

## WESTMINSTER SELECTBOARD MEETING

Wednesday, May 14, 2024 – 6:30 p.m.

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

**Selectboard Present:** Real Bazin (clerk), Stephen Major, Jason Perry (vice chair), Katrina Hamilton (@6:56), and Dan Crocker (chair)

**Staff Present:** Lou Bordeaux (town manager), Millie Barry (clerk)

**Others Present:** Arthur Dufresne, Cassandra James, John (Jack) Porter and 1 person from FACT TV

1. **Call to Order:** Dan Crocker, Chair of the Board called the meeting to order at 6:30 p.m. Information to access a future meeting using a remote connection (when available) is on the Town of Westminster website or by contacting the Westminster Town Hall.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** April 23, 2024 - Jason Perry moved to accept the minutes of April 23, 2024, Real Bazin seconded, motion to accept the minutes passed with 3 affirmative voice votes. Dan Crocker abstained from vote due to absence.
4. **Communications and Public Comments:** Jack Porter appeared before the Board expressing his belief there was inconsistency with road compliance and maintenance. He stated (in part) road maintenance in the vicinity of 60 Grant Street on Kissell Hill was non-existent until 5-14-24 at 6:00 a.m. when the Town crew used 1-3” gravel versus Sure-Pack to fix a pothole approximately 4” deep by 8’ long by 1’ wide. As the gravel was not compacted, by the end of the day the gravel had moved 6’ creating a safety concern. He questioned the construction of Grant Street and when a road became a town road if it was by dedication and acceptance. Grant Street was constructed after other roads on Kissell Hill. Mr. Porter stated his belief winter road policy compliance was inconsistent and could be much better.
5. **Unfinished Business:** (Discussion/Action) – None
6. **New Business:** (Discussion/Action) –
  - A. Appointment to Windham Regional Commission – Information included in packet – Following qualifying questions by Stephen Major, Jason Perry motioned to appoint Arthur Dufresne to the Windham Regional Commission and Deerfield Valley Fiber Board. Real Bazin seconded, motion adopted by 4 affirmative voice votes.
  - B. Appointment to DV Fiber Governing Board - Jason Perry motioned to appoint Adrienne Major to DV Fiber Governing Board as an alternate. Real Bazin seconded, motion carried by 4 affirmative voice votes.
  - C. Electronic speed limit signs – Information included in packet – Dan Crocker said a group in Westminster West village was interested in electronic speed signs due to excessive speed. Mr. Bordeaux suggested the Board wait until the beginning of the new fiscal year before making a purchase decision that with present estimates could cost \$11,000.00. Real Bazin noted he installed the electronic speed signs on the Kurn Hattin Road. These signs are solar, and approximately \$6,000.00 at time of purchase (years ago) and use a group 31 deep cycle truck battery. The batteries are replaced about every four years.

Jason Perry noted (in the past), after multiple complaints from School Street residents, the Board researched electronic speed signs and did not act. Mr. Perry questioned the possibility of contacting the Windham County Sheriff for increased patrol in Westminster West and School Street. Mr. Bordeaux has contacted Sheriff Anderson about Anderson's experience with speed signage and will reach out about increased patrol in specific areas. Jason Perry motioned to table electronic speed limit sign discussion until after the beginning of fiscal year 2025 pending more information on devices, installation locations, and pricing. Real Bazin seconded, motion passed with 5 affirmative voice votes.

D. Town Manager Report – Information included in packet -

- Met with Putney manager, Karen Astley regarding a shared zoning administrator, issues with Putney's fire department and general staffing.
- Spoke to Kyle Foster, VC3 (managed IT and cybersecurity services provider). Mr. Foster is doing an analysis of Westminster IT and cybersecurity needs. Follow-up will be in about one month
- Link2Pump – Mike Rodbro – Researching a fuel monitoring system at highway garage adding to security and accountability. Information could be stored in the cloud to 2035 with the ability to look back at data in 2024. The fire department use would be pinpointed as well as highway department'.
- Solid Waste District – Casella is not honoring Triple T's contract by not bringing cardboard back to the district. Cardboard is \$128.00 per ton; Casella is selling the cardboard themselves.
- Planning Commission Chair – Lachlan Francis is the new chair of the Westminster Planning Commission. The first meeting of the new board was 5-13-2024.
- Classes completed were communications certificate from ICMA (International City/County Management Association) and LEMP – WebEOC (local emergency management usage) certificate. Also, completed ICS402 (Incident Command Security) for Executives, FEMA (Federal Emergency Management Agency) presentation workshop.
- Capital Plan - Toured town properties to evaluate conditions to begin to develop solutions.

Real Bazin motioned to accept the manager's report as presented, Jason Perry seconded, motion carried with 5 affirmative voice votes.

E. Executive Session (if needed) – Jason Perry motioned to move to executive session after other business on the agenda and invite the Town Manager for an employee review. Real Bazin seconded, motion carried with 5 affirmative voice votes.

**7. Boards, Committees and Commissions:** None

**8. Other Business:** – Kissell Hill Water – Information included in packet. Mr. Bordeaux met with residents of Kissell Hill regarding a water issue. He said the water agreement clearly states Kissell Hill residents will pay a 10% premium and Bellows Falls will cover repair, replacement etc. Mr. Bordeaux continued, after a conversation with the Rockingham

Manager, he learned there was a grant for \$650,000.00, Rockingham believed the residents should cover the remainder of the costs. Westminster legal counsel has been contacted regarding the situation.

In another matter, Mr. Bazin questioned if it was possible to receive a financial report at Board meetings to know about expenses, things over and under budget. Mr. Bordeaux said he was working with Chip Stearns from NEMRC (New England Municipal Resource Center) for an understandable, clear report for every meeting. Mr. Bordeaux said he would email a report to the Board members on 5/15/2024. He believed regarding budget numbers, the Town was in no danger, even absorbing \$45,000.00 truck payment.

In another matter – Mr. Bazin said the Town highway crew was fixing shoulders by hand with shovels in recently paved areas. He suggested shoulder repair be included in the paving contract.

**9. Executive Session:** The Board moved to executive session at 7:21 p.m.

The Board reconvened regular session at 7:46 p.m.

Action taken: Stephen Major stated that the Selectboard approved the job the Town Manager is doing and motioned to accept the contract terms calling for a salary increase. Jason Perry seconded; motion passed with 5 affirmative voice votes.

**10. Date of Next Meeting:** Tuesday, May 28, 2024 at 6:30 p.m.

**11. Adjournment:** Jason Perry motioned to adjourn at 7:51 p.m., Katrina Hamilton seconded, motion carried by 5 affirmative voice votes.

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Clerk

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Date

Minutes composed by Millie Barry 5/16/2024