

SELECTBOARD MEETING
March 26, 2015

Present: Alex Weinhagen Brent Meacham
 Dave Adams Nanette Rogers
 Casey Mathieu

Guests: See attached list

The meeting was called to order at 7:00 p.m.

CHANGES TO AGENDA

Alex Weinhagen made a motion to add Credit Checks on Employees to the Discussion Section and Selectboard Institute Follow Up to the Correspondence/Regular Business section, seconded by Dave Adams. Motion passed: 3-0.

SEYMOUR ROAD BRIDGE DESIGN

Steve Digilio from KAS was present to review the plans for the final design of the Seymour Road bridge. Steve is waiting for a response from FEMA on the plan for the temporary road. It seems that the original plan to reuse the culverts that were washed out during the storm for the temporary access is not showing on the current project worksheet. Steve advised that changes in staff have made it difficult to communicate with FEMA to get this straightened out.

Kyle Hobart and Bill Lunderville have seen the plans and have no problems with what is being proposed and are ready to sign the necessary easements.

The paved approaches will be bid out as a separate project to be done after FEMA has done its final inspection.

Steve suggested moving forward with creating the bid proposal with the temporary road being separate. He will have the proposal ready for review at the next Selectboard meeting. A mandatory site visit will be part of the bid process.

PUBLIC COMMENT

There was no public comment.

ROAD FOREMAN

Dave Adams made a motion to approve the March 26, 2015 through April 8, 2015 Road Schedule, seconded by Casey Mathieu. Motion passed: 3-0.

FY'15 HIGHWAY BUDGET STATUS

The Board and Brent reviewed the FY'15 highway budget. Based on the revenue received and expenses paid the highway budget is over budget by \$1,259.36. However, the Town is expecting an additional \$20,000 to be received for state aid on roads and \$108,000 for the Huntley Road culvert. Brent is anticipating expenses totaling \$71,000 for the next few months. The Board will review the budget again at the end of next month.

MINUTES

Dave Adams made a motion to approve the March 10, 2015 minutes as amended, seconded by Casey Mathieu. Motion passed: 3-0.

PACE (Property Assessment Clean Energy District)

Pat Haller was present to discuss moving forward with signing the amended forms for Westford to participate in the PACE program. The Program Description has been amended to include an addendum to require applicants to have a title search done. Nanette is satisfied with the change on the certification, which will refer to the title search done and being filed with the Town.

Dave Adams made a motion to approve the Resolution as drafted, seconded by Alex Weinhausen. Motion passed: 3-0.

Casey Mathieu made a motion to approve the Interlocal Agreement as drafted, seconded by Dave Adams. Motion passed: 3-0.

The Town still needs to sign the Program Administrator Agreement naming Efficiency Vermont as the administrator. Pat will forward this document.

Dave Adams made a motion to authorize Alex Weinhausen to sign the Program Administrator Agreement, seconded by Casey Mathieu. Motion passed: 3-0.

DRAFT 2015 TOWN PLAN

Melissa Manka, Planning Coordinator, and Mark Letorney from the Planning Commission were present to discuss the draft 2015 Town Plan. Several changes were made to the implementation spreadsheet. Melissa and Mark answered the Selectboard's questions about the Town Plan. The hearing will be scheduled for April 23rd.

TOWN COMMON CROSSWALK & ROUTE 128 SIDEWALK

VTrans recently amended their requirements to allow crosswalks in village centers that do not meet traffic/pedestrian count requirements. Several years ago, the Town Center Committee recommended crosswalks and sidewalks. The committee proposed sidewalks on Route 128 from the library to the town sign south of the village. Ideally there would be two or three crosswalks (e.g. near the library/town office, across Cambridge Road, and near the BMH).

Melissa is requesting the Selectboard to decide whether the Town should pursue a crosswalk per the Westford Town Common Conceptual Master Plan in FY'16 or wait until a sidewalk is constructed. She noted that there are funds in the FY'16 budget to construct a path from Common Road across the Town Common to the gazebo.

The Selectboard discussed the crosswalks. These crossings would go nowhere if installed. The Board feels it is a good idea if the crosswalks connected to a sidewalk. The Board recommended that the sidewalk project be brought back to the Selectboard.

JOB DESCRIPTIONS & ANNUAL REVIEWS

The Board feels that the existing job descriptions are good, however they prefer the review Hinesburg uses.

GENERAL FUND FY'15 BUDGET STATUS

The Board reviewed the status of the FY'15 budget. They would like a projection of costs for April through June.

CREDIT CHECK FOR EMPLOYEES

Nanette explained that doing a credit check is not as simple as it appears on the surface. She has a quote from a company that can conduct the search to make sure it is done properly. She asked the Board what they want to do.

The Board discussed not doing the check however felt this was not the right thing to do given the Nominating Committee recommended the checks be done. To expedite what has gone on for too long already, the Board will have Burgess Loss Prevention conduct the checks. Going forward the Board wants a procedure put in place for future checks.

Alex Weinhagen made a motion to authorize expending funds necessary to conduct credit checks on the applicants for the treasurer and delinquent tax collector positions, seconded by Casey Mathieu. Motion passed: 3-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

TRANSFER FUNDS FROM GENERAL FUND TO RESERVE FUNDS

Alex Weinhagen made a motion to transfer the following funds from the General Fund to their respective Reserve Funds:

<u>Amount</u>	<u>Reserve Fund</u>
\$9,000	Administration Capital Budget
\$30,000	Equipment Replacement Reserve Fund
\$30,000	Fire Dept. Capital Budget
\$75,000	Seymour Road Bridge Reserve (approved by voters on 3/3/15)

Seconded by Casey Mathieu. Motion passed: 3-0.

FIRE TRUCK BOND RENEWAL NOTE

Casey Mathieu made a motion to approve the bond renewal note for the Fire Rescue Truck, seconded by Alex Weinhagen. Motion passed: 3-0.

CORRESPONDENCE

Casey raised questions he had from attending VLCT's Selectboard Institute, such as the Open Meeting Law and emails. He also mentioned the Town should look into different options for purchasing equipment with neighboring towns.

EXCESS WEIGHT PERMITS

The Chair signed Excess Weight Permits for United Natural Foods, Darryl Hayden, Wayne's Construction, Alan Mossey & Sons Excavating, G.W. Tatro Construction, I.H. Charbonneau & Son, Ron Bevins & Son Excavating, Don Weston Excavating, A. Johnson Co., Rice Lumber, Irick Excavating, Robert Trucott, Ernest Krusch, Spafford & Sons, Barrett Trucking, Weston Pulpwood Sales and Essex Rental & Sales Center.

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ADJOURN

The meeting adjourned at 9:53 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: March 26, 2015

Name (please print)

Address

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