SELECTBOARD MEETING March 14, 2019

Present:

Allison Hope

Julia Andrews Greg Barrows John Roberts Nanette Rogers Callie Hamdy

Guests:

None

The meeting was called to order at 7:00 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: The conveyance of the Spiller Lot.

REORGANIZATION

Julia Andrews nominated Allison Hope as chair, seconded by Allison Hope. Motion passed: 2-0. Allison Hope mentioned she is open to another discussion on who will be chair this year when Bill Cleary returns from his vacation.

Allison Hope nominated Julia Andrews as vice-chair, seconded by Julia Andrews. Motion passed: 2-0.

Julia Andrews made a motion that the Board meet regularly on the second (2nd) and fourth (4th) Thursday evenings of each month beginning at 7:00 p.m. downstairs at the Town Office, seconded by Allison Hope. Motion passed: 2-0.

Julia Andrews made a motion to designate Seven Days as the primary newspaper for publication of legal notices and the Burlington Free Press being the secondary newspaper when necessary, seconded by Julia Andrews. Motion passed: 2-0.

PUBLIC COMMENT

There was no public comment.

HIGHWAY DEPARTMENT

John Roberts, Road Foreman, reviewed the road schedule for February 26 through March 14th (attached.)

John mentioned that the road crew has been plowing, salting and sanding as normal and that they are working hard on fixing up roads when weather allows. Woods Hollow Road was mentioned in need of serious repair and that it was being worked on. The road crew also posted roads and fixed signs.

It is mud season so John says to expect more of the same.

Julia Andrews motioned to accept the Road Schedule, Allison Hope seconded. Motion passed 2-0

ANNUAL FINANCIAL PLAN FOR TOWN HIGHWAYS

John presented the winter and summer financial plans for FY'18, FY'19 and FY'20. The plan is required every year to help determine if the Town is eligible to receive highway grants. It was recently discovered that the FY'18 and FY'19 plans had not been submitted.

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The Board signed the FY'18, FY'19 and FY'20 Annual Financial Plans as presented.

PROPOSED TOWN ROAD & BRIDGE STANDARDS

The State is revising the Town Road & Bridge Standards to incorporate new regulations regarding the Clean Water Act. Jim Cota from the Agency of Transportation met with John and Nanette to review the proposed standards. A couple of changes have been suggested based on the meeting.

The Board signed a Certification of Compliance for the existing Town Road & Bridge Standards and that the Town has an up to date network inventory of its infrastructure.

EXCESS WEIGHT PERMITS

The Chair signed Excess Weight Permits for Rice Lumber Co Inc, Working Dog Septic Service Inc, Irick Excavating LLC, P&P Septic Service Inc, Chevalier Drilling Co Inc, Jack F Corse Inc, Limlaw Chipping & Land Clearing Inc, L.W. Young Excavating Inc, Weston Pulpwood Sales Inc, Ormond Bushey & Sons Inc, Sticks & Stuff, Blairs Trucking Inc, R&J Trucking, Beacon Sales Acquisition, Scott Brown Trucking, John G French & Sons Trucking Inc, Demag Riggers & Crane Service Inc, Denis A Beloin, and Wind River Environmental LLC,

MINUTES

Julia moves to approve the February 25, 2019 minutes as amended, Allison seconds, motion passed 2-0.

RECREATION COMMITTEE

Greg Baker submitted his resignation from the Recreation Committee. Julia Andrewes moved to accept Greg's resignation with gratitude. Allison Hope seconded. Motion passed 2-0.

FIRE ORDINANCE

Allison Hope sent the new draft of the Fire Ordinance to the town attorney and also forwarded it to the rest of the Selectboard. Julia Andrews moved to approve the current draft as the new Fire Ordinance, Allison Hope seconded. Motion passed 2-0.

Nanette Rogers mentioned that the new ordinance will be posted online and put in the newspaper (Seven Days) and that this is a requirement by state law. Nanette will take care of the postings.

PORTALET FOR HALF MARATHON

Nanette Rogers brought up a request for a portalet on the intersection of Rollin Irish and Parker Lane for a half marathon that is going to be run in parts of town. Julia Andrews moves to approve the placement of the portalet, Allison Hope seconded, motion passed 2-0.

APPOINTMENT OF TOWN OFFICIALS

Julia Andrews made a motion to appoint new officers as follows, seconded by Allison Hope. Motion passed: 2-0.

Inspector of Wood & Lumber & Weigher of Coal 1 year term Kyle Hobart Fence Viewers 1 year term Bruce Root

Fence Viewers 1 year term Bruce Root, Grant Thomas, Scot Phillips

Tree Warden 1 year term Ned Meehan Land Agent 1 year term Benjamin Stark

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Development Review Board 3 year term Dave Baczewski, Keith

Simpson

DRB Alternate Representatives 1 year term Patrick Haller, Seth Jensen

Recreation Committee 3 year term Meghan Orisko, Benjamin

McElvany

Willis Breen Town Agent 1 year term

Town Grand Juror 1 year term Ronald Perry

SPILLER LOT

The closing on the Spiller Lot is schedule for March 25th, 2019. Julia Andrews made a motion to authorize conveyance of the Spiller Lot and all land between the buildings on the Spiller Lot and the right-of-way for Common Road by Warranty Deed to Jeff Hutchins or a corporate entity created by him and to authorize Allison Hope to sign the Warranty Deed and any related closing documents. Allison Hope seconded, motion passed 2-0.

TASK LIST

The Board reviewed and updated the task list.

CORRESPONDENCE

The selectboard went over correspondences they had received. These included multiple emails about the conditions of the dirt roads in Westford.

The selectboard received a request to read a letter into the minutes, the board feels that due to the detail of the minutes and the meetings being recorded that this was unnecessary.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the payroll warrant.

Allison Hope had a question about the Highway Budget, specifically what the best time was to get bids on projects such as upgrades to the town garage. John Roberts said he had gotten two quotes so far for their current projects, but was looking for other options since he thought the other bids were a bit high. He would like to get 3 quotes at least. He has also already met with Wetlands about compliance for the project.

Allison Hope mentioned that there needs to be a policy written up about clothing reimbursement for the Road Crew. The policy will need to be drafted and discussed with the Road Crew and Foreman.

Allison Hope brought up the Budget Status Report. We are over budget on chains and sand. Nanette Rogers asked about the timeline for road grants, John Roberts confirmed it is July 1st. John also mentioned he was looking into renting a second grader for the spring season so that the roads can be graded quickly.

ADJOURN

The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Allison Hope, Chair Selectboard

Callie Hamdy Assistant Town Clerk

TOWN OF WESTFORD HIGHWAY DEPT. ROAD SCHEDULE

Feb. 26, 2019 - March 14, 2019

Work to be done

- Pothole repair when we can.
- Plow, sand and salt.
- Service work on the remaining equipment.
- Tree and brush cutting.
- Open ditches, steam culverts where needed as needed.

Work completed

- Plow, Sand and salt.
- Replaced several tire chains.
- Steamed culverts.
- Repaired the bed chain drive shaft on the 2017 Western Star.
- Repaired a broken linkage on the wing plow of the 2014 Western Star.
- Serviced the F-550, the 2018 and 2017 Weskern Star Trucks
- Had a trucking contractor haul in more winter sand.
- Cut and removed a few downed trees and 1 large leaning tree on Bill Cook Road.
- Fixed the screen.
- Filled out paper work to acquire a state grant to replace the Rogers Road culvert.
- Filled potholes on the South end of Woods Hollow and Old Stage.
- Posted the roads.
- Fixed a few signs.