

## Selectboard Meeting Minutes

### Town of Westmore, Vermont Monday, May 18, 2026

**5:30 PM Site Visit to the North Beach** - In attendance: David, Bill, Isaiah, Jason, Dan, Peggy Zimmer, Britta Milks, Gabrielle Gervais, Carol Davis

**6:00 PM Meeting resumes at 30 Hinton Hill Road, Westmore, VT 05860-** In attendance: David, Bill, Isaiah, Jason, Elaine, Ellie, Carol D. Gabrielle, Peggy Zimmer, John Zimmer, Carmen Anderson, Robert Patton, Monica Bingham, Pam Kennedy. In attendance via Zoom: Maree Bushey, Newport Daily Express, Michael, Kimberly Jensen, Jennifer Woolard, Sam, Jonathan, Donut, John, Demir, Liam

Bill motioned and Jason seconded to add paving to the agenda. Motion passed.

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The Board recognized National Public Works Week and extended thanks to the road crew. Thanks were also extended to all those residents who participated in Green Up Day

#### **NOTICE: Elections: Primary Aug 11 and General Election November 3, 2026:**

Justices of the Peace will be elected in November for terms beginning in February. Paperwork is available in the Town Clerk's office or online. The deadline for independent candidates is July 20; party nominations are due July 27.

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**Point of Order re: Amendment of motion at May 4 meeting out of order:** The Board acknowledged a procedural error from the May 4 meeting in which an amendment to a motion was not voted on before the main article, as is proper procedure. It was determined that because the Board had already moved forward on the matter and the error was procedural in nature, no corrective action was required.

**Town Forest Saturday June 6 Trail Walk: Information Only** The Board was informed that a public Trail Walk at the Town Forest is scheduled for Saturday, June 6, from 10:00 AM to noon. Invited guests include representatives from Northwoods, the Green Mountain Club, and the Nature Conservancy. The Select Board and the public are invited to attend.

## **TREASURER**

### **New Banking Account at CNB for Municipay Deposits: Authorization needed**

Town Treasurer John explained that electronic payments and credit card transactions processed through Municipay are currently commingled with cash deposits, creating reconciliation difficulties. The Board approved establishing a new interest-bearing account at Community National Bank (CNB) exclusively for Municipay deposits, with periodic transfers to the general fund as balances accumulate.

Bill motioned and Jason seconded to establish a new banking account at Community National Bank for Municipay deposits and have John Zimmer and Elaine Cashin be assigned as signatories on the account. Motion passed.

### **Monthly Financials**

Town Treasurer John reported that as of the end of April, the general fund balance stands at \$323,000, consistent with projections. General fund expenses are tracking at 29% with four months elapsed (one-third of the year), representing a favorable variance. Highway fund operating expenses are at 30%, slightly ahead of the 33% benchmark. The transfer station continues to run below prior-year levels, with a current deficit of approximately \$6,000 compared to \$16,000 at the same point last year, attributed to reduced bag sales, lower refuse volume, and a shift to private carriers. Town Treasurer John noted that overall municipal costs are growing at approximately 4.6% per year and cautioned that without identifying alternative revenue sources, property tax rates will need to increase more substantially in coming years.

### **Cash Payment Rounding Up-Down Policy in response to CNB letter — Approval Needed**

Town Treasurer John presented a proposed cash transaction rounding policy in response to CNB's announcement that pennies will no longer be accepted. The policy mirrors CNB's rounding schedule: amounts ending in 1–4 cents round down to the nearest five-cent increment; amounts ending in 5–9 cents round up. The policy applies to cash transactions only and does not affect checks or credit card payments. Town Clerk Elaine was authorized to post clear signage at the Town Clerk's office and the transfer station.

Jason motioned and Isaiah seconded to adopt CNB's cash rounding policy for all town cash transactions. Motion passed.

### **Proposed Zoning Fee Schedule**

Town Treasurer John, along with Town Clerk Elaine and Zoning Administrator Andy Berley and Selectboard member Bill Perkins, with input from Maree Bushey presented a revised zoning fee schedule.

Jason motioned and Isaiah seconded to adopt proposed zoning fee schedule with the following — adjusting the outbuilding fee threshold from under 100 square feet to under 200 square feet at \$50, and greater than 200 square feet at \$125; reducing the curb cut fee to \$100; and making no change to the appeals process. The motion carried.

Isaiah motioned and Bill seconded to add the \$15 recording fee to all zoning permit fees and to note its inclusion on permit applications. The motion carried.

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## **OLD BUSINESS**

### **Resolution to Create Community Spaces & Activities Advisory Committee**

The Board reviewed and approved the final resolution to establish the Community Spaces & Activities Advisory Committee. Based on guidance from Town Attorney Jim, the committee membership was set at five members serving staggered three-year terms, rather than a variable range. Committee officers are to be elected at the committee's first meeting, scheduled for June 1. Members appointed to the committee will require Select Board approval upon recommendation.

Isaiah motioned and Jason seconded to have the Selectboard sign the resolution creating the Community Spaces & Activities Advisory Committee, composed of five members serving staggered three-year terms. Motion carries.

### **CSA Committee request \$250.00 to support America's 250th year town celebration.**

The funds are to be directed to the committee for the purchase of decorations, materials, and programming in coordination with existing community events planned for July 4 including the pancake breakfast, chicken barbecue, and boat parade.

Bill motioned and Isaiah seconded to allocate \$250 to the Community Spaces & Activities Advisory Committee for the America's 250th anniversary celebration. The motion carried.

**Orleans County Sheriff's Department** : This item was deferred to executive session.

### **Teach America to Swim Contract**

Town Clerk Elaine confirmed that a certificate of insurance naming the Town of Westmore as an additional insured had been received, and the contract and invoice had been distributed. A question was raised regarding a \$250 travel fee referenced in the contract; Ms. Woolard clarified

that "instructor" and "lifeguard" are interchangeable, that only one instructor would be assigned per the ten-swimmer-per-session cap, and that the \$250 fee is covered within the overall program budget, with additional support from the Westmore Association.

Jason motioned and Isaiah seconded to approve and authorized Elaine to execute the Teach America to Swim contract electronically. Motion passed,

Jason Motioned and Isaiah seconded to authorize Elaine to submit payment by May 19th via a Credit card or ACH payment. Motion passed.

### **Cemetery Commissioner: Selectboard to Determine a Vacancy Exists:**

Town Clerk Elaine reported that a certified letter dated April 6 was sent to Cemetery Commissioner Steven Davenport with a response deadline of May 6. The letter was signed for at the Liberty Street address in Orleans, but no response was received. Next steps regarding filling the vacancy will be addressed at a future meeting.

Jason motioned and Isaiah seconded to declare a vacancy in the office of Cemetery Commissioner pursuant to 24 VSA 961 based on the fact that the existing Cemetery Commissioner did not respond to the town's letter. The motion carried.

### **North Beach Update**

The Board discussed safety improvements at North Beach, focusing on widening the road in front of the parking lot by approximately three feet (within the existing gravel footprint to avoid significant excavation costs) and installing physical removable delineators to separate pedestrian and vehicle traffic. The Board acknowledged community support for safety improvements at this location, as expressed at prior town meetings. It was noted that widening the full length of the road would affect stormwater drainage for neighboring properties and was deferred. The Board also discussed cutting additional drainage openings (V-cuts) in the beach-side curb to improve water runoff, and agreed to address teardown of the old outhouse at a future meeting.

Bill motioned and Isaiah seconded to pave in front of the parking lot at North Beach, extending three feet, and install physical delineators. Motion passed.

**LISTER WALL....Large Table:** Tabled to a future meeting.

### **Decontamination Station — Temporary Boat Wash**

Carmen Anderson presented a proposal from Kim Jensen, a biologist with the Vermont Department of Environmental Conservation's Watershed Management Division, to loan the town a hot water decontamination unit on a utility trailer for a pilot program in July. The unit would be stationed at the state-owned salt shed property and operated by volunteers from 9:00 AM to 3:00 PM daily during the month of July. The program would target boats arriving from lakes with known aquatic invasive species, including zebra mussels recently identified in the southern reaches of Lake Memphremagog. The cost would be limited to water supply, estimated at \$175 for 600 gallons, which the Westmore Association indicated it would cover. The state requires a loan agreement signed by the Westmore Association and the town, and requests that the state of Vermont be named as an additional insured on the town's policy. The Board approved moving forward with the next steps, pending review of insurance and loan documentation.

Jason motioned and Isaiah seconded to authorize Carmen to proceed with the next steps to establish a temporary boat washing decontamination station in Westmore as a July pilot program at no cost to the Town. The motion carried.

### **Livestock Policy Update**

Town Clerk Elaine reported that she consulted with Animal Control Officer Renee, who indicated willingness to help draft an ordinance regarding domestic animals. The board thought this would be a good idea. Item tabled until Renee can draft an ordinance.

**Black Fly Run & Ride Update — Info only:** Town Clerk Elaine reported that certificates of insurance have been received from both event organizers, naming the Town of Westmore as an additional insured. Routes of both the run and the ride were provided.

## **NEW BUSINESS**

**Local Option Meals and Rooms Tax — Info Only** Town Treasurer John reported that the first quarterly rooms and board tax collected totaled \$13,719, with an adjusted net return to the town of approximately \$9,500 after the state's 30% share and administrative fees.

**Claims Cost Detail — Info Only**

**Kingdom Games request to use North Beach and request parking at the Town Garage**

Town Clerk Elaine noted that the Kingdom Games have requested use of North Beach on Saturday, August 8. An assembly permit application was sent. The Board agreed to defer action until the completed application is received, anticipated within two weeks.

**Town Credit Card Changes — Need Guarantor Signature**

Town Clerk Elaine reported that an attempt to update the town's credit card account was halted when the bank required a personal guarantee, including authorization to check the signatory's personal credit history. The Board declined to proceed under those terms. The Board directed Elaine to investigate whether a municipal credit account is available through CNB or a comparable institution.

**Request to Purchase small Brass Plates for Donated pictures recognizing Donor @\$15–20/each**

Bill motioned and Isaiah seconded to approve the purchase of small brass plates at \$15–20 each for pictures donated to the town to memorialize the donor. The motion carried.

**Overweight Permit — McElwain Contracting LLC 1:31:35**

Bill motioned and Isaiah seconded to approve the overweight permit for McElwain Contracting LLC. The motion carried.

**Lions Club request to Use the North Beach on August 22nd**

Town Clerk Elaine noted that the Lions Club has requested use of North Beach on August 22, moving from their traditional final-Saturday date due to the Orleans 150th anniversary celebration on August 29. Assembly event paperwork has been sent to the Lions Club.

Bill motioned and Isaiah seconded to approve the Lions Club's request to use North Beach on August 22. The motion carried.

**Water Testing at the North Beach: Bruce has recommended Monica Bingham**

Town Clerk Elaine introduced Monica Bingham, recommended by Deputy Town Health Officer Bruce Tanner to conduct beach water testing at North Beach while Bruce is unavailable. Ms. Bingham confirmed familiarity with proper sampling procedures and agreed to deliver samples to the Newport lab on Thursdays before 10:00 AM. Travel reimbursement is available for the Newport trip. Town Clerk Elaine noted she would continue to receive test results by email and would coordinate with Ms. Bingham if retesting is required due to elevated readings.

Isaiah motioned and Bill seconded to approve Volunteer Monica Bingham to assist with water testing at North Beach while Bruce is not available. The motion passed.

**NEKWMD Update of May 12 meeting: Item tabled**

Elaine presented price increases.

**ROAD FOREMAN**

**Winter Sand** Road Commissioner Isaiah reported that the town's budgeted 2,000 yards of winter sand are being hauled and noted that current pricing is favorable. The Board agreed to continue acquiring sand while pricing remains lower. A concern was raised regarding the crushing contractor having mixed stone and gravel piles contrary to prior instructions, resulting in an estimated 20–30 loads of mixed material. The matter was noted for future follow-up, including potential correspondence to the contractor regarding the loss.

### **Paving Update**

Road Commissioner Isaiah reported that paving costs for Route 16 at Abbott Hill have increased by approximately \$16,000 due to rising asphalt and trucking prices, leaving approximately \$4,000 remaining in the current paving budget. The Board also discussed advancing the Long Pond Road paving project from next year's schedule to the current season, with a current estimated cost of \$51,000–\$52,000. Town Treasurer John confirmed that the emergency reserve fund could be drawn upon for this purpose and replenished in the next budget cycle, and that this expenditure does not require voter approval. The Board agreed to notify the paving contractor to pencil in Long Pond Road for completion no later than September 15, 2026.

### **Liquor Commission Liquor Control: Consideration of Liquor Permit Application - Selectboard acting in its capacity as local liquor commissioners.**

Chefwork's – Notch House – Request to Cater Jun 26 Reception Dinner 6PM to 9:30PM/ Jun 27 Wedding 4PM to 9:45PM

Alchemy Brewing – Notch House – Request to Cater Aug 22, 3 to 10 PM

Red Barn Brewing – Special Event Permit (Manufacturer) May 30, 12 noon to 10 PM — Black Fly Run at the Little Farm

Isaiah motioned and Jason seconded to approve the catering and special event permit applications for the three vendors as noted. The motion carried.

### **Correspondence: All correspondence available in the Town Clerk's office for review.**

The Board received a note from Senator John Morley expressing agreement with the Select Board's letter regarding Act 181.

A notice of public hearing on the Vermont Department of Environmental Conservation's Solid Waste Management Program rules was also received and will be posted for public information.

Letter from Ted Page regarding an employee

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**Proposed Executive Session Orleans Sheriff - Contractual Obligations under 1 VSA 313(a)(1)(A):** The Selectboard finds that premature general knowledge would clearly place the public body or a person involved at substantial disadvantage

Isaiah motioned and Jason seconded to enter executive session pursuant to 1 V.S.A. § 313(a)(1)(A) for discussion of contractual obligations (Orleans County Sheriff's Department). The motion was carried at 8:27 PM.

Isaiah motioned and David seconded to exit Executive Session at 8:46 PM. Motion passed.


Upon return from executive session David motioned and Isaiah seconded to have Town Treasurer John and Select Board Chair Jason to draft and transmit a letter to the Orleans County Sheriff's Department on behalf of the Select Board. Motion passed.

**Minutes:** Approval of May 4th minutes tabled to add correction to the document.

**Bills and Payroll :** Isaiah motioned and Bill seconded to approve bills and sign select orders and payroll #10. The motion carried.

Isaiah motioned and Jason seconded to adjourn at 8:57 PM  
Zoom disturbance occurred in the meeting. Due to parties interfering with the conduct of the meeting and after I stated parties needed to stay muted and they did not comply, they were removed to the waiting room. Some left the meeting and some came back in.


Minutes prepared by Elaine Cashin and ClerkMinutes:

David Stevens  \_\_\_\_\_

Miriam Simonds : Not present

William Perkins  \_\_\_\_\_

Isaiah Casey  \_\_\_\_\_

Jason Petrarca  \_\_\_\_\_