

ROAD FOREMAN

Alex Weinhagen made a motion to approve the November 13, 2014 through November 26, 2014 Road Schedule, seconded by Bob Bancroft. Motion passed: 2-0.

Brent would like to use the funds that were budgeted for the drains to purchase a grizzly (to break up the sand) and a tool box and tools. The drains were budgeted for the current year however due to a safety issue, where done in the prior fiscal year.

Alex Weinhagen made a motion to approve funds to purchase a grizzly and other items providing he stays within budget, seconded by Bob Bancroft. Motion passed: 2-0.

The Board and Brent discussed the removal of the berms from the sides of the roads. Alex asked if Brent has a plan to go back and remove the material. Brent advised that he will ditch where needed however it won't be done this winter.

REGIONAL PLANNING COMMISSION

Charlie Baker was present to review assistance provided to Westford over the past year as well as regional activities. Two of the largest projects the RPC assisted Westford with was drafting language for Form Based Code regulations and developing the Westford Map Viewer. Steve Willard asked that the dry hydrants be added to the Map Viewer. Alex asked if the RPC would be able to purchase a speed cart for towns to share. Charlie thought it may be possible. The RPC could also help with traffic counts and/or speed studies on town roads. The RPC recently partnered with the United Way to assist with the Neighbor Rides program, which provides transportation for disadvantaged older adults and persons with disabilities.

FAIRFAX RESCUE FY'16 BUDGET REQUEST

Mike Spaulding and Dan Vanslette were present. Fairfax Rescue is predicting a 3% increase over the current budget amount, which is \$9,984. A lengthy discussion ensued with dispatching fees. Fairfax Rescue believes Essex Rescue could provide dispatching by simply putting a new board in the Essex Rescue console however Essex Rescue would need to agree to this. This would eliminate the need for dispatching services through St. Albans, which is based on per capita and costs more than the amount allocated for Fairfax Rescue.

FIRE DEPARTMENT FY'16 BUDGET REQUEST

Several members from the fire department were present. The Fire Department's request is level funded from the current year (\$50,100). Capital budget items discussed were a new pumper to be purchased in FY'18. The anticipated cost to purchase the truck is \$500,000. If the Town wants to put 25% down, the Capital Budget needs to be updated to reflect additional funds to be budgeted over the next two years to accomplish this. If the Fire Department is successful in being awarded a grant to purchase air packs, the funds set aside for this purchase could be used for the pumper instead. Another item to watch is the replacement of a tanker in FY'20 or FY'21. The Department would like to see their equipment on a 25 year replacement schedule.

The Fire Department advised that the Town of Essex may begin charging for dispatching fees in the future to help offset the cost of the new police building that was built.

WESTFORD LIBRARY FY'16 BUDGET REQUEST

Allison Weinhagen was present. The Library is requesting \$71,325, which is approximately 10% higher than the current year. One reason the budget is higher is due to the purchase of a

new heat pump, which will help heat the building in the colder months but will also provide a welcomed relief during the summer months. Allison advised that the Librarian has been very successful in making the Library a building to be utilized for community events in addition to being open to patrons. The costs associated with the events are reflected in the increase in utilities (electricity, heat).

PUBLIC COMMENT

There was no public comment.

MINUTES

Alex Weinhagen made a motion to approve the October 20, 2014 minutes as written, seconded by Bob Bancroft. Motion passed: 2-0.

Alex Weinhagen made a motion to approve the October 23, 2014 minutes as amended, seconded by Bob Bancroft. Motion passed: 2-0.

Alex Weinhagen made a motion to approve the October 29, 2014 minutes as amended, seconded by Bob Bancroft. Motion passed: 2-0.

SPILLER PROPERTY DEMOLITION

The Board reviewed the results of the lead and asbestos testing done by Clay Point Associates for the Spiller house. The lead tests passed however CPAi suggested that the soils around the building be removed during demolition to remove the exterior paint chips (believed to be lead) to ensure the site is not contaminated. The asbestos results were positive. CPAi has offered to continue to work with the Town to develop an asbestos abatement design document and administer a competitive bid process for 3 invited asbestos abatement contractors, including on-site pre-bid conference and site inspection. Their proposed cost for performance of these activities is \$550.

Alex Weinhagen made a motion to accept CPAi's proposal to help oversee and manage the asbestos removal in preparation of and during the demolition of the Spiller house, seconded by Bob Bancroft. Motion passed: 2-0.

WASTEWATER FEASIBILITY STUDY PHASE 2

Bob advised that the State has verbally stated the Town can put a toilet in the garage on the Spiller property to preserve the existing wastewater system. A formal decision will be sent. The Board is not sure how soon the toilet has to be installed. Does it have to be done before the building is demolished or within the two year window mentioned in earlier correspondence? The Board would like Melissa to clarify this with the State.

The Board received an updated cost estimate to conduct Phase 2 of the Wastewater Feasibility study on the United Church property. The cost is expected to be between \$7,800 and \$8,300. The higher number will be included in the FY'16 budget.

Dave Gauthier feels that taxpayer's monies should not be used to explore this option on the property of the church. He's concerned that people are paying for something that they won't benefit from. The Board pointed out that the system for the office and library are on borrowed time and would like to know if this will be an option when the current system fails. The Board acknowledged that residents in the vicinity of the church's property will also have an option if this is deemed viable and their system fails. If the results are favorable, the Town would then

need to work on a plan for constructing and accessing a system if one is needed. The plan would more than likely include a user fee and/or connection fee to offset costs.

VMERS (Vermont Employee Municipal Retirement System)

The Board thought they had decided not to pursue this item. Nanette distributed Simple IRA information for the Board to review. She pointed out that all eligible employees must participate, which she originally thought not to be the case, and that the language in the current Personnel Policy was created based on the rules of a Simple IRA. Bob will look into this benefit and it will be on the agenda for the first meeting in December.

HEALTH INSURANCE

Bob Bancroft made a motion to provide eligible employees with \$7,491 to purchase a conventional BCBS health insurance policy and contribute \$709 to an HRA or \$5,235 to a high deductible BCBS policy and contribute \$2,965 to an HSA, seconded by Alex Weinhausen. Motion passed: 2-0.

The Board approved this motion to allow employees the option to purchase a less expensive policy if they wanted to reduce their out of pocket premium expenses to cover family members.

PERSONNEL POLICY

The long term and short term disability benefit needs to be added to the policy. Once this is done along with a few minor changes the Board is ready to release the policy to employees for their review. The Board would like to adopt the new policy in December.

The Board would also like to receive quotes for higher options for the disability policies. This will help the Board to address the employees' concerns with the significant reduction in the amount of sick time to be carried over and only being paid 50% of their salary if an employee goes out on disability.

DRUG & ALCOHOL POLICY

This item was tabled until the November 25th meeting.

CAPITAL BUDGET

Nanette reviewed the changes Melissa suggested. Melissa pointed out that the Board should reconsider expenses in FY'17 given that a new town office is scheduled for FY'20. The Board would like Brent to review the Highway Department's capital expenditures.

GIFT CARDS

Based on feedback from the decision on October 2, 2014 to purchase gift cards for volunteers who resign, the Board would like to rescind their decision.

Bob Bancroft made a motion to rescind the motion made on October 2, 2014 to purchase gift cards for volunteers who resign from a position, seconded by Alex Weinhausen. Motion passed: 2-0.

RECREATION COMMITTEE APPOINTMENT

Alex Weinhausen made a motion to appoint Greg Baker to the Rec Committee, seconded by Bob Bancroft. Motion passed: 2-0.

RECREATION COORDINATOR HOURS

The Recreation Coordinator submitted a request to increase her hours from 10 to 15 hours per week. This request has been approved by the Recreation Committee. The Board stated that there are no funds budgeted for this request because the Recreation Department is self-sustaining with the exception of the \$5,000 donated to them from the General Fund for FY'15 to purchase equipment. The Recreation Committee has requested \$5,000 to be considered for the FY'16 budget to purchase equipment and to cover some of the costs to increase the Rec Coordinator's hours. The Board is concerned that the Rec Committee will continue to request funds in future years however the department is supposed to be self-sustaining. The Board feels it is up to the Committee to figure out how to compensate the Coordinator for increased hours if they feel it is necessary, including raising program fees.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

ADJOURN

The meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Robert L. Bancroft, Chair
Selectboard

Nanette Rogers
Town Clerk

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: November 13, 2014

Name (please print)

Address

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STEVE KNIGHT

23 North rd, Westford

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Steve Willard

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Mike Spaulding

Fairfax Rescue

Tony Pouliot

1478 vt. Rt 128

Dan Vanslette

Fairfax Rescue

JOHN QUINN

Westford F.P.

Andy Cavallone

1583 Rt 128

Allison Weinhausen

1246 Osgood Hill Rd (for library)