

SELECTBOARD MEETING
April 23, 2015

Present: Alex Weinhagen Brent Meacham
 Casey Mathieu Nanette Rogers

Guests: See attached list

The meeting was called to order at 6:30 p.m.

EXECUTIVE SESSION

Casey Mathieu made a motion to Enter Executive Session to discuss personnel, seconded by Alex Weinhagen. Motion passed: 2-0. People in attendance were Alex Weinhagen, Casey Mathieu and Melissa Manka. The Board exited Executive Session at 7:00 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: Jackson Farm Soils Investigation and Spiller Lot Planning Initiative were added to Planning Commission Requests, DRB Vacancy was deleted and RaMona Sheppard, Treasurer was added, Access Permit was added to the Road Foreman and 2015 Local Emergency Operations Plan was added to Discussion.

TOWN PLAN PUBLIC HEARING

Alex advised that the Selectboard has reviewed the draft Town Plan and requested several minor amendments be made. The Plan has been updated with the amendments. The Selectboard had no further comments or amendments.

Melissa advised of some edits received from Dave Tilton. Two of the edits were minor amendments: adding "in Westford" after the word household in the Housing Affordability section, middle of the first paragraph on page 19 and replace the word "site" with "parent parcel" on page 64 in the last paragraph. The remainder of the edits were typographical errors.

There was no public comment.

The typographical errors can be made without continuing or rewarning the hearing. The other two edits suggested by Dave Tilton are minor however the Board didn't feel they warranted a continuance.

Alex Weinhagen made a motion to close the public hearing and adopt the Plan at the next Selectboard meeting, seconded by Casey Mathieu. Motion passed: 2-0.

The public hearing closed at 7:18 p.m.

PUBLIC COMMENT

There was no public comment.

PLANNING COMMISSION REQUESTS

The Planning Commission submitted several requests for the Selectboard to consider.

Survey of Southern Boundary of the Town Common – the Planning Commission is requesting to spend \$1,500 from their Special Projects budget to hire a Warren Robenstien to survey an

agreed upon boundary line of the southern side of the Town Common. This is a project that began in 2013 when the Planning commission began working on Form Based Codes for the new Zoning Regulations.

The property owners involved have been contacted and agreed to the survey being done. The Board suggested that Melissa follow up with the property owners because so much time has lapsed since they were first contacted.

Alex pointed out that the lots will be "landlocked" with the new boundary being delineated and none of the lots having road frontage. The existing driveways should be codified as right of ways and/or a right of way should be formally granted to prevent problems in the future. The right of way should be identified with the minimum width permitted in the Zoning Regulations.

Casey Mathieu made a motion to approve expending \$1,500 for the Planning Commission to hire Warrant Robenstien to survey the southern boundary of the Town Common, seconded by Alex Weinhausen. Motion passed: 2-0.

Although the Purchasing Policy requires Selectboard approval for purchases over \$500, the Board interprets this to refer to expenditures that don't fall within the budget. In the future, the Planning Commission has discretion to use their funds for projects as long as the funds have been budgeted for.

Pedestrian Path Easement Along Browns River – The Planning commission would like to contact abutters to the Browns River to determine if they would be interested in granting an easement for a pedestrian path from the common to the school. Patrick and Amber Haller have already agreed, with conditions, to the easement. The other property owners to be contacted are Bernie and Sheryl Fleury and the school, as well as Kevin Kearns and Beth Rickstad depending on how the conversation with the Fleurys goes. The Town owns two parcels that would need to be involved as well. The Board approved contacting the abutters.

Spiller Lot Planning Initiative – The Planning Commission, Planning Coordinator and Zoning Administrator want to be included in the discussions and planning of any development on the Spiller lot.

Community Wastewater Project & Jackson Farm Soils Investigation – The Planning Commission had hoped to have a quote for an engineering firm to review the soils investigative report on the Jackson property, which was provided to the Town by Dave and Lynn Gauthier. The Commission has \$2,000 in its Special Project budget that could be used for the review. The Board approved the review stating that it will be very helpful in moving forward with Phase II of the Wastewater Feasibility Study. If the review will cost more than \$2,000 the Board would like to carry those funds over to combine with the funds budgeted in FY'16. The contract for Phase II was tabled until more information is known.

TREASURER

Several items were put on the agenda at the request of RaMona Sheppard who was recently appointed treasurer. This afternoon, Alex received an email from RaMona with some findings from her first week on the job and to advise that she won't be at tonight's meeting nor returning to the job. Alex will contact Mona to confirm her resignation.

Mary Jane Featherstone stated she would like to review the RaMona's findings with Ernie Saunders from NEMRC.

Ernie Saunders explained that he has worked with the Town to have all its money in one checking account. The pooled cash concept reduces the need for the Town to borrow money. He has viewed many televised selectboard meetings, not just Westford, and it has become clear to him that the town financials need to be simple to help people better understand the reports. The changes that have been made are a result of working toward this goal and the goals of the Town. Ernie added that he consults frequently with a CPA before making changes.

ROAD SCHEDULE

Casey Mathieu made a motion to approve the April 23, 2015 through May 14, 2015 Road Schedule, seconded by Alex Weinhagen. Motion passed: 2-0.

ACCESS PERMIT

An access permit was submitted for a house being built off Apple Tree Lane, which is a private road. The Board is unclear why the application was necessary and asked that Nanette consult with Melissa to determine if the DRB is requiring it and if so why.

MUD SEASON & TRAVEL ON TOWN ROADS

Alex received a phone call from a resident on Woods Hollow Road expressing concerns with fully loaded Town trucks travelling on the road to repair areas. The resident suggested that smaller loads with more trips be made. Brent advised that he is carefully monitoring the roads and is fixing areas as he deems necessary. He takes into consideration the condition of the road when driving the trucks on them.

The resident also advised that Duffy, Casella and Myers are travelling on Woods Hollow Road. Nanette shared a draft letter to be sent to the haulers advising that the roads are posted and that travel is restricted to those companies servicing Westford residents. Brent advised that he has spoken with a driver from Duffy at least two times. The Board discussed contacting the Sheriff's Office, State Police and/or DOT to ask for them to enforce the posted limits and the Town's Ordinance. Alex would like to revise the letter.

Casey Mathieu made a motion to authorize Alex to work with Nanette in amending the letter and sending it to the haulers, seconded by Alex Weinhagen. Motion passed: 2-0.

HIGHWAY FY'15 BUDGET STATUS

This report was unavailable due to the recent changes in the Treasurer's Office. Brent will meet with MJ to determine expenses and revenue through June and have the report for the next Selectboard meeting.

MISCELLANEOUS

Brent would like to take Thomas and Matt to the Municipal Day in Barre on May 13th. The Board approved the event providing it is not costly.

Matt has returned to work on light duty from his accident.

MINUTES

Casey Mathieu made a motion to approve the April 9, 2015 minutes as written, seconded by Alex Weinhagen. Motion passed: 2-0.

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

This report was unavailable due to the recent changes in the Treasurer's Office. Nanette will have the report for the next Selectboard meeting.

LOCAL EMERGENCY OPERATIONS PLAN

Alex Weinhagen made a motion to approve the updated Local Emergency Operations Plan, seconded by Casey Mathieu. Motion passed: 2-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

EXCESS WEIGHT PERMITS

The Chair signed Excess Weight Permits for Liberty Propane, Premier Paving, Jeffrey Lang Trucking, Ron Weston Excavating, L.W. Young Excavating, Brian Lyman, Munson Earth Moving and Moe DuBois Excavating.

ADJOURN

The meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: April 23, 2015

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