SELECTBOARD MEETING July 27, 2017

Present:

Casey Mathieu

Dave Tilton

Allison Weinhagen

Brent Meacham Nanette Rogers

Guests:

See attached list

The meeting was called to order at 7:01 p.m.

CHANGES TO AGENDA

There were no changes to the agenda.

ZONING REGULATIONS PUBLIC HEARING

Planning Commissioners Gordon Gebauer and Wendy Doane were present. Gordon explained that some of the changes to the regulations are housekeeping matters, such as spelling and grammatical errors. Other changes address vague language discovered by the Development Review Board and Zoning Administrator when they were reviewing applications.

Dave Tilton made a motion to approve the amendments to the Land Use and Development Regulations approved on February 18, 2016, seconded by Allison Weinhagen. Motion passed: 3-0.

PUBLIC COMMENT

There was no public comment.

MINUTES

Allison Weinhagen made a motion to approve the July 13, 2017 minutes as amended, seconded by Dave Tilton. Motion passed: 3-0.

Allison Weinhagen made a motion to approve the July 18, 2017 minutes as written, seconded by Dave Tilton. Motion passed: 3-0.

REQUEST FOR SECOND ACCESS TO PROPERTY

Sean and Kendra Myers were present to request approval of a second access for their property on Learned Drive. Sean explained that they would like to build a garage and after working with the Zoning Administrator, were able to find a suitable location. The second access would create a loop driveway. The Zoning Administrator advised the Myers that loop driveways are permitted in the zoning district the Myers live in. It has been the Town's practice to only have one access per lot. The Board discussed with the Myers alternative options such as installing the second driveway and seeding over the existing driveway. After a brief discussion, the Board felt that since the Myers live on a dead end road and that the area has excellent site distance, they could approve the second access. Nanette advised that the Myers will need to submit an application for the second access.

Allison Weinhagen made a motion to approve the application as discussed and to authorize a member of the Selectboard to sign the application, seconded by Dave Tilton. Motion passed: 3-0.

Selectboard Meeting July 27, 2017 Page 2

FIRE ALARM & SECURITY SYSTEM - FIRE DEPT. & TOWN GARAGE

There was no information to review. This item was tabled until the next meeting.

RESIGNATION OF PLANNING COMMISSIONER

Dave Tilton made a motion to accept the resignation of Jeremy Berger from the Planning Commission, seconded by Allison Weinhagen. Motion passed: 3-0.

FY'18 CONTRACT WITH SHERIFF'S DEPT. FOR LAW ENFORCEMENT

The contract with the Sheriff's Department for FY'18 has no changes from the FY'17 contract.

Allison Weinhagen made a motion to enter into a contract with the Sheriff's Department for law enforcement services July 1, 2017 through June 30, 2018, seconded by Dave Tilton. Motion passed: 3-0.

DOG WARDEN VACANCY

Nanette advised that the animal control officers in Milton and Essex are members of the police department. Given these are paid positions, it is assumed that the towns would not authorize their employees to cover Westford. The animal control officers in Jericho and Fairfax have worked for Westford in the past. It was agreed that these individuals would not be contacted. Nanette left a message for the Underhill dog warden but have not heard back from her.

The Board will continue to post the vacancy and contacting possible candidates.

ROAD SCHEDULE

Dave Tilton made a motion to approve the July 27, 2017 through August 10, 2017 Road Schedule, seconded by Allison Weinhagen. Motion passed: 3-0.

Brent advised that some trees on Maple Tree Lane, Covey Road and Manley Road are slated to be taken care of in the next few weeks. He will contact the property owners on Covey Road to advise when the work will take place.

Casey asked if there are any specs the State mandates to be followed with regard to the grant for ditching project on Brookside Road. Brent stated the only spec is to stone line banks that have a grade of 8% or more.

Brent advised there is a grant available for purchasing new trucks that replace old trucks. The grant encourages replacement of old equipment with new equipment that have better emission systems. Brent will look into the grant for the new truck that is being purchased.

ROAD FOREMAN JOB DESCRIPTION

There was no information to review. This item was tabled until the next meeting.

MUNICIPAL HIGHWAY & STORMWATER MITIGATION GRANT

Brent believes he has some roads that would benefit from this grant. This grant can also be used toward constructing a salt shed. The application deadline is August 15th. Brent will work with the Selectboard and town office staff to submit an application.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

Selectboard Meeting July 27, 2017 Page 3

CORRESPONDENCE

The Board discussed a post on Front Porch Forum about disseminating information to residents with regard to roads. The Board felt it appropriate to provide general information however responses to individual posts are not. Brent will draft something to be posted.

EXECUTIVE SESSION

Allison Weinhagen made a motion to enter Executive Session at 7:56 p.m. to discuss personnel matters and conduct an employee annual review, seconded by Dave Tilton. Motion passed: 3-0. People in attendance were Casey Mathieu, Dave Tilton, Allison Weinhagen and Nanette Rogers. The Board exited Executive Session at 8:59 p.m. No action taken.

ADJOURN

The meeting adjourned at 8:59 p.m.

Respectfully Submitted,

Casey Mathieu, Chair Selectboard

Nanette Rogers Town Administrator

TOWN OF WESTFORD SELECTBOARD MEETING GUEST LIST

Date: July 27, 2017

Name (please print)	Address
GORDON GEBBUER	3880LD#11 PD.
Kendra Mers	34 hearned Dr
Hendra Myers Sean Myers	34 Leurne D Dr -
Dave Laughte	138010 #11 RD
Mendy Doone	5 Mauly Rd
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