

Town of Westmore

Municipal Building

30 Hinton Hill Rd

Westmore, VT

May 4, 2026

6:00PM

SELECT BOARD MEETING Minutes

In attendance: In Person-David Stevens, Bill Perkins, Miriam Simonds, Isaiah Casey, Jason Petrarca, Elaine Cashin, Dan Sicard, John Zimmer, Carol Davis, Gabrielle Gervais, Jan & Jon B., Pam Kennedy, Ellie Majchrzek, Peggy Zimmer, Russell Curtis, Kimball Johnson, Jennifer Woolard, David Bradshaw, Britta Milks, Maree Bushey, Chris V.

Via Zoom - Kelly Casey, Carol Casey, Sabrina Keller, Michael, Sarah Paige, Kristin Obrys, Simon Murray

David called the meeting to order at 6 PM

ADDITIONS TO THE AGENDA: Bill motioned & Isaiah seconded to add the Transfer Station and a Certificate of Compliance for Roads/Bridges to the agenda. Motion passed.

NOTICE: The Town Clerk reported that a rabid skunk had been found in Westmore and advised residents to avoid contact with wildlife. She also noted that a rabies vaccine bait drop was planned for Orleans County, potentially including Westmore, beginning in May depending on weather conditions. Green Up Day, held May 2nd, was noted as complete.

TREASURER

Auditor Partner Discussion

The Treasurer reported that after an extensive outreach to thirteen firms, the field was narrowed to proposals from Batchelder Associates, PC (\$22,500) and Sullivan, Powers & Co, PC (\$32,000). The Treasurer noted that Sullivan received a clean peer review and strong references, while Batchelder had unresolved peer review deficiencies from 2019 and references reflected slower response times. Despite the technical advantages of Sullivan, the Treasurer indicated a willingness to proceed with Batchelder Associates at a lower cost. Miriam motioned and Bill seconded to award the audit bid for a two-year engagement to Batchelder Associates, PC at a cost of \$22,500 for FY2025; \$23,175 for FY2026 with an option to extend for an additional three years. Motion passed.

Milfoil/Greeter Grant Award Update

The Treasurer reported that the Milfoil/Greeter grant award for the current year decreased from \$29,000 to \$23,000, a trend anticipated to continue. The reduction does not impact the amount voted at Town Meeting, as the budget had been planned to account for a potential shortfall.

NEW BUSINESS

Events – Kingdom Swim

The Town Clerk noted that the Kingdom Swim event, typically held annually at Lake Willoughby, had not yet formally requested board approval for the current year. The event was reported to be scheduled for August 8th. The board discussed whether to require an event permit and a donation from organizers, and directed staff to follow up with the organizers accordingly.

Notice of Award of Grant for Municipal Highway Grant – Big Valley Lane

The board received notice from the Agency of Transportation District 9 Project Manager that a Municipal Highway Grant had been awarded for Big Valley Lane.

OLD BUSINESS

Swim Lessons – Jennifer Woolard

Jennifer Woolard presented an update on efforts to bring swim lessons back to Lake Willoughby through a contract with Teach America to Swim, represented remotely by program founder Sabrina. The program would require a minimum enrollment of 30 participants, at \$126 per student, with the town serving as the contracting entity. Families were proposed to pay \$35 per student, with the town subsidizing the remainder. Ms. Woolard reported having commitments from approximately 17 children and expressed confidence that the 30-student minimum could be met if the program were opened to residents, property owners, and their immediate family members. The board discussed the financial risk if enrollment fell short, the timeline constraints, and the option of directing families to Crystal Lake as an alternative.

Isaiah motioned and Miriam seconded to contribute \$2,000 to the Teach America to Swim program and enter into a contract with the Town of Westmore. Motion passed.

Jason motioned and Isaiah seconded to amend the prior motion to specify that the \$2,000 be allocated from the Subaru donation funds held within the general fund. Motion passed with one dissenting vote from Miriam.

Charging for Parking at the North Beach 14:56

The board discussed the concept of implementing a parking fee at North Beach. Members of the public and board raised concerns including traffic queuing and bottlenecks, ADA compliance, audit and revenue management, liability exposure, and the potential inequity of fees for local residents and families. The board agreed that the matter requires further study, including a risk management consultation with the town's insurance carrier, and a data collection

effort on parking volumes during peak summer days. No formal action was taken. The Town Clerk was directed to contact the insurance carrier to initiate a risk assessment.

Letter to the Legislature from Selectboard Regarding Act 181

Jason motioned and Isaiah seconded to accept and sign the letter to the Legislature regarding Act 181 as written. Motion passed.

Local Emergency Management Plan

Jason motioned and Bill seconded to adopt the Local Emergency Management Plan, revised to reflect current personnel, dated May 4, 2026, for the Town of Westmore. Motion passed.

Westmore Fireman's Association 9:34

The board took up three motions related to the Westmore Fire and Rescue Association following a prior special meeting at which the matter had been tabled pending legal review.

Contract Cancellation with Intent to Renew: Isaiah motioned and Jason seconded to provide 60 days' notice of cancellation of the current contract with the Westmore Fire Association, with the stated intent of negotiating and executing a new, more comprehensive contract establishing minimum expectations including NFPA equipment certification and training standards, etc. Motion passed.

Plan for Equipment and Training Compliance: Isaiah motioned and Miriam seconded to require the Westmore Fire and Rescue Department to provide the Selectboard, within 60 days, a written plan and detailed timeline to bring equipment and personnel training up to certified standards. Motion passed.

Short-Term Coverage Proposal: Isaiah motioned and Jason seconded to seek a short-term contract/proposal from Orleans Fire and Rescue as well as Charleston Fire Dept. to respond to all calls while Westmore Fire and Rescue works to achieve compliance, with the proposal period running from the present through Labor Day, at which point the board would conduct a review. Motion passed.

Select Board Member Jason, serving as liaison, indicated he would contact both departments and work to have proposals available for the next regular meeting.

LISTERS

Professional GIS Services Agreement for the Town of Westmore: Approval Needed

Lister Maree explained that the Vermont State GIS parcel viewer is increasingly used in place of paper maps, and that outdated links and missing parcel data were causing confusion for property owners.

Isaiah motioned and Miriam seconded to approve the Professional GIS Services Agreement for the Town of Westmore in the amount of \$1,200 funded by the per-parcel state payment. Motion passed.

Tax Map Maintenance Proposal: Approval Needed 14:16

Isaiah motioned and Jason seconded to approve the Tax Map Maintenance Proposal in the amount of \$1,500. Motion passed.

Info Only: Reappraisal Compliance Plan RA-308

The Lister reported that the town's reappraisal compliance plan had been filed with the state Division of Property Valuation and Review and that the town is in compliance. No action was required.

Resignation of Erik Townsend as E911 Co-Ordinator

Bill motioned and Miriam seconded to accept the resignation of Erik Townsend as E911 Coordinator. Motion passed.

Recommendation for Appointment of E911 Coordinator 17:28

Erik recommended the appointment of Maree as the new E911 Coordinator, noting she had been fulfilling the role in practice.

Bill motioned and Isaiah seconded to appoint Maree Bushey as E911 Coordinator. Motion passed.

ROAD FOREMAN

Reclassification of Roads

The Road Foreman reported that the reclassification review is ongoing and more complex than anticipated. Tower Lane appears on the state map as a Class 3 road, though local records suggest otherwise, and the road may in fact comprise two separate road segments. A third road, Warblers Way, was mentioned as a candidate for reclassification from Class 3 to Class 4, as no residents currently live on that segment. The Road Foreman indicated he would bring formal motions to a future meeting once the mapping discrepancies are resolved.

Starlink at North Beach

The Road Foreman reported that a Starlink promotional offer had been investigated but appeared to be available only under residential accounts, not business accounts, making the economics less favorable for the town. The matter was tabled pending further review.

Long Pond Road – Tree Warden Hearing

After discussion regarding the town's road policy, it was decided to schedule a Hearing.

Recertification of Compliance Roads & Bridges: Signature Needed 16:40

Isaiah motioned and Jason seconded to approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Motion passed. The document was signed by the Chair.

Response to Request from Liz Tucker Regarding Berm

The Town Clerk reported that Liz Tucker had requested a letter from the board confirming that issues with a berm on her property had been resolved. The Road Foreman noted that Eric Pope had advised against issuing such a letter, as it could limit the town's future options regarding that feature. The board agreed not to issue a written response and directed staff to communicate this decision to Ms. Tucker.

Old Business:

The Road Foreman also provided an update on upcoming paving work, noting that Hayden's was scheduled to perform prep work on approximately May 23rd and paving on approximately May 28th. The board discussed the possibility of widening the shoulder along the North Beach parking area at the same time and agreed to hold a site visit at North Beach at 5:30 PM prior to the next regular meeting to evaluate the scope of any potential widening.

The board also discussed road sweeping needs, noting that the volume of sweeping required this year is minimal and does not justify renting a sweeper.

Isaiah motioned and Bill seconded to rescind the prior motion to rent a sweeper and instead engage David White to perform the limited sweeping needed. Motion passed.

Transfer Station

Isaiah motioned and Jason seconded to open the Transfer Station on Wednesday's, in addition to Saturdays, for the summer months beginning May 27th and ending on September 23rd. Motion passed. Elaine noted she had the permit amended last year to reflect this seasonal opening.

TOWN COTTAGE

Updated Calendar for the Month of May

The Town Clerk reviewed the updated calendar for May, noting that certificates of insurance for scheduled events had been received.

Paint the Cottage

Ellie M. reported that approximately 2.5 gallons of paint remain on hand, which is expected to be sufficient to complete the exterior of the cottage. Weather permitting, painting was proposed for Saturday, May 16th, with May 23rd as the alternate date. Volunteers needed.

Request to Remain Open During Farmer's Market

The board approved a request to keep the Town Cottage open during Farmer's Market events. Cottage volunteers would rotate coverage to have staff present at all times.

Resolution for Community Spaces & Activities Advisory Committee Updates – Open Meeting Laws

The Town Clerk reported that the draft resolution for the Community Spaces and Activities Advisory Committee had been updated with suggested revisions from committee members. The document will be sent to legal counsel and then the board for final review. The Town Clerk will also first distribute the Secretary of State's open meeting law tutorial to prospective committee members. The board is expected to formally appoint members and officers at a future meeting.

LIQUOR COMMISSION: Liquor Control – Consideration of Liquor Permit Application

Bill motioned and Isaiah seconded to approve the Request to Cater Permit application from Chefworks, LLC for an event to be held on June 13th from 3:15 PM to 10:00 PM at the Notch House. Motion passed.

LOCAL CITIZENS and VISITORS: Questions and Discussion. No additional issues raised.

Correspondence

The board acknowledged receipt of the following correspondence, all of which is available for review in the Town Clerk's Office:

- **Cynthia Kriebel** – Update on the Westmore ITW Tower case appeal before the Vermont Supreme Court.
- **PUC** – Email regarding Vermont Wind, LLC's request to amend its Certificate of Public Good to allow revision of a decommissioning letter of credit every third year, along with a security document filing.
- **Diane Lehder** – Notice regarding new wakesports regulations expected for the 2026 boating season.

Proposed Executive Session: Orleans Sheriff – Contractual Obligations under 1 VSA 313(a)(1)(A)

David noted the Board finds that premature general public knowledge would clearly place the public body or the person involved at a substantial disadvantage.

Isaiah motioned and Jason seconded to enter Executive Session at 8:48PM to discuss contractual obligations related to the Orleans Sheriff's contract under 1 VSA 313(a)(1)(A) at 8:48 PM. Motion passed.

Isaiah motioned and Jason seconded to exit Executive Session at 9:11PM. Motion passed.

Action Taken: Plan to invite Sheriff Harlow to a meeting at a future date.

Proposed Executive Session: Westmore Fireman's Association – Contractual Obligations under 1 VSA 313(a)(1)(A):No separate action on this proposed session taken.

Approval of Minutes of Prior Meetings





Miriam motioned and Isaiah seconded to approve the minutes of the Special Selectboard Meetings of April 22nd and April 28th, as well as the Regular Selectboard Meeting of April 20th. Motion passed.

Review Bills and Sign Select Orders & Payroll #9

David motioned and Miriam seconded approval of Select Orders and Payroll #9.

David motioned and Jason seconded to adjourn at 9:23 PM. Motion passed.

Minutes prepared by Elaine Cashin and ClerkMinutes

David Stevens 
William Perkins 
Miriam Simonds 
Isaiah Casey 
Jason Petrarca 