

## Meeting of the Westminster ARPA Committee

*Wednesday, September 21, 2022 at 6:00 p.m.*

### Westminster Institute

**Committee Members Present:** Paul Banik (chair), Jim Matteau (Village Chair), Chuck Lawrence (Road Foreman), Katrina Hamilton (clerk), Cole Streeter (fire chief).

Others present: Amber Paris, Chris Potter, Jesse Haas, Michael Daley, Daniel Hoviss

1. **Call to Order:** The chair called the meeting to order at 6:00 p.m.
2. **Adjustments to the Agenda** – the Chair requested that we discuss the proposed ARPA mission statement / protocol first (new business) and then hear from those present regarding their proposals (communications and public comments).
3. **Acceptance of Minutes:** Jim Matteau made a motion to accept the minutes from July 20, 2022. Cole Streeter seconded, passed 4-0 voice vote.
4. **New Business:** The Chair presented a Mission Statement created by Jim Matteau and Katrina Hamilton that explains why the committee was formed, what the committee does and how the proposal process works. After review, Jim Matteau suggested that the mission statement should include that proposals should be received by the committee a number of days in advance of the meeting. It was agreed that 7 days prior would be sufficient. Mr. Matteau will edit the memorandum as recommended and will bring it before the Selectboard at the next meeting. Cole Streeter made a motion to accept the mission statement as edited to bring before the selectboard, Paul seconded, Mrs. Hamilton and Mr. Matteau abstained from voting., passed 3-0 voice vote.
5. **Communications and Public Comments:**
  - a. **Interactive Community Mapping Project** – Amber Paris presented her proposal for an Interactive Community Mapping Project that would facilitate engagement within the community. The map could be mobile and brought to community suppers, libraries and other events. This is project is similar to what she has previously created for the Putney Public Library and the Greater Falls Farmers Market. The cost for the project would be approximately \$2,000 - \$2,500.00. Mr. Bank, per Pauline O'Brien (town clerk) request via email, encouraged Ms Paris to connect with Westminster's Planning Commission as they had begun work on a community mapping project that originated from the Windham Regional Commission in 2019. He was unsure of the current status of the project at this time. He had asked the planning commission to provide minutes and an update on the project prior to the ARPA meeting this evening but had not received a response yet.
  - b. **Swap Shop at the Rockingham Transfer Station**– Daniel Hoviss discussed his proposal that is still in the development stages at this time. He is requesting funding for two part time positions at the Rockingham Transfer Station that is located in Westminster in order to get he swap shop up and running again with the hopes that it would be better organized and managed with paid employees. He is requesting that the Town of Westminster provide funding for one

employee and he is also making the same request of the town of Rockingham. Mr. Hoviss stated that Rockingham was creating an advisory committee to address and research this request. Mr. Hoviss will be attending the Rockingham Selectboard meeting on October 4<sup>th</sup> to discuss this request with them. Before being able to move forward with this proposal, Mr. Matteau requested that Mr. Hoviss try to provide a projected revenue stream for the swap shop as the intention stated by Mr. Hoviss would be that once the swap shop was up and running that this revenue would pay for the employees. Mr. Banik stated that this may be an item that needs to become an article that is present at Town Meeting because it requires ongoing funding. Mr. Matteau also brought up the concern that the recycling center is located in Westminster but Rockingham is in charge of its administration so technically the employees would be employees of Rockingham. The Westminster ARPA committee will need to hear feedback from the Town of Rockingham before moving forward with this proposal.

- c. **Cemetery Wall**– Chris Potter is still working on his proposal for funding to repair the stonewall at the new cemetery. He will be speaking with Alison Bigwood, Interim Town Manager, with regard to the bidding process and will gather information to bring forward at a future meeting.
- d. **Jesse Haas** – president of the historical society, does not have a specific proposal at this time but is concerned about the William French Monument in the old cemetery that looks like the base may be cracked and the posts are leaning. Chris Potter said that he would look into what it would cost to address the monument.
- e. Jim Matteau discussed two other suggestions for use of ARPA funding but were not submitted as proposals. One suggestion was from Robert Rhodes who would like to see the failing maple trees that are in the village addressed and replaced. Mr. Rhodes does not want to create a formal proposal but Mr. Banik said that he would notify the selectboard of the idea. The second proposal was for speed signs to be placed on school street and along route 5 in the village that flashed your speed as you were driving up to them, similar to those near Kurn Hattin School and near Putney Central School. Mr. Lawrence stated that he has some funding in his highway budget for this but because of the proposed location along route 5, you would have to receive permission from the state to place those signs in the village.
- f. Mr. Banik presented the project completion invoice for the generator installation at the firehouse. Jim Matteau made a motion to accept and present to the selectboard for final approval, Mr. Lawrence seconded passed 4-0 voice vote Cole Streeter abstained.

- g. **3 Blade Saw Head** - Mr. Banik presented a proposal from Mr. Lawrence on behalf of the Westminster Highway Department for a 69" 3 blade saw head that would attach to the tractor they use for roadside mowing. This would enable them to be safer and more efficient in the task of overhead roadside cutting of brush and tree limbs, especially during winter ice storms. Currently the trimming of tree limbs requires 2 to 4 employees; one or two to direct traffic, one to operate the loader and another employee standing in the loader bucket operating a saw from this position. The life expectancy on this piece of equipment is at least 25 years. He has obtained 3 bids from Salem Farm Supply \$27,500, Champlain Valley Equipment @28,000 and /MB Tractor and Equipment \$28,840. The quote from Salem Farm supply expired 8/31/22. Mr. Lawrence will call to confirm current pricing. Pending current pricing updates Ms. Hamilton motioned to present this proposal before the selectboard for approval. Jim Matteau seconded, passed 4-0 voice vote, Mr. Lawrence abstained.
- h. **Fire Gear Washing Machine** – Chief Streeter submitted a proposal for an additional washer to wash turnout gear with at the fire station. Volunteers can not take their gear home to wash due to potential contamination and hazardous material and it would also destroy their household washers. This washer can wash 6 pieces of turnout gear at a time. The quote from Fire Tech and Safety of New England for the Extractor 30 washer is \$7822.00. The cost of installation is estimated at approximately \$1590.69 for a total cost of \$9412.69. Mr. Lawrence made a motion to approve the proposal for the purchase and installation of the Extractor 30 washing machine for the fire department to have it presented before the selectboard. Jim Matteau seconded, passed 4-0 voice vote, Cole Streeter abstained.
- i. **East Putney Brook Road Bridge** – Mr. Lawrence reported that this bridge is in need of a new deck. With the delay in the Route 121 bridge construction, there may be the potential for multiple bridges in town to require repair at the same time. Two estimates were presented, Cold River Bridges \$119, 875.00 and Renaud Bros for \$100,000.00. Cole Streeter made a motion to present the quote from Renaud Bros for \$100,000.00 to repair the deck on the East Putney Brook Road bridge to the selectboard for approval. Jim Matteau seconded, passed 4-0 voice vote, Mr. Lawrence abstained.
- j. **Bridge fund** – Ms. Hamilton suggested that we consider placing a sum of money into the bridge fund given that multiple bridges will need to be repaired at the same time and that there is significant uncertainty about the costs associated with the Route 121 bridge. There is not enough money budgeted or in the bridge fund currently to address these needs. Mr. Lawrence will look into upcoming projects and will come back at a future meeting for a recommendation on a sum for the bridge fund. Mr. Matteau will confirm with

VLCT that if the ARPA funds go into an earmarked fund, such as the bridge fund, that this would be permissible, especially if the project may not be completed until after the ARPA deadline.

**6. New Business:**

Meeting Cancellations: Mr. Banik posed the question on how to notify community members if a meeting is cancelled. He will notify town hall and they can post the cancellation notice online. Mr. Matteau said that he could post it on the Westminster Institute door. Mr. Lawrence can post the cancellation notice on the Highway Department Facebook page.

**7. Other Business – none**

**8. Date of Next Meeting:** Wednesday, October 19, 2022

**9. Adjournment:** Paul Banik adjourned the meeting at 7:43 p.m.