

Draft

Town of Westmore

Municipal Building

30 Hinton Hill Rd

Westmore, VT

April 20, 2026

6:00PM

SELECT BOARD MEETING Minutes

In attendance: In Person-David Stevens, Bill Perkins, Miriam Simonds,Isaiah Casey, Jason Petrarca, Elaine Cashin, John Zimmer, Annette Parenteau,Christi Parenteau, Carol Davis, Ray Wells, John Kellogg, Matt Wilsomn, Kathy Holmes, Donna Dzugas, Ellie Majchrzak, Pam Kennedy, Dana Cheney

Via Zoom - Maree Bushey, Carol Casey, Kelly Casey

CALL TO ORDER

ADDITIONS TO THE AGENDA?

NOTICE Green Up Day May 2nd...

OCSU finalized Westmore Listening Session May 7 Fellowship Hall

TREASURER

- **Open Bids for Town Auditor for Evaluation and Review:** Treasurer John opened two bids for the town auditors. One bid from Sullivan Powers and Company came in at \$32,700 for 2025 with annual increases of \$600-700 through 2029. The second bid was significantly lower at \$22,500 for the first year. John requested time to review both proposals qualitatively, particularly regarding their methodology and approach to the town's modified accrual basis accounting. The board agreed to table the decision to allow for proper evaluation.
- **March Financials:Cash Projection:**Treasurer John reported positive financial trends, noting that transfer station spending was down 65% and usage appeared to be declining as residents moved to private haulers. General fund expenses were at 23% of budget after three months, remaining ahead of projections.
- **Delinquent Taxes:** Treasurer John reported a concerning trend in tax delinquencies. Annette Parenteau (Delinquent Tax Collector) noted she is working with the Town Attorney to send letters and possibly set a date for tax sales on some of the properties.

TOWN COTTAGE

- **Draft Resolution for Community Spaces and Activities as an advisory committee:**Town Clerk reported working with task force members on a resolution to formalize the Community Spaces and Activities group as an advisory committee. The resolution will be reviewed by the town attorney before final approval.
- **Pam Kennedy : Plans for America 250th July 4** -Community member Pam Kennedy outlined plans to enhance existing July 4th celebrations for America's 250th anniversary, building on the pancake breakfast, firemen's barbecue, and boat parade with additional patriotic activities.
- **Pam Kennedy : Local Motion Grant Submission - Community Gathering:**Kennedy described a grant application for \$350 to support a September 12th community gathering designed to strengthen neighborhood connections and promote local engagement.

Bill motioned and Isaiah seconded to approve submission of the grant. Motion passed.

- **Kids Seed Starting Workshop - Farm to school** -Elaine noted this event for families to be held Tuesday, April 28 from 10 - 12 PM at the Town Cottage
- **Teach America to Swim:** Item tabled

NEW BUSINESS

- **Act 181 - Request from Ray Wells to have 5-10 minutes to speak:** John Kellogg, Planning Commission Chair from Charleston VT spoke. Ray Wells, a Charleston resident and Planning Commission Chair, provided a comprehensive briefing on Vermont Act 181, which modifies Act 250 permitting processes. Wells explained that Act 181 shifts focus from project size to location, creates three land use tiers, and implements controversial road rules limiting driveway lengths to 800 feet and total on-property roads to 2,000 feet. He emphasized that the legislation represents a shift toward clustering rural populations and restricting property rights. Wells recommended the Select Board review the Rural Vermont Rising website and consider sending a letter opposing the legislation, noting that many legislators are now calling for repeal of certain provisions.
- **Running Camp - Request Approval - Event application submitted:** An event application for a running camp was submitted by Northeast Kingdom Running Camp involving approximately 400 students on July 29th and August 5th from 11 AM to 3 PM, with rain dates of July 30th and August 6th. The camp includes two licensed nurses and has notified emergency services. Isaiah motioned and Bill seconded to approve Running Camp to be held on July 29th and August 5th. Motion passed.
- **NEKCV Broadband: Annual reappointment of representatives** :Bill motioned to reappoint Donna Dzugas as the Representative for the Town of Westmore and Ray Lanier and Linda Michniewicz as Alternates for the Town of Westmore to the NEKCV Governing Board. Miriam seconded. Motion passed.
- **NEKCV Broadband Construction - Email Distribution:** The board approved distributing information about Northeast Kingdom Broadband construction to town residents via email. The construction will bring fiber optic service to underserved areas with free hookups available during the construction period.
- **Appoint an Emergency Management Director**-Jason motioned and Isaiah seconded to appoint Russell Curtis as the Emergency Management Director for the Town of Westmore.Motion passed.
- **Local Emergency Management Plan - Due June 1** - Item tabled for new Director input.
- **Updated info on Livestock** -Discussion of creating a livestock ordinance was tabled to allow review of the VLCT template and comparison with other municipalities' approaches.
- **National Landmark Plaque for South End** - Discussion revisited: Jason motioned and Isaiah seconded to authorize Elaine (Town Clerk) to relay to the National Park Service that a duplicate copy can be created but the original will not leave the Municipal Building in the Town Clerk's office. Motion passed.
- **North Beach Parking Lot - Request for additional volunteers to lock/unlock gate:** Current volunteers Britta and Russell requested additional help with daily locking and unlocking of the North Beach parking lot gate due to schedule changes and increased

responsibilities. The gate opens at 7 AM and closes at 7 PM until May 15th, then closes at 9 PM through the season. The board agreed to seek volunteers through town communications, website posting, and community groups.

- **Town Health Officer:** The Town Clerk noted that Bruce(Deputy Health Officer) will be leaving at the end of May to mid July so will be unavailable to do Recreational Water Testing at the North beach. Elaine to follow up with Katherine Busby, Supervisor of Boat Greeters.
- **Lister Glass Wall Petition - Large Table:** Maree noted that now that the office has three listers, they would prefer to keep the office enclosed- as it is. Item tabled.

ROAD FOREMAN

- **Open bids for power at the North Beach:** Two bids were received for electrical work at North Beach: Pierce Electric at \$8,100 and MEI at \$15,600. Bill motioned and Isaiah seconded to award the contract to Pierce Electric. Motion passed.
- **Reclassification -Class 3 or 4 Highway:** Discussion of reclassifying certain road sections was tabled pending Road Foreman Dan's identification of specific roads
- **Curb Cut Permit Request- Melissa Duggan -2211 Cook Road:** Road Commissioner Isaiah confirmed adequate sight lines after road inspection. Isaiah Motioned and Bill seconded to approve the Curb Cut as listed. Motion passed.
- **Excavator Trailer - request to put out to Bid:** Jason motioned and Isaiah seconded to put the excavator trailer out to bid including a notice stating the Selectboard has the right to reject any and all bids. Motion passed.

TRANSFER STATION

Oil Barrels: Miriam requested discontinuation of motor oil collection at the transfer station due to contamination issues and safety concerns. NEKWMD confirmed they would remove existing barrels if collection ceased. Jason motioned and Miriam seconded to stop collection of oil at the Transfer Station and to authorize NEKWMD to collect the barrels currently in site. Motion passed.

TOWN CLERK

- **Record Retention Policy - Discussion and possible approval:** Elaine presented a comprehensive record retention policy developed using VLCT templates and Vermont State Archives guidelines. The policy provides a framework for disposing of outdated documents while maintaining required records. Isaiah motioned and Miriam seconded to approve the Record Retention Policy as written. Motion passed.
- **Request for Secure Shred @ 10 - 15 boxes at 5.50/box:** Elaine requested approval for professional document shredding services to dispose of records eligible for destruction under the new retention policy. Jason motioned and Isaiah seconded to authorize shredding as requested. Motion passed.
- **Memorialize the donated beach sign - Estimates from Frame Shop -Frame only with glass\$353: Shadowbox with glass \$485:** The board discussed preserving a

historical beach sign donated by the Harter. Jason volunteered to create a shadow box display to avoid the quoted professional costs.

- **Permission for payment to Vermont State Withholding and VMERS when due:** Elaine requested standing authorization to make quarterly payroll tax payments when due, even though they don't coincide with Select Board meetings. Isaiah motioned and Bill seconded to authorize Elaine to make quarterly payments for Vermont Withholding and VMERS when due. Motion passed.
- **Scales -Renewal License for weighing and measuring Fee due \$175.00 Signature needed:** Bill motioned and Miriam seconded to authorize renewal of the weighing and measuring license for town scales at \$175. Motion passed.

LIQUOR COMMISSION: Liquor Control : Consideration of Liquor Permit Application - Selectboard acting in its capacity as local liquor commission. Approval Needed

- Request to Cater Permit Request-Willy's Food Service - Notch House -June 20 3 PM to 10 PM
- Limited Event Request - Roger Meir - The Little Farm- to begin August 19 at 10AM and end Aug 22 at 10PM. Bar Service only on Aug 22 from 1 to 10 PM.
- Willoughby Lake Store - Renewals of Tobacco License; 1st and 2nd class Liquor License and Outdoor Consumption Permit

Bill motioned and Miriam seconded to request all three permit/license requests as noted. Motion passed.

LOCAL CITIZENS and VISITORS: Questions and Discussion:

Andrew Zebrowski asked about charging at North Beach. Bill noted that the topic will be an agenda item next week. Kathy Holmes and Donna Dzugas noted correspondence sent today regarding updates on the ITW Tower case.

Correspondence: All correspondence available in Town Clerk's Office for review

APPROVAL OF MINUTES OF PRIOR MEETINGS:Special Selectboard Meeting April 1 Transfer Station and April 6 VTrans as well as Regular Selectboard Meeting on April 6 : Isaiah motioned and Miriam seconded to approve the Minutes for the Three Selectboard meetings as noted. Motion passed.

REVIEW BILLS and SIGN SELECT ORDERS & PAYROLL #8: Bill motioned and Isaiah seconded to approve as presented. Motion passed.

Possible Executive Session

Jason motioned to adjourn at 8:26PM

Prepared by [Hey.Gov](#) & Elaine Cashin_____

David Stevens_____

Bill Perkins_____

Miriam Simonds_____

Isaiah Casey_____

Jason Petrarca _____