

ROAD SCHEDULE

Casey Mathieu made a motion to approve the May 14, 2015 through May 27, 2015 Road Schedule, seconded by Dave Adams. Motion passed: 3-0.

COMPLETE STREETS

The Board and Brent discussed the Complete Streets requirement and the upcoming repaving of Westford Milton Road. Complete Streets requires towns to look at incorporating bike/pedestrian paths when repaving projects are done. The Board would like to know if this is a viable option for the Westford Milton Road before it is put out to bid. This will be discussed at the next meeting.

ACT 148 – TRASH & RECYCLING MANDATES

Tom Moreau (CSWD), Michelle DaVia (CSWD Westford representative) and Jane Gauthier (Gauthier Trucking) were present to discuss Act 148 and how it will affect the collection of trash and recycling in Westford. There has been some confusion over what, if anything, Westford will need to do to comply with Act 148. Tom explained that the Town needs to have a unit based pricing and the Town can choose the base unit (e.g. 64 gallons). Michelle said the compliance becomes an issue when someone has more than the base amount and how that gets billed, etc. She suggested possibly putting a dumpster at the town garage for the excess. This idea was not received well because it was felt the dumpster would be abused just as the metal dumpster is abused (non-resident usage, non-compliant material, etc.). In addition to this reason, the Town would not have a system in place for a consumer to pay for more than what the Town has designated as the base rate.

Another issue pointed out by Nanette is that there are a few roads, such as Seymour Road, where residents bring their trash and recycling to the end of the road which would create a problem trying to determine who exceeded the limit and billing them. Michelle suggested bags or stickers to be available at the Town Office for purchase by residents. This could be a slight problem for those who are unable to get to the office during business hours.

Dave Adams pointed out that Westford has been designated as a model community; what if the town put a 600 gallon limit? Tom Moreau stated that the goal is for each person not to generate more than 2.7% trash. Gauthier is tracking Westford's information to determine the volume being generated by residents. The Town may want to switch to weekly recycling and every other week trash pickup. This would encourage people to recycle more instead of putting recyclables in their trash when the bins are full.

Alex inquired what the Town's latitude is without having to renegotiate the contract. Currently residents are permitted to put out bulky items, such as couches. Tom advised these items are not considered household trash. Tom added that the Town may be below the 2.71% and may be exempt from the ordinance.

The Board will wait for the data collected by Gauthier before making any decisions. Tom Moreau suggested the Town designating 96 gallons as their base rate.

CSWD FY'16 BUDGET

Tom Moreau and Michelle DaVia were present to discuss CSWD's FY'16 proposed budget. Tom explained that revenues are flat because commodities are down. This results in CSWD having to increase their tipping fees effective July 1, 2015 from \$8 per ton to \$21 per ton. This month alone, CSWD lost \$35,000. CSWD expects to break even with the rate increase. The proposed budget includes two large one-time expenses: advertising for Act 148 and hiring a

new director due to Tom retiring. If these expenses were removed from the budget, the increase would be 2.1%. Tom feels this is reasonable given the circumstances.

Dave Adams made a motion to approve CSWD's FY'16 budget as proposed, seconded by Casey Mathieu. Motion passed: 3-0.

SEYMOUR ROAD BRIDGE BIDS

The Town received four bids in response to the Request for Proposals.

Tremblay Construction	\$509,670
S.D. Ireland	\$549,700
CCS Constructors	\$753,335
J.P. Sicard	\$972,305

KAS reviewed the four bids and recommended the Town select Tremblay Construction. Jeff Tremblay was present and if awarded the contract, would like to begin sooner than July 1st.

Nanette advised that Tremblay Construction needs to be vetted (determined not to be on the barred contractor's list) as well as the easements and contract being signed before Tremblay Construction can begin work. Also, the stream alteration permit states work must be done between July 15, 2015 and October 1, 2015. A note from Chris Brunelle at the Agency of Natural Resources stating work beginning before July 1st is needed.

Dave Adams made a motion to accept KAS's recommendation and select Tremblay Construction's bid of \$509,670 for the Seymour Road Bridge Replacement Project contingent upon Tremblay Construction not being on the barred list, seconded by Casey Mathieu. Motion passed: 3-0.

TREASURER RESIGNATION & RESTARTING THE HIRING PROCESS

Mona Shepperd has resigned as Treasurer. The Selectboard needs to decide which way to go. Does the Town change the job description or keep it the same? Dave stated that this position seems more like a "consultant" position therefore there is more flexibility in hours, etc. Mary Jane Featherstone, bookkeeper, needs someone who can make decisions, such as adjusting journal entries, as well as review the financial records and report to the Selectboard the status of the Town's finances. This person may or may not work in the office.

Nanette advised that MJ, Sue and herself can handle most of the day-to-day activities, such as collecting taxes and processing accounts payable/receivables and payroll. The person who is chosen as Treasurer should be available to do the reports for the Annual Town Report and be able to explain reports and make recommendations to the Selectboard.

The Board reconvened the Nominating Committee to solicit candidates. The Board would like this process to be done as efficiently as possible to fill the position.

FY'15 BUDGET STATUS (non-highway)

Nanette provided a spreadsheet with the current budget and actual expenses, with anticipated expenses through the end of June. A revenue spreadsheet was also available. The Board felt the reports and spreadsheets were confusing. Dave will meet with MJ and Nanette to review the reports and how to read them. Dave will report back to the Selectboard at the next meeting.

LAW ENFORCEMENT CONTRACTS

The Board discussed whether or not to increase hours for the State Police and/or Sheriff's Office and renewal of contracts. The Board would like the Sheriff's Office to spend the amount budgeted for FY'15 and if the Sheriff's Office can provide services throughout the year versus six months. Dave is uncomfortable contracting solely with the State Police or Sheriff's Office. After a brief discussion, the Board decided to maintain both contracts however they would like to have draft contracts sent for review.

TOWN PLAN ADOPTION

Casey Mathieu made a motion to adopt the 2015 Town Plan, seconded by Dave Adams.
Motion passed: 3-0.

RFP FOR FINANCIAL AUDIT OF FY'15

The Board would like the Internal Financial Controls Committee and MJ to work on the RFP for a financial audit of FY'15. The Board is requesting a draft RFP be submitted for their June 4th meeting.

APPLICATIONS & RECOMMENDATION FOR DRB VACANCY

The Development Review Board (DRB) received three applications for a vacancy on the Board. Two applicants were forwarded to the Selectboard for consideration. The Board would like to meet the two applicants at the next meeting.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

Alex received a call from Ted Pelkey requesting a meeting with the Selectboard with regard to the threat he made and the no trespass order. The Board will hear Mr. Pelkey at the next meeting.

EXCESS WEIGHT PERMITS

The Chair signed Excess Weight Permits for J & M Sand, Wayne Russin Excavating, Wright Family Farm, Lyman Excavating, Blaine Kittell, WRS, Inc, Robert Hill and Energy Co-op of Vermont.

ADJOURN

The meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: May 14, 2015

Name (please print)

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