

## WESTMINSTER SELECTBOARD MEETING

*Tuesday, January 21, 2025*

Remote and in person at Westminster, VT Town Hall

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

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

**Others Present: Remote -** Sarah Waldo

1. **Call to Order:** Jason Perry, in the absence of the Chair, called the meeting to order at 6:34 p.m. Meeting recorded by FACT TV. 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:** Stephen Major requested to add under Other Business results of the Cemetery Commission meeting held January 21<sup>st</sup>.
3. **Acceptance of Minutes** – January 7, 2025 – Real Bazin motioned to accept the minutes of January 7, 2025, Katrina Hamilton seconded, motioned passed by voice vote, (Bazin, Hamilton, Major).
4. **Communications and Public Comments:** None
5. **Unfinished Business:** Discussion/Action –
  - A. Town Meeting Warning Articles – Warning included in packet - Katrina Hamilton motioned to accept the warning for the annual meeting as presented. Real Bazin seconded, motion carried by voice vote, (Bazin, Hamilton, Major).

The annual meeting will be held in the auditorium of the Bellows Falls Union High School. Stephen Major suggested requesting attendees at the meeting sit close to the front of the auditorium, especially when speaking and voting.
6. **New Business:** Discussion/Action
  - A. Town Manager’s Report -
    - Met with Blythe Robinson (Capital Strategic Solutions) and Lachlan Francis regarding an application for a municipal planning grant available through VT Department of Housing and Community Development. The maximum grant is \$30,000.00. The Manager will issue a request for proposal (RFP) to firms that engage in drafting town plans.
    - 1//9/2025 met with Windham County Solid Waste District. The new composting facility will be fully operational in spring 2025
    - Attended a webinar by USDA Rural Development structured for grant funding and rural business development.
    - Completed VC3 training on password security and social engineering.
    - Gazette article was submitted for advantages and disadvantages of appointed assessors versus elected listers. Real Bazin moved to accept the Manager’s report, Katrina Hamilton seconded, motion carried by voice vote, (Bazin, Hamilton, Major).
  - B. Executive Session (if needed) – None

**7. Other Business:**

- A. Cemetery Deed – Katrina Hamilton moved the Town of Westminster, for the sum of \$312.00 issue a cemetery deed to Clark C King, Beneficiary with Laurie Potter, Representative Payee for one (1) burial plot located in Section B, Row 19 bounded to East by empty lot, on West by an old stone wall acting as the West boundary of the cemetery, on the North by two (2) foot tall granite posts and on the South by an empty lot in the Westminster West Cemetery. Real Bazin seconded, motion carried by voice vote, (Bazin, Hamilton, Major).
- B. Cemetery Commission – Stephen Major reported the members of the Commission, (Norman Wright, K. Sheldon Beebe, Stephen Major and Katrina Hamilton) met January 21, 2025. The Commission discussed and recommended acting on:
- To increase the cemetery plot charge from about \$310.00 to \$800.00 to cover the cost of maintenance of all cemeteries in Westminster.
  - To contract the mowing separately for WW (Westminster West), the New Westminster Cemetery and the Center Cemetery off Route 5. Katrina Hamilton noted there is a person interested in mowing and maintenance of the WW cemetery. Mr. Major said the maintenance contract should include remote cemeteries on Holden, South Valley, Sauve, Beebe Road and Bemis Hill.
  - That repair work be done on broken, fallen and leaning stones. Also, there are three (3) unmarked graves in WW. It is the Towns’ legal responsibility to mark these graves.
  - To add fill and close one of the steep access roads (lane way) from the iron gate into the cemetery, will create 60 grave sites.
  - To offer half plots for cremations. Also, a full plot could accommodate 6 cremations for families. Currently plots accommodate 3 cremations.
  - That all new headstones have a footing.
- Mr. Major requested the items be added to the next select board agenda for further discussion and approval.

In another matter Jason Perry said an email communication from the State of Vermont has extended the start date of the Route 121 bridge to the 2027 construction season.

**8. Executive Session: None**

**9. Date of Next Meeting: Tuesday, February 11, 2025 at 6:30 p.m.**

**10. Adjournment: Katrina Hamilton motioned to adjourn at 6:47 p.m. Real Bazin seconded, meeting adjourned.**

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Clerk

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Date