

## WESTMINSTER SELECTBOARD MEETING

*Tuesday, October 8, 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), and Stephen Major - Katrina Hamilton was absent

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

**Others Present:** Arthur Dufresne and Karen Walter

1. **Call to Order:** Dan Crocker, Chair called the meeting to order at 6:30 p.m. The meeting was recorded by FACT TV. 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:** Jason Perry noted to add the acceptance of a cemetery deed under other business. The Chair noted the adjustment.
3. **Acceptance of Minutes:** September 24, 2024 – Real Bazin motioned to accept the minutes of September 24, 2024, Jason Perry seconded; motion passed by voice vote – (Perry, Bazin, Major).
4. **Communications and Public Comments:** Karen Walter addressed the board questioning in case of an emergency, where people, especially those with minimal support systems or a family member close by, would go for temporary shelter. Real Bazin believed the Westminister Fire Station was the only building with handicap accessibility, water, and a generator, where people might be able to go in Westminister. He continued, BFUHS (Bellows Falls Union High School) was the designated place in a disaster situation. Ms. Walter believed it was important to publish information about temporary emergency shelter if one or a few people were unable to stay in their home for a short amount of time. Stephen Major noted that currently, Westminister does not have an emergency management director. Mr. Bazin said the second floor of the fire station (a building built 22 years ago) would require a second egress, an elevator and sprinkler system. He said it was a very large space and a plan was in progress to utilize and design it for emergency personnel to stay in the case of a disaster. He noted there were four or five bed and breakfast establishments in Town and believed a voucher system was a good option to house someone short term.
5. **Unfinished Business:** (Discussion/Action) None
6. **New Business:** (Discussion/Action) –
  - A. North Westminister Community House – parking study - Mr. Crocker noted the Town commissioned Hammond Engineering to do a parking study for the building as a community space. Mr. Crocker said according to Town zoning, required was a parking spot for every three people up to the capacity of the building. As Mr. Hammond’s study shows 7- 9 possible spaces, the capacity would be 27. The board agreed to solicit costs to install/permit parking and to find an engineer/contractor to give the Town an idea about rehabilitation cost. Jason Perry requested the large holes in the back of the building be covered with plywood to prevent entry of wildlife.
  - B. Electronic speed signs – Mr. Crocker said the speed signs had been installed with positive

feedback. He noted a request had been made by a Westminster West (WW) resident to reduce the speed in the village from 30 mph to 25 mph. The Board noted inconsistent signage in the WW vicinity. Mr. Bordeaux will research consistency with posting speed limits.

C. Town Manager's Report:

Mr. Bordeaux attended the VLCT Town Fair

Budget worksheets have been distributed to boards and committees for the basis of a first draft of the FY 2026 budget.

Pine Banks box culvert is scheduled to be done in the next week or two.

Security cameras were installed at the Town garage October 7, 2024

Stephen Major questioned if the Town was advertising for road crew personnel. If so, what was the advertisement, and were there any candidates. Mr. Bordeaux said at the next Board meeting there would be highly qualified individuals hired. Now, there was not a road foreman, and that position would be hired or a person promoted from within.

Real Bazin requested the nozzle on the diesel fuel pump be a 1" size. Jason Perry motioned to accept the Manager's report, Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Major).

D. Executive Session: (if needed) – Not needed

**7. Boards, Committees and Commissions:** Arthur Dufresne, a DV Fiber representative, has requested a meeting with the director of DV Fiber to understand how the route plan was set up. He believed it was not clear how decisions were made.

**8. Other Business:**

Cemetery Deed – Jason Perry motioned to approve the sale of 12 burial lots Section E Row 4 lots 181-192 in the Westminster New Cemetery to Teresea Dietz Sylvester for the sum of \$1,960.00. Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Major).

In another matter: Dan Crocker said a few calls have been received about the sign on South Valley Road as the sign is very close to the road. He believed the road policy was outdated, required updating, specifically what could/could not be done in the right of way. The Board agreed there were Town zoning regulations to cover placement of signs and the road and signage policy should be consistent overall.

**9. Executive Session:** None

**10. Date of Next Meeting:** Tuesday October 22, 2024 at 6:30 p.m.

**11. Adjournment:** Jason Perry motioned to adjourn at 7:25 p.m. Real Bazin seconded, motion carried by voice vote (Perry, Bazin, Major).

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**Clerk**

Minutes composed by Millie Barry 10/12/24

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**Date**