alison Bigwood ..... 3/2021

**Town Treasurer (3 year)**

Paul Harlow ..... 3/2021

**Board of Listers: (3 year)**

Jacklyn Atwood ..... 3/2021  
Rachael Cohen ..... 3/2022  
Vacant ..... 3/2023

**Justice of the Peace: (2023)**

Kathy Abbott  
K Sheldon Beebe  
Matthew Conklin  
Frances "Nancy" Dalzell  
John Ewald  
David Kissell  
Michael Labine  
Bruce MacDuffie  
Adrienne Major  
Margaret O'Toole  
Fran Renaud  
Susan Roman

Town of Westminster - Appointed Officials

**Road Foreman**  
Charles Lawrence

**Road Commissioner**  
Russell Hodgkins

**Zoning/Sign Administrator**  
Russell Hodgkins

**Town Counsel**  
Lawrence Slason, Esq.  
Robert Fisher, Esq.

**Town Health Officer**  
Russell Hodgkins

**Town Service Officer**  
Russell Hodgkins

**Town Animal Control Officer**  
Jeanne Bridges

**Fence Viewers**  
Warren A. Muzzey  
Tony Coven

**Inspector of Wood**  
Tony Coven

**Windham Solid Waste Rep.**  
Russell Hodgkins

**Westminster West Library Rep.**  
Craig Hawkins

**Windham Regional Planning Commissioners**  
Bobbi Kilburn

**Connecticut River Transit Representatives**  
Vacant

**CRJC Wantastiquet Region  
River Subcommittee**  
Paul Harlow  
James Calchera

**Historic Review Board**  
Tony Diorio  
Matthew Sargent  
Peter Terrell

**Community Improvement Program**  
Peter McH. Stamm  
Nathan Stoddard

**Waypoint Interpretive Center Reps.**  
Pat Haas

**Cemetery Sexton**  
Christopher Potter

**Assistant Cemetery Commissioners**  
Christopher Potter; Norm Wright

**Tree Warden**  
Mark Lund

**Friends of the Westminster West Town Hall**

John Ewald	Will Parmelee
Margaret O'Toole	Daniel Savel
Michael Wells	Nicholas Keil

**Senior Solutions Representatives**  
Priscilla Allbee Patricia Goodell

**Emergency Management Director**  
Russell Hodgkins

**Conservation Commission (4 Year) Term Expires**  
Stephen Major .....3/2023  
Phil Ranney .....3/2022  
Tatiana Schreiber.....3/2021  
Rachael Shaw.....3/2020

**Planning Commission (4 Year) Term Expires**  
(5 Person Board as of 10/2017)

Vacant.....	3/2020
Seroya Crouch.....	3/2023
Katherine Kingston .....	3/2020
Doug Oftedahl.....	3/2021
Michelle Chmelar.....	3/2022

**Development Review Board (3 Year) Term Expires**

Ed Harty.....	3/2021
Don Anderson.....	3/2020
Christopher Potter .....	3/2021
Oliver Brody.....	3/2021
Tim Harty.....	3/2020

**Activities Commission (3 Year) Term Expires**

Mildred Barry.....	3/2021
Nancy Deitz .....	3/2020
Doreen Kelton .....	3/2021
Amy Sciacca .....	3/2022
Dempsey Potter .....	3/2020

**Warning for Annual Meeting**

**TOWN OF WESTMINSTER and TOWN FIRE DISTRICT # 3**

**2021**

- Article 1: To choose all Town Officers and Town Fire District #3 Officers by Australian ballot, Tuesday, March 2, 2021 from eight o'clock in the forenoon (8:00 A.M.) until seven o'clock in the evening (7:00 P.M.)
- Article 2: ***To hear the reports of the Town Officers and to take action thereupon.***
- Article 3: Shall the voters of the Town of Westminster authorize total General Fund expenditures for operating expenses of \$2,128,145, of which \$1,504,265 shall be raised by taxes, and \$523,880 by estimated revenue and \$100,000 from fiscal year 2019-2020 General Fund for surplus, for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
- Article 4 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$145,000 for the Town Highway Equipment Reserve Fund.
- Article 5 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$15,000 for the Bridge Rehabilitation Reserve Fund.
- Article 6 : Shall the voters of the Town of Westminster authorize the sum of \$35,000 to be transferred from the fiscal year 2019-2020 General Fund surplus into the Capitol Improvement Fund for the renovation of the Westminster Town Hall previously established by Article 15 at the Annual Meeting of March 1, 1999.
- Article 7: Shall the voters of the Town of Westminster authorize the sum of \$10,000 to be transferred from the fiscal year 2019-2020 General Fund surplus into the Bridge Rehabilitation Fund for the preservation of our bridges previously established by Article 17 at the Annual Meeting of March 2, 2010.
- Article 8 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$800 in addition to the sum (\$4,600) included in the budget proposed by the Selectboard making the total \$5,400, for the support of the Westminster Gazette.
- Article 9 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$2,500 in addition to the sum (\$11,500) included in the budget proposed by the Selectboard making the total \$14,000, for the support of Visiting Nurses & Hospice.
- Article 10 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$500 in addition to the sum (\$2,500) included in the budget proposed by the Selectboard making the total \$3,000, for the support of Southeastern Vermont Community Action (SEVCA) to assist Westminster in responding to the emergency needs of the community and providing all available and applicable services to families and individuals in need.
- Article 11 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$1,000 for the support of Senior Solutions (Council of Aging for Southeastern Vermont, Inc.) to provide services to the aging and the disabled residents of the Town.
- Article 12 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$7,500 to support of the cost of operation and maintenance of the Westminster Institute and Butterfield Library?
- Article 13 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$3,000 for the support of the Westminster Historical Society.



- Article 14 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$2,500 for the support of Greater Falls Connections to provide substance abuse prevention programs to residents of the Town.
- Article 15 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$9,534.00 for the support of Southeastern Vermont Economic Development Strategies (SeVEDS) to provide workforce and economic coordination services to the Windham Region.
- Article 16 : Shall the voters of the Town of Westminster raise and appropriate the sum of \$7,000 dollars to the Westminster West Library to join the Catamount Library Network. This will pay for additional hours for the Librarian and additional annual costs associated with joining the network.
- Article 17 : Shall the voters of the Town of Westminster elect five (5) town residents to a Westminster Town School District Board with staggered terms as existed prior to the forced merger of Westminster into the Windham Northeast Union Elementary School District.
- Article 18 : To transact any other proper business to be brought before the Town of Westminster Annual Meeting
- Article 19: ***To hear the reports of the Town Fire District Number 3 and to take action thereupon***
- Article 20: To see whether Town Fire District Number 3 shall authorize and instruct its Prudential Committee and Treasurer to borrow money, if necessary, to meet current expenses, on the credit of the District, in anticipation of the collection of taxes and/or the receipt of any State or Federal Funds
- Article 21: To see if the voters of the Town Fire District Number 3 will raise and appropriate the sum of \$277,230.00 to pay the indebtedness and other general expenses of the District for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.
- Article 22: Shall the voters of the Town Fire District Number 3 authorize the purchase of a new Rescue Vehicle in an amount not to exceed \$250,000.00. Said purchase to be reduced by \$100,000.00 from Capital Reserve Funds and the balance to be financed by general obligation note in the amount not to exceed \$150,000.00 for a term not to exceed 5 years.
- Article 23: To transact any other business proper to be brought before the Town Fire District Number 3 meeting.

**Town of Westminster Selectboard**

Susan Harlow; Chair  
 Sheldon Beebe; Vice Chair  
 Kevin Hughes; Clerk  
 Craig Allen  
 Toby Young

**Prudential Committee**

Christopher Hacket; Chair  
 Christopher Harlow  
 Daniel Green

*Town of Westminster - FY22 Proposed Revenue Budget*

Account	Budget FY20	Actual FY20	Budget FY21	Proposed Budget FY22
<b>TAX REVENUES</b>				
Property Taxes	\$1,742,480	\$1,556,073	\$1,758,781	\$1,604,265
Delinquent Taxes	\$20,000	\$176,579	\$50,000	\$80,000
Interests And Warrants	\$20,000	\$30,152	\$30,000	\$30,000
8% Penalty Delin. Taxes	\$20,000	\$21,160	\$20,000	\$20,000
Education Billing Fee	\$0	\$9,123		
Reimburse Exp. & Tax Sale fees	\$0	\$0	\$0	\$0
	<b>\$1,802,480</b>	<b>\$1,793,087</b>	<b>\$1,858,781</b>	<b>\$1,734,265</b>
<b>LICENSE &amp; FEES</b>				
Liquor Licenses	\$200	\$210	\$200	\$200
Road Access Permits	\$400	\$715	\$400	\$400
Sign Permits	\$100	\$120	\$100	\$100
Dog Licenses	\$2,500	\$1,138	\$2,500	\$2,150
Zoning Permit	\$2,800	\$4,673	\$3,000	\$3,500
COVID-19 Election Grant	\$0	\$0	\$0	
	<b>\$6,000</b>	<b>\$6,856</b>	<b>\$6,200</b>	<b>\$6,350</b>
<b>REVENUE FROM STATE</b>				
VLCT Equipment Grant	\$0	\$0	\$0	\$0
State Aid To Highways	\$180,000	\$163,503	\$160,000	\$162,000
State Aid - Paving	\$0	\$0	\$0	
State Grant - Erosion	\$0	\$326	\$0	
Railroad Tax	\$0	\$4,236	\$0	\$0
Pilot - Taxes	\$44,000	\$58,175	\$44,000	\$54,000
St. Of Vt. Hold Harmless	\$94,000	\$110,977	\$90,000	\$106,000
State Grant - Bemis Hill	\$0	\$23,500		
	<b>\$318,000</b>	<b>\$360,717</b>	<b>\$294,000</b>	<b>\$322,000</b>
<b>TOWN CLERKS OFFICE</b>				
Town Clerk - General Fees	\$22,000	\$29,295	\$22,000	\$22,000
Sale Of History Books	\$0	\$0	\$0	\$0
Charges For Use Of Copier	\$200	\$211	\$200	\$200
	<b>\$22,200</b>	<b>\$29,506</b>	<b>\$22,200</b>	<b>\$22,200</b>
<b>OTHER DEPARTMENTS</b>				
Transfer Bridge Fund	\$0	\$0	\$0	\$0
Sale of Town Property	\$0	\$0	\$0	\$0
Rental - Post Office	\$9,680	\$9,681	\$9,680	\$9,680
PO Tax Reimbursement	\$2,200	\$2,308	\$2,200	\$2,200
<b>Total Other Dept.</b>	<b>\$11,880</b>	<b>\$11,989</b>	<b>\$11,880</b>	<b>\$11,880</b>
Trash Bag Stickers	\$4,000	\$8,145	\$4,000	\$6,000
<b>SOLID WASTE</b>	<b>\$4,000</b>	<b>\$8,145</b>	<b>\$4,000</b>	<b>\$6,000</b>
<b>ORDINANCE FEE</b>				
Local Ordinance Fees	\$18,000	\$8,698	\$8,000	\$8,000
<b>Total</b>	<b>\$18,000</b>	<b>\$8,698</b>	<b>\$8,000</b>	<b>\$8,000</b>

***Town of Westminster - FY22 Proposed Revenue Budget***

<b>INTEREST &amp; OTHER</b>				
School Treas. Reimbursement	\$1,000	\$1,000	\$1,000	\$1,000
Interest Earnings	\$2,500	\$16,120	\$2,500	\$12,500
Interest - Cemetery Fund	\$650	\$667	\$650	\$700
Cemetery Lot Sales	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$2,000	\$231	\$2,000	\$750
Reimburse Fuel FD#3	\$2,500	\$3,314	\$2,500	\$2,500
Sale of Materials	\$0	\$78		
Workers Comp.	\$0	\$1,650		
	<b>\$8,650</b>	<b>\$23,060</b>	<b>\$8,650</b>	<b>\$17,450</b>
End of Year Surplus - proposed		\$100,000	<b>\$100,000</b>	\$0
<b>Total Revenue</b>	<b>\$2,191,210</b>	<b>\$2,342,058</b>	<b>\$2,313,711</b>	<b>\$2,128,145</b>

**Town of Westminster - FY 22 Proposed Expenditure Budget**

<b>Budget Expenditure Report</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Proposed</b>
Account	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>FY22</b>
<b>0033000 SELECTMEN:</b>					
<b>003300010 SALARIES AND WAGES</b>					
003300010.01 Selectmen Salaries	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800
003300010.02 Clerk's Salary	\$2,105	\$1,440	\$1,140	\$1,680	\$1,680
<b>Total SALARIES AND WAGES</b>	<b>\$7,905</b>	<b>\$7,240</b>	<b>\$6,940</b>	<b>\$7,480</b>	<b>\$7,480</b>
<b>003300015 EMPLOYEE BENEFITS</b>					
003300015.01 Social Security	\$45,606	\$38,547	\$39,806	\$47,000	\$47,500
003300015.02 Retirement	\$27,240	\$23,218	\$28,245	\$31,000	\$31,800
003300015.03 Health Insurance	\$137,219	\$116,561	\$145,362	\$162,000	\$165,000
<b>Total EMPLOYEE BENEFITS</b>	<b>\$210,065</b>	<b>\$178,325</b>	<b>\$213,413</b>	<b>\$240,000</b>	<b>\$244,300</b>
<b>003300020 OFFICE SUPPLIES</b>					
003300020.00 Selectmen's Expenses	\$2,059	\$1,926	\$5,119	\$3,000	\$4,000
003300020.01 Town Office Supplies Exp.	\$6,871	\$7,502	\$6,241	\$7,500	\$8,000
003300020.02 Computer Expenses	\$4,704	\$4,697	\$3,435	\$5,500	\$5,500
003300020.03 Computer Contract Services	\$1,680	\$15,368	\$26,156	\$18,000	\$26,000
003300020.04 School Merger Expense	\$0		\$3,195	\$0	
<b>Total OFFICE SUPPLIES</b>	<b>\$15,314</b>	<b>\$29,492</b>	<b>\$44,146</b>	<b>\$34,000</b>	<b>\$43,500</b>
003300021.00 Miscellaneous	\$1,419	\$1,725	\$1,614	\$1,700	\$1,750
003300021.02 Town Meeting Expenses	\$0	\$76	\$250	\$250	\$250
003300021.03 Volunteer Recognition	\$175	\$285	\$194	\$300	\$300
003300030.00 Advertising	\$3,855	\$3,845	\$2,109	\$2,750	\$2,750
003300040.00 VLCT	\$4,603	\$4,702	\$4,834	\$5,100	\$5,100
003300040.01 Training Meetings & Materials	\$310	\$390	\$204	\$300	\$300
003300041.00 Windham Regional Planning	\$15,000	\$7,077	\$7,130	\$7,180	\$7,300
003300048.00 Insurance	\$70,326	\$56,450	\$62,974	\$62,500	\$58,000
003300060.00 Legal Services	\$3,715	\$13,362	\$4,841	\$8,500	\$8,500
003300074.00 Town Office Phones	\$2,452	\$3,756	\$4,119	\$3,850	\$4,400
<b>Total SELECTMEN:</b>	<b>\$335,139</b>	<b>\$306,725</b>	<b>\$352,765</b>	<b>\$373,910</b>	<b>\$383,930</b>
<b>0033080 TOWN REPORT:</b>					
003308010.00 Town Report Staff	\$500	\$500	\$499	\$500	\$500
003308034.00 Town Report Postage	\$70	\$7	\$200	\$150	\$150
003308062.00 Town Report	\$2,611	\$2,677	\$2,537	\$3,500	\$3,500
<b>Total TOWN REPORT:</b>	<b>\$3,181</b>	<b>\$3,184</b>	<b>\$3,236</b>	<b>\$4,150</b>	<b>\$4,150</b>
<b>0033210 EXECUTIVE DEPARTMENT:</b>					
<b>003321010 SALARIES AND WAGES</b>					
003321010.00 Salary Town Manager	\$62,082	\$63,793	\$65,655	\$67,255	\$68,950
003321010.01 Salary Clerical	\$32,565	\$28,193	\$29,000	\$29,620	\$30,500
003321010.03 Finance Officer	\$0	\$0	\$2,333	\$3,064	\$3,200
<b>Total SALARIES AND WAGES</b>	<b>\$94,647</b>	<b>\$91,986</b>	<b>\$96,988</b>	<b>\$99,939</b>	<b>\$102,650</b>
003321020.00 Office Supplies	\$839	\$1,378	\$1,254	\$2,500	\$2,500
003321034.00 Telephones (Cell)	\$2,639	\$523	\$536	\$1,500	\$1,500
003321035.00 Postage	\$453	\$367	\$732	\$750	\$800
003321040.00 Dues,subscr. And Meetings	\$339	\$137	\$145	\$1,200	\$1,000
003321074.00 Travel Expenses	\$1,462	\$1,375	\$1,522	\$1,600	\$1,600

**Town of Westminster - FY 22 Proposed Expenditure Budget**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Proposed</b>
Account	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>FY22</b>
003321075.00 Finance Training	\$0	\$0	\$0	\$15,000	\$7,500
003321076.00 Contracted Services	\$12,423	\$9,653	\$7,521	\$9,800	\$9,800
003321083.00 Office Equipment	\$0	\$76	\$688	\$1,000	\$1,000
<b>Total EXECUTIVE DEPARTMENT:</b>	<b>\$112,802</b>	<b>\$105,495</b>	<b>\$109,386</b>	<b>\$133,289</b>	<b>\$128,350</b>
<b>0033310 ELECTIONS:</b>					
003331010.00 Ballot Clerks	\$197	\$598	\$323	\$650	\$650
003331021.00 Operating Supplies	\$1,422	\$3,206	\$1,024	\$4,500	\$2,500
<b>Total ELECTIONS:</b>	<b>\$1,619</b>	<b>\$3,803</b>	<b>\$1,347</b>	<b>\$5,150</b>	<b>\$3,150</b>
<b>0033400 TREASURER'S OFFICE:</b>					
<b>003340010 SALARIES AND WAGES</b>					
003340010.00 Salary Treasurer	\$5,328	\$4,693	\$3,050	\$8,020	\$8,300
003340010.01 Wages Assist. Tn. Treas.	\$1,938	\$2,132	\$1,200	\$1,300	\$2,500
Total SALARIES AND WAGES	\$7,266	\$6,825	\$4,250	\$9,320	\$10,800
003340020.00 Office Suppl. And Expen.	\$690	\$1,364	\$1,268	\$1,400	\$1,400
003340020.01 Bank Service Charges	\$310	\$240	\$169	\$500	\$500
003340035.00 Postage	\$998	\$1,520	\$240	\$1,250	\$800
003340040.00 Dues,subscr. And Meetings	\$221	\$199	\$180	\$500	\$600
003340074.00 Travel Expenses	\$262	\$289	\$119	\$300	\$300
<b>Total TREASURER'S OFFICE:</b>	<b>\$9,747</b>	<b>\$10,437</b>	<b>\$6,226</b>	<b>\$13,270</b>	<b>\$14,400</b>
<b>0033420 AUDITING:</b>					
003342060.00 Annual Audit And Expen.	\$10,215	\$17,100	\$10,400	\$12,000	\$19,000
<b>Total AUDITING:</b>	<b>\$10,215</b>	<b>\$17,100</b>	<b>\$10,400</b>	<b>\$12,000</b>	<b>\$19,000</b>
<b>0033430 LISTING:</b>					
003343010.00 Assessment Firm	\$18,333	\$11,304	\$11,723	\$15,000	\$15,000
003343010.01 LISTERS	\$10,103	\$10,070	\$8,524	\$14,738	\$14,850
003343020.00 Supplies	\$712	\$545	\$1,156	\$1,000	\$1,000
003343020.02 Computer	\$4,282	\$1,345	\$1,406	\$1,500	\$1,600
003343035.00 Postage	\$114	\$38	\$0	\$200	\$200
003343040.00 Dues,subscr. And Meetings	\$732	\$368	\$60	\$1,000	\$1,000
003343060.00 Mapping	\$4,915	\$280	\$0	\$1,500	\$1,200
003343060.00 Legal Services	\$370	\$0	\$0	\$500	\$500
003343074.00 Travel Expenses	\$651	\$612	\$37	\$1,000	\$800
<b>Total LISTING:</b>	<b>\$40,212</b>	<b>\$24,562</b>	<b>\$22,906</b>	<b>\$36,438</b>	<b>\$36,150</b>
<b>0033500 TOWN CLERK'S OFFICE:</b>					
<b>003350010 SALARIES AND WAGES</b>					
003350010.00 Salary Town Clerk	\$42,512	\$43,388	\$44,667	\$45,756	\$42,025
003350010.01 Wages Asst. Clerk	\$22,262	\$22,711	\$22,848	\$23,864	\$24,500
Total SALARIES AND WAGES	\$64,774	\$66,099	\$67,515	\$69,620	\$66,525
003350020.00 Office Suppl. And Expen.	\$1,522	\$1,181	\$506	\$1,500	\$1,500

**Town of Westminster - FY 22 Proposed Expenditure Budget**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Proposed</b>
Account	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>FY22</b>
003350020.02 Computer Expenses	\$1,883	\$0	\$2,686	\$2,000	\$2,000
003350035.00 Postage	\$983	\$413	\$320	\$750	\$800
003350040.00 Dues,subscr. and Meetings	\$1,551	\$1,564	\$1,414	\$2,600	\$2,000
003350062.00 Printing and Binding	\$1,099	\$0	\$830	\$0	\$0
003350074.00 Travel Expense	\$349	\$407	\$405	\$600	\$600
003350075.00 Record Restoration	\$6,277	\$0	\$0	\$0	\$0
<b>Total TOWN CLERK'S OFFICE:</b>	<b>\$78,438</b>	<b>\$69,663</b>	<b>\$73,676</b>	<b>\$77,070</b>	<b>\$73,425</b>
<b>0033600 PLANNING BOARD:</b>					
003360010.00 Wages Clerk Planning Bd.	\$480	\$540	\$480	\$840	\$840
003360020.00 Supplies	\$0	\$99	\$93	\$200	\$200
003360030.00 Advertising	\$0	\$168	\$137	\$200	\$250
003360035.00 Postage	\$0	\$0	\$0	\$100	\$100
003360040.00 Dues,subscr. And Meetings	\$0	\$0	\$0	\$300	\$200
003360060.00 Legal Fees	\$0	\$0	\$0	\$500	\$500
003360062.00 Printing Exp.	\$0	\$0	\$0	\$200	\$250
003360074.00 Travel Expense	\$0	\$0	\$0	\$200	\$200
<b>Total PLANNING BOARD:</b>	<b>\$480</b>	<b>\$806</b>	<b>\$710</b>	<b>\$2,540</b>	<b>\$2,540</b>
<b>0033630 DEVELOPMENT REVIEW BOARD</b>					
003363010.00 Wages Clerk DRB	\$300	\$660	\$600	\$840	\$840
003363020.00 Supplies	\$0	\$148	\$116	\$200	\$200
003363030.00 Advertising	\$685	\$850	\$1,004	\$900	\$1,000
003363034.00 Postage	\$159	\$400	\$338	\$450	\$500
003363040.00 Training and Meetings	\$0	\$0	\$0	\$500	\$350
<b>Total DEVELOPMENT REVIEW BOARD</b>	<b>\$1,144</b>	<b>\$2,058</b>	<b>\$2,058</b>	<b>\$2,890</b>	<b>\$2,890</b>
<b>0033640 ZONING ADMINISTRATION</b>					
003364010.00 Zoning Administrator Wage	\$16,232	\$16,720	\$17,200	\$17,567	\$18,010
003364010.01 Zoning Clerical Salary	\$11,000	\$11,000	\$11,350	\$11,592	\$11,890
003364020.00 Supplies	\$54	\$250	\$47	\$350	\$350
003364030.00 Advertising	\$120	\$100	\$200	\$200	\$200
003364060.00 Legal Fees	\$0	\$0	\$0	\$1,500	\$1,500
003364074.00 Travel & Mtgs/Training	\$966	\$808	\$962	\$1,200	\$1,200
<b>Total ZONING ADMINISTRATION</b>	<b>\$28,372</b>	<b>\$28,878</b>	<b>\$29,759</b>	<b>\$32,409</b>	<b>\$33,150</b>
<b>0033710 MUNICIPAL BUILDINGS:</b>					
003371010.00 Janitor Contract Services	\$4,160	\$4,080	\$4,746	\$5,500	\$8,000
003371010.02 OffSite Storage	\$572	\$660	\$550	\$0	\$0
003371022.00 Supplies	\$0	\$174	\$339	\$200	\$300
003371068.01 Municipal Bldgs Mainten	\$15,969	\$9,949	\$13,410	\$20,000	\$20,000
003371070.00 West West Bldgs Mainten	\$7,040	\$0	\$155	\$1,000	\$1,000
003371083.00 Post Office Maintenance	\$298	\$4,330	\$63	\$2,000	\$2,000
003371084.00 PO Taxes	\$2,208	\$2,293	\$2,308	\$2,400	\$2,400

**Town of Westminster - FY 22 Proposed Expenditure Budget**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Proposed</b>
Account	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>FY22</b>
<b>Total MUNICIPAL BUILDINGS:</b>	<b>\$30,247</b>	<b>\$21,487</b>	<b>\$21,571</b>	<b>\$31,100</b>	<b>\$33,700</b>
<b>0033730 MUNICIPAL BLDG UTILITIES:</b>					
003373021.00 Heating Oil	\$360	\$2,498	\$1,759	\$2,500	\$2,500
003373076.00 Electricity	\$7,594	\$7,695	\$10,066	\$9,000	\$11,000
003373077.00 Water	\$525	\$600	\$600	\$650	\$700
003373078.00 Alarm System	\$0	\$275	\$650	\$850	\$850
<b>Total MUNICIPAL BLDG UTILITIES:</b>	<b>\$8,479</b>	<b>\$11,068</b>	<b>\$13,075</b>	<b>\$13,000</b>	<b>\$15,050</b>
<b>00341 PUBLIC SAFETY:</b>					
<b>003410010 SALARIES AND WAGES</b>					
003410010.04 Salary Animal Control Off	\$506	\$188	\$88	\$3,500	\$7,400
003410010.05 Animal Control Exp	\$462	\$320	\$169	\$1,000	\$700
<b>Total SALARIES AND WAGES</b>	<b>\$968</b>	<b>\$508</b>	<b>\$257</b>	<b>\$4,500</b>	<b>\$8,100</b>
003410076.00 Sheriff Dept. Cont. Serv	\$70,000	\$70,000	\$76,500	\$82,000	\$82,000
003410080.00 Veterinary Services	\$803	\$800	\$905	\$1,200	\$1,200
<b>Total POLICE</b>	<b>\$71,771</b>	<b>\$71,308</b>	<b>\$77,662</b>	<b>\$87,700</b>	<b>\$91,300</b>
<b>0034101 AMBULANCE</b>					
003410180.00 Ambulance	\$43,335	\$43,335	\$43,335	\$43,335	\$45,000
<b>Total PUBLIC SAFETY:</b>	<b>\$115,106</b>	<b>\$114,643</b>	<b>\$120,997</b>	<b>\$131,035</b>	<b>\$136,300</b>
<b>0035110 CLASS II GENERAL:</b>					
003511022.00 Materials	\$125,000	\$125,000	\$125,000	\$125,000	\$135,000
<b>Total CLASS II GENERAL:</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$135,000</b>
<b>0035120 Class III - Retreatment</b>					
003512022.00 Materials	\$0	\$0	\$0	\$0	\$0
<b>00335140 Class II - Winter Maint.</b>					
003514022.00 Materials	\$0	\$0	\$0	\$0	\$0
003514076.00 Contracted Services	\$0	\$0	\$0	\$0	\$0
<b>Total Class II - Winter Maint.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0035300 TOWN GARAGE</b>					
003530010.00 Wages	\$290,535	\$251,348	\$267,498	\$342,250	\$345,000
003530010.03 Overtime	\$26,461	\$25,786	\$24,809	\$0	\$0
003530010.04 Holiday Pay	\$9,760	\$10,125	\$11,067	\$0	\$0
003530010.05 Sick Leave	\$9,110	\$2,281	\$3,355	\$0	\$0
003530010.06 Vacation & Personal Leave	\$38,394	\$6,832	\$5,150	\$0	\$0
003530010.07 Call in Pay	\$5,375	\$4,925	\$5,300	\$0	\$0
003530015.04 Uniforms	\$3,463	\$3,360	\$5,029	\$5,200	\$5,200
003530021.00 Supplies	\$354	\$680	\$456	\$500	\$550
003530022.01 Salt and Sand	\$99,525	\$105,999	\$109,816	\$115,000	\$115,000
003530022.02 Stone and Gravel	\$30,636	\$41,259	\$46,956	\$50,000	\$50,000
003530022.03 Additional Stone - Act 64	\$0	\$9,227	\$8,728	\$10,000	\$10,000

**Town of Westminster - FY 22 Proposed Expenditure Budget**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Proposed</b>
Account	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>	<b>FY21</b>
003530022.04 Culverts, Drainage, Fabri	\$63,604	\$4,520	\$6,226	\$32,000	\$30,000
003530022.05 Guard Rails	\$12,360	\$4,987	\$9,050	\$5,000	\$7,500
003530022.06 Road Signs & Posts	\$2,224	\$2,071	\$928	\$2,300	\$2,300
003530022.08 Liquid Chloride	\$5,795	\$4,360	\$8,545	\$10,000	\$12,000
003530022.09 State Road Permit	\$0	\$1,990	\$0	\$2,000	\$1,500
003530023.00 Small Tools	\$408	\$747	\$1,061	\$1,000	\$1,000
003530024.00 Contracted Services	\$8,668	\$8,047	\$7,354	\$10,000	\$10,000
003530034.00 Telephone	\$2,694	\$2,686	\$3,518	\$3,000	\$3,500
003530076.00 Electricity	\$4,157	\$5,011	\$4,968	\$5,200	\$5,500
003530079.00 Misc/Training	\$918	\$720	\$678	\$1,200	\$1,200
<b>Total TOWN GARAGE</b>	<b>\$614,441</b>	<b>\$496,962</b>	<b>\$530,492</b>	<b>\$594,650</b>	<b>\$600,250</b>
<b>0035310 EQUIPMENT BUILDINGS</b>					
003531068.00 Equip Building Maint.	\$4,346	\$7,573	\$8,666	\$15,000	\$12,000
003531070.00 Radio & Repair	\$1,458	\$753	\$0	\$800	\$800
003531076.00 Equip Heat	\$1,968	\$1,681	\$363	\$2,000	\$2,000
<b>Total EQUIPMENT BUILDINGS</b>	<b>\$7,772</b>	<b>\$10,007</b>	<b>\$9,029</b>	<b>\$17,800</b>	<b>\$14,800</b>
<b>0035330 GAS, FUEL, OIL</b>					
003533021.00 Gas, Fuel & Oil	\$48,545	\$80,374	\$68,265	\$82,000	\$75,000
003533022.00 Repairs & Parts	\$1,638	\$81	\$5,931	\$58,000	\$53,000
003533022.01 Equip Truck #1	\$47	\$1,865	\$1,082	\$0	\$0
003522022.02 Equip Truck #2	\$2,230	\$1,246	\$1,948	\$0	\$0
003533022.03 Equip Truck #3	\$2,990	\$7,388	\$6,712	\$0	\$0
003533022.04 Equip Truck #4	\$1,343	\$197	\$1,643	\$0	\$0
003533022.05 Equip Truck #5	\$810	\$94	\$1,264	\$0	\$0
003533022.06 Equip Truck #6	\$199	\$265	\$3,711	\$0	\$0
003533022.07 Equip Truck #7	\$4,547	\$1,998	\$3,679	\$0	\$0
003533022.08 Equip Grader #8	\$0	\$1,276	\$1,712	\$0	\$0
003533022.09 Equip Backhoe #9	\$5,332	\$40	\$983	\$0	\$0
003533022.10 Equip Tractor/Mower #10	\$1,063	\$253	\$254	\$0	\$0
003533022.11 Excavator # 11	\$2,995	\$0	\$2,363	\$0	\$0
003533022.13 Equip. Rake	\$0	\$1,268	\$46	\$0	\$0
003533022.16 Chain Saws	\$0	\$0	\$156	\$0	\$0
003533022.18 Equip. Loader #1	\$0	\$2,069	\$738	\$0	\$0
003533022.19 Equip Loader #2	\$484	\$319	\$800	\$0	\$0
003533022.20 Vibratory Roller	\$0	\$0	\$326	\$0	
003533022.25 Equip Misc/Parts	\$27,958	\$40,480	\$6,643	\$0	\$0
<b>Total GAS, FUEL, OIL</b>	<b>\$100,181</b>	<b>\$139,214</b>	<b>\$108,256</b>	<b>\$140,000</b>	<b>\$128,000</b>
<b>0035520 CEMETERY:</b>					
003552021.00 Operating Supplies	\$244	\$200	\$442	\$400	\$400
003552022.00 Repairs & Maint.	\$0	\$3,800	\$2,799	\$4,200	\$4,000
003552076.00 Contracted Services	\$8,542	\$7,927	\$11,000	\$11,000	\$14,100



***Town of Westminster - FY 22 Proposed Expenditure Budget***

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Proposed</b>
Account	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>FY21</b>
<b>Total CEMETERY:</b>	<b>\$8,786</b>	<b>\$11,927</b>	<b>\$14,241</b>	<b>\$15,600</b>	<b>\$18,500</b>
<b>0036110 HEALTH &amp; WELFARE SERVICES</b>					
003611060.00 Visiting Nurse	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500
003611070.01 Retired Sr. Vol. Program	\$775	\$775	\$775	\$775	\$775
003611070.02 Vt Center Indep. Living	\$110	\$110	\$110	\$110	\$110
003611070.03 Women's Crisis Center	\$775	\$775	\$775	\$775	\$775
003611070.05 Westminster Cares	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
003611070.06 Sevca	\$2,500	\$2,500	\$3,000	\$3,000	\$2,500
003611070.07 Adult Day Prog. Gather.	\$250	\$250	\$250	\$250	\$250
003611070.08 Early Education Services	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275
003611070.09 Parks Place	\$500	\$500	\$500	\$500	\$500
003611070.10 Westminster Gazette	\$4,600	\$4,600	\$5,400	\$5,400	\$4,600
003611070.11 Connecticut River Transit	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
003611070.12 Windham Cty Youth Service	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250
003611070.13 Our Place Drop In Center	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
003611080.01 Humane Society	\$400	\$400	\$400	\$400	\$400
003611085.00 Mental Health	\$3,210	\$3,210	\$3,210	\$3,210	\$3,210
003611085.01 SeVEDS	\$0	\$4,767	\$3,500	\$3,500	\$0
003611085.02 Senior Solutions	\$0	\$0	\$1,000	\$1,000	\$0
003611085.03 Butterfield Library	\$0	\$0	\$5,580	\$7,500	\$0
003611085.04 Westminster Historical Soc.	\$0	\$0	\$3,000	\$3,000	\$0
003611085.05 Greater Falls Connection	\$0	\$0	\$2,500	\$2,500	\$0
<b>Total HEALTH &amp; WELFARE SERVICES</b>	<b>\$40,395</b>	<b>\$45,162</b>	<b>\$57,275</b>	<b>\$59,195</b>	<b>\$40,395</b>
<b>0036300 SANITATION UNIT:</b>					
003630080.00 Collecting Waste	\$131,110	\$135,852	\$129,498	\$144,200	\$145,000
003630085.00 Disposing Of Waste	\$47,385	\$60,152	\$80,272	\$64,000	\$99,000
003630085.01 Waste Assessment	\$34,652	\$27,656	\$21,842	\$20,915	\$20,915
<b>Total SANITATION UNIT:</b>	<b>\$213,147</b>	<b>\$223,660</b>	<b>\$231,612</b>	<b>\$229,115</b>	<b>\$264,915</b>
<b>0036330 RECYCLING</b>					
003633079.04 Recycling storage Facility	\$0	\$3,159	\$1,621	\$0	\$0
<b>Total RECYCLING</b>	<b>\$0</b>	<b>\$3,159</b>	<b>\$1,621</b>	<b>\$0</b>	<b>\$0</b>
<b>0037120 PARTICIPATION RECREATION:</b>					
003712080.00 Senior Center	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700
003712084.00 Activities Commission	\$547	\$900	\$1,000	\$1,000	\$1,000
003712085.00 Youth Sports	\$0	\$0	\$0	\$0	\$0
<b>Total PARTICIPATION RECREATION:</b>	<b>\$4,247</b>	<b>\$4,600</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$4,700</b>
<b>0037800 LIBRARY</b>					
003780000.00 Library Westminster West	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400
<b>Total LIBRARY</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$8,400</b>
<b>0038120 CONSERVATION:</b>					
003812000.00 Fire Fighting (forest)	\$820	\$1,124	\$569	\$1,000	\$1,000

*Town of Westminster - FY 22 Proposed Expenditure Budget*

	<i>FY18</i>	<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>Proposed</i>
Account	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>FY21</i>
003-8120-00.01 Conservation Comm Expense	\$0	\$3,354	\$147	\$0	\$0
<b>Total CONSERVATION:</b>	<b>\$820</b>	<b>\$4,478</b>	<b>\$716</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>0039050 DEBT SERVICES</b>					
003905000.01 Grader Promissory Note	\$32,348	\$32,348	\$32,348	\$32,500	\$0
<b>Total Debt Service:</b>	<b>\$32,348</b>	<b>\$32,348</b>	<b>\$32,348</b>	<b>\$32,500</b>	<b>\$0</b>
<b>0039300 INTERGOVERNMENTAL EXPENSE</b>					
003930000.00 County Tax	\$9,775	\$20,291	\$20,620	\$25,000	\$26,000
<b>Total INTERGOVERNMENTAL EXPENSE</b>	<b>\$9,775</b>	<b>\$20,291</b>	<b>\$20,620</b>	<b>\$25,000</b>	<b>\$26,000</b>
<b>0039900 TAX SALE:</b>					
00399000000 Tax Sale Purchases	\$0	\$0	\$0	\$0	\$0
003990000.00 Tax Sale Purchases	\$0	\$0			
003990000.01 Tax Sale Fees	\$0	\$15,485			
003930002.00 Bridge Reserve Fund	\$15,000	\$15,000	\$45,000	\$15,000	
003930001.00 Capital Equipment Fund	\$130,000	\$130,000	\$130,000	\$130,000	
003930004.00 Cap Improve Fund			\$170,000		
003930005.00 Contingency Fund			\$150,000		
Probability Study - Savage Pit				\$10,000	
Henwood Hill Project				\$37,500	
<b>Total Budget</b>	<b>\$2,085,492</b>	<b>\$2,005,602</b>	<b>\$2,407,419</b>	<b>\$2,313,711</b>	<b>\$2,128,145</b>

**ANNUAL MEETING MINUTES**  
**WESTMINSTER FIRE DISTRICT #3**  
**TOWN OF WESTMINSTER**  
**WESTMINSTER SCHOOL DISTRICT**  
**2020**

The legal voters of the Town Fire District Number 3, Town of Westminster and Town School District are hereby notified and warned to meet at the Bellows Falls union High School Auditorium in Westminster, Vermont on Saturday February 29, 2020 at ten o'clock in the morning (10:00 a.m.) to take action on the Articles following Article 1.

Approximately 167 people were present at the commencement of the meeting.

Moderator Fletcher Proctor welcomed Representative Nader Hashim, Representative Michael Mrowicki, and Senator Jeannette White, who offered comments. The presence of Representative Carolyn Partridge in the meeting and her availability to converse with members was noted.

Sally Ryea was named as the recipient of the Town's 2020 Citizen of the Year Award.

Moderator Proctor began the day with an invocation and opened the meeting at 10:35 a.m. He noted that Roberts Rules of Order, subject to modification made by Vermont Statues will be used as the rules of procedure for the meeting, read the warning of the meeting and proceeded to Article 1.

**Article 1: To choose all Town Fire District Number 3 Officers and Town Officers by Australian ballot, Tuesday, March 3, 2020 from eight o'clock in the forenoon (8:00 a.m.) until seven o'clock in the evening (7:00 p.m.).**

Candidates for office were offered an opportunity to briefly address the meeting.

**Results of March 3, 2020 Australian ballot vote:**

Number of persons voting:	1078
Town Moderator:	Fletcher D. Proctor
Fire District Moderator:	Fletcher D. Proctor
Select Board, 3 year term:	Toby Young
Select Board, 2 year term:	Kevin Hughes
Lister, 3 year term:	Doug Oftedal, Jr.
Town Agent:	Fletcher D. Proctor
Commissioner of the Campbell Fund:	Karen S. Walter, Frances "Nancy" Dalzell, third position vacant
Trustee of Campbell Fund:	Barbara Taylor
Trustee of Public Funds:	Barbara Taylor
Director U.H.S. #27:	Position vacant
Fire District #3:	Christopher Harlow
U.H.S. #27 Budget:	Passed
U.H.S. #27 Bond vote:	Passed
River Valley Tech. Center Budget:	Passed

**The Moderator asked the Prudential Committee of Fire District #3 to come forward, called the annual meeting of the Fire District to order, and proceeded to consideration of Article 2 on the warning.**

**Article 2: To hear the reports of the Town Fire District #3 and to take action thereupon.**

Dan Green moved the Article as warned, seconded by Martha Mitchell. The meeting voted to approve the reports of the Fire District

**Article 3: To see whether Town Fire District Number 3 shall authorize and instruct the Prudential Committee and Treasurer to borrow money, if necessary, to meet current expenses, on the credit of the District, in anticipation of the collection of taxes and/or the receipt of any State or Federal Funds.**

Chris Harlow moved the Article as warned, seconded by David Major. The Moderator read the article as warned. The article passed.

**Article 4: To see whether Town Fire District Number 3 shall raise and appropriate money to pay the indebtedness and other general expenses of the District for the Fiscal Year beginning July 1, 2020 and ending June 30, 2020, and if so, how much?**

Chris Hackett moved the article as warned, seconded by Martha. The Moderator read the article as warned. Chris then moved to amend the article to read: "To see if the voters of the Town of Westminster will raise and appropriate the sum of \$266,700 to pay the indebtedness and other general expenses of the District for the fiscal year beginning July 1, 2020 and ending June 30, 2021." The motion to amend was seconded by David Major. The amendment passed. The Moderator restated the article as amended to the assembly.

Discussion: Chris Hackett noted that the proposed budget represents a 3.6% increase and explained that the majority of increase is due to the bond on the Fire House, and that there has been savings over the past few years with the low interest on the bond. The good news is there are only two years more left on the note.

The article as amended passed.

**Article 5: To transact any other business proper to be brought before the Town Fire District Number 3 meeting.**

Chris Hackett wanted to thank all Fire District volunteers and their families. The success in retaining volunteers has been great. Chris also thanked John Jones for his help with three grants for next year.

Jessie Haas expressed her hope that the Fire District volunteers feel appreciated because they are doing a great job.

The Fire District meeting was adjourned at 10:49 a.m. until voting on March 3, 2020.

**The Moderator asked the Select Board to come forward, called the annual meeting of the Town of Westminster to order, and proceeded to consideration of Article 6 on the warning.**

**Article 6: To hear the reports of the Town Officers and take action thereupon.**

Sheldon Beebe moved the article as warned, seconded by Martha Mitchell.

Martha then addressed the Board by thanking the Road Crew for their efforts but asked the Board to please consider not buying a 10-wheel dump truck as the dirt roads can not handle the weight of these trucks and to please buy better gravel. The unconsolidated gravel will not solidify.

The meeting voted to approve the reports of the Town Officers. article passed.

**Article 7: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$2,232,411 to pay the indebtedness of the Town, repair highways and pay general expenses of the Town for the fiscal year beginning July 1, 2020 and ending June 30, 2021.**

Kevin Hughes moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Kevin then moved to amend the article to read: "To see if the voters of the Town of Westminster will raise and appropriate the sum of \$1,987,411 to pay the indebtedness of the Town, repair highways and pay general expenses of the town for the fiscal year beginning July 1, 2020 and ending June 30, 2021." The motion to amend was seconded by Martha Mitchell. Kevin then explained that two factors caused the budget figure printed in the warning to need adjustment. First, the amounts designated for the highway equipment reserve fund (\$130,000) and bridge rehabilitation reserve fund (\$15,000), which are to be voted by separate articles, were inadvertently included in the total printed for the regular budget, and second, in response to public discussion at recent Board meetings after the warning was printed, the Board decided to request approval from the meeting to apply \$100,000 from unreserved surplus from FY19 to the proposed budget and thereby reduce taxes for the coming year by that sum. These factors account for the total reduction of \$245,000 in the proposed amendment. Kevin explained that the final budget total for the Town will include any appropriations approved by the separate reserve fund articles, but these amounts should not be counted twice. The base budget amount requested by the Board as adjusted by the proposed amendment will raise and appropriate the sum of \$1,987,411 of which \$1,532,481 will be raised by taxes and \$454,930 by non-tax revenues.

Discussion: Many questions were asked pertaining to surplus money and the fact that a transfer of funds into a reserve fund, whether from unreserved surplus funds or by new appropriation, must be approved by a vote of the meeting. In particular, it was explained that unreserved surplus funds must be specifically transferred into a designated reserve fund in order to be held for the stated purposes of the fund and for the future expenditure of those funds by the Select Board to be limited to those purposes. Although historically the Select

Board has sought the approval of the meeting for planned major expenditures, according to the Town's attorney the expenditure of unreserved surplus funds, even in large sums, is legally at the discretion of the Select Board. Cynthia Stoddard moved to call the question on the amendment, seconded by Martha Mitchell. The motion to call the question was approved and the amendment to the article passed.

Discussion on the amended article: Cynthia Stoddard stated that she is voting no on this budget proposal and encourage others to vote no as well. She also stated that she believes the Town should have a finance director and should have a line item in the budget for such a position. There was discussion with the Town Attorney which was believed to rectify the surplus questions from last years vote. Cynthia stated she had contacted the Secretary of State's Office and was advised that there are two options: fight this in court or bring it to a new vote. Toby Young stated because of the issues they have encountered she is encouraging people to vote this budget down and give the Select Board time to fix it and hold another special town meeting to bring it back to the voters. Robert Wickberg asked whether the article could be tabled and there was discussion about the possibilities of tabling the article or postponing it to a date certain. Cynthia asked that we come back to a special town meeting as to give the Select Board time to reword the article and come back with very clear numbers. Sheldon Beebe stated that the unreserved surplus funds are held in an account collecting interest and that the money is not spent frivolously. Toby Young assumed they could spend the money on the Town Hall renovation, they will rectify these issues and identify where the funds should be placed, they knew they could not do this at this meeting. Katie Dearborn said she did not believe anything was done wrong by the Select Board but believes it is an administrative issue and asked if anything would be done about the administration. Kevin Hughes answered that there has been discussion concerning clear and concise access to policies and minutes. Bruce Parker moved to call the question, seconded by Ian Proctor. The motion to call the question passed.

The Moderator read the article as amended. There was no further discussion and the article as amended was voted. The article failed.

**At 11:55 the Moderator recessed the meeting for lunch. At 12:40 the Moderator reconvened the meeting and proceeded with consideration of Article 8.**

**Article 8: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$130,000 for the Town Highway Equipment Reserve Fund.**

Craig Allen moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Craig then spoke on the article. He stated we should be proud of the fleet of trucks that we own, we are the leaders in towns across Vermont for owning zero omission trucks. The trade in values are very high. We will be level funding this expense line for the next few years. David Clark asked how many trucks and other equipment the Town has. Chuck Lawrence, Road Foreman, stated we have seven trucks, a road grader, a backhoe, and a loader and we own half of a roller sharing the other half with Rockingham. Martha

Mitchell asked if the road crew is properly trained for operating the grader because she has seen problems with the grading on her road (Kimball Hill Road). Chuck answered that yes, the two operators of the grader have trained in and passed state training as well as Basic Roads training. The article passed.

**Article 9: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$15,000 for the Bridge Rehabilitation Reserve Fund.**

Susan Harlow moved the article as warned, seconded by Martha Mitchell. Susan then spoke on the article stating Route 121 bridge will be getting a new deck the summer off 2022. There is fund balance of \$137,033 to date. The next bridge that will need repair is at Patch Road and Westminster West Road, at roughly \$802,000 to repair.

David Major asked for an amendment to the motion to strike the word “raise” from the article, seconded by Matt Conklin. Sheldon Beebe stated that he would caution against changing articles on the floor as we go through the Town Attorney for proper wording on all our articles. The amendment was put to a voice vote. The Moderator was unable to determine whether a majority had voted in favor of the amendment and there was a division of the house. The results of the vote by division were 31 in favor of the amendment and 50 opposed. The amendment failed.

Royl Schoonover asked if we will have enough to pay for the bridge repairs, Susan Harlow stated that we will because the State provides the majority of the funding and as we are only responsible for 5% of the cost.

The article passed.

**Article 10: To see if the voters of the Town of Westminster vote pursuant to VSA 32, section 3832, paragraph 7, to exempt from taxation for a period of 5 years, the real estate taxes of the Westminster Aqueduct Society.**

Sheldon Beebe moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. There was no discussion.

The article passed.

**Article 11: To see if the voters of the Town of Westminster vote pursuant to VSA 32, section 3840, paragraph 7, to exempt from taxation for a period of 5 years, the real estate taxes of the Westminster Fire District #3.**

Sheldon Beebe moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. There was no discussion.

The article passed.

**Article 12: To see if the voters of the Town of Westminster vote pursuant to VSA 32, section 3832, paragraph 7, to exempt from taxation for a period of 5 years, the real estate taxes of the Westminster Recreational Club, Inc.**

Sheldon Beebe moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned.

The article passed.

**Article 13: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$800 in addition to the sum of (\$4,600) included in the budget proposed by the Selectboard making the total \$5400, for the support of the Westminster Gazette.**

Susan Harlow moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Susan then asked Charmion Handy to speak on this article. Charmion Handy, Chairperson for the Gazette thanked all involved with keeping the paper running and that there was a statement of financials on the back wall.

The article passed.

**Article 14: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$500 in addition to the sum (\$2,500) included in the budget proposed by the Selectboard making the total \$3,000, for the support of the Southern Vermont community Action (SEVCA) to assist Westminster in responding to the emergency needs of the community and providing all available and applicable services to families and individuals in need.**

Toby Young moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Toby stated that this being the second year that SEVCA has petitioned for this appropriation that after next year's petition it would be three consecutive years and they would become part of our budget. Nate Stoddard spoke on behalf of SEVCA. Nate said the full report could be found on page 80 of the town report where it also states how many Westminster residents benefited from their services.

The article passed.

**Article 15: Shall the Town of Westminster vote to raise, appropriate and expend the sum of \$1,000 for the support of Senior Solutions (Council of Aging for Southeastern Vermont, Inc.) to provide services to the aging and the disabled residents of the Town.**

Kevin Hughes moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Anne White, a community outreach nurse, read the mission statement of Senior Solutions, the full report is on page 73 of the town Report.

Kevin stated that this being the second year as an article that after next year, Senior Solutions appropriation will become part of our budget.



The article passed.

**Article 16: Shall the voters of the Town of Westminster appropriate the sum of \$7,500 to be raised by taxation to support of the cost of operation and maintenance of the Westminster Institute and Butterfield Library?**

Susan Harlow moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Jim Matteau stated that he appreciates the funding from the town. He invited everyone when coming out to vote on Tuesday to check out the renovations they have made to the North Room. They will be replacing the pressure treated fence in front of the building and replacing it with granite posts and chains.

The article passed.

**Article 17: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$3,000 for the support of the Westminster Historical Society.**

Toby Young moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Ruth Grandy, President of the Historical Society stated that the plan is to open the museum this summer. With the renovations that have occurred they have found the need to replace a few of their display cases. They are also preserving the artifacts they have that are not on display.

Toby stated that this is the second year the Historical Society has petitioned an article and if this passes next year, they will become part of our budget.

The article passed.

**Article 18: Shall the Town of Westminster vote to raise, appropriate and expend the sum of \$2,500 for the support of the Greater Falls Connections to provide substance abuse prevention programs to residents of the Town.**

Susan Harlow moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. Jonathan O'Connor Board Member for Greater Falls Connections spoke of the need for substance abuse prevention in the area.

It was stated by Susan Harlow that this is the second year as an article and after next year they will become part of our budget.

The article passed.

**Article 19: Shall the voters of the Town of Westminster appropriate the sum of \$9,534.00 to be raised by taxes for the support of Southeastern Vermont Economic Development Strategies (SeVEDs) to provide workforce and economic coordination services to the Windham Region.**

Sheldon Beebe moved the article as warned, seconded by Martha Mitchell. The Moderator read the article as warned. With leave of the assembly Laura Sibilia, Director of Regional

Economic Development Strategies and Programs of Brattleboro Development Credit Corporation, the parent organization to SeVEDS, spoke about economic development of Windsor and Windham Counties and the number of different work force programs they are working on. Toby Young stated to the assembly that SeVEDS had come before us many times asking for this large allocation. We as a town are generous with our allocations, but the amount that SeVEDS is asking for exceeds the amount we give to all our appropriations and are not as near to our hearts as the local organizations. Sheldon Beebe then made a motion to amend the amount to \$3500, seconded by Martha Mitchell. Cynthia Hughes stated the cost of education is expensive. Cynthia Stoddard asked the Select Board and the Town Manager if they had a plan for economical development. Tatiana Schreiber stated she was able to attend the informational meeting held in Westminster West, she was not given an adequate answer as to why they are asking \$3.00 per person and said she supported the amendment. Marion Major spoke in support of regional initiatives such as SeVEDS. Christopher Hackett noted the need to develop the workforce in Windham County. He said he opposed the amendment and supports SeVEDS. Ms. Sibia stated that personnel from BDCC provided services to students in the Union High School on a weekly basis and that the reduced SeVEDS funding was not a factor in their involvement. David Clark, spoke as a member of the Union High School Board and member of the Board of the regional Technology Center in Springfield, and indicated that in his experience representatives of SeVEDS were rarely seen at the High School and never at the Tech Center and that he consequently supported the amendment. Molly Banik, chair of the High School Board spoke in support of the amendment and to confirm Mr. Clark's impression. Bari Shamas asked if the lesser amount we have given in the past was why we were not seeing SeVEDS personnel in the Union High School. Jason Smith moved to call the question, seconded by Bruce Parker. The motion to call the question passed and the amendment passed. The Moderator restated the article as amended.

The article as amended passed.

**Article 20: To see if the voters of the Town of Westminster will raise and appropriate the sum not to exceed \$10,000 to create a probability study for the possible purchase of a parcel of land with a house & a commercial building for the purpose of sand & gravel processing (approx. 154,000 cu. yds.)**

Craig Allen moved the article as warned, seconded by Claudia Guise. The Moderator read the article as warned. Craig spoke about the depleting gravel and sand in the area pits, that it is roughly 95k to maintain the roads every year. This pit is about a thirteen minute drive from Westminster and is on the Rockingham/Chester town line. Royl Schoonover asked if there was competition for the purchase of this pit. Craig stated we had the owner's word that he would not sell to anyone else. Katie Dearborn stated that the purchase of this pit made no financial sense, if they had proof that it made financial sense, she would like to see it. Bari Shamas asked what would happen if the material came back from testing and it was contaminated. Craig said we would not want to purchase the pit if that happened. Craig

stated the owner of the pit is willing to finance at \$60,000 a year for ten years. Martha Mitchell asked what the taxes are on this property and whether this purchase would make the Town a business owner. It was stated that the taxes are approximately \$8,000 per year, Chuck Lawrence, Road Forman, stated that we would hire a company to come to the pit and crush the material once a year and we would not sell any of the product, so we would not be business owners. Alisa Allbee-Daigneault asked what the assessed value of this property is. It was stated that the assessed value was \$329,900. Nate Stoddard, assessor for NEMRC, stated comparisons from gravel operations in neighboring towns showed lesser values. Nate made a motion to amend the amount of the study to \$4,500, seconded by Kate Dearborn. The Town Manager explained that the \$10,000 requested included \$4,500 for cores and soil analysis, \$3,500 to evaluate the condition of the structures on the property, and \$2,000 to cover testing and analysis if there were any indication of contamination on the property. Kate Dearborn expressed her doubts as to why we would invest money pursuing a project that did not make financial sense on paper. More discussion ensued. Stephen Major spoke against the amendment and moved to call the question, seconded by Cole Streeter. The motion to call the question passed and the amendment was defeated. The Moderator restated the article.

Nate Stoddard spoke and questioned the projections of the volume of material contained in the property and therefore the economics of the deal. More discussion ensued. Ron Bos-Lun called the question, seconded by Cole Streeter. The motion to call the question passed.

The article passed.

**Article 21: To see if the voters of the Town of Westminster will raise and appropriate the sum of \$170,000 to fix approximately 600' of the Town Road on Henwood Hill with payments equaling \$37,500 or less per year for 5 years.**

Sheldon Beebe moved the article as warned, seconded by Michelle Bos-Lun. The Moderator read the article as warned. Sheldon asked the assembly if they know where Henwood Hill is. The assembly was familiar with the road. Sheldon then stated that there was a lot of traffic on this road and on the s turn which is a blind spot, the road has dropped about 2 feet. Michelle Bos-Lun addressed the assembly, she lives very close to this area of the road. She has lived there for 10+- years, in that time 3 cars have gone off the road there and has witnessed numerous almost head on collisions. She is willing to give the town at no cost whatever land they may need to fix this section of the road.

The article passed.

**Article 22: To see if the voters of the Town of Westminster will approve formation of a School Advisory Committee consisting of five (5) members to be elected by the town meeting, with two members to serve three year terms and three members to serve two year terms, to have responsibility and authority to review, develop, and recommend for approval the following items in regard to educational programs housed in publicly**

**owned facilities and operated at public expense for the purpose of educating pre-kindergarten through grade 8 students who are children of Westminster residents:**

- A. Amendments to the Articles of Agreement of the Windham Northeast Union Elementary School District**
- B. Governance structures for the operation of educational programs.**
- C. Policy, budget, personnel, reconfiguration of grade levels, school closure and capital decisions necessary for the operation of the schools.**

Toby Young moved the article as warned, seconded by David Major. The Moderator read the article as warned. David Major stated that the Westminster School Board, even though dissolved, still meet with the forced Unified School District Board, the former Board would like to still represent Westminster.

The article passed.

**Article 23: If formation of a School Advisory Committee is approved, to elect committee members.**

Kevin Hughes moved the article.

David Major nominated: Rick Gordon, 2 years; Elise Manning, 2 years; Vanessa Stern, 2 years; Charlie Hutchison, 3 years; David Major, 3 years.

There being no further nominations, David Deen moved to close nominations and have the Moderator cast one vote for each of the nominees. The Moderator requested that the Clerk record the votes and confirm the election of the candidates.

**Article 24: To transact any other business to be brought before the Town of Westminster meeting.**

Stephen Major would like the Select Board to consider childcare at the Town Meeting.

Russ Hodgkins, Town Manager, Windham Regional has a broadband project survey concerning appropriate internet connections. Please take one, fill it out and get it back to the Town Hall.

Susan Harlow, there is also assisted living surveys available, please fill out and drop off at the Town Hall.

Fran Renaud, there is low interest Community Improvement loans available. She also asked what salary Russ Hodgkins made as Animal Control Officer, he answered zero amount of salary.

Molly Banik would like it addressed at next years Town Meeting, to please control the chitter-chatter in the back of the auditorium.

Ira Wilner was thanked for running the microphone.

**The Moderator asked the School Board to come forward, called the annual meeting of the Town School District to order, and proceeded to consideration of Article 25 on the warning.**

**Article 25: To hear the reports of the Westminster Town School District Officers for the last year and take action thereon.**

David Major stated that there was a surplus in the budget as of the dissolved Westminster School District Board, as stated in the Town Report. There are issues at W.N.E.S.U. and the audit is not completed.

Charlotte Griffin asked the April 9, 2020 meeting for the Unified School District be changed because of the Passover Holiday. She also wanted it stated that we now have a Supervisory Board with the same authority as Windham Northeast Unified School District Board.

**Article 26: To transact any other proper business to be brought before the Town School District Meeting.**

There being no other business, the meeting was adjourned at 3:47 p.m.

Dated at Westminster, Vermont, as of this 29th day of February, 2020.



Fletcher D. Proctor, Moderator

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Alison Bigwood, Town Clerk

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K. Sheldon Beebe, Chairperson  
Westminster Select Board

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Christopher Hackett, Chairperson  
WFD#3 Prudential Committee

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David Major, Chairperson  
Westminster Town School Board

## Special Town Meeting Minutes

### Town of Westminster

June 6, 2020

The legal voters of the Town of Westminster met at the Westminster Institute on Saturday June 6, 2020 at 10:00 a.m. to take action on the following articles.

72 registered voters attended.

Moderator, Fletcher Proctor welcomed Representative Mike Mrowicki who offered comments.

Moderator Proctor, opened the meeting at approximately 10:15

**Article 1:** To hear the reports of the Town Officers and to take action thereupon.

There were no reports.

**Article 2:** Shall the voters authorize the sum of \$170,000 to be transferred from the fiscal year 2018-2019 General Fund surplus into the Capital Improvement Fund for the renovation of the Westminster Town Hall previously established by Article 15 at the Annual Meeting, March 1, 2019.

Toby Young moved the article as warned, seconded by Sheldon Beebe. Toby then read what was needed to complete the renovations at Town Hall which included bringing electric up to code, new floors, technical support upgrades and office space creations. Katie Dearborn then asked for an accounting of funds spent so far. Toby stated that many things have been done to the Town Hall through the years when it first was voted on to renovate, so it would be hard to get an accurate accounting. Craig Allen then stated that money spent on maintenance on the Town Hall is different than money spent on renovations. We received grant money for the stairs and elevator, we had money put aside for the roof and copula. It was voted many years ago to keep us at this Town Hall so many funds have gone into the building to make it modern.

Steven Major called the question, seconded by Susan Harlow. There was not a 2/3 vote, Paul Banik objected, which called a division of the house, which failed. Discussion resumed.

Julia Ricklis asked what ramifications would occur if we did not pass this, would there be issues with breaking a contract with the contactor and what is the condition of the Town Hall.

Russell Hodgkins responded that the Town Hall is not up to safety codes, wires hanging, unfinished electrical and IT room not completed. The contractor was notified just after the budget failing in February along with the original article, so we were able to opt out of the contract at that time.

Numerous comments made about transparency and coming to the voters before the renovation started.

The article passed.

**Article 3:** Shall the voters authorize the sum of \$30,000 to be transferred from the fiscal year 2018-2019 General Fund surplus into the Bridge Rehabilitation Fund for the preservation of bridges previously established by Article 17 at the Annual Meeting of March 2, 2010.

Sheldon Beebe moved the article as warned, seconded by Ian Proctor.

The article passed.

**Article 4:** Shall the voters authorize the sum of \$250,000 to be transferred from the fiscal year 2018-2019 General Fund surplus into the "Contingency Reserve Fund" pursuant to the Reserve Fund Balance Policy approved by Article 14 at the Annual Meeting of March 2, 2019. The transferred amount shall be divided into \$100,000 for working capital, not to exceed 5% of the annual budget, to cover unanticipated revenue shortfalls and pay non-recurring and unanticipated general and highway fund expenses of the Town. The balance, \$150,000, shall be designated for emergency capital, not to exceed 15% of the annual budget, to be used for non-recurring and unanticipated emergencies, as defined by the Selectboard. Expenditure of emergency capital by the Selectboard shall be in accordance with the Reserve Fund Balance Policy previously established by Article 14 at the Annual Town Meeting of March 2, 2019.

Craig Allen moved the article as warned, seconded by Ian Proctor. Craig spoke to this article stating we would need \$100,000 in surplus to work with in the upcoming fiscal year, \$150,000 would go into an emergency capital fund not to exceed \$300,000. So next year, if it is voted on at Town Meeting, and we can place another \$150,000 into this fund, there will be no need to add more money into this fund.

Real Bazin asked to amend the article to place \$250,000 in the Fire Districts budget to buy new equipment. Seconded by Katie Dearborn. Charlotte Gifford asked the Moderator if this amendment was out of order, the Moderator stated that the Fire District was it's own municipality and ruled the amendment out of order.

emergency these funds may have to be used as working capital in lieu of collecting taxes or if there was a cash flow short fall. \$150,000 of this fund would be for emergency use only, the \$100,000 would be used as working capital if needed.

The article passed.

**Article 5:** Shall the voters of the Town of Westminster authorize total General Fund expenditures for operating expenses of \$2,102,411, of which \$1,547,481 shall be raised by taxes and \$554,930 by estimated revenues for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Kevin moved the article as warned, seconded by Toby Young. Kevin the spoke on the article, this budget figure reflects on the \$100,000 given back to the taxpayers but does not reflect what was voted on February 29, 2020 at the annual meeting with appropriations, equipment, etc. The dynamics of the finances from the Federal Government to Local Government will change drastically for all in the coming year. With this, during budget time, the Select Board always considers the taxpayers.

Katie Dearborn asked when she was reading the budget that the number needed through taxation is \$1,647,481, why does this amount not match the article?

Russell Hodgkins then stated the only difference in this figure from the Town Meeting, Feb. 29, 2020, is \$15,000 was added for the purpose of financial training and internal controls.

John Ewald asked with days left in this fiscal year, will we have a surplus or a deficit.

Russell Hodgkins answered that we should not be in a deficit but could not give a dollar amount at this time.

The article passed.

**Article 6:** To transact any other proper business to be brought before the Town of Westminster.

Dan Axtell asked for support/consideration as a candidate for the Board in the upcoming Unified School District vote, June 25, 2020.

David Ramos asked for support/consideration for the 4<sup>th</sup> District open seat.

Michelle Bos-Lun asked for support/consideration for the 4<sup>th</sup> District open seat.

Craig Allen thanked everyone for coming. He would like to get a committee together to look at whether we keep or sell the Town Hall in North Westminster, if we keep it what do we do with it, etc.



David Ramos asked for support/consideration for the 4<sup>th</sup> District open seat.

Michelle Bos-Lun asked for support/consideration for the 4<sup>th</sup> District open seat.

Craig Allen thanked everyone for coming. He would like to get a committee together to look at whether we keep or sell the Town Hall in North Westminster, if we keep it what do we do with it, etc.

Robert Wickberg suggested because it is difficult for the Select Board and Town Manager to come up with figures off the floor that anyone with financial questions email or call them with their questions so the Select Board and Manager are better prepared at the meeting.

The meeting was closed at 11:06 a.m.



Fletcher Proctor, Moderator



Susan Harlow, Select Board Chair



Alison Bigwood, Town Clerk



NOTES:

# Westminster Honoree

*Phyllis Anderson*



*Phyllis Anderson, who died Nov., 5, 2020, was an enthusiastic volunteer and a devoted member of the community. She was an active member of the Westminster Cares board of directors and the First Congregational Church and also volunteered at the Westminster Center School and recycling center. She and her husband, Hank, who predeceased her, gave much to our town.*

# Town of Westminster

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2020  
*Town of Westminster  
Citizen of the year*

*Sally Ryea*



*Sally Ryea has been involved in many town organizations and has volunteered in several different capacities. She has been a volunteer for Westminster Cares for nearly 27 years, delivering Meals-on-Wheels for all those years. Sally served on the board of Westminster Cares for eight years, very active on the garden tour and fundraising committees. Her love of cooking and baking has kept her active and benefitted many local organizations. She has made all kinds of wonderful food for events and local groups such as the PTA, Scouts, and Westminster Cares. She has been supportive of any activities in which her children, grandchildren and now great grandchildren are involved. Sally drove a local school bus route for over 32 years, continuing to fill in when needed during her “retirement” for the last eight years. She is a member of the Saxtons River Nature Club. (Photo by Lori Larue)*

## Town of Westminster, Vermont

### Management's Discussion and Analysis

June 30, 2020

As management of the Town of Westminster, Vermont (The Town), we offer readers of the Town's financial statements, this narrative overview and analysis of its financial activities for the fiscal year ended June 30, 2020, within the limitations of the modified cash basis of accounting. Please read it in conjunction with the Town's financial statements that accompany this letter.

#### Financial Highlights

The Town's modified cash basis net position increased by \$75,078 during the fiscal year from \$1,370,428 to \$1,445,506.

The Town's General Fund fund balance decreased by \$55,312 during the fiscal year from \$550,430 to \$495,118.

#### Using This Annual Report

This annual report is presented in a format consistent with the presentation requirements of the Governmental Accounting Standards Board (GASB) Statement No. 34, as applicable to the Town's modified cash basis of accounting.

#### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements.

The Town's financial statements are comprised of three components:

- 1) government-wide financial statements,
- 2) fund financial statements, and
- 3) notes to the financial statements.

This report also contains other supplementary information in addition to the basic financial statements themselves.

#### *Government-Wide Financial Statements*

The *government-wide financial statements* are designed to provide readers with a broad overview of the finances of the Town of Westminster, in a manner similar to a private-sector business, within the limitations of the modified cash basis of accounting. The government-wide financial statements consist of the *statement of net position* and the *statement of activities*.

The *statement of net position* presents information on all of the Town of Westminster's modified cash basis assets, deferred outflows and inflows of resources and liabilities, with the difference reported as modified cash basis net position. Over time, increase or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.



The *statement of activities* presents information showing how the government's modified cash basis net position changed during the most recent fiscal year. All changes in the modified cash basis net position are reported as the underlying collection or payment occurs.

Both of the government-wide financial statements detail functions of the Town of Westminster that are primarily supported by taxes and intergovernmental revenues (*governmental activities*). The governmental activities of the Town of Westminster include general government, public safety, highways, and streets, culture and recreation, community development, cemeteries, sanitation and social service funding.

The government-wide financial statements are designed to include not only the Town of Westminster itself (known as the primary government), but also any legally separate entities for which it is financially accountable (known as component units). The Town of Westminster has no component units.

The government-wide financial statements can be found in Exhibits A and B of this report.

### ***Fund financial statements.***

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Westminster, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into two categories: *governmental funds and fiduciary funds.*

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year, within the limitations of the modified cash basis of accounting. Such information may be useful in evaluating a government's near-term financing requirements.

The Town of Westminster maintains seventeen (17) individual governmental funds. Information is presented separately in the governmental fund Statement of Modified Cash Basis Assets, Liabilities and Fund Balances (Exhibit C), in the governmental fund Statement of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balances (Exhibit D), and the Combining Schedules.

The Town of Westminster adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with its budget.

The basic governmental fund financial statements can be found in Exhibits C through E of this report.

**Fiduciary funds.** *Fiduciary funds* are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide statements because the resources of those funds are not available to support the Town's own programs. The Town maintains three (3) fiduciary funds, the Frank Miller Health Fund, the Campbell Fund and the Richmond Streeter Fund. Information concerning these funds can be found in Exhibits F & G and on Schedules 9 and 10.



*Notes to the financial statements.*

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found immediately following the basic financial statements in this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

**SUMMARIZED STATEMENT OF NET POSITION – MODIFIED CASH BASIS  
GOVERNMENTAL ACTIVITIES**

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 1,470,265	\$ 1,538,343
Investments	3,975	3,937
Due from Post Office	<u>2,308</u>	<u>0</u>
<b>Total Assets</b>	<u>1,476,548</u>	<u>1,542,280</u>
<b>LIABILITIES</b>		
Due to State of Vermont	318	694
Due to School District	0	15,175
Due to Others	750	600
Tax Sale Overpayments	<u>0</u>	<u>140,254</u>
<b>Total Liabilities</b>	<u>1,068</u>	<u>156,723</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Prepaid Property Taxes	<u>29,974</u>	<u>15,129</u>
<b>Total Deferred Inflows of Resources</b>	<u>29,974</u>	<u>15,129</u>
<b>NET POSITION</b>		
Restricted	574,987	610,559
Unrestricted	<u>870,519</u>	<u>759,869</u>
<b>Total Net Position</b>	<u>\$ 1,445,506</u>	<u>\$ 1,370,428</u>

As noted earlier, net position may serve over time to be a useful indicator of a government's financial position. In the case of the Town of Westminster, assets exceeded liabilities and deferred inflows of resources by \$1,445,506 at the close of fiscal year 2020 on the modified cash basis of accounting.

A portion of the Town's net position (\$574,987) represents resources that are subject to external restriction as to how they may be used. The remaining balance of unrestricted net position (\$870,519) is to be used to meet the government's ongoing obligations to citizens and creditors. Included in unreserved net position are amounts that management has designated for particular purposes, such as capital reserve funds.

## SUMMARIZED STATEMENT OF ACTIVITIES

	2020	2019
<b>Receipts</b>		
Property Taxes	\$ 1,699,302	\$ 1,719,073
Penalties and Interest on Delinquent Taxes	51,312	70,037
General State Grants	173,388	146,984
Unrestricted Investment Earnings	19,847	21,265
Proceeds from Sale of Property	0	8,250
Other	2,030	300
Charges for Services	95,123	89,283
Operating Grants and Contributions	180,873	185,887
Capital Grants and Contributions	33,500	127,800
<b>Total Receipts</b>	<b>2,255,375</b>	<b>2,368,879</b>
<b>Disbursements</b>		
General Government	732,504	681,333
Public Safety	123,291	116,858
Highways and Streets	644,461	646,182
Culture and Recreation	18,426	13,272
Sanitation	233,232	226,819
Cemetery	15,141	11,927
Capital Outlay - General Government	91,330	123,148
Capital Outlay - Highways and Streets	289,564	446,713
Debt Service	32,348	32,348
<b>Total Disbursements</b>	<b>2,180,297</b>	<b>2,298,600</b>
<b>Net Increase in Modified Cash Basis Net Position</b>	<b>\$ 75,078</b>	<b>\$ 70,279</b>

As noted earlier, the Town of Westminster uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unrestricted fund balance may serve as a useful measure of a government's net resources available for spending at the end of a fiscal year.

At the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$1,445,506 an increase of \$75,078 over the previous fiscal year. The General Fund balance component had a fund balance of \$495,118, a decrease of \$55,312 from the previous fiscal year.

## General Fund Budgetary Highlights

Total receipts were \$17,568 more than budgeted. This was primarily due to the collection of interest and penalties on delinquent taxes of \$176,580, the payment from Hold Harmless (current use) from the State of \$110,977 and unbudgeted grant income of \$27,750 which was mostly negated by low receipt from property tax payments.

Total disbursements were \$127,119 less than budgeted this past year. The major factors were compiled of many small budget items and the Highway Department being down on their overall budget of \$65,000 due to low fuel costs and lack of any major repairs. Again, the rest of the savings was from marginal non-expenses in many different areas.

### Other Major Funds:

The Community Improvement Grant Fund ended the year with a fund balance of \$170,357 which was a \$47,254 decrease over the balance at June 30, 2019. This was primarily due to the payment of ADA needs at the Town Hall as approved by the State of Vermont. The major source of revenues was from loan repayments.

The Capital Improvement Fund ended the year with a fund balance of \$216,680 which was a \$149,248 increase over the balance at June 30, 2019. This was primarily due to the Fund receiving surplus monies from a "Special Town Meeting" vote to transfer \$170,000 to this fund.

The Equipment Fund ended the year with a fund balance of \$528 which was a \$50,214 decrease over the balance at June 30, 2019. This was primarily due to the purchase a 6 Wheel Dump Truck.

### Other Fund Balances are as follows:

Reappraisal Fund	\$157,000
Tri-Centennial Fund	253
Emergency Management Fund	7,452
Restoration Fund	18,714
E-911 Fund	1,721
Recreation Committee Fund	647
Retreatment Fund	59,441
Bridge Rehabilitation Fund	134,814
Town Garage Fund	63,000
New Cemetery Fund	39,812
Permanent Care Fund	74,571
Maple Grove Grange Trust Fund	1,423
Military and Flag Fund	<u>3,975</u>
 Total Non-Major Fund Balances	 <u>\$562,823</u>

### The Town also reports on the following Private-Purpose Trust Funds

Frank Miller Health Fund	\$16,852
Campbell Fund	9,205
Richmond Streeter Fund	<u>3,871</u>
 Total Private-Purpose Trust Funds	 <u>\$29,928</u>

## Capital Outlay

During the year, the Town spent \$91,330 on the Town Hall Renovations which included the partial installation of two offices. The Highway Department replaced Truck #4 which is a 6-wheel dump truck. In addition, the Town paved 1 mile of Back Westminster Road with both milling and reclaiming sections as needed. The Town also invested in seal cracking some of the newer pavement areas to investigate whether this will protect our paving investments longer.

## Debt

As of June 30, 2020, the Town has made one principal/interest payment to Mascoma Savings Bank towards the grader loan leaving a balance of approximately \$31,630.

**Economic Factors and Next Years' Budgets and Rates.** Some of the economic factors that were factored in formulating the budget for fiscal year 2020-21:

With the long-term debt completely paid for this year, the Town continues to show an overall net positive position economically. This year, the audit is showing an increase in overall net position of approximately \$75,000 while experiencing a large amount of unpaid taxes. The Town was fortunate enough to receive timely grants this year to help with pavement and guard rails at approximately \$123,880. This turned out to be very timely as the State of Vermont is not granting additional Class 2 Highway grants because of COVID 19 expenses which placed the State of Vermont over budget. The Selectboard in FY21 will be trying to complete the Town Hall Renovation and place a new emphasis on the North Westminster Community House along with the Town Garage. Both buildings need repairs to ensure we are not neglecting our structure assets and trying to do this without a major request for additional tax money.

The voters approved a budget for fiscal year 2021 in the amount of \$2,191,210, a net increase of (\$41,201) from last year which was covered by an increase in the Grand List values from permitted home improvements. The budget increase is primarily due to the increased requests of "Health & Welfare" services, an increase of the 1.6% employee pay increases, the 3% increase in trash/recycling, and 3% increase in both health and property insurances.

## **Requests for Information**

This financial report is designed to provide a general overview of the Town of Westminister, Vermont's financial condition. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Town Manager, Town of Westminister, and P.O. Box 147, Westminister, Vermont 05158.

## Selectboard

The Selectboard, like many of you, was challenged at the end of the fiscal year by the coronavirus pandemic. Simple tasks such as running a meeting have been replaced with ZOOM tele-conferencing. Packets of information are sent only by document scanning. Public communications are not in person but by letter or by ZOOM, with the help of FACT TV. Thank you for your patience as we dealt with making our meetings and business as accessible as possible. We hope that next year will bring back our familiar pattern of communication and public comment with in-person visits and discussions.

This past year, the Selectboard worked on senior/assisted housing, maintenance, and improvements of town-owned buildings, and ensuring that the town budget is responsible and in the best interest of its taxpayers. The board formed a committee to investigate the town's need for our aging population, to help them remain in Westminister for as many years as they want, not just what they can afford. The committee's work was cut short by the virus but will continue as soon as it can, safely.

A new committee is investigating possible uses for the North Westminister Community House, such as:

- Revitalizing the kitchen, large meeting area, and the stage for community use, or
- Minimally making the building meet the required safety code mandates for municipal buildings from Vermont's Fire & Safety Department to open it for use by the public, or
- Selling the building so that it can be used and maintained before it loses its appeal and functionality. In this option, the town would not spend any more money on the building.

We are completing the last contracted work for renovation of the Town Hall and will look to finish the foyer (entrance) by painting the walls and refinishing woodwork on the stairs and floors of both levels. Next year the bid will go out to paint the outside to protect the town's investment in our historic Town Hall.

The Highway Department, with guidance from the Selectboard, addressed the problem of the one-way section of Henwood Hill Road. The board opted for a much less expensive option by adding guardrails and mirrors to remove the blindness of the sharp s-curves of the road. The road crew also removed a small amount of soil from the corner to help with visibility. This saved taxpayers approximately \$150,000.

The town crew ground and paved approximately one mile of Back Westminister Road this past year and filled pavement cracks on School Street and Westminister West Road. Crack sealing is a new town practice, with a new product. It lasts much longer than the previous one, which came up with the first plowing. We hope this new product will protect our investments in pavement by making the road surfaces last longer between applications.

The board thanks the Executive Department, the Town Clerks, the Listers and the road crew for their fine work in keeping Westminister a great place to live. We are very lucky to have such dedicated employees working for us.

Lastly, thank you for your continued support of your Selectboard. Please feel free to come to our meetings, in person or in Zoom, and voice any concerns or questions that you may have.

Respectfully Submitted,  
Susan Harlow – Chair, K. Sheldon Beebe, Vice Chair, Kevin Hughes – Clerk,  
Craig Allen, and Toby Young

## Executive Department

The Executive Department has experienced a year like no other with COVID -19 striking in early March. No one saw this coming and what a change in our daily lives trying to remain diligent to you the taxpayer. The doors to the Town Hall closed to the public on March 9, 2020 and are still locked even as I am writing this report today December 10, 2020. We have tried to meet the needs of you all while instilling a caring persona as we meet you at the door. The feeling is that we all need normalcy restored as soon as possible and if this is the new normal then we need to stand together (six feet apart). What a world we live in.

The Town's finances are remaining strong as grants are actively being sought and received to off set the major expenses of road repair, erosion control inventories, Act 64 drainage projects, and we even received just over \$12,000 for COVID related costs that were not in the budget. We have either received or applied for, to date approximately \$149,000 in financial aid grants. All of this equates to our Town tax rate actually going down due to this work and the Grand List value is going up.

The Town Hall renovation is still on-going. This past year, 4 offices were redone with new floors, ceilings, and IT upgrades. As I am writing this, the back room is being taped, painted and new flooring installed. When completed, the plan is to create the two new storage closets and then tackle the Clerks area. I hope that next years' report will be stating that it was a long and drawn-out process but its complete. I hope.

The Road Crew has completed another solid year implementing many Act 64 segments of road that are being mandated to complete in a few short years by the State of Vermont. The Town had 782 segments that were deemed dangerous to our water ways when all this was started and needed to be corrected. To date, Chuck Lawrence and the road crew have completed approximately 380 segments. As proven by these efforts to improve and maintain our road system, we know that the Road Crew is dedicated to our Town and the safety within. Thank you, Chuck, Jason Benson, Ben Masure, Dan Saccoccio, Carson Fullam, David Russell, and Cory Noyes,

Amid these times of hardship and change to which the virus has bestowed upon us, Westminster still seems to be holding its own by people helping each other and working hard to protect each other by following our Governor's guidelines to ensure public safety. I would personally like to thank everyone who has showed support for the protection of others as well as the following:

- Á Kelley Thayer – the Administrative Assistant to the Town Manager and Zoning Department. She is now an Assistant Treasurer, Clerk for the DRB and the Planning Commission.  
Thanks Kelley.
- Á Alison Bigwood has moved on to begin a new chapter in her life and will be sorely missed. Thank you Ali for all that you did for Westminster and I wish the best for you in your new adventure.
- Á Pauline Blake O'Brien and Patty Mark – The Town Clerk and Assistant respectfully. Welcome Pauline and thank you both for your hard work for our residents.
- Á Also, I want to thank our Selectboard for their hours of work to keep our Town great. Thank you Susan Harlow – Chair, K.Sheldon Beebe – V.Chair, Kevin Hughes – Clerk, Craig Allen, and Toby Young.
- Á Thanks to our Listers (Jackie Atwood & Rachael Cohen) and Assessor (Al Coonradt from NEMRC). Great job this year in trying times.
- Á A special thanks to our DRB, HRB, & PC volunteers who hold our zoning department and Town together.

As always in Westminster, the door to the Town Manager's office is open. Please feel free to come in and see me. I won't promise to do anything but my best for you, the Town.

Respectfully Submitted,

Russell R. Hodgkins, Town Manager

## Town Clerk

I would like to start by extending my thanks for the warm welcome and great support that I have received during my initial months as the new Town Clerk. Starting on October 28, 2020 just days prior to the General Election on November 3, proved to be an interesting and exciting time to begin my role with the Town of Westminster. Election Day was a tremendous amount of work and extended hours but also a complete success, given that we had a record number of voters; the highest to date! We received 1,321 votes by absentee ballots and 499 votes were cast in-person at Town Hall. Special thanks go to our resident volunteers, Town Manager, the Board of Civil Authority, and Assistant Clerks, Patty Mark and Ali Bigwood for their contributions. As with everything subject to COVID-19 guidelines, this election was most unusual and more demanding and the poll workers went way above and beyond their call of duty for this election. We were extremely honored to receive the following accolades after the election: “Every election cycle, and even more so this year, I am grateful for the diligence and dutifulness of Vermont’s Town and City Clerks. I hope that you will join me in thanking our local heroes of democracy”, Jim Condos, Secretary of State; “You worked your tails off, did so with grace, and kept things civil. If only the rest of the US had Vermont’s Town Clerks! Thank you for all you do”, Sean Greenwood, Ben & Jerry’s – Grand Poobah of PR. Although directed toward Town Clerks, these testaments transcend to everyone involved with orchestrating General Election 2020.

As witnessed in my short time at Town Hall, the Town Clerk’s Office is very active with providing a variety of services to our the public, including land recordings, map recordings, posting and recording minutes and agendas. vitals documentation and certification, dog and liquor licencing, and marriage certificates. Even though the office has been closed to the public, we have been able to give our best possible services by phone, US mail, email communications, Zoom meetings, scheduled research appointments, and the ever-popular front door mail slot! We hope to return to an open-door policy soon and regain the ability to see you in person and assist you with whatever your needs may be.

We are in the planning process for Town Meeting 2021. Town Meeting this year is going to be a challenge, again due to COVID-19 guidelines, but we are staying on top of the state legislature’s updates and hope to have a concrete plan soon.

The annual rabies clinic is presently on hold but may possibly be scheduled for later in the year. We will notify the Community if we are allowed to hold the clinic and can secure a veterinarian and venue

In closing, I would like extend my sincere thanks to the Selectboard, Russ Hodgkins, Kelley Thayer, the Town Crew and Volunteer Fire District, the BCA, and JP’s, for their hard work and dedication to the Town of Westminster. You have all been very kind and patient in my transition to Town Clerk. A very heartfelt thank you to Patty Mark, Assistant Clerk, and Ali Bigwood, Interim Assistant Clerk, for their incredible guidance knowledge of the functions of Clerk’s office, and for the grace in which you greet the frequent unexpected challenges we face!

Respectfully submitted,

Pauline Blake O’Brien, Town Clerk

**TOWN CLERK STATISTICS- 2020 Calendar Year**

<b>ELECTIONS</b>	<b>BALLOTS CAST</b>	<b>ABSENTEE</b>	<b>AT POLLS</b>
March Town Meeting/Presidential Primary	1,082	120	962
WNUESD Special Meeting	205	85	120
August State Primary	897	634	263
November General	1,820	1,321	499

**New Registered Voters:** 328   **Purged/Transferred Voters:** 164   **Total Registered Voters:** 2,636

**VITAL STATISTICS**

	Resident	Non-Resident
Births: 16	16	0
Civil Marriages: 11	9	2
Deaths: 18	17	2
Burials: 19	5	14

**Certified Copies Issued:** 134

**LAND RECORDS**

**Total pages of documents processed as land records:** 2,027

**TOWN RECORDS**

**Total pages of documents processed as Town records:** 108

**Dog Licenses Issued:** 233

**Liquor Licenses Issued:** 3

**DMV Registrations Issued:** 35

**Individual Fish & Wildlife Licenses Issued:** 21

**Maps Recorded:** 4

**Cemetery Deeds Issued:** 2

**Land Posting Forms Processed:** 11

**Catering Permits Issued:** 0

**Green Mountain Passports Issued:** 3

Minutes and Agendas filed for the Westminster Selectboard, Planning Commission, DRB, Activities Committee, Trustees of Campbell & Public Funds, Board of Civil Authority, Board of Abatement, Historic Review Board, Fire District #3 Prudential Committee, BFUHS Board, WNESU Board, River Valley Technical Center, Fire District #5, Conservation Commission, WNEUESD



## Zoning Administrator's Report

This past year, the Town of Westminster processed just over 80 zoning applications. These consisted of mostly home improvements, accessory buildings and land use improvements processed by the Zoning Administrator and the Development Review Board.

The Development Review Board deserves many thanks for their continued hard work and dedication. These volunteers are essential in the preservation of our great Town. It is with great respect and gratitude that I say "Thank You" to Chris Potter – Chair, Tim Harty – V.Chair, Don Anderson – Clerk, Ed Harty, and Oliver Brody.

The Planning Commission has started the new version of our Town Plan for 2023 completion. This ordeal is demanding and tedious and is crucial for Town development and conductivity. This new season the Board will consist of Kathy Kinston – Chair, Michelle Chmelar – V. Chair, Seroya Crouch – Clerk, Bari Shamas, and Russell Lazarek. Thank you for your service to our community and creating a very important piece of this Town.

The Historic Review Board has had another active year. They have viewed approximately 5 new applications for development within the borders of the Historic Village". The recommendations from this Board are viewed as very useful to the Development Review Board who has the last say in development of this District. Thanks for a great job again this year to Peter Terrell – Chair, Tony Diorio - Clerk, and Matt Sargent.

In closing, the Zoning Department has been very busy this past year as you can see and will continue to serve our community with respect and helpfulness. Please feel free to come in and talk with either Kelley Thayer or myself and we will walk you through your zoning needs.

Respectfully Submitted,

Russell R. Hodgkins, Zoning Administrator

## Lister's Report

The Listers this past year were challenged by COVID-19, as were most people, and the restrictions that this brought to our Town Hall office times. Our work is hands on and trying to succeed remotely did not work well. Once the restrictions allowed us to come into the office with masks, we were then able to hear and answer questions from our residents and researchers, this came with a little glimpse of normalcy for us. We would like to thank NEMRC's Al Coonradt for the assessment portion of our listing task. He has kept us in good standing with the State of Vermont and his service is priceless.

The Listers have maintained and expanded our Grand List, yet again, with registering new zoning permits from the Zoning Administrator and DRB. This year our local sales of properties were very high which added a lot of additional work to our short-handed workload. That being said, we are looking to replace Doug Oftedahl who retired his position this past winter. Thank you Doug for your service to the Listers office. If you are interested in filling this position, please contact either Jackie Atwood, Rachael Cohen or the Town Hall. The Listers have limited hours in the Town Hall but appointments can be made by calling the Listers number 722-9516 for times not regularly scheduled. We would like to thank the residents of Westminster for your understanding and for keeping safe in these trying times.

Please feel free to call in and talk with the Listers for all your property value needs.

Respectfully Submitted,

Jackie Atwood and Rachael Cohen

## *Development Review Board*

The Development Review Board (DRB) is your local volunteer land use board that holds quasi-judicial proceedings (hearings) once a month to review new applications for zoning land use. These duties include hearing applications for conditional uses, variances, site plan reviews, subdivision reviews, and waiver permits, and as well as appeals of decisions of our Zoning Administrator.

From July 1, 2019 to June 30, 2020, we reviewed approximately 20 applications.

Westminster DRB would like to say thank you to both Russ Hodgkins ZA and Kelley Thayer our recording secretary for their continued support and guidance throughout the year.

This past year the DRB maintained the same members and had a very successful and gratifying year granting and working with our residents making our Town grow and flourish. The DRB is looking for more individuals to join the Board, as alternate members. If you are interested, please contact any member of the Board or the Zoning Administrator. The DRB looks forward to assisting you in the permit application process and continuing to make the experience a more professional, speedy, and friendly process.

*Chris Potter, Chair; Tim Harty, Vice Chair; Don Anderson, Clerk; Oliver Brody and Ed Harty members; Toby Young, Selectboard alternate member.*

## *Planning Commission*

The Planning Commission has a complete complement of volunteer participants, and we are open to adding new members if you are interested in joining. This past year we welcomed Bari Shamas and Russell Lazarek to the Commission. Their energy and knowledge, in addition to that of the existing members of Kathy Kingston – Chair, Michelle Chmelar – V. Chair, Seroya Crouch - Clerk, is needed to complete the work the town requires of the Planning Commission (PC).

This past year (FY20), the (PC) has been meeting monthly to continue the mandated task of rewriting the Town Plan. The Town Plan must be renewed and adopted every eight years by the State's mandated legal obligation for Planning Commissions. This version is slated for completion in 2022 with final approval by the Select Board in 2023. As part of this process we will be inviting your input in a variety of ways.

We have also been investigating options and are currently communicating with Consolidated Communications in an effort to establish improved internet access in parts of town where it is poor or non-existent. We would like to hear from residents who have a need for better internet access.

### **Public input needed for the new Town Plan:**

**Citizen science through iNaturalist:** We invite everyone to join iNaturalist.org (it's free!) and contribute your nature observations over the next 2 years --to be collated for the Town of Westminster and included as data in the Natural Resources section of the Plan.

**Community Values Mapping:** We will be hosting an online evening event Monday, March 29 to find out what you love about our town. The Vermont Agency of Natural Resources staff has successfully facilitated this process in other towns. Residents will be able to participate in an online meeting or, for those who are not able to join the meeting, you will be able to add your information to a web based mapping program.

**Agriculture:** We are currently reaching out to farmers one-to-one to discuss ideas and solicit input on how to support agriculture and local food security into the future. We are also planning to convene an agriculture committee of interested farmers.

### **Assistance needed with the Town Plan:**

- *Geology and Soils:* a geologist or someone who has a lot of knowledge of the local geology.
- *Energy Section:* assistance with updating the current energy plan.

### **#WestminsterVt**

Help get Westminster on the social media map by hash-tagging your photos and posts on any social media with #WestminsterVT. The (PC) has created a new Westminster VT Instagram page (@WestminsterVT) to reach out in our town and beyond about resources, activities and initiatives in Westminster and to solicit public input. We need your help to get things going so please share your pride in our town, its villages and countryside by hash-tagging it whenever possible. Please like and follow our new page.

The Planning Commission is a group of volunteers who prides itself in making Westminster a great place to live. Please contact Kathy Kingston ([shawkingston@gmail.com](mailto:shawkingston@gmail.com)) if you would like to join the Planning Commission or volunteer, or if you have any questions or know someone with expertise for the Town Plan update.

Kathy Kingston – Chair, Michelle Chmelar – V. Chair, Seroya Crouch - Clerk, Bari Shamas and Russell Lazarek - Members. Sheldon Beebe – Selectboard Alternate

## Westminster Institute and Butterfield Library

2020

The Westminster Institute remains closed to public entry and use until the COVID threat is over. Unfortunately, this means that most indoor public uses remain suspended: yoga and exercise classes, the many uses for birthday parties and other family events, the Butterfield Library weekly craft group, and more. We all miss those activities and we look forward to the day, hopefully soon, when we can welcome everyone again. Outdoor activities, including meetings, are allowed and encouraged provided all recommended COVID protective measures are complied with.

The Library is open Tuesdays and Thursdays from 12:30-5:00 for “curbside” pickup of books. Now that most of the collection has been bar-coded and listed online, there are a number of ways to order books and they can be ready for you to pick up during the open hours. One way is on Facebook: just look up Westminster Institute and Butterfield Library on Facebook to see a current list of books that are ordered monthly and other library news. At the library website ([butterfieldlibrarywestminster.wordpress.com](http://butterfieldlibrarywestminster.wordpress.com)) you can see most of the collection of books, and you can order what you want directly from there. Or you can e-mail your book order or questions to [butterfieldlib.05158@gmail.com](mailto:butterfieldlib.05158@gmail.com), or call 722-4891. Other books are also available through inter-library loan which usually takes about a week to arrive. Over 1,000 books, magazines, books on CD and DVDs have been circulated through the curbside pickup system from July 1 thru Dec. 31.

You also have access through the Butterfield Library to 'Universal Class'—an online learning platform offering over 500 continuing education courses—at the Vermont Department of Libraries, and you can download E-books for free from 'Overdrive' through the Green Mountain Library Consortium. Call 722-4891 to learn how to access those services or with other questions.

The Institute has long had an open wifi for people to use (named “Butterfield”), although its reach is limited to indoors and the area directly in front of the building. But as of December 2020 we now also have a much more powerful wifi access, which was provided by the Vermont Department of Public Service, and it provides a strong signal throughout the lawn and playground area and even out into the ball field. It’s named “Westminster Hotspot” and also is free open access.

A major project that we’ll have to tackle in the coming year is the daunting and expensive challenge of replacing the Institute elevator, and information on that project will be publicized as it becomes available. There is no schedule for that project at this time. Despite the expense, replacing that important but aging equipment will support more and improved use of this important public space in the future.

The Westminster Institute and Butterfield Library are supported by income from legacy investments, a town appropriation, support from the Dascomb Trust, and limited rental income.

# *Westminster West Public Library*

It goes without saying that 2020 has been a year like no other. We each have stories of change, uncertainty, fear, loss, and disappointment. Everything feels different, but change can also be inspiring. We can all grow through this complex time. We can innovate and expand our understanding of the world.

It is with this in mind that the library is embarking upon a new adventure. We are automating our catalogue in order to combine efforts and collections with the Catamount Network of Libraries. Both the Brattleboro and the Putney Libraries are part of this network, in addition to about 20 other Vermont public libraries.

This is not a small project but one we feel will greatly benefit the combined community of Westminster and Westminster West. Joining this network will allow us to provide better service to our patrons. Participating in this consortium will essentially grow our collection from about 8,000 books to almost 500,000! Additionally, these books can be found and checked out from the comforts of your own home, in order to be picked up at the library a few days later.

WWPL has successfully raised more than half of our startup costs, about \$5,600 (of \$7,000 projected cost), as of the time of this writing. These funds have been raised through grants and special donations received through the efforts of trustees and a truly remarkable turnout and level of community support at our book sale in September. Our automation committee did the research and have agreed to donate even more of their time to do the work of barcoding and entering our books into the new system. We are asking for an additional \$7,000 in annual town support to cover increased operating expenses, including more open hours, more librarian hours, and improved circulation services.

Despite the uncertainty of these strange times or perhaps specifically because of it and our reclusive and isolated existence these days, books are more important than ever. The Westminster West Public Library is open limited hours but offers curbside pick up and strives to support your needs. Please contact us if you need something to read.

-Lise Cavanaugh

Board of Trustees:

Kathryn Alverson  
Susannah Cassidy Friedman  
Abi Lorditch  
Keven McCuller  
Rich Talbot  
Emily Weinberg"



## Bellows Falls Area Senior Center

### ANNUAL REPORT 2020

Right now, we're doing everything possible to sustain daily operations and provide services to our community. While there is a lot of uncertainty, we know that we need to adapt fast to our changing reality. 2020 started out strong. We were averaging 41 Meals-on-Wheels and 33 congregate meals daily, translating into 5,500+ meals for the first quarter of the year. Volunteers in that time donated over 1450 hours across a number of activities and programs. Due to the global pandemic, the center shut its doors to the public on March 17, 2020. Although we were unable to offer social activities during that time, the demand for Meals on Wheels more than doubled. By the end of March, we were averaging 85 meals a day while also providing meals for other towns who found themselves in need of a food service provider.

Improvements to the center this year include a new exterior front entry roof, with additional roofing work to be done to the side entrance. The kitchen door and frame were completely replaced, and an entire upgraded phone system was installed. We were fortunate to acquire a complete circuit gym with over a dozen pieces of low impact equipment for our members to use at no charge.

The center partially reopened on October 5<sup>th</sup>, allowing us to resume as many group activities as social distancing will allow in our space.

Six Bone Builders courses per week taught by GMRSVP volunteers, two Tai Chi for Fall Prevention classes, Knit and Stitch and Chair Caning. We are also in the process of starting a Walk with Ease course in conjunction with the Arthritis Foundation.

Prior to the shutdown we held various nutritional and Medicare presentations, special day trips, birthday celebrations and well attended holiday luncheons.

Major fundraising efforts included the Holiday Bazaar and the Annual Appeal Letter.

Unfortunately, we were unable to hold our yearly Jamboree and will have to cancel our Holiday Bazaar for this year. It will be a financially challenging year for the center.

Because of your generosity and ongoing support, the center is able to continue its mission of serving our senior community.

With appreciation,

Teagen Kosut  
Executive Director



Connecticut River Joint Commissions  
10 Water Street, Suite 225  
Lebanon, NH 03766  
(603) 727-9484  
<http://www.crjc.org>

### ***CRJC Wantastiquet Subcommittee Annual Report - 2020***

The Wantastiquet Subcommittee of the Connecticut River Joint Commissions (CRJC) meets every two months and consists of up to two volunteers nominated by participating municipalities, with allowance for alternates. Since March 2020, the Subcommittee has met via video conference call and continues to do while state emergency orders are active due to the COVID-19 pandemic. Current members of Vermont are Kathy Urffer and Michael Fairchild from Brattleboro, Daniel Marx from Dummerston, Andy White from Vernon, Paul Harlow and Jim Calchera from Westminster, and openings in Putney. Current members of New Hampshire are Roland Volbehr from Chesterfield, Mike Darcy from Hinsdale, Samantha Loch from Walpole, and Perry Sawyer from Westmoreland. Those with one representative have an opening for a second volunteer.

The Subcommittee provides a local voice to help steward the resources on or affecting a portion of the Connecticut River, particularly on topics related to the maintenance of good water quality and wildlife habitat. Meeting and events are open to the public. The Subcommittee is one of five that make up the Connecticut River Joint Commissions since 1989. Specific responsibilities include providing feedback to NH Department of Environmental Services, VT Agency of Natural Resources and municipalities on matters pertaining to the river; reviewing and commenting on proposed permits and plans; and maintaining a corridor management plan.

The Subcommittee stayed up to date and commented on a number of issues including Vermont basin management plans, changes to the NH wetlands permitting process, CRJC strategic plan, and Hinsdale Brattleboro Existing Bridges Subcommittee. The Subcommittee reviewed and commented on a series of permits including NH119 Hinsdale bridge maintenance, boat dock in West Chesterfield, and river restoration in Walpole. Letters were submitted, including comments on an improved boat launch, educational signage, culvert replacement, and boat washing station. The Subcommittee enacted a water quality monitoring pilot at five sites along the Connecticut River this past summer 2020 with hopes to continue in 2021. The subcommittee welcomes resident participation in the monitoring that takes place one day per month. Members discussed an increase of river users this past year and local efforts to improve emergency services access to the river. Members vocalized interest in bolstering LRS review of VT permits.

If you or someone in your community is interested in learning about or contributing to river management for the watershed, including serving as a liaison to the Wantastiquet Subcommittee or helping with water quality monitoring, please contact our staff support Olivia Uyizeye at [uyizeye@uvlsrc.org](mailto:uyizeye@uvlsrc.org) or visit our website at [www.crjc.org](http://www.crjc.org) to learn more.



The MOOver Rockingham Report Westminster FY21

Thank you again for Westminster’s \$1250 donation last year. As a private non-profit 501c3 transportation company since 2003, The MOOver Rockingham relies heavily and more than ever on local contributions. These funds allow us to draw down federal funds to provide operating support and the required match for our replacement vehicles. Westminster has contributed to us for many years, and we thank you again for your support.

The MOOver Rockingham ’s mission is to provide a safe, reliable and efficient transportation system that supports economic opportunity and quality of life for 30 Windham and southern Windsor County towns. We operate bus routes and senior and disabled transportation services via our fleet of 23 buses and a network of volunteer drivers. We receive state and federal grants, contributions from towns and resorts, fares, and contributions from our human service partners.

The MOOver Rockingham ’s total operating expenses last year were \$2,625,578. We provided 137,859 bus, van, taxi, and volunteer rides. Our buses and vans traveled 571,129 miles over 28,299 hours.

Westminster’s contribution supports continuing public transit in your town and throughout the region. Service levels vary by town and from year by year. A town’s transportation needs can be minimal some years and large the next. We need your help to remain a healthy company to be able to respond to needs of the elderly, disabled, or in an emergency or crisis when the need arises.

We are always seeking input to improve our services. Please contact me to let us know how The MOOver Rockingham may improve service in your community.

Christine Howe  
General Manager

Formerly :







## What is DVFiber?

DVFiber exists because of advocacy. For years, Vermonters around the state have decried the lack of reliable internet mixed with disinterested corporate provider response. Because Vermont is largely rural, financial incentives to serve every home and business simply do not exist for large or small corporate providers.

Communications Union Districts (CUDs) were first authorized under Vermont law in 2015. ECFiber became the first CUD in 2016, after operating as an association of towns since 2008. In June 2019, Gov. Scott signed H.513, which significantly expanded state support for CUDs, including planning grants, loan guarantees, and technical assistance from the Public Service Department. At Town Meeting 2020, the Deerfield Valley Communications Union District (DVCUD) sprang to life after strong ye a votes in Halifax, Marlboro, Stratton, Whitingham, and Wilmington. Work began immediately. Since March, fourteen more towns have expanded the district. Across the State, eight other CUDs are functioning at this point.

Each town sends one representative and one or more alternates to the governing board, which meets monthly. The governing board oversees all development, plans, and operations. Three committees, comprised of board members and community residents, move the work forward. They are our Vendor, Finance, and Communications Committees. Everyone involved volunteers time and energy.

DVFiber is the name of the service organization that DVCUD is creating. DVFiber is a municipality that functions like a not-for-profit business that is rapidly transforming into a regional service organization to secure reliable, affordable high speed access to the Internet. To date, DVFiber is powered by grants received from the Vermont Public Service Department, the federal government, Vermont Community Foundation, the Brattleboro Development Credit Corporation, and a number of private funders. We are guided by a business plan produced by the Windham Regional Commission. This plan includes an engineering plan, market analysis, sequence and schedule of work, finance models, and estimated construction costs, which will be considerable. Many who read this report may become disheartened when they understand the likely time it will take to bring broadband to their homes and businesses. But for the first time we have a path to the possible when there was none before.

Because DV Fiber cannot use tax money, we will undertake a continuous effort to fundraise, write grants, and advocate with State and Federal Legislatures for continued build-out financing until we are delivering high speed internet service to all home and business customers and our revenue streams are sufficient to offer municipal bonds.

Please visit our web site at [dvfiber.net](http://dvfiber.net) for a more complete description of our work. We are actively looking for volunteers to add to our already talented pool. If you have even a few hours per month and like to write, have a technology background, financial or organizational support experience, we would welcome you to join with your town representative Lisa Colby and alternates Russel Hodgkins and Mike Oster to continue our work.

Thanks to everyone as we construct this increasingly essential service.

Ann Manwaring, Chair  
Wilmington Representative  
[dvfiber.net](http://dvfiber.net)



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**Early Education Services "The first door to open all others"**

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**2020 Accomplishments**

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**2021 Objectives:**

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**The Gathering Place (TGP) is a 501c3 not-for-profit organization that has proudly served the elders and adults with disabilities of Windham County since 1989. TGP is conveniently located on 30 Terrace Street in Brattleboro with a satellite location at 3 Mountain Park Plaza in West Dover. Seniors and adult disabled individuals of a variety of ages, races, religions and socioeconomic status enjoy the benefits of the Centers and its services. TGP is both a cost-effective way to minimize the stress of providing care at home and an affordable alternative to nursing facility placement. The Centers are open daily Monday through Friday.**

**TGP's services and activities are designed to bring health, fun, laughter and companionship to the lives of our participants and peace of mind to their families. Our services include:**

- nursing oversight**
- access to on-site counseling, and occupational and physical therapies**
- daily exercise program**
- recreation and social activities**
- nutritious meals and snacks**
- personal care (showers, podiatry, hairdressing)**
- outreach services**
- companionship**
- special events**
- access to transportation and coordination of medical appointments**

**For questions, additional information or to schedule a tour please contact TGP at 802-254-6559, email [info@gatheringplacevt.org](mailto:info@gatheringplacevt.org) or visit us on the web at <https://gatheringplacevt.org>.**

## GREATER FALLS CONNECTIONS

*Greater Falls Connections (GFC) mission is to connect the community of Windham Northeast by inspiring and empowering people through education and collaboration to promote wellness and prevent the abuse of alcohol, tobacco and other drugs, with an emphasis on youth substance use prevention.* GFC's membership includes over 200 community members, social service providers, law enforcement, business owners, school staff, youth, and others who care about our community and our kids. In the 2019-2020 program year, we reached over 1,800 youth and adults in the area and held eleven prevention programs, support groups, and social events, directly supporting nearly 200 people.

### **2019-2020 Highlights:**

With the onset of Covid-19, GFC transitioned to primarily virtual operations. Thanks to the efforts of our collaborative partner, Friends for Change Youth Club of Bellows Falls, we have been able to run our youth program virtually, with a short respite this summer with limited in-person programming. **Our Above the Influence program with Friends for Change reaches nearly 25 youth each year**, many of whom reside in Westminster. Family addiction support groups, co-led with Turning Point Recovery Center of Springfield, have also transitioned to a mainly virtual format. Providing emotional and social support to families and youth experiencing substance use and mental health disorders has been our primary priority since March.

In February, GFC started a Strategic Planning process to prepare for the years ahead. Despite Covid-19, we were able to complete 17 phone interviews with community members and agencies and heard from 60 individuals through an online survey. In light of the unknown circumstances facing our community and nation, our Strategic Plan will focus on what we want to strengthen and develop in the next year, namely: **1) increasing visibility for GFC and what we do, 2) continuing to explore our scope of work** and possibly expanding to include issues such as youth mental health and suicide prevention; and opioid/heroin overdose prevention; **3) rethinking the role and structure of our Advisory Board; 4) increasing leadership opportunities for families and youth most impacted by substance use disorder.**

We continue our primary prevention activities that include a focus on individual, family, school, and community factors that influence youth choices around substance use. This includes our Star Stores retailer recognition program that applauds businesses who limit advertising and sale of alcohol and commercial tobacco products. **In Westminster, we are thrilled once again to recognize Allen Brothers, Westminster Station Market (Irving), and Harlow Farmstand.** For the third year in a row, the **Vermont State Police - Westminster Barracks** participated in the bi-annual DEA Drug Take-Back Day that gets unused and expired prescription medications out of homes. GFC works closely with **Windham Northeast Supervisory Union** supporting family connections to treatment and recovery supports, parent engagement, and youth leadership groups such as the Vermont Kids Against Tobacco (VKAT) group at Bellows Falls Middle School.

Respectfully submitted, Community Advisory Board Members: Alex Stradling, Marty Gallagher, Doreen Stoodley, and Meghan Licciardi; and Staff: Laura Schairbaum (Director) and Deb Witkus (Outreach Coordinator)



*Proudly Sponsored by Southwestern Vermont Council on Aging*

Serving Bennington, Windham and Windsor Counties  
160 Benmont Ave., Suite 90 Bennington, VT 05201  
802-772-7875

## **Westminster Annual Town Report – FY 2020**

Green Mountain RSVP (GMRSVP), an AmeriCorps Seniors program, is for people age 55 and older who want to volunteer in their community. We help local non-profit organizations by recruiting and matching volunteers to meet community needs. Your town's funds help us to continue to support and develop programs for seniors who wish to volunteer. Our staff and administrative costs are covered by federal funds from the AmeriCorps Seniors Program.

GMRSVP provided five volunteers at the Bellows Falls Senior Center in exercise classes and meals on wheels programs which benefit many area residents. We recruit and train the Bone Builder class instructors and provide all the weights and technical assistance so area residents can attend free of charge. GMRSVP also furnishes volunteers to the Kurn Hattin Homes to provide library help and reading assistance to students. A GMRSVP knitting volunteer has provided over 50 hand-made winter hats and mittens to the students in need. GMRSVP staff have attended the monthly Westminster Cares Senior Meal to assess volunteer needs and offer information about senior programs, fraud/scam awareness, AARP Tax Aide, and free rides to medical appointments through the Elderly and Disabled and Medicaid Dial-a-Ride programs.

During the current and unprecedented times, GMRSVP has not seen any increases in funding through any of the stimulus packages provided by the federal or state entities. Our program did not meet the criteria or apply for any of the other funding opportunities. 38% of our volunteers continue to serve during COVID-19 and we are pivoting our programming to continue to serve the community, focusing on addressing social isolation, wellness, and food insecurity. We look forward to all our volunteers returning to service once deemed safe to.

Contact Volunteer Coordinator, Steve Ovenden in our Windham County office at (802)254-7515 to learn how you can volunteer in Westminster.



Health Care & Rehabilitation Services  
Narrative Report for FY20 for Town of Westminster

Health Care and Rehabilitation Services (HCRS) is a comprehensive community mental health provider serving residents of Windsor and Windham counties. HCRS assists and advocates for individuals, families, and children who are living with mental illness, developmental disabilities, and substance use disorders. HCRS provides these services through outpatient mental health services, alcohol and drug treatment program, community rehabilitation and treatment program, developmental services division, and alternatives and emergency services programs.

During FY20, HCRS provided 1,663 hours of services to 43 residents of the Town of Westminster. The services provided included all of HCRS' programs resulting in a wide array of supports for the residents of Westminster.

Anyone with questions about HCRS services should contact George Karabakakis, Chief Executive Officer, at (802) 886-4500.



## Our Place Drop-In Center

Our Place is a day time drop-in-center that provides help with food and other essential needs in a non-judgmental, safe and respectful atmosphere. The people who need our help are living on a limited income, some work one or more part-time jobs, many are elderly and disabled have fixed incomes that do not cover all of their necessary expenses. When people do not have enough money to cover all of their housing, transportation and other essential needs, they will cut their food purchases to make ends meet.

Like many non-profit social agencies during the current pandemic, we have had to alter our operations dramatically. At the end of March, we had to change our operations from welcoming people into our dining room and food pantry to a new To Go meal and food box operation. It has been a challenging transition, but our dedicated employees are preparing and packaging complete nutritious meals for an average of 45-50 people each day. We are maintaining an inventory of nutritious food to put together boxes full of groceries for people to take home and are currently serving about 130 different families in the food pantry program as well as delivering food to the homes of 40 elderly households. Our Place employees prepares nutritious meals using fresh food that is either donated or purchased from a variety of sources including local markets such as Lisai's and Shaw's, Pete's farm stand, Black River Produce and the Vermont Food bank. During the period from October 1, 2019 to September 30, 2020 we provided nutritious food to 29 different households residing in Westminster, within these homes there were 54 adults and 41 children who needed food assistance. The food we offer includes fresh produce, milk, orange juice, frozen meat, canned tuna, vegetables, fruit, shelf stable juice and soups, pasta and cereal. Our employees help coordinate a direct food distribution from the Vermont Foodbank that occurs on the 4<sup>th</sup> Tuesday of each month at the Waypoint Center near the Bellows Falls train station. On a regular basis, 200 families attend this food distribution that focuses mainly on fresh produce as well as other surplus food at the foodbank. In one hour the VT foodbank distributes more than 8000 pounds of food to families. Our Place distributed about 175,000 pounds of food in the last year. Our goals for next year include reaching more people who reside in our service area including more seniors and increasing the amount of food that we distribute monthly. We are grateful for the financial support that the residents of the Town of Westminster provide to Our Place each year. The one thousand dollars that you provide helps us pay our rent, which is an annual cost of \$9600.00.





## ANNUAL REPORT

### SENIOR SOLUTIONS (COUNCIL ON AGING FOR SOUTHEASTERN VERMONT, INC.)

Senior Solutions -- Council on Aging for Southeastern Vermont, Inc. -- has served the residents of Westminster and Southeastern Vermont since 1973. We have offices in Springfield (main office), White River Junction and Brattleboro. Our mission is to promote the well-being and dignity of older adults. Our vision is that every person will age in the place of their choice, with the support they need and the opportunity for meaningful relationships and active engagement in their community.

Our mission and vision have guided us through the COVID crisis. All of our programs except group wellness activities have remained operational subject to reasonable precautions. When recommendations were made that older adults limit their contact with others, we immediately began to recruit volunteers and have been amazed at the outpouring of support. We rapidly built a new cohort of volunteers helping people with groceries, food distributions and other needs. We have been closely collaborating with local community and Mutual Aid groups to help assure needs are being met in local communities.

Most of our services are available to all older adults regardless of income, though we target our resources to those with the greatest social and economic needs. Supporting caregivers is an important part of our work. We help them assess needs and options, connect with resources and local programs and provide short-term relief (respite) for those who are caring for loved ones.

The population of older adults is increasing, as are many costs associated with providing services. Unfortunately, our state and federal funding has not kept up. We continually seek funding from new sources to enable us to do more for people. Clients are given the opportunity to make a voluntary contribution to help support the services they receive. Financial support from the towns we serve is critical.

We work to develop programs to meet evolving interests and needs. This past year our Friendly Visitor and Vet to Vet volunteer visitor programs grew significantly. We offered the HomeMeds program that screens older adults for medication problems such as drug interactions or harmful side effects and our popular aquatics program for arthritis. We train volunteer instructors in Tai Chi for falls prevention and counselors in our PEARLS home-based program for people with mild depression. We provide financial support for training of volunteers interested in teaching classes in their community or starting new evidence-based wellness programs. Wellness programs are available to anyone 60 and over in **Westminster** or in our region.



This is a summary of services provided to **Westminster** residents in the last year (07-01-19 through 06-30-20).

**Information and Assistance:** 118 Calls and Office Visits. Our toll-free Senior HelpLine (1-800-642-5119) offers information, referrals and assistance to seniors, their families and caregivers to problem-solve, plan, locate resources and obtain assistance with benefits and completing applications. Callers were assisted with applying for benefits, health insurance problems, housing needs, fuel assistance and many other services. Extensive resources are also described at [www.seniorsolutionsVT.org](http://www.seniorsolutionsVT.org).

**Medicare Assistance:** 36 residents received assistance with Medicare issues through our State Health Insurance Assistance Program (SHIP). Our SHIP program provides Medicare education and counseling, “boot camps” for new Medicare enrollees and assistance in enrolling in Part D or choosing a drug plan.

**In-Home Social Services:** We provided 16 elder residents with in-home case management or other home-based services for 187.5 hours to enable them to remain living safely in their homes. Often minimal services can prevent premature institutionalization. A case manager works with an elder in their home to create and monitor a plan of care, centered on the elder’s personal values and preferences. Many people would not be able to remain in their homes but for the services of Senior Solutions. Senior Solutions also investigates reports of self-neglect and provides assistance to those facing challenges using a community collaboration approach.

**Nutrition services and programs:** 21 Westminster seniors received 2,484 meals at home through our partnership with Kurn Hattin. Senior Solutions administers federal and state funds that are provided to local agencies to help operate senior meals programs, and provides food safety and quality monitoring and oversight. Unfortunately, these funds do not cover the full cost of providing meals, so local agencies must seek additional funding. Senior Solutions does not use Town funds to support the senior meals program or benefit from any funds given by the Town to support local Meals on Wheels. Senior Solutions provides the services of a registered dietician to older adults and meal sites. Assistance is also provided with applications for the 3SquaresVT (food stamp) program.

**Caregiver Respite:** Through grants we provide respite assistance for caregivers of those diagnosed with dementia or other chronic diseases.

**Transportation:** Senior Solutions provides financial support and collaborates with local and regional transit providers to support transportation services for seniors that may include a van, a taxi, or a volunteer driver. Special arrangements are made for non- Medicaid seniors who require medical transportation.

**Other Services:** Senior Solutions supports a variety of other services including health, wellness and fall prevention programs, legal assistance (through Vermont Legal Aid), assistance for adults with disabilities and home-based mental health services. Senior Solutions has a flexible “Special Help Fund” that can help people with one-time needs when no other program is available.

Our agency is enormously grateful for the support of the people of Westminster.

Submitted by Carol Stamatakis, Executive Director.

Southeastern Vermont Community Action is an anti-poverty, community-based, nonprofit organization serving Windham and Windsor counties since 1965. Our mission is to *empower and partner with individuals and communities to alleviate the hardships of poverty; provide opportunities to thrive; and eliminate root causes of poverty*. SEVCA has a variety of programs and services to meet this end. They include: Head Start, Weatherization, Emergency Home Repair, Family Services (crisis resolution, fuel, utility, housing and food assistance), Micro-Business Development, Vermont Matched Savings (asset building & financial literacy), Ready-for-Work (workforce development), Volunteer Income Tax Assistance, VT Health Connect Navigation, Thrift Stores, and a Community Solar program.

In the community of Westminster we have provided the following services during FY2020:

**Weatherization:** 4 housing units (13 people) were weatherized at a cost of \$67,018

**Emergency Heating System Replacement:** 2 homes (9 people) received heating system repairs or replacements at a cost of \$8,217

**Micro-Business Development:** 1 household (1 person) received counseling, technical assistance And support to start, sustain or expand a small business, valued at \$2,040

**VT Matched Savings:** 1 household (1 person) earned matched savings of \$959 and received financial literacy education services valued at \$1,507

**Tax Preparation:** 22 households (23 people) received tax credits & refunds totaling \$20,730 and other benefits valued at a total of \$4,661

**Family Services:** 33 households (79 people) received 141 services valued at \$1,485 (crisis resolution, financial counseling; nutrition education; referral to and assistance in accessing needed services)

**Fuel & Utility Assistance:** 23 households (54 people) received 79 assists valued at \$27,447

**Housing Assistance:** 5 households (10 people) received 13 assists valued at \$7,876

**Thrift Store Vouchers:** 2 households (7 people) received goods and services valued at \$295

**Solar Energy Assistance:** 2 households (3 people) received a total of \$646 in energy credits on their electric bill to reduce their energy burden

Community support, through town funding, helps to build a strong partnership. The combination of federal, state, private and town funds allow us to not only maintain, but to increase and improve service. We thank the residents of Westminster for their continued support.

Stephen Geller, Executive Director  
Southeastern Vermont Community Action (SEVCA)  
91 Buck Drive, Westminster, VT 05158  
(800) 464-9951 or (802) 722-4575  
[sevca@sevca.org](mailto:sevca@sevca.org)  
[www.sevca.org](http://www.sevca.org)

### **SeVEDS Impact Statement for Westminster Town Report March 2021**

SeVEDS, founded in 2007 as an affiliate of the Brattleboro Development Credit Corporation (BDCC), takes a proactive approach to long-term regional economic development. Improving wages, attracting and keeping people in the region, and fostering a healthy regional jobs base are critical and beyond the capacity of any single community to substantially affect. SeVEDS creates strategies and attracts resources to help us act together to build a vibrant regional economy. **BDCC, Southeastern Vermont's Regional Development Corporation, develops and implements these strategies.** We use municipal funding in three key ways:

1. **To fund implementation** of programs & projects.
2. **For capacity.** We use SeVEDS regional municipal funds to create programs (see pg2), conduct research and planning, secure and administer grants, and to help regional partners - last year we helped bring another \$2.7 Million directly to other organizations – towns, businesses and non-profits (not including COVID relief).
3. **As seed funding** to leverage bringing more money into the region (in FY20 we administered \$635,699 of federal and state funding for BDCC & SeVEDS programs and projects)

Our work is guided by the 2019 Comprehensive Economic Development Strategy (CEDS), a 5 year regional plan with simple goals: **Strengthen Business, Support People.** The CEDS, available online at [www.seveds.com](http://www.seveds.com), is developed by the regions people and businesses. SeVEDS requests funding from all 27 towns we serve to support this work. In 2020, sixteen communities funded SeVEDS, representing 82% of Windham residents.

### **Background & Request**

SeVEDS requests funding from all 27 towns we serve at a rate of \$3.00 per person. In 2020, sixteen communities funded SeVEDS - 82% of Windham residents. **We ask the Town of Westminster to include SeVEDS in your 2021 general fund budget, or \$ 9,534.00 (based on a population of 3,178).**

### **2020 Pandemic Response**

SeVEDS history includes leading regional economic development, and recovery, with strategy and insight. We took a leading role on charting the path for economic response and recovery for both Tropical Storm Irene and the closure of the VY Nuclear Plant. During the pandemic, BDCC adapted our regular programming to the current conditions, and to emerging needs. In March 2020, we shifted staff from full-time CEDS driven program work into the COVID-19 Impact team which provided support directly to regional establishments and entrepreneurs. We remain focused on ensuring pandemic relief for small businesses and non-profits is understood and accessed locally.

- Á 2 Westminster businesses received liaison support from BDCC to help apply for federal and state relief.
- Á 2 Westminster based business are part of the Restart Vermont Technical Assistance Program through BDCC (up to \$4,000 per business).
- Á 27 Westminster businesses received \$1,248,330.00 in Paycheck Protection Program (PPP) loans <\$150k. They employ 179 people. 4 additional firms received larger PPP loan between \$150,000 - \$300,000, and another 7 firms received between \$350k and \$1 million. These larger firms employ 476 people.
- Á As of October 2020 the Windham region had received state relief the 2<sup>nd</sup> highest rate in VT. We await detail from the state on allocation by town.
- Á We helped over 400 businesses with COVID-19 relief, many located elsewhere, but owned by Westminster residents or employing Westminster residents.
- Á We have provided 13 webinars specific to COVID-19 Business Resiliency, along with How-to-Zoom webinars, municipal trainings on short and long term impacts of COVID-19.
- Á We convene twice monthly **Business Economic Resiliency Webinars** to ensure local people can be heard and get answers directly from legislators and state and federal officials.
- Á We convene twice monthly **Windham Resiliency Team Webinars** so local officials have direct access to up to date information on economic recovery programs, direct access to their Windham and Federal delegations, and that needs for Windham County's COVID-19 economic recovery consistently heard.

**The BDCC & SeVEDS FY20 Annual Report offers detail on programs and projects including two new Hiring Needs Assessment reports highlighting careers for CDL Drivers and in manufacturing, and highlights from the High School Program which is connecting Westminster students with local careers in STEM and manufacturing.**

## PAGE 2 FY21 SeVEDS TOWN REPORT - Regular Programming

### SeVEDS Program and Projects Impact

SeVEDS helps fund initiatives which stem from the CEDS strategies and SeVEDS research. The BDCC & SeVEDS FY20 Annual Report provides detail on programs and projects many of which serve Westminster residents and businesses, such as two new Hiring Needs Assessment reports highlighting local careers for CDL Drivers and in manufacturing. These can be found on our web site, along with blogs and press releases on events and activities serving Westminster residents and businesses like a new P3 High School series connecting students at BFUHS with local careers in STEM and manufacturing, and our new REGENER8 small business succession planning program.

### **FY20 highlights from BDCC & SeVEDS:**

- Á **Capacity-building for communities.** BDCC's Southern Vermont Economy Project which helps towns and non-profits improve community vibrancy through local projects. Since 2017 we've provided 100+ trainings with over 2,000 participants, plus 43 online webinars to help solve problems and find resources. In November we provided a Funders Roundtable and Grant Writing workshop to connect towns with the resources they need to achieve local goals, and help local officials and volunteers build the relationships and skills.
- Á **Direct technical assistance** - we help communities with **Community Facilities** projects through our USDA CF program which supports everything from planning through construction for town buildings, libraries, childcare and other essential facilities. We help communities with grant applications and fund-finding, and with running online meetings.
- Á The **Pipelines and Pathways Program (P3)** serves students from Westminster who attend BFUHS and the Windham Career Center. P3 was in full swing last year with field trips, mock interview and professionalism workshops and career awareness classes. When COVID-19 halted in-person learning, P3 Pivoted to provide online resume and interview training for LNA students at Vermont Technical College as they entered the job market. P3 is bringing online career content called Flexible Pathways to help students graduate with skills they need to navigate the working world. P3 is about to run a new program at BFUHS, featuring a panel of local STEM professionals (healthcare and sciences) to engage directly with students on local career pathways.
- Á We conduct survey-based research on local career pathways to increase access by underemployed, unemployed and young workers to promising jobs that allow them to thrive here. Please check out our 3 new **Hiring Needs Assessments** at the BDCC web site: Accounting & bookkeeping, manufacturing and production, and CDL Drivers. Three Westminster businesses were part of our CDL HNA.
- Á **Southern Vermont Young Professionals**, puts on monthly networking events, annual financial wellness and homebuyer trainings, and now a professional development scholarship fund.
- Á **BDCC Paid Internships** has placed 109 interns since 2014, visited over 20 campuses since 2017, and worked with over 175 employers. 25% of interns are hired on to stay. We place regional college students of all ages, and students returning for summer or for good.
- Á **Recruitment and Retention** - to welcome people to the region. We've recently launched the Southern Vermont Welcome Wagon chapter and help employers find and welcome new hires.
- Á BDCC's Workforce Center of Excellence is building a **regional workforce development system** connecting people with opportunities, and employers with people. We help fund or run a diverse range of workforce training programs that invest in people.
- Á In addition to relief and recovery, we continue to deliver innovative services, lending and technical assistance for **small businesses and startups** through INSTIG8 and REGENER8 for succession planning. In FY20 we supported employers that provide 25-30% of the jobs in this region, and dozens of local sole proprietors.
- Á SeVEDS & BDCC visit every community, listen and learn, and keep adapting to serve you.



### Need help finding help?

Dialing 2-1-1 | Texting | Zip code 898211

### Are you facing difficult times and don't know where to turn?

Vermont 2-1-1 | Texting | Zip code 898211

### Looking for help with everyday needs?

Vermont 2-1-1 | Texting | Zip code 898211

### When should you contact 2-1-1?

Vermont 2-1-1 | Texting | Zip code 898211

### Get the Vermont 2-1-1 Smartphone App!

Vermont 2-1-1 | Texting | Zip code 898211

[Download the app here](#)

*In Vermont, call 9-1-1 to save a life, stop a crime or report a fire;  
Contact 2-1-1 for community information and referral.*

For the past 41 years, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

In FY'20 (10/2019-9/2020) VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **236** individuals to help increase their independent living skills and **5** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **124** households with information on technical assistance and/or alternative funding for modifications; **89** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **61** individuals with information on assistive technology; **36** of these individuals received funding to obtain adaptive equipment. **573** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **41** people and provided **30** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone. Due to the pandemic VCIL was able to start a new (temporary) program, Resilience and Independence in a State of Emergency (RISE) which served **12** people in its first few months. The Rise Program can help provide an array of items or services if the needs are directly related to the Covid-19 epidemic.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our PACs and services are available to people with disabilities throughout Vermont. Our Montpelier office also houses the Vermont Interpreter Referral Service (VIRS) and provides statewide interpreter referral services for sign language, spoken English and CART services for assignments in medical, legal, mental health, employment, educational, civil and recreational settings.

During FY'20, **6** residents of **Wesminster** received services from the following programs:

- Meals on Wheels (MOW)  
(\$**1,274.00** spent on meals for residents)
- Resilience and Independence in State of Emergency (RISE)  
(\$**590.00** spent on Covid-19 related needs)
- Information Referral and Assistance (I,R&A)

To learn more about VCIL, please call VCIL's toll-free I-Line at:





## **VISITING NURSE AND HOSPICE FOR VT AND NH**

### ***Home Health, Hospice and Skilled Pediatric Services in Westminster, VT***

Visiting Nurse and Hospice for Vermont and New Hampshire (VNH) is one of the oldest and largest non-profit providers of in-home healthcare services in the region. VNH is committed to providing the highest quality care throughout all stages of life, from maternal child care to end of life hospice care, and everything in between. Providing individuals and families with the care they need within the comfort of their own home allows them to maintain comfort and dignity throughout their time of care.

VNH services reduce costs associated with town programs for emergency response and elder care. With quality care provided at home, there is less need for costly hospital and emergency room trips. And with VNH support, residents can age in place rather than relocating to a state or local nursing home.

Between July 1, 2019 and June 30, 2020 VNH made 1,280 homecare visits to 48 Westminster residents. This included approximately \$31,536 in unreimbursed care to Westminster residents.

- **Home Health Care:** 559 home visits to 36 residents with short-term medical or physical needs.
- **Long-Term Care:** 131 home visits to 4 residents with chronic medical problems who need extended care in the home to avoid admission to a nursing home.
- **Hospice Services:** 545 home visits to 3 residents who were in the final stages of their lives.
- **Skilled Pediatric Care:** 45 home visits to 5 residents for well-baby, preventative and palliative medical care.

Additionally, residents made visits to VNH wellness clinics at local senior and community centers throughout the year, receiving low- and no-cost services including blood pressure screenings, foot care, cholesterol testing, and flu shots. Unfortunately, due to the COVID-19 pandemic we were forced to suspend these services in March. Since then, we have been rethinking our community wellness programs to find a way to continue to offer them following the pandemic.

Westminster's annual appropriation to VNH helps to ensure that all have access to quality care when and where it is needed most. On behalf of the people we serve, we thank you for your continued support.

Sincerely,

*Hilary Davis, Director External Relations and Service Excellence*

888-300-8853



*VT-ALERT is Powered By*



VT-ALERT is used by the state and local responders to notify the public of emergency situations. Those include, but are not limited to, evacuation information; chemical spills; shelter-in-place alerts; severe weather advisories; boil water advisories, and roadway interruptions. Residents can tailor the alerts to specific locations, types of alerts and on which devices they will be notified.

Vermont Emergency Management has partnered with Everbridge to provide Vermonters with enhanced capabilities to prepare themselves for emergencies, including:

- Users can download, and receive alerts via the Everbridge mobile app or continue to get them via SMS/TEXT, E-Mail, Mobile Phone, Work or Home Phone, and TTY/TDD Devices.
- Users can prioritize notifications by specifying the order of communication type and method.
- VT-ALERT also allows users to list up to five (5) additional locations in Vermont for which they want to receive alerts. These locations may include, for example, towns where other family members live, or where children attend school.

Vermont Emergency Management launched VT-ALERT in 2013 as a means of reaching Vermonters directly with emergency information via their cell phones, email, or home phones. The system allows users to choose which alerts they receive, how they receive them, and for which specific geographic area.

Website: [vtalert.gov](http://vtalert.gov)





*The mission of Westminster Cares is to create opportunities for seniors and adults with disabilities to live with independence and dignity in the community.*

**TOWN REPRORT 2020:** During this extraordinary and challenging year, Westminster Cares was committed to finding ways to continue providing services and support to older residents of our town and those with special needs. In mid-March, amid escalating health concerns of COVID-19 (Coronavirus) and recommendations issued by the Vermont Governor, Dept. of Health and the Vermont Dept. of Aging and Independent Living, the Westminster Cares' Board of Directors put on hold most of our programs and services in order to protect the safety of participants and clients. Nearly everyone we serve is in the high risk category due to age and/or underlying medical conditions.

As the year went on we were able to transition many of our healthy aging classes and groups to online platforms such as WebEx and Zoom so that they could continue virtually. Throughout the spring and summer our Community Nurse worked closely with the Board and the Director to put protocols in place to keep clients, volunteers and our community as safe as possible during this public health emergency.

Our primary goal was to focus our resources and volunteer efforts on feeding seniors and adults with disabilities through our home-delivered Meals-on-Wheels Program. A "no contact" meals delivery protocol was implemented in order to protect the safety of both our clients and volunteers. The numbers of residents requesting home-delivered meals increased steadily throughout the spring, summer and fall resulting in the highest number of meals delivered daily; 25. The increased demand required us to adapt from one daily delivery route to two; and to utilize the services of both the Kurn Hattin kitchen and the Bellows Falls Senior Center kitchen to accommodate the need. Over 4,250 nutritious meals were distributed throughout the year with volunteers delivering Meals-On-Wheels five days a week to between 13-25 individuals daily. Due to the generosity of a community member, 950 frozen entrees were also provided to those needing weekend meals.

Westminster Cares adapted other services as well. We began offering grocery and pharmacy shopping assistance so that those most vulnerable could remain at home and not travel to stores. In place of in-home visits, Westminster Cares organized "friendly phone visits" for those in the community who wanted to be contacted periodically by a volunteer. Our part-time Community Nurse, Debbie Brookes, has been available throughout the pandemic (by phone) to answer questions and provide support regarding COVID-19 and a wide range of topics. She has been averaging between 10-20 client calls per month.

The annual Celebration of Aging was revised in order to safely honor the town's elder residents, (those 90 years and older). On a sunny Saturday in September, a small private outdoor ceremony was held for guests of honor and their families, followed by a community drive-by and parade. There are currently fourteen Westminster residents who are 90 years and older; five were in

attendance at the event. The Westminster Cares' Board of Directors expresses their appreciation to our honored guests for attending; to the many family members who accompanied them and the community members who turned out in support of this event.Á

The following community members served on our Board of Directors in 2020: Lori Larue, president; Pete Harrison, vice-president; Miriam Lanata, treasurer; Regina Borden, secretary; Heidi Anderson; Kathy Elliott; Pat Goodell; Don Dawson and Doug Oftedahl. At the Annual Meeting in November (held via video conferencing), Cindy Moses was elected to the board for a three year term. She will begin her term in January 2021. Karen Walter continued to serve as board member emerita, as did Phyllis Anderson until her passing in early November.

Westminster Cares is extremely grateful to receive significant financial support from the town; a community annual appeal; individual, corporate and memorial donations; and reimbursements through Senior Solutions. Although 2020 has been a difficulty year and the pandemic forced us to cancel our major fundraising event, the Garden Tour, as well as other minor fundraising events, we have been extremely fortunate to receive grants from several organizations and private family foundations such as the United Way, A.A.R.P. Vermont, the Agnes Lindsay Trust, the George A. Dascomb Trust, the Woodtiger Fund and the Thomas Thompson Trust. We are appreciative of all the financial support that enables us to fulfill our mission. We are truly grateful for the thousands of hours volunteers donate each year to carry out our mission; especially during the pandemic.

In the coming year Westminster Cares will continue to adapt to these uncertain times, offering programs and services that meet the changing needs of our aging population in Westminster. Thank you for supporting our work in the community during such challenging times.

Respectfully submitted,

*Donna Dawson, Director*  
Westminster Cares, Inc.  
wecares@sover.net  
1.802.722.3607  
[www.westminstercares.org](http://www.westminstercares.org)

# Westminster Gazette

The Westminster Gazette

2020

The Westminster Gazette, an eight page newspaper for the residents of Westminster, celebrated its seventeenth year in 2020. It is a non-partisan, non-profit publication, run by volunteers and is dedicated to sharing information about the happenings in and around Westminster. Approximately 1,400 copies of the Gazette are sent to all residents of Westminster, and volunteers deliver the paper to local businesses, schools and libraries in Westminster, Putney, Walpole and Bellows Falls. It also serves as low cost advertising for local businesses and organizations to promote events. Press Releases for non-profits are always free.

We continue to be pleased with our publisher, The Keene Sentinel. The paper is now clearer and larger and has allowed for more space for articles and advertisers. We attempted to add an "Arts, Entertainment and Regional Events" section for groups to promote an upcoming event for a small fee; however that has been put on hold due to COVID-19 (group gathering restrictions).

The community supplies the content for the paper and anyone is welcome to submit articles of interest to [westminsternews@gmail.com](mailto:westminsternews@gmail.com). Submissions must be limited to 500 words and will be reviewed for content that fits within the paper's policies and available space. Pictures are always welcome-especially Mystery Photo entries. If you are not receiving a copy, please e-mail the Gazette.

The Gazette relies on the financial support of the Town of Westminster, advertisers, Underwriters and donors. Current Underwriters (who donate \$300 or more annually) include Kurn Hattin Homes, Town of Westminster, Burtco, Inc., Westminster Cares, Sojourns Community Health Clinic, The Dascomb Trust, K Beebe Plumbing and Heating, and Westminster Fire & Rescue Association. For different reasons, we did lose two Underwriters (Rotary and Westminster Activities Commission). We would welcome additional Underwriters to help offset expenses. Businesses that advertise on page eight are featured annually in a section known as the "Business of the Month." The Gazette Board is anticipating an increase in postage costs and have been working to find creative ways to cover expenses. We do ask non-residents to pay \$10 annually, which has helped.

The Gazette Board hopes to avoid an anticipated short-fall this year by asking for continued support from the town.

Despite the challenges faced due to COVID-19, the Gazette has continued to thrive as we attempt to share all that is good about our community. Many residents of Westminster have limited access to computers, cellphones and social media and they rely on the Gazette for local news and event listings. We greatly appreciate our business advertisers who continued advertising regardless of whether they had disruptions in their ability to stay open during the pandemic.

Current members of the board include Charmion Handy, Chairwoman; Donna Dawson; Alma Beals, Treasurer/Book keeper; Joyce Sullivan, Secretary; Jen Skrocki, as well as Editor and independent contractor, Robert Smith. Special thanks go to volunteers Allison Deen, Jen Skrocki and Pete Harrison who delivered the monthly paper to local businesses in the greater Rockingham area-during the Pandemic. The Gazette has many opportunities for 2021 and is actively seeking an additional board member and a volunteer to help deliver the paper in the community. The group meets the second to last Monday of the month at the Institute or by video at 5:00 PM. Visitors and donations are always welcome. Thanks to everyone for your continued support. Charmion Lea Handy Chair of the Board of **Charmion Lea Handy; Chair of the Board of Directors**



## Windham County Humane Society Westminster Town Report

### Description of Services:

The Windham County Humane Society (WCHS) is a non-profit organization serving all residents of the towns of Windham County, Vermont. The mission of WCHS is to ensure the safety and well being of animals as well as enhancing the relationship between individuals and pets through adoption, education, advocacy, compassion and promotion of animal welfare.

### Animal Intake numbers 1,592 animals were served by WCHS

- 785 animals were seen at our Wellness & Spay/Neuter clinics
- 268 animals were surrendered by their owners
- 37 animals that were adopted out were returned to WCHS
- 12 animals were seized by law enforcement
- 207 animals were brought in as strays
- 283 animals came as transports from regions of the country where the euthanasia rate is high due to overpopulation

### Outcomes

- 663 animals were adopted
- 85 animals were reunited with their owner
- 47 animals (6%) were euthanized for health or behavior issues. *WCHS does not euthanize for time or space.*
- 30 Animals were euthanized for owners who could not afford veterinary clinic fees for this service
- 8 animals died in care
- 16 animals were transferred to other animal welfare organizations
- 8 animals were dead on arrival.

The average length of stay for animals was 14 days. Total expenses were \$559,253.

### Spay/Neuter

WCHS hosts spay/neuter clinics for income eligible residents of Windham County. A simple application is required. WCHS provides financial assistance to applicants who can't afford the fees and provides spay/neuter at no charge for free-roaming, un-owned cats. All animals adopted out from WCHS are spayed/neutered, up-to-date on vaccines and microchipped. **In 2019-20, WCHS spayed/neutered 318 cats, 120 dogs and 7 rabbits owned by Windham County residents as well as un-owned feral cats.**

### Pet Care Assistance

This program provides veterinary care at low-to-no cost to low-income pet owners. Clients must apply and provide proof of financial need and of residency in Windham County. In 2019-20, **518 pet owners** received support in the form of vaccinations, surgeries, parasite control, diagnostic tests and pet food.

### From July 1, 2019 to June 30, 2020, WCHS served Westminster residents as follows:

- Spay/neuter provided for 3 cats, including nails trimmed and ears cleaned
- Distemper vaccine for 1 cat
- Rabies vaccines for 1 cat
- 14 parasite control products
- 2 prescription diet foods
- 1 cat and 3 dogs were surrendered by 2 owners to WCHS
- 7 residents adopted 1 dog and 7 cats
- 2 cats were returned to their owners



## WINDHAM COUNTY SHERIFF'S OFFICE

Sheriff Mark R. Anderson  
PO Box 266, Newfane VT 05345  
Tel: (802) 365-4942  
Fax: (802) 365-4945



### Westminster Report

Each year as we prepare town reports, we get to reflect on the time gone by. I don't think anyone will argue that this was a bizarre year, but with the closing 2020, we continue our tradition of sharing with you what's going on. One of the focal points of this year was SARS-CoV-2 (COVID19), which like similar hardships brought our community together, despite the words "socially distant." We were grateful to receive donations of personal protective equipment from area businesses and non-profits when emergency services faced shortages in the supply chain. We coordinated with community groups to ensure people received food and that our neighbors were okay. Our deputies created the "Bring Birthdays Back" program to celebrate the birthdays of children isolated from their friends and families by the lockdown, raising over \$1020 and countless toy donations. In short, the community came forward to support our department and we worked to support the community during this trying time.

COVID-19 brought about numerous changes for us. While we continued to provide policing, service of civil process, and emergency dispatching services, we suspended non-essential activities such as civilian fingerprinting, evictions as required by Act 101, prisoner transports, extraditions, and traffic control for construction, as well as closed our facility to public access. We implemented protocols for safe contacts between the public and our personnel. Foregoing many of these services resulted in a significant financial burden as our expenses remained largely the same, though our non-tax funded revenue sources dropped. Through the efforts of Windham County's Legislative delegation and with the support of the Assistant Judges Barnett and Duff, we were able to obtain emergency funding through the Local Government's Emergency Response grant which diminished the financial impact and allowed our essential services to continue. While several of our services were reinstated over the Summer and Fall, we monitor daily and adjust as the environment changes.

Another important issue brought about this year was regarding police reform and racial justice. Many of us stood in horror as we watched the homicide of George Floyd which sparked conversation and debate nationally and locally. Historically, Vermont has done a lot of work toward better policing initiatives, but we must acknowledge that this isn't a conversation with a finish line. We continuously improve. I am thankful of the many people willing to share their experiences, perspectives, and time to help the Windham County Sheriff's Office measure itself and identify what changes it needed. We reviewed policies, training, data and engaged in community dialogue. As part of our introspection, I established the Windham County Sheriff's Advisory, a group of citizens to help provide community input toward the policies and operations of the Sheriff's Office. We engaged with individuals, organizations, researchers, and public bodies, to listen candidly. We worked with 40 agencies in Vermont to uniformly share traffic stop and race data reporting of all traffic stops. We obtained a grant-funded study from an independent researcher to evaluate us.

Since 2007, we've engaged in various forms of training on de-escalation of force, explicit/implicit bias, fair and impartial policing, and interacting with persons suffering from mental illness. The department has long prohibited the use of chokeholds. We declined to deploy tools such as tasers, acknowledging the power of de-escalation through dialogue and our low occurrences of use-of-force techniques by deputies. We've captured race data on our traffic stops to help us monitor for deputies engaged in biased policing. While many action items of the President's 21<sup>st</sup> Century Policing Task Force report have been accomplished, we continue to address other areas. You can follow our progress on our website at [windhamcountylvt.gov](http://windhamcountylvt.gov)

The Sheriff's Office continues to support the interdisciplinary Consortium on Substance Use, working to resolve the opioid and substance use issues that have affected Windham County. This year, we welcomed a Police Liaison social worker through a partnership with HCRS, Dover PD, and Wilmington PD. The Sheriff's Office continues to support the following programs and initiatives: coordination with the Windham County Highway Safety Task Force; daily Are You Okay? welfare check phone calls; Work Zone Safety Enforcement; Toys for Kids; and snow mobile patrols. We continue to maintain secured anonymous drug disposal bin in our lobby to help the citizens of our community safely dispose of unwanted/unused prescription medications. It is the continued support of Westminster and other towns which help contribute to our ability to provide these no-cost services to Windham County as a whole.

For the 2020 fiscal year (July 1, 2019 to June 30, 2020), Westminster contracted with the Sheriff's Office to provide a total of 1500 hours of service throughout the year. The Sheriff's Office was able to provide 1516.75 hours of service, at no additional cost to the town. The services provided included motor vehicle enforcement and response to calls for service, or calls where response would not be provided by the town's primary law enforcement agency. During the contract period, we issued a total of 147 tickets with the potential net revenue for Westminster of \$9408. Additionally, deputies have issued 164 warnings, made 16 arrests, and responded to 682 calls for service.

The Windham County Sheriff's Office is pleased to serve the people of Westminster and look forward to the upcoming year. If you have a need for our services, please don't hesitate to contact our office at 802-365-4942 for non-emergencies or 911 for emergencies.

Respectfully submitted,

Sheriff Mark R. Anderson



## The Windham Regional Commission

The mission of the Windham Regional Commission (WRC) is to assist towns in Southeastern Vermont to provide effective local governance and to work collaboratively with them to address regional issues. The region is comprised of 27 member towns: the 23 towns of Windham County; Readsboro, Searsburg and Winhall in Bennington County; and Weston in Windsor County.

The Commission is a political subdivision of the state composed of and governed by town-appointed Commissioners. After Town Meeting each Selectboard appoints up to two representatives to serve on the Commission for one-year terms. Westminster is currently represented by Bobbi Kilburn and the second position remains vacant. Each Commissioner represents their town's interests within a regional context before the Commission, brings information back and forth between the Commission and their town, and serves on at least one of a number of WRC committees that address regional and municipal issues and concerns. Committees and meeting schedules can be found on our website [www.windhamregional.org](http://www.windhamregional.org). All WRC meetings are open to the public and subject to open meeting law.

We assist towns with a wide variety of activities, including developing and implementing town plans and bylaws; community and economic development planning and implementation; local emergency and hazard mitigation planning, including flood hazard and river corridor bylaw assistance; natural resources, including assisting towns with watershed restoration projects and implementation of the state's new clean water law; enhanced town energy planning enabled by Act 174; transportation, including traffic counts (vehicle, bicycle, pedestrian), inventories (bridges, culverts, signs, road erosion), road foremen training, and serving as a liaison with VTTrans to report damage to town road infrastructure as a result of flooding to the state; redevelopment of "Brownfields" (sites that are or may be contaminated by hazardous substances); review of projects applying for permits through state Act 250 (land use) and Section 248 (energy generation and transmission, telecommunications) and federal permitting processes; grant application and administration; training of municipal officials and volunteers across a range of topics; and mapping and geographic information system (GIS) analyses. The maps in your town office were likely produced by the WRC.

We help towns, both individually and collectively, make the most of the financial and human resources they have, assisting with projects in and among towns, building and augmenting the capacity of volunteer-based town boards and commissions, and providing professional services to towns that may want to take on projects that are beyond what they can comfortably manage with their own staff and volunteers. Our relationship with towns is inherently collaborative. For instance, towns may choose to have their plans reviewed by the Commission; town plan review and approval by the WRC is not mandatory, but is a requirement of some state programs (Designated Downtowns and Village Centers) and municipal grant programs. The regional plan, which was updated in 2014 following a two-year process, is developed in consultation with member towns, reflects town plan policies, and is ultimately approved by our towns.

In 2020 we were able to continue to function with minimal disruption, and transition to remote operations, to serve the towns and people of the Windham Region. As the realities of the pandemic became evident, we organized training for towns on continuity of operations planning. We worked with the legislature, state agencies, and the Vermont League of Cities and Towns to make changes to statute to enable towns to continue with their operations while still conducting business in a publicly transparent manner. We arranged for a regular conference call for town emergency management directors and Selectboard chairs with local Vermont Emergency Management, Department of Health, and Agency of Human Services staff. Our website hosts a comprehensive COVID-19 resource guide for individuals, which was developed and maintained by local service organizations and other volunteers. Municipal applications to the Local Government Expense Reimbursement program were and continue to be supported by the WRC. Performance of our normal responsibilities and projects never ceased. Among these was the development of a regional broadband feasibility study and subsequent business plan to provide broadband internet access to the unserved and underserved in the region. The Deerfield Valley Communications Union District organized itself to implement this plan. We are here to support the towns of the region to meet the needs of their residents, conduct their business, and engage in looking forward through and beyond the pandemic.

Funding for the WRC is provided through contracts with state agencies, federal grants, and town assessments. Town assessments make up approximately 5 percent of our total budget for FY 2021, and is the only funding we receive that has no conditions placed upon it by entities beyond the WRC's borders. Each town's individual assessment makes it possible for us to leverage the resources to serve all towns. The town's assessment for this year is \$7,290.51. To see our detailed Work Program and Budget for FY 2021, visit our website and click on the heading "About Us."





## 2020 ANNUAL REPORT TO MEMBER TOWNS BY BOB SPENCER, EXECUTIVE DIRECTOR

- Brattleboro
- Brookline
- Dover
- Dummerston
- Guilford
- Halifax
- Jamaica
- Marlboro
- Newfane
- Putney
- Readsboro
- Somerset
- Stratton
- Townshend
- Vernon
- Wardsboro
- Westminster
- Wilmington

**History and Current Status:** The Windham Solid Waste Management District (WSWMD) was formed in 1988 with eight member towns. These towns cooperatively managed a 30-acre landfill on Old Ferry Road, Brattleboro, which closed in 1995. A regional materials recycling facility (MRF) was constructed adjacent to the closed landfill, and processed dual-stream recyclable materials for 20 years until it stopped operating in 2017. The recycling roll-off containers that WSWMD had provided to all of its member towns were no longer hauled and processed by WSWMD, and the towns assumed responsibility for complying with state recycling mandates. The roll-off containers are currently on loan to member towns at no charge. Besides the WSWMD transfer station, there are 7 towns that operate their own transfer station, three towns that provide residential curbside trash and recycling, three towns with 24-7 recycling drop-off areas, and five towns with no municipal trash or recycling services.

**Financial Report:** WSWMD finished fiscal year 2020 with a budget surplus of \$52,596, with total revenues of \$1,125,679 off-setting total expenses of \$1,025,025.

**Transfer Station:** The COVID-19 pandemic has demonstrated that WSWMD provides “essential services,” and has continued full-scale operation. A comparison of the six-months from January - June in 2019 versus 2020 documented \$49,000 more revenue in 2020.

**Composting Facility:** Of all recyclable materials handled by the District, the only ones that are kept local are food scraps and yard debris. The food scrap composting facility is in its 7th year of operation and is the 2nd largest food scrap composting facility in Vermont. As the food scrap composting mandates of Act 148 have been phased in, the total quantity of food scraps processed at the site in 2020 approached 2,000 cubic yards per year, the maximum allowed by the state permit. The District is evaluating options to process additional quantities of organics. About 50% of the food waste is from the Town of Brattleboro curbside collection program, and the balance from commercial and institutional sources brought to the compost site by private trash haulers. The District sold more than 3,000 cubic yards of “Brattlegrow” compost in 2020 through retail distributors, as well as for construction projects. WSWMD donates compost for town projects, school, and community gardens.

**Solid Waste Implementation Plan (SWIP):** Household hazardous waste collection, education and outreach, as well as numerous other requirements, are mandated by State Law and contained in the District’s SWIP. Membership in WSWMD makes towns compliant with state recycling mandates. On behalf of member towns, WSWMD submitted an amended SWIP this fall, and once approved by VT Agency of Natural Resources, it will be valid for 5 years.

**Solar Array:** WSWMD leases its closed and capped landfill to Greenbacker Capital who operate a 5 mega-watt solar array on the landfill. It is the largest group net-metered project in the state, and has contracted for 20 years with the towns of Brattleboro, Wilmington, Readsboro, Vernon, Wardsboro, Dummerston, Halifax, and Newfane; schools in Brattleboro, Vernon, Putney, and Marlboro; as well as Landmark College, Marlboro College, and the Brattleboro Retreat. The project provides significant cost savings for municipal and school budgets. Greenbacker Capital has a 20-year lease and pays the District a minimum of \$120,290/year for use of the landfill, as well as 50% of renewable energy credits, for total annual revenue of over \$250,000.

**New HHW Depot:** Due to the high costs of HHW event collections, WSWMD applied for a state grant to construct a permanent HHW collection facility at Old Ferry Road, and following approval of a state permit, it will open in Spring of 2021 for certain hours each week to serve all District residents. Small businesses will also be able to use the site by appointment.



### *Windham & Windsor Housing Trust*

Windham & Windsor Housing Trust (WWHT) is a non-profit organization founded in 1987, serving the residents of Windham and southern Windsor County. We provide housing for residents of low and moderate incomes, preserve and revitalize neighborhoods, help residents acquire their own homes, and generally improve the social, economic, and cultural health of communities of Windham and southern Windsor County.

*WWHT's mission is to strengthen the communities of Southeast Vermont through the development and stewardship of permanently affordable housing and through ongoing support and advocacy for its residents.*

The organization applies mission to practice through three branches: Homeownership, Housing Development, and Property Management. In 2020, the **Homeownership's** Home Repair Program assisted 43 homeowners by providing low cost loans to make critical repairs. The one-to-one counseling assisted 54 clients by navigating them through the purchase process to closing on their new home. The Shared Equity program has 135 homes currently and provides grants to income-eligible homebuyers to subsidize the purchase of single-family homes which lowers the cost to the homebuyer. Beyond these standard programs, the Homeownership department has acted quickly to administer the State's COVID Relief Funded Rehousing Recovery Program. This program granted funding for the rehab of 60 privately owned apartments which were formerly offline to bring them back on the market before the close of the year to provide safe and affordable housing. The newly rentable apartments are spread across the whole of Windham and Windsor Counties.

**Housing Development:** In order to meet the diverse housing needs of a community, WWHT develops affordable rental housing opportunities. This takes the form of both rehabilitation of existing housing and the construction of new apartments. 2020 brought progress towards the planned development in downtown Bellows Falls. This project, the Bellows Falls Garage, will introduce 27 new apartments to Downtown Bellows Falls, and contribute to the revitalization of this historic Vermont village. In 2021, WWHT is planning the rehabilitation of 26 apartments in Brattleboro and Windsor, comprising some of the oldest buildings in our portfolio. Breathing new life into these apartments will allow us to serve our residents into the coming decades. Alongside these projects, with the help of COVID Relief Funds, the Housing Trust has purchased the former Dalem's Chalet in West Brattleboro. In partnership with Groundworks Collaborative, the Chalet will provide permanent supportive housing to people in our community experiencing chronic homelessness.

**Property Management:** WWHT owns 867 residential properties and 16 commercial properties with rental apartments housing over 1500 tenants. We manage the rental properties in and near Brattleboro and contract with Stewart Property Management Services for the properties in northern Windham and Windsor Counties. WWHT takes pride in the appearance of our multi-family housing and is committed to providing the staff and financial resources necessary to ensure long-term health and safety for our residents as well as preservation of property values. This includes helping tenants access rent relief funding through the State. This year, over \$107,000 of rental relief was accessed. Although WWHT is a non-profit, we pay local property taxes on our rental properties and our shared-equity homeowners pay property taxes to the Towns and Villages.

For more information, please visit us on the web at [www.homemattershere.org](http://www.homemattershere.org)

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**Women's Freedom Center's  
Statement of Services  
And  
Report to the Town of Westminster**

The mission of the Women's Freedom Center is to work to end physical, sexual and emotional violence against the women and children of Windham County. The Freedom Center works to fulfill its mission by educating the community regarding the root causes of violence against women, challenging the systems that help keep it in place and by providing support and services, including shelter and safe housing, to women and their children who have experienced domestic violence, sexual assault, stalking, and dating violence. Since our beginnings in 1977, we have provided support to the survivors of these crimes, as well as consultation and educational activities to a wide range of community groups to help create a community in which violence is not tolerated.

Emergency support such as shelter, safety planning, financial assistance, and information and referral is available 24 hours a day, 365 days a year. Ongoing individual and group support for women and children; legal, medical, housing and social services advocacy; and cooperative work with other agencies are provided during the week. Due to the rural nature of Windham County and the isolation inherent in many abusive relationships, we are committed to meeting with women wherever we may do so safely. Sometimes this means assisting her to get to us and other times it means us going to her, somewhere safe in her community.

During the fiscal year July 1, 2019 through June 30, 2020, the Women's Freedom Center responded to over 1,900 crisis telephone calls, sheltered 125 people and provided thousands of hours of individual and group support, advocacy, emergency financial and housing assistance, access to legal representation, transportation and childcare to **1,163 people** (711 women, 34 men, and 418 children) who had been abused. These figures include 9 survivors and 5 children from Westminster. In addition, we provided 24 community outreach activities including school presentations and workshops to over 650 people throughout Windham and southern Windsor County.

The Women's Freedom Center is a private, non-profit organization relying heavily on community support to provide our free and confidential services. We thank you for your Town's contribution to the Freedom Center and hope you will look at it as an investment in creating a future free from violence, something we all deserve.

Regards,

A handwritten signature in black ink, appearing to read "Vickie Sterling".

Vickie Sterling  
Executive Director  
Women's Freedom Center

Youth Services was established in 1972. For over 48 years we have served the needs of youth, young adults and families in and around Windham County. We envision equitable communities where all people are thriving, working together to build resilience and be a catalyst for change with programs in prevention, intervention and development for young people and families. We believe in helping people learn how to grow, both as individuals and as a family, so they can learn to rely on themselves and their own networks to face future issues. We annually assist over 1,200 children, youth and families annually. Our broad array of program services include:

- Intervention and support services to teens running away from home or at-risk for running away with counseling, family mediation, and housing
- Transitioning youth in foster care to independent living as young adults
- Court Diversion for youth and adults, an alternative to the traditional court system using a restorative justice approach to repair the harm to victims and the community while addressing the underlying issues of the people who violated the law
- Substance use prevention, treatment and recovery including counseling services
- Therapeutic case management services for youth and young adults
- Workforce development programs with a career based mentoring focus
- Transitional living services
- Youth Substance Abuse Safety Program

This year, we respectfully request \$2,250 from the Town of Westminster to help fund our agency's services. We served 20 residents from Westminster during Fiscal Year 2020 and remain available to provide services in the future. Your continued support is beneficial to the children, youth and families in your town.

For additional information please see our website at [www.youthservicesinc.org](http://www.youthservicesinc.org), call 802-257-0361 or email [info@youthservicesinc.org](mailto:info@youthservicesinc.org). Thank you for your consideration of this request.

Russell Bradbury-Carlin  
Executive Director

*Transforming Lives, Inspiring Futures*

# Town of Westminster Fire District #3

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Report of Prudential Committee

Fiscal Year ending 6/30/20  
Proposed Budget for Fiscal year 2021-2022

**Proposed Budget for Fiscal Year beginning July 1, 2021 and ending June 30, 2022:**

The proposed budget for the Fiscal year 2021-2022 is \$277,230 a \$10,530 (3.95%) increase over the current 2020-2021 budget of \$266,700. The increase centers with Maintenance of Vehicles (\$6,000) and Firemen expense (\$2,000). Of note, in December 2021 the department will be making its final payment towards the General Obligation Bond of \$30,780. For further details, we direct all readers to the 2021-2022 Proposed Budget and the Review Level Financial Statement for the actual results for the fiscal year ending 6/30/20.

Due to the age and the volume of calls handled by this vehicle, the taxpayers will be asked to support the purchase of a new rescue vehicle in an amount not to exceed \$250,000.00.

Support:

- Much of the department's call volume is medical/ems calls which the rescue vehicle is the department's primary response apparatus;
- The existing vehicle is over 23 years old;
- In the last 18 months the department has spent over \$22,000.00 in repairs and maintenance on the existing vehicle. Further expenditures are deemed cost prohibitive;
- The new vehicle will have the ability to carry 4 members vs. only 2 with the current vehicle;
- Functional capabilities and improved safety features will be implemented;
- Proposed funding for the new rescue will come in the form of a 5-year loan in the amount not to exceed \$150,000.00 and the use of \$100,000.00 from the Capital Reserve Fund.
- Due to final design and manufacturer selection, we are uncertain as to delivery timeframes. Early delivery estimate is in Fall/Winter 2021 however, likely delivery is Spring 2022.

The Prudential Committee supports the budget and acquisition of the new rescue vehicle and we ask the same of the taxpayers.

The Prudential Committee would like to thank the officers and members of the Westminster Volunteer Fire and Rescue Department for their dedication and service to the community. We also would like to thank the family and friends of the officers and members for their support and understanding of the commitment it takes to be an officer and member.

Respectfully submitted,

Christopher J. Hackett  
Daniel Green  
Christopher Harlow

## WESTMINSTER FIRE DISTRICT #3 BUDGET

	FY22 Proposed
	Budget
	<u>7/1/2021 - 6/30/2022</u>
<b>Revenue</b>	
Property Taxes	\$ 277,230.00
<b>Total Revenue</b>	\$ 277,230.00
<b>Expenses</b>	
Fire Chief & Dep. Expense	\$ 9,200.00
Administrative Expenses	\$ 1,500.00
Annual Audit	\$ 4,600.00
Miscellaneous Supplies	\$ 1,000.00
Miscellaneous Utilities	\$ 500.00
Secretary Expense	\$ 1,850.00
Insurance	\$ 33,000.00
Firemen Expense	\$ 22,000.00
Miscellaneous Expenses	\$ 500.00
Dry Hydrants	\$ 500.00
Fire Prevention	\$ 1,500.00
Training	\$ 1,800.00
Mutual Aid Dues	\$ 37,500.00
Telephone	\$ 3,000.00
Heat	\$ 6,000.00
Maintenance of Building	\$ 4,000.00
Electricity	\$ 4,200.00
Substation - Heat	\$ 2,000.00
Substation - Electricity	\$ 550.00
Substation - Maintenance	\$ 500.00
New Equipment	\$ 4,000.00
Gas & Diesel Fuel	\$ 6,500.00
Maintenance of Vehicles	\$ 25,000.00
Maintenance of Equipment	\$ 5,000.00
Refurbish Fire Apparatus	\$ 7,500.00
Rescue - New Equipment	\$ 1,500.00
Rescue - Supplies	\$ 1,500.00
Rescue - Training	\$ 1,000.00
Rescue - Health Services	\$ 1,250.00
Rescue - Equipment	\$ 500.00
Street Lights	\$ 4,000.00
Capital Reserve Fund Transfer	\$ 42,500.00
Radio Repair	\$ 3,000.00
Firehouse Bond Payment	\$ 30,000.00
Firehouse Interest Payment	\$ 780.00
Equipment replacement	\$ 5,000.00
Officer expense - Captian and LT.	\$ 2,500.00
<b>Total Expenses</b>	<b>\$ 277,230.00</b>

**TOWN OF WESTMINSTER, VERMONT –  
FIRE DISTRICT #3  
REVIEW REPORT  
JUNE 30, 2020**

TOWN OF WESTMINSTER, VERMONT – FIRE DISTRICT #3  
 REVIEW REPORT  
 TABLE OF CONTENTS  
 JUNE 30, 2020

		<u>Page #</u>
Independent Accountant’s Review Report		1-2
Statement of Net Position – Cash Basis	Exhibit A	3
Statement of Activities – Cash Basis	Exhibit B	4
Governmental Funds:		
Statement of Cash Basis Assets, Liabilities and Fund Balances	Exhibit C	5
Statement of Cash Receipts, Cash Disbursements and Changes in Cash Basis Fund Balances	Exhibit D	6
Statement of Cash Receipts, Cash Disbursements and Changes in Cash Basis Fund Balance – Budget and Actual – General Fund	Exhibit E	7-8
Notes to the Financial Statements		9-15
Comparative Statement of Cash Basis Assets, Liabilities and Fund Balance – General Fund	Schedule 1	16
Comparative Statement of Cash Basis Assets, Liabilities and Fund Balance – Capital Reserve Fund	Schedule 2	16
Comparative Statement of Cash Receipts, Cash Disbursements and Changes in Cash Basis Fund Balances	Schedule 3	17-18

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Fred Duplessis, CPA  
Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Wendy C. Gilwee, CPA  
VT Lic. #92-000180

### Independent Accountant's Review Report

Prudential Committee  
Town of Westminster, Vermont – Fire District #3  
P.O. Box 98  
Westminster, Vermont 05158

We have reviewed the accompanying financial statements of the governmental activities and each major fund of the Town of Westminster, Vermont – Fire District #3 as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Westminster, Vermont – Fire District #3's basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Fire District personnel. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

#### ***Management's Responsibility for the Financial Statements***

The management of the Town of Westminster, Vermont – Fire District #3 is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

#### ***Accountant's Responsibility***

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.



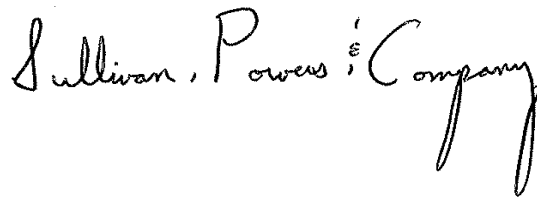
### ***Accountant's Conclusion***

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the cash basis of accounting.

### ***Other Information***

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with the cash basis of accounting, as described in Note I. D. The supplementary information included in Schedules 1 through 3 are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements but has been compiled on the cash basis of accounting from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, we do not express an opinion or provide any assurance on such supplementary information.

December 17, 2020  
Montpelier, Vermont  
Vt Lic. #92-000180

A handwritten signature in black ink that reads "Sullivan, Powers & Company". The signature is written in a cursive style with a large, stylized initial 'S' and a long, sweeping underline.

TOWN OF WESTMINSTER, VERMONT - FIRE DISTRICT #3  
 STATEMENT OF NET POSITION - CASH BASIS  
 JUNE 30, 2020

(See Independent Accountant's Review Report)

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash	\$ <u>163,701</u>
Total Assets	\$ <u><u>163,701</u></u>
<u>LIABILITIES</u>	
Liabilities:	\$ <u>0</u>
Total Liabilities	<u>0</u>
<u>NET POSITION</u>	
Unrestricted	<u>163,701</u>
Total Net Position	\$ <u><u>163,701</u></u>

The accompanying notes are an integral part of this financial statement.

TOWN OF WESTMINSTER, VERMONT - FIRE DISTRICT #3  
STATEMENT OF ACTIVITIES - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2020

(See Independent Accountant's Review Report)

	Program Cash Receipts				Net (Disbursements) Receipts and Changes in Net Position
	Cash Disbursements	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Functions:					
Governmental Activities:					
Fire Protection	\$ 316,658	\$ 843	\$ 0	\$ 0	\$ (315,815)
Debt Service	26,221	0	0	0	(26,221)
Total Governmental Activities	\$ 342,879	\$ 843	\$ 0	\$ 0	(342,036)
General Receipts:					
Property Taxes					257,540
Unrestricted Investment Earnings					337
Total General Receipts					257,877
Change in Net Position					(84,159)
Net Position - July 1, 2019					247,860
Net Position - June 30, 2020					\$ 163,701

The accompanying notes are an integral part of this financial statement.

TOWN OF WESTMINSTER, VERMONT - FIRE DISTRICT #3  
STATEMENT OF CASH BASIS ASSETS, LIABILITIES AND FUND BALANCES  
GOVERNMENTAL FUNDS  
JUNE 30, 2020

(See Independent Accountant's Review Report)

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Total</u>
<u>ASSETS</u>			
Cash	\$ 46,728	\$ 116,973	\$ 163,701
Due From Other Funds	<u>7,818</u>	<u>0</u>	<u>7,818</u>
 TOTAL ASSETS	 <u>\$ 54,546</u>	 <u>\$ 116,973</u>	 <u>\$ 171,519</u>
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Due To Other Funds	\$ <u>0</u>	\$ <u>7,818</u>	\$ <u>7,818</u>
 Total Liabilities	 <u>0</u>	 <u>7,818</u>	 <u>7,818</u>
Fund Balances:			
Committed	0	109,155	109,155
Assigned	8,000	0	8,000
Unassigned	<u>46,546</u>	<u>0</u>	<u>46,546</u>
 Total Fund Balances	 <u>54,546</u>	 <u>109,155</u>	 <u>163,701</u>
 TOTAL LIABILITIES AND FUND BALANCES	 <u>\$ 54,546</u>	 <u>\$ 116,973</u>	 <u>\$ 171,519</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF WESTMINSTER, VERMONT - FIRE DISTRICT #3  
STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND  
CHANGES IN CASH BASIS FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2020

(See Independent Accountant's Review Report)

	General Fund	Capital Reserve Fund	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Cash Receipts:			
Property Taxes	\$ 257,540	\$ 0	\$ 257,540
Interest	0	337	337
Charges for Services	<u>843</u>	<u>0</u>	<u>843</u>
Total Cash Receipts	<u>258,383</u>	<u>337</u>	<u>258,720</u>
Cash Disbursements:			
Fire Protection	207,281	109,377	316,658
Debt Service:			
Principal	<u>26,221</u>	<u>0</u>	<u>26,221</u>
Total Cash Disbursements	<u>233,502</u>	<u>109,377</u>	<u>342,879</u>
Excess/(Deficiency) of Cash Receipts Over Cash Disbursements	<u>24,881</u>	<u>(109,040)</u>	<u>(84,159)</u>
Other Financing Sources/(Uses):			
Transfer In/(Out)	<u>(24,000)</u>	<u>24,000</u>	<u>0</u>
Total Other Financing Sources/(Uses)	<u>(24,000)</u>	<u>24,000</u>	<u>0</u>
Excess/(Deficiency) of Cash Receipts and Other Financing Sources Over Cash Disbursements and Other Financing Uses	881	(85,040)	(84,159)
Fund Balance - July 1, 2019	<u>53,665</u>	<u>194,195</u>	<u>247,860</u>
Fund Balance - June 30, 2020	<u>\$ 54,546</u>	<u>\$ 109,155</u>	<u>\$ 163,701</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF WESTMINSTER, VERMONT - FIRE DISTRICT #3  
STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND  
CHANGES IN CASH BASIS FUND BALANCE  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2020

(See Independent Accountant's Review Report)

	Budget	Actual	Variance Favorable (Unfavorable)
Cash Receipts:			
Property Taxes	\$ 257,540	\$ 257,540	\$ 0
Charges for Services	0	843	843
Total Cash Receipts	257,540	258,383	843
Cash Disbursements:			
Chief and Deputy's Fees, Expenses and Supplies	7,500	7,500	0
Officers and Deputies Stipends	4,000	6,325	(2,325)
Administrative Expenses	1,500	2,248	(748)
Accounting Fees	4,300	4,500	(200)
Miscellaneous Supplies	400	1,041	(641)
Miscellaneous Utilities	250	573	(323)
Secretary Expense	1,850	2,600	(750)
Insurance	32,640	28,559	4,081
Firemen Expense	20,000	20,263	(263)
Bank Service Charges	0	30	(30)
Miscellaneous Expenses	500	390	110
Dry Hydrants	500	0	500
Fire Prevention	1,250	1,088	162
Training	1,800	318	1,482
Mutual Aid Dues	36,200	36,378	(178)
Telephone	3,000	2,522	478
Heat	7,000	3,248	3,752
Maintenance of Building	3,500	2,941	559
Electricity	3,700	4,199	(499)
Substation - Heat	2,000	1,247	753
Substation - Electricity	550	503	47
Substation - Maintenance	500	0	500
New Equipment	4,000	417	3,583
Equipment Replacement	4,500	1,273	3,227
Gas & Diesel Fuel	6,500	3,314	3,186
Maintenance of Vehicles	17,000	37,435	(20,435)
Maintenance of Equipment	3,000	5,529	(2,529)
Maintenance of Office Equipment	0	294	(294)
Refurbish Fire Apparatus	7,500	21,312	(13,812)
Rescue - New Equipment	2,000	519	1,481
Rescue - Supplies	1,500	1,793	(293)

The accompanying notes are an integral part of this financial statement.

TOWN OF WESTMINSTER, VERMONT - FIRE DISTRICT #3  
STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND  
CHANGES IN CASH BASIS FUND BALANCE  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2020

(See Independent Accountant's Review Report)

	Budget	Actual	Variance Favorable (Unfavorable)
Cash Disbursements:/(Cont'd)			
Rescue - Training	\$ 1,000	\$ 0	\$ 1,000
Rescue - Health Services	1,250	586	664
Rescue - Equipment	500	503	(3)
Street Lights	3,850	4,483	(633)
Radio Repair	3,000	3,350	(350)
Firehouse Bond Payment	26,500	26,221	279
Transfer to Capital Reserve Fund	42,500	24,000	18,500
	257,540	257,502	38
 Excess/(Deficiency) of Cash Receipts Over Cash Disbursements	 \$ 0	 881	 \$ 881
 Fund Balance - July 1, 2019		 53,665	
Fund Balance - June 30, 2020		 \$ 54,546	

The accompanying notes are an integral part of this financial statement.

The Town of Westminster, Vermont – Fire District #3 (herein the "Fire District") provides fire protection to the Town of Westminster, Vermont and is a separate entity controlled by the Prudential Committee.

## **I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As discussed further in Note 1.D., these financial statements are presented on the cash basis of accounting. This basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant accounting policies employed in the preparation of these financial statements.

### **A. The Financial Reporting Entity**

This report includes all of the activity of the Town of Westminster, Vermont – Fire District #3. The financial reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. The primary government is financially accountable if an organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government regardless of whether the organization has a separately elected governing board; a governing board appointed by a higher level of government; or a jointly appointed board. Based on these criteria, there are no other entities that should be combined with the financial statements of the Fire District.

### **B. Basis of Presentation**

The accounts of the Fire District are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, receipts and disbursements. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled.



The basic financial statements of the Fire District include both government-wide statements and fund financial statements. The focus of the government-wide statements is on reporting the operating results and financial position of the Fire District as a whole. The focus of the fund financial statements is on reporting on the operating results and financial position of the most significant funds of the Fire District.

**Government-wide Statements:** The statement of net position and the statement of activities display information about the primary government, the Fire District. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double counting of activities between funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Fire District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about the Fire District's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The Fire District reports on the following major governmental funds:

General Fund – The General Fund is the main operating fund of the Fire District. It is used to account for all financial resources except those accounted for in another fund.

Capital Reserve Fund – The Capital Reserve Fund is used to account for financial resources to be used for the acquisition of capital equipment or for major capital expenses after authorization by the voters.

### **C. Measurement Focus**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Government-wide financial statements are reported using the economic resources measurement focus within the limitations of the cash basis of accounting. Fund equity (i.e., cash basis net position) is segregated into restricted cash basis net position and unrestricted cash basis net position. Operating statements present increases (i.e., receipts) and decreases (i.e., disbursements) in cash basis net position.

Governmental fund financial statements are reported using the current financial resources measurement focus within the limitations of the cash basis of accounting. Their reported fund balances are considered a measure of available spendable resources and are segregated into nonspendable; restricted; committed; assigned and unassigned amounts. Operating statements of these funds present increases (i.e., receipts and other financing sources) and decreases (i.e., disbursements and other financing uses) in cash basis fund balances.

## **D. Basis of Accounting**

Basis of accounting refers to when revenue and expenditures are recognized in the accounts and recorded in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The Fire District's policy is to prepare its financial statements on the basis of cash receipts and disbursements; consequently, certain revenue and related assets are recognized when received rather than when earned, and certain expenditures and related liabilities are recognized when paid rather than when the obligation is incurred.

General capital asset acquisitions are reported as expenditures. Proceeds of debt are reported as other financing sources.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Fire District's policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

## **E. Assets, Liabilities and Equity**

### **1. Cash**

Cash balances of most Fire District funds are deposited with and invested by the Fire District's Treasurer. The Fire District considers all short-term investments of ninety (90) days or less to be cash equivalents.

### **2. Fund Equity**

Fund equity is classified based upon any restrictions that have been placed on those balances or any tentative plans management may have made for those balances. Restrictions of net position in government-wide financial statements represent amounts that cannot be appropriated or are legally restricted for a specific purpose by a grant, contract, or other binding agreement. Fund balances of governmental fund financial statements are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Prudential Committee's intended use of the resources); and unassigned.

### **3. Interfund Receivables/Payables**

Activity between funds that are representative of lending/borrowing arrangements that are outstanding at the end of the fiscal year are referred to as "advances from/to other funds". All other outstanding balances between funds are reported as "due from/to other funds".

## II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

### A. Budgetary Information

Budgets are approved at the annual Town Meeting in March. Any budget changes require voter approval. There were no budget changes during fiscal year 2020.

## III. DETAILED NOTES ON ALL FUNDS

### A. Deposits

#### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover its collateral securities that are in the possession of an outside party. The Fire District does not have any policy to limit the exposure to custodial credit risk. The following table reflects the custodial credit risk of the Fire District's deposits.

	<u>Book Balance</u>	<u>Bank Balance</u>
Insured by FDIC	\$ <u>163,701</u>	\$ <u>166,203</u>
Total	\$ <u>163,701</u>	\$ <u>166,203</u>

The difference between the book balance and the bank balance is due to reconciling items such as deposits in transit and outstanding checks.

### B. Interfund Balances and Activity

The composition of interfund balances as of June 30, 2020 is as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$7,818	\$ 0
Capital Reserve Fund	<u>0</u>	<u>7,818</u>
Total	\$ <u>7,818</u>	\$ <u>7,818</u>

Interfund transfers during the year ended June 30, 2019 were as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Capital Reserve Fund	\$ <u>24,000</u>	Annual Funding
Total		\$ <u>24,000</u>	

### C. Fund Balances

GASB Statement No. 34, as amended by GASB Statement No. 54, requires fund balances reported on the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Governmental fund balances are to be classified as: nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Prudential Committee’s intended use of the resources); and unassigned.

Special revenue funds are created only to report a revenue source (or sources) that is restricted or committed to a specified purpose, and that the revenue source should constitute a substantial portion of the resources reported in that fund. Special revenue funds cannot be used to accumulate funds that are not restricted or committed. These amounts will have to be reflected in the General Fund.

Amounts constrained to stabilization will be reported as restricted or committed fund balance in the General Fund if they meet the other criteria for those classifications. However, stabilization is regarded as a specified purpose only if the circumstances or conditions that signal the need for stabilization (a) are identified in sufficient detail and (b) are not expected to occur routinely. The Fire District does not have any stabilization arrangements.

Some governments create stabilization-like arrangements by establishing formal minimum fund balance policies. The Fire District does not have any minimum fund balance policies.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Fire District’s policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

In addition, governments also are required to disclose the purpose for each major special revenue fund – identifying which specific revenues and other resources are authorized to be reported in each. The Fire District does not have any Special Revenue Funds.

Fund balances are committed as follows:

#### Governmental Activities:

Capital Reserve Fund – Committed for Fire Equipment Expenditures	\$ <u>109,155</u>
Total Committed Fund Balances	\$ <u>109,155</u>

Fund Balances are assigned as follows:

General Fund – Assigned for Engineering Fees	\$ <u>8,000</u>
Total Assigned Fund Balance	\$ <u>8,000</u>

#### IV. OTHER INFORMATION

##### A. Property Taxes

Property taxes are due in two equal installments, on September 10 and February 10, and become delinquent on February 11. The Town of Westminster, Vermont bills and collects its own property taxes and also for Fire District #3. The Town remits the Fire District’s tax assessment after it has been collected. Tax revenue is recognized when cash is received. For the fiscal year ended June 30, 2020, the tax rate for the Fire District was \$.0905 per \$100 of assessed valuation.

##### B. Risk Management

The Town of Westminster – Fire District #3 is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town of Westminster – Fire District #3 maintains commercial insurance coverage. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town of Westminster – Fire District #3. Settled claims have not exceeded this coverage in any of the past three fiscal years.

##### C. Long-Term Debt

General Obligation Bonds - The Fire District issues general obligation bonds to provide resources for the acquisition and construction of major capital facilities and to refund prior issues. General obligation bonds have been issued for general governmental activities.

General obligation bonds are direct and pledge the full faith and credit of the Fire District. New bonds generally are issued as 10 to 20 year bonds. Refunding bonds are issued for various terms based on the debt service of the debt refunded.

The bonds payable of the Fire District consist of the following:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Bond Payable - Vermont Municipal Bond Bank – Fire House Construction, Annual Principal Payments of \$30,000 Due December 1, Interest Due June 1 and December 1, Various Interest Rates Ranging from 2.8% to 5.18%, Due December, 2021, The Fire District Received a \$3,779 Reduction in Principal and Only Paid \$26,221 During the Fiscal Year, They Also Received a \$3,871 Interest Credit Due to Bond Refunding.	\$ <u>90,000</u>	\$ <u>0</u>	\$ <u>30,000</u>	\$ <u>60,000</u>
Total Bonds Payable	\$ <u>90,000</u>	\$ <u>0</u>	\$ <u>30,000</u>	\$ <u>60,000</u>

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	<u>Rt kpekr cn</u>	<u>Kpvt guv</u>	<u>Tghw'pf kpi Ucxkpi u Et gf kv</u>	<u>Vqcn</u>
4243	& 52.222	& 4.54:	& *4.4: 3+	& 52.269
4244	<u>52.222</u>	<u>999</u>	<u>2</u>	<u>52.999</u>
		"	"	
	& <u>82.222</u>	& <u>5.327</u>	& <u>*4.4: 3+</u>	& <u>82.: 46</u>

VQY P 'QH'Y GUVO R UVTG. 'XGTO QP V'/'HKT'G'F KUVT H V'%  
 EQO RCTC V&G'UVCVGO GP V'QH'ECUJ 'DCUK'CUUGVU.  
 NIKDKK'IGU'CPF 'HWP F 'DCNCPEG  
 I GP GTCN'HWP F  
 LWP G'52.'4242'CPF '423;

\*Ugg'Kpf gr gpf gpv'Ceegwp'cpv'u'Tgxley 'Tgr qtv+

	<u>4242</u>	<u>423;</u>
<u>CUUGVU</u>		
Ectuj "	& 68.94:	& 4: .97:
F wg'htqo 'Qj gt'Hwpf u	<u>9.: 3:</u>	<u>46.; 29</u>
VQVCN'CUUGVU	& <u>76.768</u>	& <u>75.887</u>
<u>NIKDKK'IGU'CPF 'HWP F 'DCNCPEG</u>		
Nlcdkklgu	& <u>2</u>	& <u>2</u>
Hwpf 'Dcnpeg	<u>76.768</u>	<u>75.887</u>
	"	"
VQVCN'NIKDKK'IGU'CPF 'HWP F 'DCNCPEG	& <u>76.768</u>	& <u>75.887</u>

VQY P 'QH'Y GUVO R UVTG. 'XGTO QP V'/'HKT'G'F KUVT H V'%  
 EQO RCTC V&G'UVCVGO GP V'QH'ECUJ 'DCUK'CUUGVU.  
 NIKDKK'IGU'CPF 'HWP F 'DCNCPEG  
 ECRK'CN'TGUGT'XG'HWP F  
 LWP G'52.'4242'CPF '423;

"

\*Ugg'Kpf gr gpf gpv'Ceegwp'cpv'u'Tgxley 'Tgr qtv+

	<u>4242</u>	<u>423;</u>
<u>CUUGVU</u>		
Ectuj	& <u>338.; 95</u>	& <u>43; .324</u>
	"	"
VQVCN'CUUGVU	& <u>338.; 95</u>	& <u>43; .324</u>
<u>NIKDKK'IGU'CPF 'HWP F 'DCNCPEG</u>		
F wg'q'Qj gt'Hwpf u	& <u>9.: 3:</u>	& <u>46.; 29</u>
	"	"
VQVCN'NIKDKK'IGU	" <u>9.: 3:</u>	" <u>46.; 29</u>
Hwpf 'Dcnpeg	<u>32; .377</u>	<u>3; 6.3; 7</u>
VQVCN'NIKDKK'IGU'CPF 'HWP F 'DCNCPEG	& <u>338.; 95</u>	& <u>43; .324</u>

VQY P "QH'Y GUVO R UVTG. "XGTO QP V'"HKT'GF KJVT KE V%  
EQO RCTCVK&G'UVCVGO GP V'QH'ECUJ 'TGEGRVU'ECUJ 'F KUDWTUGO GP VUCP F  
EJ CPI GU'R'ECUJ 'DCUK'HWP F 'DCNCP EGU  
HQT"VJ G' GCT'GPF GF 'LWP G'52.'4242

\*Y kj "Ego rctcvkxg"Vqvcni'ht' Hkuecni' gct'Gpf lpi 'Lwpg'52.'423; +

\*Ugg'Kpf gr gpf gpv' Ceeqwpvcpvu' Tgxky 'Tgr qtvt

	I gpgten Hwpf	Ecr kcen Tgugtxg Hwpf	" Vqvcn 4242	" Vqvcn 423;
Ecuj "Tgegr w<				
Rtqr gtv' "Vczgu	& 479.762	& 2	& 479.762	& 479.232
Kpvtgu'Kpeo g	2	559	559	747 "
Ej cti gu'ht' "Ugtxlegu	: 65	2	: 65	3.272
O kuegmcpqwu	2	2	2	3.5; 9
Vqvcn'Ecuj "Tgegr w	47: .5: 5	559	47: .942	47: .: : 4
Ecuj "F kudwtugo gpw<			"	"
Hktg'Rtqgcvkq<				
Ej kgh'cpf 'F gr w' (u)"Hggu. "Gzr gpugu				
"cpf "Uwr r nlg	9.722	2	9.722	6.522
QHlegu'cpf 'F gr w' "Ukr gpf u	8.547	2	8.547	5.422
Cf o kpkntcvkxg'Gzr gpugu	4.46:	2	4.46:	797
Ceeqwpvpi "Hggu	6.722	2	6.722	6.522
O kuegmcpqwu'Uwr r nlg	3.263	2	3.263	5; 4 "
O kuegmcpqwu'Wkxklegu	795	2	795	73:
Ugetgvt { 'Gzr gpug	4.822	2	4.822	3.472
Kpuwtcpeg	4: .77;	2	4: .77;	49.675
Hktgo gp'Gzr gpug	42.485	2	42.485	3: .286
Dcpni'Ugtxleg'Ej cti gu	52	2	52	82
O kuegmcpqwu'Gzr gpugu	5; 2	2	5; 2	4.9; 7
F t { 'J { f t cpw	2	2	2	2
Hktg'Rtqgcvkq	3.2: :	2	3.2: :	; 46
Vtclpki	53:	2	53:	44;
O wwcni'Clk' "F wgu	58.59:	2	58.59:	56: : ;
Vgnr j qpg	4.744	2	4.744	5.247
J gcv	5.46:	2	5.46:	6: .46
O clpvgcpeg"qh'Dwrf lpi	4; 63	2	4; 63	4; ; 4
Grgvtlek{	6.3; ;	2	6.3; ;	5.597
Uwducvkq"/"J gcv	3.469	2	3.469	3: .96
Uwducvkq"/"Grgvtlek{	725	2	725	628
Uwducvkq"/"O clpvgcpeg	2	2	2	472
P gy "Gs wkr o gpv	639	2	639	35: ; 6;
Gs wkr o gpv'Tgr mego gpv	3.495	2	3.495	; : 8;
I cu' ( "F kgugn'Hvgn	5.536	2	5.536	6.726
O clpvgcpeg"qh'Xgj lengu	59.657	2	59.657	36.849
O clpvgcpeg"qh'Gs wkr o gpv	7.74;	2	7.74;	" 8.597
O clpvgcpeg"qh'QHleg'Gs wkr o gpv	4; 6	2	4; 6	2
Tghwt dluj "Hktg'Cr r ctcwu	43.534	2	43.534	8.377
Tguewg"/"P gy "Gs wkr o gpv	73;	2	73;	2



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VQY P "QH'Y GUVO R UVGT. "XGTO QP V'"HKT'GF KJVT KE V%  
EQO RCTCVK&G'UVCVGO GP V'QHECUJ "TGEGRVU'ECUJ "F KUDWTUGO GP VUCP F  
EJ CPI GU'R'ECUJ "DCUK'HWP F "DCNCP EGU  
HQT"VJ G' GCT'GPF GF 'LWP G'52.'4242

\*Y kj "Eqo rctcvkxg"Vqvcni'ht' Hkueci' gct'Gpf kpi 'Lwp g'52.'423; +

\*Ugg'kpf gr gpf gpv' Ceeqwp'cpvu' Tgxky 'Tgr qtv+

	I gpgtcn Hwpf	Ecr ken Tgugtxg Hwpf	" " " " " " " "	Vqvcn 4242	" " " " " " " "	Vqvcn 423;
" Hkt' Rtqvevkp' Eqpvf +<						
Tguewg/"Vtcklpi	& 2	& 2	& 2	& 672		
Tguewg/"J gcnj 'Ugtxlegu	7: 8	2	7: 8	7: 7		
Tguewg/"Gs wkr o gpv	725	2	725	2		
Utggv'Nki j wu	6.6: 5	2	6.6: 5	6.355		
Tcf kq' Tgr ckt	5.572	2	5.572	4.; 62		
Hkt'j qwug' Dqpf "Rc{ o gpv	48.443	2	48.443	49.; 82		
Ecr ken' Gzr gpugu	<u>2</u>	<u>32; .599</u>	<u>32; .599</u>	<u>46.; 29</u>		
Vqvcni' Ecu'j 'F kudwtugo gpw	<u>453.92;</u>	<u>32; .599</u> "	<u>563.2: 8</u>	<u>455.56:</u>		
Gzeguul' F ghelegpe { +qh' Ecu'j 'Tgegr w' Qxgt			"			
'Ecu'j 'F kudwtugo gpw	<u>48.896</u>	<u>*32; .262+</u>	"	<u>* 4.588+</u>	<u>48.856</u>	
Qvj gt' Hkpcel'pi "Uqwtegu' *Wugu+<			"	"	"	
Vtcpuht' k'p' Qww+	<u>*46.222+</u>	<u>46.222</u>	"	<u>2</u>	<u>2</u>	
" Vqvcni' Qvj gt' Hkpcel'pi "Uqwtegu' *Wugu+	<u>*46.222+</u>	<u>46.222</u>	"	<u>2</u>	<u>2</u>	
Gzeguul' F ghelegpe { +qh' Ecu'j 'Tgegr w' c'pf "Qvj gt			"	"	"	
'Hkpcel'pi "Uqwtegu' Qxgt' Ecu'j			"	"	"	
'F kudwtugo gpw' c'pf "Qvj gt' Hkpcel'pi "Wugu	4.896	* 7.262+	"	* 4.588+	48.856	
Hwpf "Dcncpeg/" "Dgi lppkpi "qh' gct	<u>75.887</u>	<u>3; 6.3; 7</u>	<u>469.: 82</u>	<u>446.683</u>		
Hwpf "Dcncpeg/" "Gpf "qh' gct	<u>&amp; 78.55;</u>	<u>&amp; 32; .377</u>	<u>&amp; 387.6; 6</u>	<u>&amp; 473.2; 7</u>		

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Westminster Volunteer Fire & Rescue Departments'  
Chiefs' Report  
Fiscal Year Ending June 30, 2020

It has been another extremely busy year we had 418 calls. I would like to Thank the members of the department for their hours of service to our community. In this crazy time we have had to do additional trainings to keep our members and their families safe, in addition to our regular scheduled trainings, which we must keep up with for the safety of all members and the community. We have some amazing volunteers in this town, we have often been told by other departments that they cannot believe the amount of active members we have. This statement is very true with 48 members, including our off road rescue personnel.

I would like to send a huge Thank you out to all of the tax payers and community for their continued support of the department, as well as the town employees and road crew.

Again, we are always looking for new members, especially in the West where we have 2 trucks in the sub station that respond to calls in that area quicker and decrease the response time. Also, anyone who can help with daytime calls. Anyone interested in volunteering their time, should contact me, or stop by the main station any Sunday morning and pick up an application, and see what we are all about.

We are currently working on some grants for equipment that needs to be replaced in hopes to assist the tax payers. However, the grant process is very extensive and needs cooperation with our treasurer, select board and prudential committee, which is a long grueling process, especially when we are a volunteer department. So with that said getting any grants take a long time and we are working on it.

We have been working on plans to replace our rescue truck which is a 1997. It has cost the town a considerable amount in the last few years for repairs and it is time for it to be replaced. With the station being paid off in 2021 it is our hope to use those funds to purchase the new rescue truck.

With a great number of people moving to the area, know what your physical address is and what town you actually live in. Westminster is unique where many families have a Saxtons River, Bellows Falls or Putney address but actually live in the town of Westminster. This causes confusion for many and may add a considerable amount of time for emergency responders to find your location.

I would also like to remind/advice people that the only material allowed to be burned is natural vegetation, brush and clean non treated wood in the state of Vermont. You also need to obtain a burn permit to do so, A burn permit has to be obtained the day that you wish to burn, you must speak to a warden, leaving a message does NOT give you a permit. Our Wardens are Chief Cole Streeter - (802)722-3178, Deputy Warden, Mark Lund (802) 463-9355, Deputy

Warden, Pat Haas (802)387-5778. Please call them during reasonable hours as these are their home numbers.

Sadly, our fire prevention day did not happen this year! It would have been our 20th year hosting this wonderful event.

The Breakdown of Calls Is As Follows:

Brush Fires	6
Chimney Fires	3
Structure fires	4
False Alarms	31
Hazmat Incidents	8
Motor Vehicle Accidents	36
Agency Assists	15
Power Lines Down	12
Public Assists	43
Rescue EMS Incidents	193
Illegal Burns	7
Search & Rescues	1
Cover Assignments/move up	46
Severe Weather/Natural	12
Animal Rescue	1

Total Calls

Out of the 418 calls, only 21 of them were on I91.

Out of the 418 calls were 48 Mutual Aid Calls out of Town.

Respectfully Submitted,

Cole Streeter  
Westminster Fire Chief

**Community Information**

**Recycling and Solid Waste**

Locations:

Rockingham/Westminster

Recycling Center: Route 5 near BFUHS

Hours: Wed. & Sat. 8:00-1:00 pm

Windham Solid Waste Management District

327 Old Ferry Road, Brattleboro, VT

Phone-802-257-0272

**Fire Wardens (Burn Permits)**

Pat Haas.....802-387-5778

Mark Lund..... 802-722-4349

Cole Streeter..... 802-722-3178

**Libraries**

**Butterfield Library** 802-722-4891

Hours: Monday: 1:00 - 4:00 pm

Tuesday & Thursday: 1:00 - 7:00 pm

**Westminster West Library** 802-387-4682

Hours: Monday: 7:00-9:00 pm

Tuesday & Wednesday: 2:00-6:00 pm

Thursday: 10:30 am-12:30 pm

Saturday: 10:00-12:00 pm

**Meeting Schedule**

***Selectboard***

2nd & 4th Wednesday(s) at 6:30 pm

***Development Review Board***

1st Monday at 6:30 pm

***Planning Commission***

2nd Monday at 6:30 pm

***Conservation Commission***

4th Thursday at 7:15 pm

All other meetings are held when necessary and agendas are posted. For more information on meetings contact the Town Manager's office 722-4255 or refer to the Town Website at [www.westminstervt.org](http://www.westminstervt.org).

TOWN OF WESTMINSTER  
P.O. BOX 147  
WESTMINSTER, VT 05158

STANDARD BPM  
U.S. POSTAGE PAID  
PERMIT NO. 3  
WESTMINSTER, VT 05158

THE TOWN CLERK'S OFFICE SELLS  
VT DMV REGISTRATION  
RENEWALS AND FISH AND GAME  
LICENSES

PROPERTY TAXES ARE DUE IN  
TWO INSTALLMENTS **SEPT 10<sup>TH</sup>** and  
**FEB 10<sup>th</sup>**

Town Meeting is on February 27, 2021 @ 10:00am  
**To be resumed for in-person Town Meeting  
on May 15, 2021 @ 10:00 A.M. on the  
Westminster Institute Lawn**