



#### **WESTFORD CEMTERY COMMISSION FY'16 BUDGET REQUEST**

Lynn Gauthier was present. The Cemetery Commissioners are requesting \$4,200 (level funded). They are also requesting a \$350 stipend, a \$25.00 increase from FY'15, to be paid to Lynn for overseeing the cemeteries.

#### **ESSEX RESCUE FY'16 BUDGET REQUEST**

Dan Mann was present. Essex Rescue is requesting \$1,700. This is an increase over FY'15 based on the discussion last year to increase the budget until it reaches a common per capita rate of approximately \$3.78 by 2019.

#### **LISTERS FY'16 BUDGET REQUEST**

Caroline Brown was present. The Listers will submit a written request for a new computer. Otherwise, the routine expenditures, such as computer software, education, should be level funded.

#### **PUBLIC COMMENT**

There was no public comment.

#### **MAPLE TREE LANE SPEED CONCERN**

Danielle Williamson was not present therefore this item was tabled until her arrival.

#### **MINUTES**

Alex Weinhagen made a motion to approve the September 9, 2014 minutes as written, seconded by Dave Adams. Motion passed: 3-0.

Alex Weinhagen made a motion to approve the September 11, 2014 minutes as amended, seconded by Bob Bancroft. Motion passed: 3-0.

#### **RECREATION COMMITTEE RESIGNATIONS**

Alex Weinhagen made a motion to accept resignations of George Lamphere and Randy Aiken from the Recreation Committee, seconded by Dave Adams. Motion passed: 3-0.

Alex Weinhagen made a motion to implement a "thank you" for residents resigning from volunteer positions by purchasing a \$25.00 gift card for 5+ years of service and a \$50.00 gift card for 10+ years of service, seconded by Bob Bancroft. Motion passed: 3-0.

#### **PACE (Property Assessment Clean Energy)**

There is still no resolution with the application process for residents to apply for a loan through the PACE program. The Town, specifically the Town Clerk, had an issue with what results in a title search. Nanette does not want the liability to fall on her, or the Town, if a lien is overlooked because she would be doing what an attorney does when a sale/refinance occurs. The Board agreed and would like to find some way for the property owner to have a title search done or that part be changed on the application. The Board would like Pat and Mark to attend their meeting in November.

#### **PERSONNEL POLICY**

The Board acknowledged a memo from town employees with regard to switching to a Combined Time Off. The employees expressed interest however would want to retain the total number of days currently offered per the vacation schedule and the 10 sick days. The memo also suggested switching to a fiscal year for accounting purposes, fronting the time to

employees and requiring permission if more than two weeks were to be taken off consecutively.

Bob feels that permission should be obtained prior to any time off. A lengthy discussion ensued. The Board decided that all employees with an immediate supervisor should obtain permission from their supervisor for vacations. All other employees would consult with Human Resources (currently the Selectboard Administrative Assistant) for vacation time less than 1 week and with the Selectboard for more than 1 week.

Dave feels that if the Town switches to a Combined Time Off, that the 10 days currently allotted for sick time should be reduced. Nanette advised that all the employees she spoke with saw this as "losing a benefit" even though the Combined Time Off could be used for any reason.

Bob does not agree with fronting the time to employees. He expressed concern with an employee using all their time and putting the Town in the position of an employee using all their time before their anniversary date.

#### **DRUG & ALCOHOL POLICY**

The Board needed more time to read the policy before discussion. This item will be placed on the next agenda.

#### **ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

#### **MAPLE TREE LANE SPEED CONCERN**

Danielle Williamson did not show. Her request via email to control speed on Maple Tree Lane is to install speed bumps. The Board denied her request. The Board would like to look into other methods, such as increasing the Sheriff and/or State Police presence. They suggested that Danielle report license plate numbers to law enforcement.

#### **CORRESPONDENCE**

The Vermont National Guard is dedicating one of its F-16C's to the Town of Westford in recognition of the airmen who live in the Westford community.

Health Insurance rates and options were received. This item will be discussed at the next meeting.

#### **CAPITAL BUDGET**

Nanette has begun work on updating the Capital Budget. She plans to meet with department heads to update their inventory. The Capital Budget will be presented at the first meeting in November.

#### **SPILLER PROPERTY DEMOLITION**

Clay Point Associates has been notified that the Selectboard accepted their quote. Nanette will contact them to find out when they will do the work so the Town can move forward with hiring a contractor to demolish and dispose of the building.

**EXECUTIVE SESSION**

Bob advised that he requested this item to be on the agenda because he wasn't sure what the status would be of the two road crew employees retiring. The employees have signed an agreement to retire effective November 1<sup>st</sup>. Notices have been posted announcing the job openings.

**ADJOURN**

The meeting adjourned at 9:32 p.m.

Respectfully Submitted,

Robert L. Bancroft, Chair  
Selectboard

Nanette Rogers  
Town Clerk

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: October 2, 2014

Name (please print)

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