

WESTMINSTER SELECTBOARD MEETING

Tuesday, August 27, 2024 at 6:30 p.m.

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

Selectboard Present: Dan Crocker (chair), Jason Perry (vice chair), Real Bazin (clerk), Katrina Hamilton, Stephen Major (7:00 p.m. arrival).

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

Others Present: Lachlan Francis, Matt Conklin, Arthur Dufresne, Cassandra James, Rachael Shaw, Tatiana Schreiber, remote – Kestrel Craig

1. **Call to Order:** Dan Crocker, chair 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 Westminister website or by contacting the Westminister Town Hall.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes:** July 23, 2024 – Real Bazin motioned to accept the minutes of July 23, 2024, Katrina Hamilton seconded; motion passed by voice vote – (Perry, Bazin, Hamilton).
4. **Communications and Public Comments:** None
5. **Unfinished Business:** none
6. **New Business:**
 - A. Westminister Conservation Commission – Tatiana Schreiber and Rachael Shaw presented information to the Board the group had recently completed a planting near the Westminister West church and cemetery. Also, they are working with Cory Ross, Windham County Natural Resources Conservation District to write a grant to possibly create riparian buffer in the area near the road of SEVCA (Southeastern Vermont Community Action). Some of the workshops they provide include winter tracking and pollinator. They are interested in helping with the natural resources section of the Town Plan as it is being revised and are in conversation with the beaver working group to create ways for beavers and people to co-exist. A long-term goal is to make the Town forest more accessible to Westminister residents. Also, they are discussing developing a budget for the Conservation Commission and requesting an annual budget. Dan Crocker and Lou Bordeaux said presenting budget information and discussion could be as soon as October. Ms. Schreiber said the number of members at present on the commission is five.
 - B. Conservation Commission resignation – information included in packet – Jason Perry motioned to accept the resignation of Katherine Kingston and to thank her for her service. Real Bazin seconded, motion carried by voice vote, (Perry, Bazin, Hamilton).
 - C. Planning Commission Update – Lachlan Francis, chair, said their work, since 4 members were appointed in April has been catching up with where previous groups left off. Their short-term focus is to take the 2015 plan, add census data from 2020, and use information Mike McConnell, Windham Regional Commission provides where the Plan is not compliant, add compliant language to vote on an 18-month extension. Their plan is to draft a new, more current, original Town Plan during the 18-month extension. Mr. Francis said there will be some need for financial support for professional services due to the scale of changes in the Plan. Cassandra James said to be eligible for monies from

from the SOV (State of Vermont) and federal government, the Plan must be in compliance. Ms. James also noted information/files/notes from prior members would be helpful. Mr. Francis said currently there are five members but as they move toward a full Town Plan, a nine-member commission would be great.

D. Fiscal Year 2025 Fuel Bid Award – Information included in packet – Mr. Bordeaux said four bids were received from Bart Energy, Cota & Cota, Sandri Energy and Dead River. Jason Perry motioned to accept the low bid for fuel from Dead River for fiscal year 2025. Real Bazin seconded, motion carried by voice vote, (Perry, Bazin, Hamilton). Mr. Bordeaux will confirm the stated three-year set propane price option.

E. Letter of Support – Shady Pines water project – information included in packet - Jason Perry motioned to approve the letter of support as presented and authorize the chair to sign the letter. The letter of support is for a project funded by ARPA (American Rescue Plan Act) Healthy Homes and Clean Water State Revolving Funds for drinking water upgrades to provide residents of the Park access to safe water source. Katrina Hamilton seconded; motion carried by voice vote (Perry, Bazin, Hamilton).

F. Town Manager’s Report –

- Radar speed signs have been ordered from Winstar Road Supply, signs are permanent, solar powered at cost of 4 at \$2,199.00 each, expected arrival is 2-4 weeks.
- Attended virtual ICMA (International City/County Management Association) on Strategic Planning.
- One bid received on Hearse Shed by Tim Lillis with a range of work priced at \$34,400.00-\$37,400.00.
- Meetings attended were: Solid Waste Board of Supervisors - Casella current hauling contract with solid waste district expires 8/31/2024. Another with Sheriff Mark Anderson, also, a site meeting at Pine Banks box culvert, and Planning Commission.

Stephen Major noted his belief some monies may have been raised to support the Town in construction efforts of the Hearse Shed. Jason Perry requested the amount left of ARPA funds, committed but not spent. Dan Crocker requested an itemization of the Hearse Shed bid as the prior bid was about \$20,000.00. Jason Perry motioned to approve the Town Manager’s report, motion seconded by Katrina Hamilton, passed by voice vote (Perry, Bazin, Hamilton, Major).

G. Road Foreman’s Report: None

H. Executive Session – Jason Perry motioned to move to executive session after other business on agenda to discuss a legal situation and contract, Katrina Hamilton seconded, motion carried by voice vote (Perry, Bazin, Hamilton, Major).

7. Boards, Committees and Commissions:

- Arthur Dufresne, a member of WRC (Windham Regional Commission) and DV (Deerfield Valley) Fiber presented information. He noted for both entities he is mostly in listening mode but sees little activity in this area by DV Fiber. He added monies have been awarded, he did not know how the areas were chosen for cable installation but most activity is in the western section.
- WRC has a lot of knowledge of funding and there are many committees. He said he assesses information to give to the Town Manager and highway foreman regarding funding and training

opportunities.

8. Other Business: Real Bazin noted the person that recently graded Mckenna and Beebe in Road Westminster West did a good job.

9. Executive Session: The Board moved to executive session at 7:20 p.m.

Jason Perry motioned to convene regular session at 7:48 p.m., Real Bazin seconded, motion carried by voice vote, (Perry, Bazin, Hamilton, Major).

Dan Crocker said the Board discussed moving from the current IT service provider, VTC to VC 3. Jason Perry motioned to move to IT service provider VC3, Katrina Hamilton seconded, motion carried by voice vote (Perry, Bazin, Hamilton, Major).

Stephen Major motioned to appoint SP&F Attorneys for the Westminster Town attorney for future legal matters. Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Hamilton, Major).

10. Date of Next Meeting: Tuesday, September 10, 2024 at 6:30 p.m.

11. Adjournment: Motion made by Jason Perry to adjourn, seconded by Katrina Hamilton, passed by voice vote (Perry, Bazin, Hamilton, Major).

Clerk

Date

Minutes composed by Millie Barry 8/31/2024