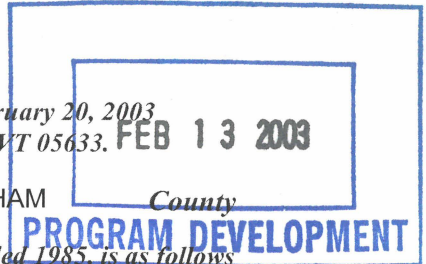


CERTIFICATE OF HIGHWAY MILEAGE

YEAR ENDING FEBRUARY 10, 2003

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL; before February 20, 2003 to: VT Agency of Transportation, Technical Services Division, Drawer 33, Montpelier, VT 05633.



We, the Selectmen or Aldermen or Trustees of WESTMINSTER in WINDHAM County

on an oath state that the mileage of highways, according to Title 19, V.S.A, Sec #305, added 1985, is as follows

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Table with 6 columns: Town Highways, Previous Mileage, Added Mileage, Subtracted Mileage, Total, Scenic Highways. Rows include Class 1, Class 1 Lane, Class 2, Class 3, State Highway, Class 4, and Total.

* Class 1 Lane Mileage and Class 4 is NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".

T-96 Class 4: 0.02. Former location of T-44 before relocation

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

A portion of McKinnon Rd. reclassified from Class 3 to Class 4. No loss of mileage for McKinnon Rd T-44 Class 3. TH 44 what portion?

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below. []

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures:

Signatures of William A. Noyes, Peter Barrett, Christopher Harlow, Paul M. Harlow, and William E. O'Connor.

Clerk Signature:

Handwritten signature of Penny L. Muzzey

Date Filed:

February 11, 2003

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL:

Signed copy will be returned to T/C/V Clerk.

APPROVED:

Signature of Michael Elting, Representative, Agency of Transportation

DATE:

3/6/03

WESTMINSTER BOARD OF SELECTMEN

November 12, 2002

Present for Site Visit: William Noyes, Christopher Harlow
Also Present for Site Visit: Glenn Smith, Claude Pepin, Karen Blanchard, Johanna Garrison,
Tim Cowles

Present for Meeting: Peter Barrett, Christopher Harlow, Paul Harlow, William Noyes
Also Present for Meeting: Glenn Smith, Penny Muzzey, Mark Lund, Woodbridge Fuller,
Will Giblin, Cheryl Rounds, Orland Rounds

Board members, Town Manager, and Wabena Way/McKinnon Road residents met at the intersection of Wabena Way and McKinnon Road at 6:00 P.M. for the purpose of a site visit and discussion on possible reclassification of 101.4 feet of roadway (presently Class III). The concern of the property owners was the road maintenance which would become their responsibility if this portion of the road was reclassified. The Board was asked to consider maintaining a Class III status of these 101.4 feet, but accepting the residents' offer to assume snowplowing. Discussion at the site ended at 6:25 P.M.

Bill Noyes called the meeting to order in the Town Hall at 7:00 P.M.

1. **Peter Barrett moved to approve the minutes of October 8, 2002 as presented. Chris Harlow seconded. Motion passed.**

Chris Harlow moved to approve the minutes of October 22, 2002 as presented. Peter Barrett seconded. Motion passed.

2. Old Business:

A. Reclassification of a portion of McKinnon Road
Board members discussed the potential of setting precedent, and of the town's liability, if they accepted the proposal of Wabena Way residents, to leave the portion of McKinnon Road in question as Class III but allow residents to assume snow plowing. **Chris Harlow moved to reclassify 101.4' of McKinnon Road from Class III to Class IV. Peter Barrett seconded. Motion passed.** Board members signed a Notice of Reclassification.

- B. Village Center Designation

Glenn Smith asked the Board to consider this concept, as it enables the town to offer tax incentives for small businesses within the village and to qualify for some planning grants. Public forums will be held over the next few months to see if the citizens are interested. A downside to this designation is that residents might end up living next to a small business, if residing within the village centers which are now zoned residential.

C. Shady Pines Grant

Paul Harlow moved that the Board sign Shady Pines Rehabilitation Project documents as provided by Housing Foundation, Inc. Chris Harlow seconded. Motion passed.

The Subgrant Agreement, allowing for the pass-through of \$254,500 in state funding, and the Administrative Services Agreement, are being reviewed by Attorney David Gartenstein prior to asking the Board for approval and signature. Will Giblin briefly reviewed with the Board and Penny Muzzey the preferred method of handling the finances during the purchase and rehabilitation process.

3. New Business:

A. Turn-arounds on Kissell Hill

Cheryl Rounds and Orland Rounds were present to express their concern about town vehicles using Mr. Rounds' driveway on Adams Street as a turn-around. They appreciate the service the town is providing, and are willing to have the town continue to use the driveway, but would like some assurance from the town that the driveway will be repaired in the event the heavy trucks damage the surface. Glenn Smith and Mark Lund will research whether or not it is possible to construct a turn-around at the end of the street before taking any action on this request.

B. Loewe Property, North Westminster

Orland Rounds expressed his concern about the continuing violation of a court order for Mr. Loewe to clean up his land and to cease using the property for storage of his scrap metal and junk business. Glenn Smith brought the Board up to date on the status of the violation. Glenn Smith recommends clean up of the property at this time. Board consensus was to have Glenn investigate the status of the title to the property and whether it would be in the town's best interest to attempt to acquire ownership as a means of repayment to the town for clean up.

C. Request to change sign policy

Christian Blake requested that this matter be placed on the agenda for discussion, as he feels it would be in the town's best interest to assess a fee for each sign that is erected on property within town limits. Mr. Blake was not present at the meeting and no discussion occurred.

D. Appointment of Green-Up Day Coordinator

Paul Harlow moved to appoint Woodbridge Fuller as Westminster's Coordinator for Green-Up Day. Chris Harlow seconded. Motion passed.

- E. Annual Report Report
Glenn Smith drafted a report for Board review and comment to be submitted to the Auditors for inclusion in the Annual Report. Suggestions were offered, which Glenn will incorporate and place on the next agenda for approval.
4. Manager's Report:
- A. The Town has been awarded a Municipal Planning Grant of \$13,000.00.
 - B. A new cistern has been installed on Town Hall property.
 - C. Our insurance carrier anticipates a 17% increase in health care premiums for employees for next year. Glenn Smith has contacted VLCT for options to comparé with the present coverage offered.
 - D. Wayne Turner has resigned from his position on the Town road crew. The position is being advertised and applications for replacement accepted.
 - E. Proposed Rules of Procedure.
Glenn Smith has drafted proposed Rules of Procedure which will provide framework for committees and sub-committees to operate within. Board members were asked to review the document and be prepared to discuss at the next meeting.
 - F. Proposed Joint Meeting Schedule
Glenn Smith distributed a proposed meeting schedule for joint sessions with other Boards such as the Westminster School Board, Planning Commission, Zoning Board of Adjustment, Conservation Commission, Prudential Committee, and Agricultural Commission.
 - G. 2003-2004 Budget
Possible increases in the budget include insurance, retreatment reserve fund, and Town Clerk's budget to include the cost of purchasing a voting machine and additional booths.
5. Other Business:
- A. Bids are out for the ambulance service contract, which will be reviewed by the Board at the next meeting.
 - B. The Windham County Sheriff's Department contract runs from July 1 – June 30 each year, and usually is available for review during November/December. There has been no communication giving the Town any indication as to what changes may be expected in the proposed contract for 7/1/03.

- C. Glenn Smith showed the Board a bunting that had burned edges due to the wind blowing it over an outside lamp. No objection was raised when Glenn asked if there was any objection to the flag being put up each morning and taken down in the evening, so that the outside lamp can be turned off overnight.

Paul Harlow moved to go into executive session at 8:25 p.m. for the purpose of discussing matters included in Title 1, VSA Section 313(3) and invited Walter Jennison to attend. Peter Barrett seconded. Motion passed.

The Board returned to open session at 9:22 p.m.

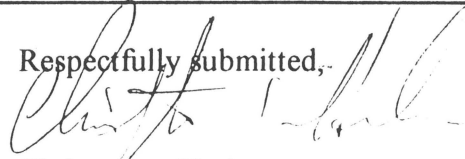
Paul Harlow moved that the Board sign the Town Manager's Employment Agreement, effective December 10, 2002. Chris Harlow seconded. Motion passed. Board members signed the Agreement.

Paul Harlow moved to award merit increases to certain employees as agreed upon, effective November 17, 2002. Chris Harlow seconded. Motion passed. Due to the sensitive nature of the decision and upcoming potential increases in the budget, the Board asked that all Town employees be given a luncheon at the Town Garage in January, at which time the Board could attend and be able to explain how they arrived at the decision of what amount to offer employees on the basis of merit.

Bill Noyes set the date of the next meeting for November 26, 2002.

Paul Harlow moved to adjourn at 9:32 p.m. Chris Harlow seconded. Motion passed.

Respectfully submitted,


Christopher Harlow,
Clerk

Prepared by: Doreen Woodward

FILED December 11, 2002
WESTMINSTER, VT
TOWN CLERK'S OFFICE
ATTEST: Jenny Muzzey
TOWN CLERK