

SEYMOUR ROAD BRIDGE RFP

The Board reviewed the draft RFP for the Seymour Road Bridge project drafted by KAS. There were not changes to the timeline and submission requirements in the draft. Brent collaborated with KAS to set the date for the mandatory site visit. The site visit is scheduled for April 22nd and the bids are due by May 11th. Nanette will open the bids at 3pm. The Board will review all bids at their May 14th meeting.

Alex Weinhagen made a motion to authorize KAS to finalize and disseminate the bid package, seconded by Dave Adams. Motion passed: 3-0.

MINUTES

Dave Adams made a motion to approve the March 26, 2015 minutes as amended, seconded by Casey Mathieu. Motion passed: 3-0.

MOWING QUOTES

The Board received 8 quotes for mowing of Town properties, the Brick Meeting House, Brookside Cemetery and Richardson Cemetery. John Doane was present from the Brick Meeting House. Lynn Gauthier and Glenn Rogers were present for the cemeteries.

<u>Name</u>	<u>Town</u>	<u>BMHS</u>	<u>Brookside</u>	<u>Richardson</u>	<u>Total</u>
All Phase Property Maint.	\$3,000	\$1,320	\$1,800	\$1,950	\$8,070
BBC Property Maintenance	\$5,000	\$30/mowing	\$70/mowing	\$1,100	\$7,300
EHA Landworks	\$2,500	\$500			\$3,000
G & G Lawn Care	\$4,800				\$8,550
Glenn Morrisseau	\$2,200	\$300	\$700	\$600	\$3,800
Green Mountain Turf	\$3,000	\$720	\$1,250	\$500	\$5,470
Poorboys Property Maint.	\$8,360				\$16,160
Robert & Sons Lawn Care	\$2,500	\$400	\$500	\$700	\$4,100

The Board and others felt it was important to have one company do all the jobs. This eliminated EHA Landworks. Based on price quoted, the choices were narrowed to Glenn Morrisseau and Robert & Sons Lawn Care. Glenn Morrisseau offered a discount if all four jobs were offered to him. Casey knows both companies and gave them a good reference.

Dave Adams made a motion to award the mowing contract to Glenn Morrisseau for the town properties, Brick Meeting House, Brookside Cemetery and Richardson Cemetery, seconded by Alex Weinhagen. Motion passed: 3-0.

JOB DESCRIPTIONS & ANNUAL REVIEWS

The Board feels that the existing job descriptions are good. There was one correction to make to the Annual Performance Review form. The Board scheduled the dates for the reviews they are responsible for on April 23rd, May 14th and May 28th prior to their regular meeting. The employees will be notified of the dates for the review. Reviews completed by supervisors will be due to the Board by May 9th.

GENERAL FUND FY'15 BUDGET STATUS (non-highway)

Nanette supplied the Board with projected expenses for April through June. Based on the projections, \$129,236 is needed through the end of the fiscal year, which when added to what has been spent, would reflect 88% of what was budgeted and approved by the voters. The Board would like to take this a step further and include projections for revenue. Nanette will work with MJ to have this information for the next meeting.

LAW ENFORCEMENT CONTRACTS

The Board would like the Sheriff's Office to use up the funds that were budgeted in the current year, as well as discuss next year's contract. If the Sheriff's Office can accommodate the Westford, the Board would like to increase the Sheriff's hours and funding for FY'16. The Board feels the Sheriff's Office is more responsive than the State Police to patrolling back roads and submitting detailed reports of activity. Nanette will contact the Sheriff's Office.

ALL-HAZARDS MITIGATION PLAN COMMITTEE APPOINTMENT

Dave Adams made a motion to appoint Melissa Manka to the All-Hazards Mitigation Plan Committee to represent Westford, seconded by Alex Weinhagen. Motion passed: 3-0.

CSWD REPRESENTATIVE APPOINTMENT

Dave Adams made a motion to appoint Michelle DaVia to the Chittenden Solid Waste District Committee to represent Westford, seconded by Alex Weinhagen. Motion passed: 3-0.

PLANNING COMMISSION REQUEST FOR FUNDS

The Planning Commission is requesting \$910 to hire a consultant to lead two public informational workshops on the proposed zoning and subdivision regulations. Dave Adams made a motion to authorize the Planning Commission to spend \$910 to hire a consultant to assist with information workshops, seconded by Casey Mathieu. Motion passed: 3-0.

The Board questioned why the Planning Commission submitted this request. Nanette advised that the Purchasing Policy requires approval if an expenditure exceeds \$500 unless it is a routine expense. The Board did not feel the Planning Commission needed to request these funds if they are included in the budget.

EMPLOYEE CREDIT CHECKS

The company the Town was going to hire for the credit checks requires applicants sign a form that includes a hold harmless clause. Based on a bad experience, one of the applicants refuses to sign the form with the clause. The company suggested the Town have the credit check done through another company based on the owner being on vacation and needing to have an attorney review a revised form, which would further delay the process.

In an effort to move forward, Nanette suggested that the Board ask the applicants to obtain and submit their own credit report. She has discussed this option with one of the applicants, who said this would be fine with her. The Town would still request a form be completed for the criminal background check.

Dave Adams made a motion to accept personal credit reports from the treasurer and delinquent tax collector applicants to fulfill the requirement per the Personnel Policy and job descriptions, and to reimburse them for any cost associated with obtaining the report, seconded by Casey Mathieu. Motion passed: 3-0.

DIGITAL LITERACY PROJECT

Librarian Bree Drapa and Library Trustee Allison Weinhagen were present to discuss with the Board a Vermont Department of Libraries Grant the library received to extend the library's presence through Wi-Fi access to the Town Common. With the assistance of town resident Jeremy Berger, the library has found a simple solution that involves installing a small piece of equipment on the gazebo to access the Library's Wi-Fi. This service will benefit patrons as well as the Farmers' Market. The access will include a disclaimer and there is a way to block inappropriate sites. There will be a nominal cost to the Town of \$30.00 per year for electricity.

Bree has received approval from Town Common Committee. The Board approved the project as well.

TOWN OFFICE WIFI

Dave Adams installed a router to allow guests to have wireless access to the Internet. It is directly connected to the Comcast router. The access appears to be better in the basement office than upstairs due to the concrete floor between the two levels. Alex suggested that Jeremy Berger look at what was done to see if further precautions or other work is necessary to protect the Town's records.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

DEVELOPMENT REVIEW BOARD MEMBER REPLACEMENT

The DRB wanted to know how the Selectboard wanted the replacement of Casey on the Board handled. Nanette stated that in the past applications have been given to the board/committee that has the vacancy for interviews and would then make recommendations to the Selectboard. The Board felt this was a good process.

The Board would like the DRB to submit all the applications received and the DRB's recommendation(s) to the Selectboard for their April 23rd meeting.

CORRESPONDENCE

Several comments have been received about the roads being in good shape. One person commented on the evening and weekend hours being worked, in particular one instance when the road was being graded at dusk. They thought working at this time of day could be a bit dangerous.

EXCESS WEIGHT PERMITS

The Chair signed Excess Weight Permits for Ronnie Wells, J.A. Bedell Excavating, Beaulac Excavating, Dana Sweet Trucking, Onsite Septic Solutions, Gauthier Trucking, Limlaw Chipping & Lawn Cleaning, Romeo Blair, Harrison Redi-Mix Corp., Harrison Concrete, Curtis Lumber and R.G. Rugg Construction.

ADJOURN

The meeting adjourned at 8:56 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

