

## WESTMINSTER SELECTBOARD MEETING

Wednesday, January 25, 2023 - 6:30 p.m.

In person at Westminster, VT Town Hall and remote by FACT TV

**Selectboard Present:** Jason Perry (Chair), Katrina Hamilton (Clerk), Kevin Hughes (Vice Chair), Craig Allen and Nathan Dugat

**Staff Present:** Millie Barry (Recording clerk – Remote -Alison Bigwood (Interim Town Manager) and Pauline Blake, (Town clerk)

**Others Present:** K. Sheldon Beebe, David Major, Ronald BosLun, Matt Conklin and 1 other person not identified, Remote -Sarah Waldo

**1. Call to Order:** The Chair called the meeting to order at 6:30 p.m.

Information to access a future meeting using a remote connection is available on the Town of Westminster website or by calling the Westminster Town Hall

**2. Adjustments to Agenda:** None

**3. Acceptance of Minutes:** January 11, 2023 – Craig Allen motioned to approve the minutes as printed, Kevin Hughes second, motion carried by 5-0 voice vote

**4. Communications and Public Comments:** None

**5. Unfinished Business:** (Discussion/Action) –

A. Personnel Policy – review discussion – Personnel policy dated October 22, 2013 included in packet. Mr. Perry said he believed the only change would be an amendment to the uniform policy. The board agreed to review the policy and table the item to the next meeting. Mr. Hughes will write the amendment to the uniform policy.

B. 5-Year Capital Plan – Quick overview/discussion – Mr. Perry said he did not believe there was a written 5-year capital plan. He suggested the board (after town meeting) begin to work on a capital plan for the town hall, town garage and other town owned buildings. Mr. Allen said a committee could include taxpayers and board members. Item tabled to a future meeting.

**6. New Business:** Discussion/Action

A. Town hall security camera discussion- Countryside Alarms quote included in packet – Perry said it was difficult to believe the town hall did not have a better alarm/camera system than the present system. The quote includes basic door alarms and cameras on entrance and exit doors of the building. Presently the alarm system for the town hall and town garage is the same, a faint audible alarm. Mr. Allen did not believe three quotes were necessary (as the

procurement policy states) if there were references from other people using Countryside Alarms. Perry said the quote was under \$5,000.00 and utilizing ARPA (American Rescue Plan Act) funds was a possibility for funding. Nathan Dugat questioned where security cameras would be positioned for neighboring privacy consideration. This item will be tabled to a future meeting.

B. Green Mountain Power projects – Table to a future meeting – Perry said Green Mountain Power planned to present information to the board regarding putting power underground within the town right of way in the areas of Kimball Hill South, Burnett Road and Windmill Hill road.

C. Approval of Town Mileage for the State – Mr. Allen moved to sign the certificate of highway mileage year ending February 10, 2023. Class 2 mileage, 20.650, class 3, 49.09 and state highway miles 18.586 totaling 88.326 miles. The certificate showed class 4 miles 11.60 and legal trail 2.91 miles. Hughes seconded; motion carried 5-0 by voice vote.

D. Town Meeting Discussion: Warning included in packet – The board agreed Kevin Hughes would move article 3, Jason Perry article 4, Katrina Hamilton article 5, Nathan Dugat article 6 and Craig Allen article 7. The meeting will be at the Bellows Falls Union High School March 4, 2023. Mr. Perry will follow-up regarding the availability of child-care services during town meeting. David Major said approval of different articles would change article 3.

In another matter, the board hopes someone from the floor at town meeting will move the Inclusion statement presented by Lise Sparrow at the January 11, 2023 board meeting.

E. Road Foreman Report – Perry provided a report from Chuck Lawrence – The highway crew has been working on rust repair of loader #2, brush cutting, replacement of traffic mirrors on Henwood Hill/Covered Bridge road due to vandalism and replaced (for the third time) the one way sign on the road due to theft. A used four-way plow was traded at ATG for a squeegee plow in anticipation of spring snow and mud. The crew has been working on road clean-up after the storm and equipment maintenance. Also, the learning curve to plow has created a few challenges taking longer than anticipated. Work continues on paving bids to be ready by mid-February and a PACIF (reimburses VLCT PACIF members for up to 100% of preapproved purchases) grant for up to \$3,500.00.

F. Executive Session – legal update – Mr. Allen motioned to go into executive session to Discuss a legal update only inviting the board, Mr. Hughes seconded, motion carried 5-0 By voice vote.

## **7. Boards, Committees and Commissions – None**

**8. Other Business:** Ms. Hamilton said Ben Masure (as Emergency Management Director) plans to attend an Active Shooter Drill to be presented at the Westminster Center School February 8, 2023. If Mr. Masure is not able to attend the drill due to work/snow, Jason Perry will attend the event.

In another matter, Mr. Perry reminded the board a new emergency management director/coordinator was needed in Westminster. Mr. Masure was willing to remain in the position until there is a new director.

**9. Date of Next Meeting:** Wednesday, February 8, 2023 at 6:30 p.m.

The board moved to executive session at 7:03 p.m.

The board reconvened regular session at 7:21 p.m., no action was taken.

**10. Adjournment:** Nathan Dugat motioned to adjourn at 7:22 p.m., Kevin Hughes seconded; meeting adjourned by 5-0 voice vote.

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Clerk

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Date

Meeting minutes composed by Millie Barry 1/26/2023