

DRAFT

Selectboard Meeting

June 29, 2026

30 Hinton Hill Road, Westmore

In attendance: Bill Perkins, Miriam Simonds, Isaiah Casey, Jason Petrarca, Elaine Cashin, John Zimmer, Britta Milks, Cindy Kriebel, Jay Hudson, Gabrielle Gervais, Carol Davis, Chris Venegas, Lillian Young, Ethan Strout, Diane Lehder, Ellie, Majchrzak, Chris Roy, Deb Smith
Via Zoom: Carol Casey, Donna Dzugan, Chelsea Cummings, Kimball Johnson, Wally Rogers,

Bill called the meeting to order at 6:02 PM on Monday, June 29, 2026, at 30 Hinton Hill Road, Westmore, VT.

Notices read into the record: The Town Clerk's Office will be closed Thursday, July 2nd in observance of the July 4th holiday.

The Transfer Station will be open Saturday, July 4th from 8 AM to 1 PM.

Absentee ballots for the August 11th primary will be sent out per voter request.

No additions were made to the agenda.

TREASURER

Milfoil Bid & Subcontractor Agreement

One bid was received for milfoil harvesting services. Isaiah motioned and Bill seconded to approve the Swampagana milfoil harvesting contract for up to 17 days at \$1,400/day, totaling \$23,800, and to authorize a Select Board member to execute the contract. Motion passed.

Jason motioned and Isaiah seconded to approve and sign the subcontractor agreement with the Memphremagog Watershed Association. Motion passed.

MERP Updates: John & Bill

Treasurer John Zimmer reported that Pierce, the contractor previously engaged for MERP work, is exiting the construction business and will only perform the committed electrical work (mini-splits and fire bay lighting). He will not proceed with reinforcing the floor joists, which were not MERP-eligible. As a result, approximately \$80,000–\$90,000 in unspent MERP funds

remains available, with a December 31, 2026 deadline. The Board discussed alternative uses including additional solar panels and insulation, and agreed to seek a separate contractor for the joist work so that MERP-eligible insulation work may proceed. The Board noted that solar savings have been measurable, with one bill reduced to \$9.43 in April. The Board will explore obtaining a quote from a local contractor for the joist reinforcement.

Selection Paperwork for Selectboard Approval of Municipal Project Manager (John Zimmer) for Scoping Study

John presented paperwork, which included a full resume, needed by the State for his approval as project manager.. The Board acknowledged that this role is appropriate for the scoping phase and that a more technically qualified manager will be engaged for any subsequent design or construction phase. Mr. Zimmer noted that his time in this role is billable to the grant.

Bill motioned and Miriam seconded to approve the appointment of John Zimmer as Municipal Project Manager for the VT Rte 5A road scoping study and to have David sign the paperwork. Motion passed

New Checking Account (CNB) for Municipay

The new account was established to streamline reconciliation of electronic tax payments and other town fees paid by credit card.

Jason motioned and Isaih seconded to authorize Elaine to transfer \$1000 from the Municipal General Account into the new account and authorized the Treasurer to complete the Municipay account transfer paperwork. Motion passed.

NEW & Continued BUSINESS

Livestock Ordinance

Tabled. The invited presenter was not in attendance.

NVDA – Notice to the Town of Westmore: Proceeding with the Adoption & State Approval of NVDA 2020 Regional Plan

The Town Clerk reported correspondence from NVDA stating they are proceeding with adoption of the 2026 Regional Plan. Two public hearings are scheduled: Wednesday, July 29th at 6:00 PM (Lyndonville) and Thursday, September 24th at 4:00 PM (Newport), both available virtually. The Board was previously notified by email. The item was noted for informational purposes.

ANR – Wildlife Fire – Notice to the Selectboard Regarding Changes to State Fire Warden Law – Recommended Town Actions

Effective July 1st, state law designates the municipal fire chief as the town fire warden by default and noted that appointment of a deputy fire warden is at the Fire Chief's discretion. The Town Clerk confirmed the notification had been sent to the outgoing fire warden.

Jason motioned and Isaiah seconded to designate the Westmore Fire Department Chief as the Town Forest Fire Warden. In accordance with state law. Motion passed.

RFP for Fire & Rescue Services – Received Proposal from Chief EJ Rowell from Orleans Department

One proposal was received from Chief EJ Rowell of the Orleans Fire Department by the submission deadline of 4:00 PM the same day. No action was taken, as the Town remains under contract with the Westmore Fire Department through July 15th. The Board noted that a draft updated contract is currently under review by fire industry experts and legal counsel, and that the Board will have opportunity for input once a draft is available.

Orleans Sheriff Department's Contract

The Board reviewed the current contract proposal from the Orleans County Sheriff's Department. Key unresolved items include the lack of a commitment to a specific summer/winter patrol hour distribution (the Board had requested approximately a 60/40 split favoring summer) and a lack of language in the contract itself addressing the Sheriff's email-stated position that unused hours will not be compressed or made up. The Board directed Jason handling correspondence to return to the Sheriff and request that the terms stated in her email be incorporated as a written addendum to the standard contract, noting that email correspondence constitutes legal writing and would not require modifying the standard contract language.

Dirt Bike – ATV Enforcement

The Board discussed complaints regarding off-highway vehicle (OHV) use on town roads. Jason noted that under Vermont law, OHVs are prohibited on roads by default unless the town adopts an enabling ordinance—which Westmore has not done. The Board has no direct enforcement authority but may notify the Sheriff, State Police, and game wardens that no OHV roads have been authorized. The Board agreed to include this reminder in correspondence with the Sheriff.

Transfer Station Payroll

The Transfer Station attendant has been out ill. Select Board member Bill volunteered to fill in as a per-diem substitute at the standard pay rate. Bill recommended a pay rate increase for the

two transfer station employees as they have been at the transfer station nearing the 6 months and their performance has been good.

Isaiah motioned and Miriam seconded to increase Transfer Station employee pay by \$2/hour (\$18.00 to \$20.00/hour) effective with the next payroll. Motion passed.

Jason motioned and Isaiah seconded to authorize posting a per-diem substitute position for the Transfer Station and to authorize Bill to serve as the current substitute at the appropriate rate. Motion passed.

North Beach: Testing, Signs & Electric

Signs: The Town Clerk requested purchase of larger metal signs for use at North Beach when bacteria levels trigger a swimming advisory, replacing the current printed and laminated paper signs.

Jason motioned and Bill seconded to acquire four metal alert signs for the North Beach. Motion passed.

Composting Toilet Update: Miriam reported that New England composting toilet vendor estimates start at \$67,000 per unit, with total project costs (including a new bathhouse or trailhead structures, as the existing concrete structure is deemed unusable) estimated at \$500,000 or more. No further action to be taken.

Electric: The Board discussed replacing the previously damaged underground electrical service to North Beach with a more cost-effective overhead line via a new utility pole. A comparable project was noted to have cost approximately \$3,200. Isaiah asked about pricing out a premade shed to act as the meter base for an overhead line.

Jason motioned and Isaiah seconded to authorize Isaiah to obtain shed pricing for a 8x8 or 8x10 shed to terminate the meter base and authorize Bill to submit an application with authorized fee of \$250.00 to Barton Electric for a pole. Motion passed.

Town Health Officer – Discussion Paid Position

The Town Clerk raised the need to establish the Town Health Officer as a compensated position, noting the role carries significant responsibilities including water quality testing, dog bite response, and public health emergencies. A recent bacteria alert incident highlighted gaps in coverage when the current officer was not available. The Board agreed to consider formalizing and compensating the position during the next budget cycle.

Sick Time for Employees

The Town Clerk reported that the personnel policy defines an eligible employee for sick time accrual. With increased hours, the Assistant Town Clerk now would be an eligible employee.

No Board action was required; the Clerk will let NEMRC payroll know to set up sick time accrual in the payroll system for her.

ADA Digital Compliance Federal Regulations

The Town Clerk reported on new federal ADA web accessibility requirements. She reported the town's website currently has an accessibility widget in place but that the web designer had recommended a package with a cost of approximately \$30.00/month for full compliance. The Board agreed to defer action at this time as full compliance for small entities has been postponed to early 2028.

Selectboard Policy Regarding Email Distribution List

The Town Clerk raised concerns about the increasing volume of requests from outside organizations to use the town's email distribution list. The Board discussed limiting distribution list use to official town business, with any exceptions requiring Board approval. No formal policy was adopted at this meeting; the matter will be revisited.

ROAD FOREMAN

Road Side Mower/Tractor Discussion

Isaiah reported that repairing the existing roadside mower would require a new joystick (~\$6,400), a new wiring harness (~\$900), and an upgraded valve bank (~\$12,500), for a total of approximately \$20,000—on a piece of equipment already representing \$44,000 in prior investment and which also has engine problems. The Board directed the Road Foreman to continue investigating the purchase of a larger, multi-use tractor (potentially through John Deere's 0% municipal financing program with 5-year/5,000-hour warranty), which could also serve the Transfer Station and replace contracted mowing services.

Jason motioned and Miriam seconded not to move forward with the Joystick previously authorized. Motion passed.

Troy Overhead Door Estimate

The Board reviewed the updated quote from Troy Overhead Door for replacement of four garage doors and openers. It was noted that the quote still indicated operator-installed openers rather than Troy-installed. The Board directed the Clerk to contact Troy Overhead Door to revise the quote to include installation by Troy, and to re-incorporate MERP-eligible insulation of door sides and bottoms from the original quote.

Request to Have Eric Paint the Front Porch Railing Municipal Building

Item tabled

Boot Policy

The Town Clerk noted that the personnel policy still reflected a \$200 annual boot allowance, though \$250 had been budgeted and paid in practice.

Jason motioned and Isaiah seconded to have the personnel policy reflect the \$250.00/year boot budget previously approved. Motion passed.

OLD BUSINESS

Kingdom Swim – Needs Approval

The Town Clerk noted the assembly application now includes language requesting a donation in lieu of an event fee to support use of town property.

.....motioned and Seconded to approve the Kingdom Swim application and authorize a Select Board member sign. Motion passed.

Town Cottage: Request for CSA Nominees for Board to Be Approved

Bill motioned and Miriam seconded to approve the following Community Services and Activities (CSA) board nominees for terms as noted previously: Pam Kennedy – Chair; Ellie Majchrzak – Vice Chair; Jennifer Woolard – Clerk; Linda Michniewicz and Carmen Anderson – Members. Motion passed.

.Volunteers Needed for the July 4th/250th Celebration: Ellie noted that volunteers are still needed and will publicize the need through appropriate channels.

LWCF Site Stewardship Inspection

Jason, who is working on completing the LWCF Site Stewardship inspection, reported the form is nearly complete and due by the end of August. The primary outstanding item is confirming a physical address for the North Beach parcel. No issues with compliance are anticipated.

Eagles – Fireworks

No further follow-up was needed at this time.

Boat Decontamination

Diane Lehder provided clarification that true "decontamination" for wake boats is highly complex and cannot be accomplished with portable equipment. The Board noted this distinction and agreed to use the accurate terminology of "boat wash" going forward. No further town action is pending.

LOCAL CITIZENS and VISITORS

A resident addressed the Board regarding a dangerous near-miss incident involving an individual operating a motorbike on town roads at excessive speed. The resident described multiple close calls and requested that the Board take action. The Board acknowledged the seriousness of the matter and indicated it would remind the Sheriff's Department that Westmore has no authorized OHV roads and request increased enforcement attention.

Ellie noted she has received posters made by Riverside School students for the North Beach and proposed also presenting a code of conduct for the beach at a future warned meeting.

Donna raised the upcoming town-wide property revaluation (anticipated to begin 2029) and the town's declining Common Level of Appraisal (CLA), now at 59%, well below the 80% threshold. She requested that the Listers provide a public informational presentation to help residents prepare for anticipated significant changes in assessed values and tax rates.

Correspondence

Town of Lyndon – Installing New Smart Meter: Noted for informational purposes.

Thank You from Rural Fire Protection for Appropriation: Noted for informational purposes.

July 4th Celebration in Town of Westmore: The Board noted the upcoming celebration, including a pancake breakfast, a reading of the Frederick Douglass speech, children's games, a boat parade at 3:00 PM, and a chicken barbecue hosted by the CSA and Westmore Fire Department from 1:00–5:00 PM.

PROPOSED EXECUTIVE SESSION: Orleans Sheriff / Municipal Fire & Rescue Services 2:10:52

Both proposed executive sessions were not held, as the Board determined the relevant matters had been sufficiently addressed in open session.

APPROVAL OF MINUTES OF PRIOR MEETINGS:

Isaiah motioned and Bill seconded to approve the minutes of the June 15, 2026 Select Board Meeting. Motion passed.

REVIEW BILLS and SIGN SELECT ORDERS & PAYROLL #13

Isaiah motioned and Jason seconded to approve the bills and sign Select Orders and Payroll #13. Motion passed.

Isaiah motioned to adjourn at 8:39 PM.

Minutes prepared by ClerkMinutes and Elaine Cashin

David Stevens: Not present

William Perkins_____

Miriam Simonds_____

Isaiah Casey_____

Jason Petrarca_____