

WESTMINSTER SELECTBOARD MEETING

Tuesday, March 25, 2025 at 6:30 p.m.

Remote and in person at Westminster, VT Town Hall

Selectboard Present: Craig Allen (chair), Real Bazin (vice chair), Jason Perry (clerk), Stephen Major, and Charles (Chuck) Lawrence

Staff Present: Millie Barry (clerk), Lou Bordeaux (town manager), and Ben Masure (road foreman)

Others Present: Gary Cobb, Paul Banik, Brandon & Colleen Sherwood, John Ewald, Liz Bisignano, Sarah Waldo, Oliver Brody, David Major and Dan Crocker – remote, Peggy O’Toole and Abigail Altabef

1. **Call to Order:** Craig Allen 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:** March 11, 2025 – Stephen Major moved to accept the minutes of March 11, 2025, Real Bazin seconded, motion carried by voice vote, (Perry, Bazin, Allen, Major, Lawrence).
4. **Communications and Public Comments:** Sarah Waldo thanked the highway crew for posting speed signs in Westminster West.
Craig Allen said he and Chuck Lawrence attended Windham County select person annual meeting.
Mr. Lawrence said he attended VLCT (Vermont League of Cities and Towns) class for new selectboard members. Much of the information presented was on municipal law.
5. **Unfinished Business:** (Discussion/Action)
 - A. John Ewald: North Westminster Community House: Mr. Ewald said in 2029 the building would be 100 years old. Jackson Evans from the VT Preservation Trust visited the building and believed the building was well worth preserving. Mr. Ewald said the Preservation Trust would provide support in finding professionals to restore the building and fundraising. Mr. Evans advised taking small intentional steps to restore the building. Mr. Ewald said he had a list of people interested in being on a committee and requested the selectboard approve, The Friends of the North Westminster Community House. Mr. Major questioned the communities’ vision of the use of the building and to have a concept of its continued ongoing use? Mr. Ewald’s vision was to start small and take steps to open the building with volunteers. Dan Crocker noted at Town meeting the article was tabled and recommending a town hearing. Mr. Allen commented there could be organizational efforts adding it was the only building in Westminster with sewer and water and a space for a commercial kitchen. Stephen Major motioned to establish Friends of the North Westminster Community House an ad hoc committee and for the committee to return to the Board with a list of interested people. Real Bazin seconded, motion passed by voice vote, (Perry, Bazin, Allen, Major, Lawrence).
 - B. Town Meeting Review – David Major commented the meeting was well attended, it was one of the longer town meetings he could remember and believed the decisions made were clear. He thanked Westminster Cares for providing food for the event and Bellows

Falls Union High School for the use of their sound system. Mr. Major noted that often during the meeting it was difficult for people to hear. Suggestions were to have one central microphone or to have participants sit in a central area. Peggy O'Toole suggested listing the administrative salaries in the town report believing those at town meeting wanted to see the breakdown of wages. Paul Banik said he believed questions asked at town meeting should be answered. If the Board did not know the answers at the meeting, contact people to answer questions after the meeting. At a future selectboard meeting, the Board will discuss the process of social service agency/library/newspaper etc. requests for funding. Specifically, is it a State or town mandate that after three years of voter approval of a requested amount, the amount is set unless there is a request for an increase of an amount.

- C. Grout Avenue Engineering – Craig Allen read a statement from engineer Phil Savoy about the parking lot water problem in front of the fire station. Ben Masure believed there would be core testing done in the area.
- D. Annual Appointments – The Board discussed the list of appointees presented. At present there is no Westminster Emergency Management Director. Stephen Major motioned to approve the list with corrections. Jason Perry seconded, motion carried by voice vote (Perry, Bazin, Allen, Major, Lawrence). Jason Perry motioned to appoint Arthur Dufresne to the Windham Regional Commission as representative for Westminster, Real Bazin seconded; motion carried by voice vote (Perry, Bazin, Allen, Major, Lawrence).

6. New Business: (Discussion/Action) –

- A. Winter Road Sand Bids – information included in packet – Jason Perry noted due to a conflict of interest he would excuse himself from discussion and voting. Real Bazin believed the true cost of the product should be reflected in the Town budget to include the cost to haul the product. Chuck Lawrence believed there would be twice as many choices if contacts had been made to suppliers opposed to requesting bids. Stephen Major motioned to accept the bid from JP Trucking and Excavating LLC. Chuck Lawrence seconded; motion carried by voice vote (Allen, Major, Lawrence) Bazin abstained.
- B. Selectboard Objectives for 2025/2026 - Tabled
- C. Town Manager Report – information included in packet –
 - Attended meeting with VTrans for fiscal year 2026 for planning purposes and funding assistance.
 - Attended Town Managers meeting March 13th in Windsor.
 - Town Hall email went down 3/17, problems resolved 3/25/2025. Millie Barry noted any emails sent to the town offices during this period were lost.
 - Attended Westminster Inclusion committee meeting 3/25/25. The committee will be hosting One Small Step at the Butterfield Library April 29th.
 - Will attend Annual Municipal Solution Summit next week.
 - Mr. Bordeaux said Everett Hammond is working on the wall project in the vicinity of Vernon Temples office in North Westminster.
- D. Executive Session – None

- 7. Other Business:** Stephen Major motioned to approve the certificate of compliance for Town Roads and Bridge Standards and Network Inventory. Real Bazin seconded; motion carried by voice vote (Perry, Bazin, Allen, Major, Lawrence).
- Stephen Major motioned to approve the annual financial plan for Town highways. Real Bazin seconded; motion carried by voice vote, (Perry, Bazin, Allen, Major, Lawrence).
 - Real Bazin applied for and received a FIN (Fleet identification number) for the Town to qualify for a State bid price.
 - John Ewald noted his belief that Alison Bigwood was no longer working for the listers office. He questioned the budget amount of about \$30k for someone that was budgeted in the lister office and not working there. Millie Barry, Town Clerk questioned the lister schedule and coverage when Rachael Cohen was away from April 26th to the end of June. Mr. Allen requested the Town Manager look into the situation.
 - Craig Allen read a letter of appreciation/thanks for service to the Westminster Select to be sent to Katrina Hamilton and Dan Crocker.
- 8. Executive Session:** - None
- 9. Date of Next Meeting** – April 8, 2025 at 6:30 p.m.
- 10. Adjournment:** Jason Perry motioned to adjourn at 8:01 p.m., Real Bazin seconded; motion to adjourn approved by voice vote, (Perry, Bazin, Allen, Major and Lawrence).

Clerk

Date