

City of Town of Westmore Selectboard Meeting

February 23, 2026 ...6PM

In attendance: David Stevens, Miriam Simonds, William Perkins, Isaiah Casey, Elaine Cashin, Ellie M, John Zimmer in person. Carol Davis, Carol Casey, Maree Bushey & Donna Dzugas attending via zoom.

Call to Order

Chair David Stevens called the meeting to order at 6:01 PM.

Additions to the Agenda

William Perkins requested adding a discussion about the Westmore survey as an informational item.

Motion: David Stevens moved to add the Westmore survey under new business informational. William Perkins seconded. All voted in favor.

New Business

Information on Town Meeting to be held Tuesday, March 3 at 10 AM at the Fellowship Hall

Elaine announced that town meeting will be held Tuesday, March 3 at 10 AM at the Fellowship Hall, with a potluck lunch following. Andy will continue as moderator. The annual report is available on the website. There was discussion about surveys and literature at the polling place, which must be placed outside the voting area. An organizational meeting for the select board will be warned for directly after town meeting. Elaine noted that March 9th is the Elementary-Middle School Annual Meeting will be held on March 9th.

Liquor Control

David motioned and Bill seconded to enter into Liquor Control Board.

1. Limited Event Permit Request Baylin McCarthy from June 10th to June 13th. Bar Service only on June 13 from 1 PM to 10PM. To be held at the Little Farm

. The Little Farm has stated they have appropriate event insurance policies.

2. Amend times/dates for Limited Event Permit # LP-046668 & LP-046667 for Ryan Cole due to a problem in Dept of Liquor system: Approval Needed

Due to a state liquor control system error, Elaine explained that two previously approved permits for Ryan Cole needed date corrections. Permit LP-046667 is for July 8-11 with bar service July 11, and LP-046668 is for September 3-6 with bar service September 6.

Motion: David Stevens motioned and Bill seconded to approve the Limited Event Permit as stated as well as approve the amended dates for a second permittee as stated.

Isaiah motioned and Bill seconded to exit Liquor Control Board. Motion passed.

Received payment from PACIF for Garage Insurance Claim - Info only

Elaine reported that insurance payments were received from PACIF for the full estimates approved by the Selectboard : \$9226.00 for garage door repair and \$1,981.79 for truck repairs (after \$1,000 deductible), fully covering the approved repair costs.

MVP Health Insurance Contract: Signature Needed

Discussion was tabled pending clarification on whether both Platinum and Gold plan options are included in the contract.

NEKWMD: 2026 Tire Pricing

The Northeast Kingdom Waste Management District has updated tire pricing. There was discussion about whether the town should adjust its own tire disposal fees, but this decision was deferred pending input from the road foreman.

Engagement Letter from Jim Barlow-Delinquent Tax Collector: Approval Needed

It was noted, there are 6 Properties that have Delinquent Taxes to be acted upon.

Motion: William Perkins moved to approve the engagement letter from Jim Barlow. Isaiah Casey seconded. Motion passed

Frog Hollow Excavating Contact Update: Approval Needed

A new contractor agreement for Frog Hollow Excavating was needed following emergency excavation work to remove dangerous frozen sand overhangs at the town sand pile. There was discussion about the cost-effectiveness of the work versus using larger equipment.

Motion: David Stevens moved to sign the contract with compensation terms of payment per job up to \$1,000, with Selectboard approval needed for amounts over \$1,000. Miriam Simonds seconded. Motion passed.

Hybrid Meeting Procedure

Elaine explained procedures for handling confidential information inadvertently disclosed in meeting recordings, treating recordings like paper documents.

Old Business

Westmore Fire Department- Paperwork needed moving forward

It was determined that the fire department needs to provide completed tax forms and certificate of insurance before future funding can be released. John also mentioned a contract should be signed. William Perkins agreed to serve as Select Board liaison and introduce the new fire department leadership at town meeting.

Town Wide Reappraisal

Discussion was postponed until after town meeting to ensure continuity of Listers and Select Board composition.

Education Survey -Town Email Distribution List

Motion: David Stevens moved to approve use of the town email list for the educational survey to be created by Jennifer Woolard. Miriam Simonds seconded. Motion passed.

Black Fly Run - Question about Donation

The Black Fly Run organizers asked about donations in lieu of fees. It was determined for Elaine to respond with "What you think is fair".

Town Cottage Facility Use Policy - Available Times Needed : Approval Needed

Motion: Isaiah Casey moved to approve the Town Cottage Facility Use Policy with availability from 7 AM to 9 PM. Miriam Simonds seconded. Motion passed.

There was discussion about the Westmore Association's role in scheduling events versus town oversight, with agreement that all events using town facilities must come before the Select Board for approval regardless of sponsoring organization.

Treasurer

Town Policy on Grant Procedures

Treasurer John Zimmer presented a draft Grant Management Policy requiring all grant applications to come through the Select Board first, then to the treasurer for administration as well as adding Record Retention criteria. The policy will be finalized after legal review.

January Financials

Zimmer presented monthly financial reports for the General Fund and Highway Fund for January.

Request to Transfer Funds

Motion: Miriam motioned and Isaiah seconded to approve and have David sign the fund transfer request to reconcile year-end interfund balances. Motion passed.

Local Citizens and Visitors: Questions and Discussion

Donna Dzugas announced that NEK Broadband received USDA funding to provide high-speed internet service to underserved areas in Westmore by September 2026, including areas not covered by Comcast. She requested permission to speak at town meeting about this opportunity.

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

Elaine reported correspondence including ATV matters, American Red Cross thank you letter, and information about a poetry celebration in St. Johnsbury.

Approval of Minutes of Prior Meetings

Motion: Miriam Simonds moved to approve minutes from Selectboard Special meetings February 1, 2, and 13, 2026, and the regular meeting of February 9, 2026. Isaiah Casey seconded. Motion passed.

Review Bills and Sign Select Orders & Payroll #4

Motion: William Perkins moved to approve payroll and select orders #4. Miriam Simonds seconded. Motion passed.

Bill motioned to adjourn the meeting at 8:15 PM.

Minutes prepared by Elaine Cashin:

David Stevens, Chair:



~~Peter Hyslop~~


Miriam Simonds

William Perkins 

Isaiah Casey

