

**SELECTBOARD MEETING
July 10, 2014**

Present: Bob Bancroft Brent Meacham
 Dave Adams Nanette Rogers
 Alex Weinhangen Diane Forsey

Guests: See attached list

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

ROAD SCHEDULE

Alex Weinhangen made a motion to approve the July 10, 2014 through July 24, 2014 Road Schedule, seconded by Dave Adams. Motion passed: 3-0.

One tree on Woods Hollow Road and one tree on Covey Road need to be cut down due to rot. A resident on Westford Milton Road advised of two trees on their property located within the right of way that appear to be rotten. Brent has scheduled a site visit.

Miscellaneous updates:

- Roadside mowing will begin next week.
- The brush hog has been ordered.

HUNTLEY ROAD CULVERT

Brent will contact Northeast Infrastructure to remind them to submit their insurance documents and bond. He will also remind them of the two week notice required for closing the road.

ACCESS PERMIT

The Chair signed an access permit for John Charland to lower the culvert for Charland's Way.

PUBLIC COMMENT

There was no public comment.

MINUTES

Alex Weinhangen made a motion to approve the June 12, 2014 minutes as written, seconded by Bob Bancroft. Motion passed: 2-0; Dave abstained.

Dave Adams made a motion to approve the June 26, 2014 minutes as amended, seconded by Bob Bancroft. Motion passed: 2-0; Alex abstained.

AGENDA CHANGE

Bob Bancroft made a motion to add Disability Insurance as an agenda item under Discussion, seconded by Alex Weinhangen. Motion passed: 3-0.

DISABILITY INSURANCE/FAMILY LEAVE

The Board was notified that there is no premium difference between contributory and noncontributory policies. The Board discussed the fact that any benefit paid to the employee for a claim will be taxed if the Town pays all of or a portion of the premium.

Dave Adams made a motion to offer noncontributory short term and long term disability insurance to full time employees and eligible part time employees, seconded by Alex Weinhagen. Motion passed: 3-0.

COVERED BRIDGE REPAIRS

Part of the deck on the covered bridge is broken due to rot, closing the bridge until repairs are done. Barb Peck, a member of the Historical Society, has offered to lead the project. The Board authorized Barb to work with Brent to determine what needs to be done and submit a cost estimate to the Selectboard for their review. Brent feels another support is needed where the decking rotted. The Board requested that hemlock be used for redecking the bridge.

JOINT BUDGET MEETING DATE

The School Board has proposed Wednesday, January 7th as the date to hold the joint budget meeting. The Selectboard approved the date.

FAIRFAX RESCUE LETTER

Fairfax Rescue mailed a letter to residents advising of the possible change in emergency service providers for the northern section of town. The letter created some confusion. Alex will post a message on the Front Porch Forum to advise residents that the Board is exploring this option however no decision has been made and that residents will be surveyed prior to a decision being made.

Two representatives were present from Fairfax Rescue. The division line was identified and a discussion ensued with regard to which hospital patients are transported to (FAHC unless otherwise advised) and the policy for leaving the station with a full crew. Kristin Greenia advised that Fairfax Rescue's bylaws state the ambulance will not leave until the full crew is there however if a situation requires that a quicker response is necessary, they will leave without a full crew. Tim Wasilewski stated that he often arrives for Westford calls before the ambulance because he lives close to the border and it doesn't make sense for him to drive to the station.

The Board advised that several residents in town served by Essex Rescue received subscription notices from Fairfax Rescue. This confused people. Kristin and Tim will discuss this with Mike Spaulding. They said that Fairfax Rescue will refund any if any Westford resident that is served by Essex Rescue but paid for a Fairfax Rescue subscription

NEW OPEN MEETING LAW & TOWN WEBSITE

There are three possible solutions for creating a new website to comply with the new Open Meeting law: GovOffice, Word Press and a private organization that created Hinesburg's website. Nanette favors GovOffice and Word Press. GovOffice has a fee of \$2,000-\$3,000 whereas Word Press is a free program. She feels with help from a resident or two that Word Press is the way to go. Based on what she's heard, this is a very easy, user friendly website program therefore each department can maintain their own page. Diane agreed stating that she uses Word Press for her business. The only problem she had was transferring the web domain name. Alex suggested paying a stipend to someone to help create the website.

A review of the existing website to determine what should be carried over to the new website needs to be done. Also a survey of the committees/boards/commissions to determine what they want on their pages will be done.

SPILLER LOT

The Fire Department has not responded to the inquiry of using the house for training. ReSource did a site visit and advised there was not much to salvage. They will submit a proposal in the next week or two.

CSWD ROVER APPLICATION

The Board approved the permit to allow the CSWD Rover Hazardous Waste Collection truck to set up at the town garage July 26th.

FY'15 TAX RATE

When the Town went to print the tax bills, a download of Current Use caused a change in the Grand List figure which caused a change in the town tax rate. NEMRC advised that there was no way to input the rate as approved by the Selectboard on July 7th therefore the rate needs to be reset to reflect the changes.

Dave Adams made a motion to reset the town tax rate to \$0.6334 for an amended residential tax rate of \$2.1042 and an amended nonresidential tax rate of \$2.1053, seconded by Alex Weinhagen. Motion passed: 3-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

Diane advised that the Town will not have enough funds to cover payroll and accounts payable until August 15th. She asked the Board if they want to apply for a tax anticipation loan or borrow money from one or more of the Town's CDs. If the Town applies for a loan, the interest rate may be high because the Town has a low rating based on some grants that were not closed out. Diane advised that the Town is working on closing out the grants to improve the Town's rating.

Dave Adams made a motion to borrow funds from the Equipment Reserve Fund and Reappraisal Fund, seconded by Alex Weinhagen. Motion passed: 3-0.

EXECUTIVE SESSION

Alex Weinhagen made a motion to enter Executive Session at 8:36 p.m. to discuss personnel/salaries, seconded by Dave Adams. Motion passed: 3-0. People in attendance were Bob Bancroft, Alex Weinhagen, Dave Adams and Nanette Rogers (was not present for the entire discussion). The Board exited Executive Session at 9:50 p.m.

Alex Weinhagen made a motion to approve Town salaries as indicated below, seconded by Dave Adams. Motion passed 2-0; Bob abstained.

Salaries were increased by 3% for: Town Clerk, Assistant Town Clerk, Listers (2), Zoning Administrator, Health Officer and Road Crew.

Salaries were increased by 4% for: Selectboard Administrative Assistant, Bookkeeper and Planning Coordinator.

The Town Treasurer's salary was set at \$18.46 per hour. This is a change from a salary to an hourly wage.

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One of the Lister positions received no raise.

The Dog Warden's stipend remained at \$500.00 per year.

The Auditors' salaries were set at \$16.00 per hour.

The Cemetery Commissioner stipend remained at \$325.

The total Planning Commission stipend was set at \$1,500 (to be divided equally amongst members).

The DRB stipend was set at \$2,800 (to be divided equally amongst members).

The Selectboard stipend remained at \$2,400 (to be divided equally amongst members).

ADJOURN

The meeting adjourned at 9:55 p.m.

Respectfully Submitted,

Robert L. Bancroft, Chair
Selectboard

Nanette Rogers
Town Clerk

| | MUNICIPAL | HOMESTEAD | NON-RESI |
|---------------------------------|--------------|--------------|----------------|
| TAXABLE PARCELS | 940 | | |
| ACRES | 24,042.82 | | |
| REAL | 245,906,900 | 188,453,000 | 57,453,900 |
| Add | | | |
| (+) NON-APPROVED CONTRACTS | | 0 | 0 |
| (+) NON-APPROVED FARM CONTRACTS | | 435,800 | 0 |
| (+) INVENTORY | 0 | | |
| (+) EQUIPMENT | 845,000 | | 845,000 |
| Subtract | | | |
| (-) VETERAN | 400,000 | 360,000 | 40,000 |
| (-) FARM STAB | 435,800 | 435,800 | 0 |
| (-) CURRENT USE | 12,378,000 | 4,732,100 | 7,645,900 |
| (-) CONTRACTS | 845,000 | 0 | 0 |
| (-) SPECIAL EXEMP. | | 0 | 0 |
| GRAND LIST | 2,326,931.00 | 1,833,609.00 | 506,130.00 |
| HOMESTEAD | 206,377,300 | | |
| HOUSESITE | 181,381,800 | | |
| LEASE | 0.00 | | |
| NON-TAX COUNT | 22 | | |
| NON-TAX VAL. | 5,646,200 | | |
| LATE HOMESTEAD PENALTY: | | | 237.46 |
| RATE NAME | TAX RATE | X GRAND LIST | = TOTAL RAISED |
| NON-RESIDENTIAL ED. | 1.4700 | 506,130.00 | 744,011.11 |
| HOMESTEAD ED. | 1.4689 | 1,829,251.00 | 2,686,986.79 |
| LOCAL AGREEMENT | 0.0019 | 2,326,931.00 | 4,421.21 |
| TOWN TAX | 0.6334 | 2,326,931.00 | 1,473,878.12 |
| TOTAL TAX | | | 4,909,534.69 |

Revised Tax Rate

Residential
1.4689
.0019
.6334
2.1042

Nonresidential
1.4700
.0019
.6334
2.1053

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: July 10, 2014

Name (please print)

Address

CONRAD RACINE

WESTFORD

Tim Wasilowski

Fairfax

Kristen Greenia

Fairfax