

## Meeting of the Westminster ARPA Committee

*Wednesday, February 15, 2023 at 5:30 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: Chris Potter

1. **Call to Order:** The chair called the meeting to order at 5:30 p.m.
2. **Adjustments to the Agenda** – none
3. **Acceptance of Minutes:** Tabled, no printed copy available for review
4. **Unfinished Business:**
  - a. **Cemetery Wall Project:** Chris Potter presented his recommendation for repair to the cemetery wall at the new cemetery on Kurn Hattin Road. The recommendation is to replace the existing stonewall with block. The stonewall is not as strong or as durable as the rock and the stonewall, if repaired, would not hold the bank back as needed. The block, once placed, would be backfilled with stone and drainage would be placed under the block. Options for the stonewall if removed included selling the stone or using it for highway department use. Mr Potter has measured the existing wall to be 400 from the north corner of the vault along Kurn Hattin Road where it then curves around the hill. Options include following the existing stonewall path and curving around the hill or coming to a short stop and not continuing around the hill. From the south side of the vault along Kurn Hattin Road there is 80 feet of existing stonewall, and the option to continue the block further than the existing wall, an additional 60 feet was discussed. Paul Banik recommended that Mr Potter continue to gather prices and once the proposed ARPA grading system and application are approved by the Selectboard to fill out the application and submit it to the committee for review.
  - b. **Fog Line Proposal** – Chuck Lawrence received estimates for the cost of fog lines on the class 2 roads. There is a total of 19.85 miles of Class 2 roads, the estimated cost for painting annually is \$29,568 from L & D Safety Corp. L&D Safety Corp is the contractor that the state uses to paint the yellow lines and they would paint the fog lines while they were in town painting the yellow lines. The initial expense to paint the fog lines would be an ARPA expense but moving forward it would have to be an annual expense that was added back into the budget in order to paint the fog lines. The fog lines would have to be repainted annually.
  - c. **Online lister card access** – the listers had submitted a proposal to have lister cards available online for users. There is an initial total cost of \$1,000 broken down into \$500 one time set up fee by NEMREC and a \$500 annual maintenance charges. Mr. Banik said that he had emailed the listers with some specific questions but had not received a response prior to tonight's meeting. Ms. Hamilton said that the \$500 annual maintenance charge would have to be included in the listers budget. Mr Banik also asked how this would affect the community as a whole. It was recommended that someone from the Listers office attend a future meeting to address some of our questions.

- d. **Ear Marking Funds for specific projects** – Ms Hamilton was advised by VLCT to not ear mark any funds for projects that had the potential to be postponed or delayed and not completed by the 2026 deadline, with the specific example used of the Route 121 bridge project.
- e. **Financial Breakdown** – A specific breakdown showing the deposits and expenditures with specific identification for what the monies were allocated for was not provided. The Town Office has advised the committee to reach out to Chip Stearns from NEMREC to provide this documentation.

**5. New Business:**

- a. **ARPA Committee Application** – The committee reviewed the proposed grading rubric and application that was drafted by Jim Matteau and Ms Hamilton. The committee agreed to send the current draft to the Selectboard for approval. Paul Banik asked if there should be a cap on proposal expenditures? No decision was made.
- b. **Should previous proposals be re-visited** – Mr Banik asked if the committee should revisit previous proposals if the new grading rubric and application is approved by the Selectboard. The recommendation was made to send the rubric and application to those that had previously applied, once the document has been adopted, and if they choose to fill out the application that we may revisit the proposals.

**6. Other Business:**

- a. **ARPA Reporting:** Ms. Hamilton reminded the committee that ARPA reporting is due in April and recommended that the committee confirm with the Town Office as to who was going to do this before the April deadline and confirm that the required documentation would be available.
- b. **Highway Department Heating System:** Ms Hamilton reported at the previous selectboard meeting that discussion was held regarding the failed heating system at the highway garage and that ARPA funds had been suggested as an option to pay for this expenditure. Ms. Hamilton had notified the selectboard that the ARPA committee would not be recommending any project proposed at this current ARPA meeting pending selectboard approval of the Grading Rubric / Application document that was being discussed. She informed the selectboard that they could make a decision to use ARPA funds without the approval of the ARPA committee. Chuck Lawrence stated that currently the oil furnace is heating the building as the wood boiler is not repairable. In the last week over 200 gallons of oil was used to heat the building. The cost for the recommended propane heating system which was determined to be the most efficient way to heat the building and would be able to be moved and used in a new building in the future was approximately \$39,000.
- c. **Security Cameras** – Ms Hamilton notified the ARPA committee that at the previous selectboard meeting a discussion was held regarding the installation of security cameras outside the town hall and possibly the highway garage and use of ARPA funds to pay for this expense had been suggested.

**7. Date of Next Meeting:** Next meeting will be held Wednesday, March 15, 2023.

**8. Adjournment:** Chuck Lawrence made a motion to adjourn. Cole Streeter seconded. Paul Banik adjourned the meeting at 7:13 p.m.