

Meeting of the Westminster ARPA Committee

Wednesday, September 20, 2023 at 6:00 p.m.

Westminster Institute

Committee Members Present: Jim Matteau (Village Chair), Katrina Hamilton (clerk), Linda Fawcett

Others Present: Chris Potter (cemetery sexton), Jesse Haas (historical society), Michael Daley

1. **Call to Order:** Jim Matteau called the meeting to order at 6:07 p.m as Mr Banik, committee chair, was unavailable for this meeting.
2. **Acceptance of Minutes:** Linda Fawcett made a motion to accept the minutes from July 19, 2023 Jim Matteau seconded, motion passed.
3. **New Business:**
 - a. **Hearse House Restoration:** Jesse Haas spoke on behalf of the Historical Society's proposal for ARPA funding to help repair and restore the hearse house that is located in Westminster West. The hearse house is a building that is owned by the town. The estimate provided in the packet included two types of roofing because currently that roof is the original cedar with slate placed over them. The repaired roof would be one or the other. Mr. Matteau asked if there was any permitting required because of its potential historical designation? Ms Haas did not believe that any special permits or permitting process was required and did not believe that the building was listed on a historical register. There is some drainage work required around the hearse house and the highway department had expressed to the historical society that they may be able to perform this work for the town if approved to do so. The committee members present scored the project with a total score of 17.
 - b. **School Street Guardrail Installation:** Jim Grout submitted a proposal for new guardrail installation along school street to replace the wooden, failing guardrail that is there. Only one estimate was provided of \$9500. Mr. Matteau asked if this was the only place to purchase guardrail from, did it include all materials needed to complete the project? Mr. Matteau also inquired as to the specifics of what the \$9500 included; total footage of guardrail and number of posts. Mr. Grout was not available to speak on the proposal and Chuck Lawrence, road foreman, was also unavailable to speak on the project. Mr. Lawrence had reported to Mr. Grout that the highway department would order and install the guardrail if the project were approved. Project was tabled by the committee for scoring pending answers to the questions posed on the proposal.
 - c. **Town Seal Embossing Machine:** The Town Clerk submitted a proposal for a new electronic embossing machine. Questions posed by the committee included if equipment replacement/repair/upgrade was part of the annual budget for the Town Clerk? The committee members present scored the proposal with a total score of 14.
 - d. **Defibrillator for the Institute:** Mr. Matteau spoke on the proposal for an defibrillator for the Institute. The Institute will order the device themselves if the proposal is approved.

The equipment comes with training provided. The committee members present scored the proposal with a total score of 17.

4. Old Business:

- a. **Cemetery Wall:** Chris Potter spoke regarding his proposal for repair of the cemetery wall at the new cemetery along Kurn Hattin Road. He had received two estimates. There is a large difference between the two estimates and the committee requested more information regarding the two proposals. Bazin Bros. estimate included resetting a utility pole. The estimate from Tarmey's broke down the estimate into areas of supplies, materials, trucking but did not explain how they got their final numbers as Bazins had provided a detailed letter of why their estimate included certain items (resetting the utility pole). The committee would like more information on how Tarmey's reached their estimate given the information provided by Bazins. Bazin's did not provide an itemized estimate, just a total cost for the project. The committee would like to see the actual breakdown of the estimate from Bazins (materials, labor etc) Mr Matteau asked if the block used by both contractors was the same. Mr Potter said that the block described by both is the same, it is just a different name based upon supplier. Mr. Matteau also asked if there would be permits required for this project. Mr Potter stated that he was not sure exactly but that The proposal was tabled pending more information on the estimates provided.

5. Date of Next Meeting: Next meeting will be held Wednesday, October 15, 2023. Pending receipt of any applications and follow up information.

6. Adjournment: Linda Fawcett made a motion to adjourn. Jim Matteau seconded and adjourned the meeting at 7:29 p.m.