

of the common, fill in and seed sinkholes and bare areas and construct an ADA path from Common Road to Route 128 including an ADA ramp to access the gazebo.

The Board feels that the maintenance items should come out of the Town Common Fund providing there are no restrictions on the funds. The gravel path and ramp are capital improvements. They would like an estimate for the cost. Brent feels the Road Crew can construct the path. Dave thinks the Essex Tech Center could also help however does not want to approach them until the Town knows it will do the project. Melissa will get a cost estimate.

BOVE PROPERTY FY'16 BUDGET REQUEST

Melissa Manka was present. Melissa is requesting \$2,500 for half the cost of conducting a natural resource inventory on the Bove property in conjunction with the Town of Milton. The Town of Milton owns the property and wishes to expand the trail system. The study would include a detailed inventory of the flora, fauna, vernal pools and make recommendation regard to use, restrictions, trail locations, etc.

The Board does not feel the Town should pay 50% of the cost of the study, however they may be open to contributing based on a per capita cost.

RECREATION COMMITTEE FY'16 BUDGET REQUEST

Heather Armata was present. The Recreation Committee is requesting \$5,000, which is level funded. The funds would be used to purchase equipment and to increase the hours of the Rec Coordination from 10 hours per week to 15. This is the first time funds have been requested to compensate the Rec Coordinator. The Committee is trying to keep fees for programs down to encourage participation.

PUBLIC COMMENT

There was no public comment.

MINUTES

Alex Weinhagen made a motion to approve the October 2, 2014 minutes as amended, seconded by Dave Adams. Motion passed: 3-0.

SPILLER PROPERTY DEMOLITION & ANTENNAE

Clay Point Associates conducted the testing on October 12th. Nanette will check with them on the status of the results. The Board has a memo from the Vermont Dept. of Natural Resources with regard to preserving the wastewater system once the Spiller house is demolished. The State has advised that the Town can connect the Town Office and Library to the system however it needs to adhere to the two year rule. The application to connect to the wastewater system should be done in concurrence with the demolition.

The Town has received inquiries from two residents asking if they can have the antennae on the house. The Board approved the request from the first requestor however he will need to wait until the building has been demolished.

VMERS (Vermont Employee Municipal Retirement System)

The Town received information on VMERS. If the Town decides to participate in VMERS, the Town's contribution (4%-9%) will increase from what is currently contributed to employees' Simple IRAs (3%). The Town will also need to decide whether to do a defined contribution or defined benefit plan. The Board is leaning toward the defined contribution. The Board would

like to know what the increase would be if it contributes 4%. They would also like VMERS to advise if it is up to the Town to decide between a defined contribution or defined benefit plan.

HEALTH INSURANCE

The Town will renew health insurance coverage through Blue Cross Blue Shield. BCBS is allowing employees to select the BCBS plan they want if the employer allows it. The Board decided to allow employees to select their own BCBS plan and level fund what was budgeted for FY'15. Employees will have up to \$7,491 for a single person policy. For employees who enroll in a standard plan \$709 will be contributed to a HRA and for those who enroll in a high deductible plan \$2,965 will be contributed to a HSA.

PERSONNEL POLICY

The Board discussed several areas of the Personnel Policy. The sick time accumulation was clarified to reflect employees accruing 10 days on an annual basis. With regard to Job Descriptions Nanette will determine if there is one for the Treasurer and Delinquent Tax Collector positions. The Board discussed making a better attempt at conducting performance reviews given the Policy states they will be done and there are now two positions being added based on the adoption of the Charter. The probationary period for new hires was kept at 12 months however a review will be done at 6 months and another at the end of the 12 months. This will protect the town if an employee has to be terminated based on poor performance.

Overtime was discussed and why it is based on a daily work schedule versus 40 hours per week. The daily work schedule is used to reflect the road crew, especially during the winter months, whom will often work long days due to snow and ice. Sick and vacation time are counted toward the daily hours, again due to the unforeseen need to come into work to address weather conditions. The Town Clerk receives overtime for elections due to the length of day. The Town Clerk requested that the Assistant Town Clerk also be included in this exception given the very long days associated with elections, especially Town Meeting.

The Board scheduled a special meeting for October 29th to continue discussion on the Personnel Policy.

DRUG & ALCOHOL POLICY

This item was tabled until the October 29th meeting.

EMPLOYEE REQUEST TO ADJUST WORK SCHEDULE

Dave Adams made a motion to approve a request submitted by Melissa Manka to adjust her normal work schedule to work 8:30am to 3:20pm on non-meeting days and on meeting days 8:30am until the end of the meeting, which is usually around 10pm, and foregoing overtime on meeting days, seconded by Alex Weinhagen. Motion passed: 3-0

EMPLOYEE REQUEST TO CASH IN ACCUMULATED VACATION TIME

Brent submitted a request to cash in three weeks of vacation time given that he won't be able to use them because he will be training two new employees while continuing to accumulate vacation time. The Board discussed how much time Brent has and feels more comfortable with approving two weeks.

Alex Weinhagen made a motion to approve Brent Meacham cashing in two weeks of accumulated vacation time, seconded by Dave Adams. Motion passed: 3-0.

EMPLOYMENT OFFER ACCEPTANCE LETTER

The Board approved the employment offer acceptance letter to be given to new employees. The letter states the starting salary and any contingencies of the employment, such as passing a drug test, physical exam and background check.

CAPITAL BUDGET

This item was tabled until the October 29th meeting.

FAIRPOINT CLAIM

FairPoint filed a claim against the Town for a cable that was damaged when the Town was replacing a culvert on Osgood Hill Road. Brent advised the Town's insurance carrier that Dig Safe failed to mark the cable, which is why the road crew struck it. The insurance company would like approval to deny the claim.

Dave Adams made a motion to authorize the Town's insurance carrier to deny a claim submitted by FairPoint for a cable that was damaged by the road crew because Dig Safe failed to mark the cable, seconded by Alex Weinhagen. Motion passed: 3-0.

ZONING ADMINISTRATOR COMPUTER

Dave Adams made a motion authorizing \$99.00 to purchase additional RAM for the Zoning Administrator's computer, seconded by Alex Weinhagen. Motion passed: 3-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

HUNTLEY ROAD GRANT

The Town was advised by the Agency of Transportation that there are funds that were not used by other towns that Westford could use to pay for the excess cost for the Huntley Road culvert replacement. However, if the Town elects to seek additional funds over the original grant amount, the Town will fall down the list for future grant opportunities. The Town would drop from 11 to 16. The Board asked Brent to determine if there are any culverts or bridges that have been identified to be replaced soon. If not, the Board would like to seek the additional funds to cover the additional cost of the Huntley Road culvert project.

Bob Bancroft made a motion to amend the total cost requested for the Huntley Road Culvert conditional upon Brent confirming there are no projects that need to be done in the next few years, seconded by Alex Weinhagen. Motion passed: 3-0.

EXCESS WEIGHT PERMIT

The Chair approved an excess weight permit for A & M Modern Excavating.

ADJOURN

The meeting adjourned at 10:15 p.m.

Respectfully Submitted,

Robert L. Bancroft, Chair
Selectboard

Nanette Rogers
Town Clerk

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: October 23, 2014

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