



Trust. There is a concern that there will be difficulty finding residents to manage the Trust, if implemented.

The Board will discuss the draft Town Plan in more detail at their next meeting.

### **SUMMER WORK SCHEDULE REQUEST**

Melissa Manka has requested to adjust her work schedule for the summer months to accommodate her family schedule. She would still work 40 hours per week, however days in the office will be Monday through Thursday and working from home on Fridays. The Board approved her request.

### **ROAD FOREMAN**

Dave Adams made a motion to approve the February 26, 2015 through March 10, 2015 and March 11, 2015 through March 26, 2015 Road Schedules, seconded by Casey Mathieu. Motion passed: 3-0.

### **ROAD CONCERNS**

The Board discussed with Brent some emails that were received as well as comments made a Town Meeting concerning town roads.

The Board received a follow up email from Dick Lavallee. Brent advised that he's met with Dick and everything is resolved.

An email was received from Frank Hassler regarding Rogers Road not being plowed recently. Brent explained that this was due to a miscommunication with a road crew member. It should not happen again.

A follow up email from Linda Tilton was received. The Board feels they have adequately responded to her complaint regarding her mailbox.

Becky Roy spoke at Town Meeting with Old #11 Road not being plowed during school vacation week as early as it usually is and wondered if there was a policy change. She feels that the road needs to be plowed early for those who commute to work, as well as plowing snow that has drifted. Brent advised that when school is in session, the big hills are done before the school busses leave and that all roads are wide enough in most places for two cars to pass.

### **MINUTES**

Alex Weinhagen made a motion to approve the February 26, 2015 minutes as amended, the March 4, 2015 minutes as amended and the March 6, 2015 minutes as written, seconded by Casey Mathieu. Motion passed: 3-0.

### **EMAIL NOTIFICATIONS OF WESTFORD MEETINGS**

Kaye Alexander met with the Board to discuss setting up an email list to notify residents of Selectboard meetings, as well as meetings of other town boards/commissions and organizations. She feels that most residents miss postings on the Front Porch Forum and don't read the electronic version of the monthly newsletter. Kaye is willing to help promote people signing up to receive email notifications of meeting dates. This would be a separate list than the newsletter email list. Nanette cautioned that people will have an expectation to receive notices via email and that this is not one of the methods of being notified of meetings set out in State Statute. She suggested a disclaimer be included in the emails and Kaye

suggested sending out periodical emails reminding residents that it is not a legal method of being notified. Casey added that there are rules, such as limiting the number of recipients, unless a program is used. He cited a lawsuit that occurred in Canada. People who subscribe should also have a way to unsubscribe. It was also pointed out that the list becomes public record and potential subscribers need to be aware of this. Nanette and Kaye will do more research.

#### **DELINQUENT TAX COLLECTOR APPOINTMENT**

The Nomination Committee has recommended Marge McIntosh be appointed Delinquent Tax Collector. Marge has been in this position for over twenty years.

Dave Adams made a motion to appoint Marge McIntosh as Delinquent Tax Collector pending background and credit checks, seconded by Casey Mathieu. Motion passed: 3-0.

#### **TREASURER APPOINTMENT**

The Nomination Committee has recommended RaMona Sheppard of Essex be appointed Treasurer. Mona is currently the Finance Director for the Town of Underhill. This position would be in addition to her job there.

The Board and Mona discussed hours and pay. Mona does not want to commit to be in the office on a specific day with specific hours. Nanette has discussed this with Sue and MJ because this arrangement would more than likely impact their workload, particularly MJ's. All three felt it can work if the Board chooses to appoint Mona. There was a lengthy discussion between the Board, Mona and Nanette with regard to logistics. Mona stated although the pay is significantly less than she is currently making, she is still interested in the position.

Dave Adams made a motion to appoint RaMona Sheppard as Treasurer, with a compensation of \$19.00 per hour, pending background and credit checks, seconded by Casey Mathieu. Motion passed: 3-0.

#### **APPOINTMENT OF OFFICERS**

Dave Adams made a motion to appoint new officers as follows, seconded by Casey Mathieu. Motion passed: 3-0.

Inspector of Wood & Lumber & Weigher of Coal	1 year term	Kyle Hobart
Fence Viewers	1 year term	Bruce Root, Grant Thomas, Scot Phillips
Tree Warden	1 year term	Ned Meehan
Town Service Officer	1 year term	Carol Howrigan
Land Agent	1 year term	Benjamin Stark
Emergency Program Manager	1 year term	Joshua Smith
Development Review Board	3 year term	Matthew Wamsganz, Wayne Brown
DRB Alternate Representatives	1 year term	Patrick Haller, Seth Jensen
Conservation Commission	4 year term	Dale Rodgers
Recreation Committee	3 year term	Greg Baker, Meredith Irish

Dave Adams made a motion to appoint new officers to positions that were formerly elected but are now appointed per the Town Charter as follows, seconded by Casey Mathieu. Motion passed: 3-0.

Town Agent  
Town Grand Juror  
Listers  
Cemetery Commissioner

Willis Breen  
Suzanne Blanchard  
Caroline Brown  
Glenn Rogers

A notice for a Town Auditor (elected position not filled at Town Meeting) will be posted around town, on the Town's website and on the Front Porch Forum.

### **JOB DESCRIPTIONS & ANNUAL REVIEWS**

Alex advised this item is on the agenda based on suggestions received from the Nominating Committee that the Board have a process for and conduct annual reviews. At a previous meeting, the Board came up with a tentative schedule to have reviews done by June.

The Board would like to review current job descriptions and create descriptions for new positions, such as the Listers. Nanette will forward the current job descriptions and review forms for discussion at the next meeting.

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

The Board approved the accounts payable and payroll warrants.

### **CORRESPONDENCE**

The Board received a draft ordinance from Chittenden Solid Waste District (CSWD) based on Act 148. The Board would like Michelle DaVia and Andy Gauthier to attend a meeting before July 1<sup>st</sup> so they can discuss what the Town needs to do to comply.

### **EXCESS WEIGHT PERMITS**

The Chair signed Excess Weight Permits for Jack Corse, P&P Septic, Camp Precast Concrete Products, Mclure Moving & Storage, Victor Manosh, Pat's Truck Maintenance, S.D. Ireland Concrete Construction, Cain Transport, Chevalier Drilling, Bourne's Energy, Dale Percy and Barrett's Tree Service.

### **ADJOURN**

The meeting adjourned at 9:07 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair  
Selectboard

Nanette Rogers  
Town Administrator

