

SELECTBOARD MEETING
July 9, 2015

Present: Alex Weinhagen Brent Meacham
 Dave Adams Nanette Rogers
 Casey Mathieu Linda Hardy (7:31pm)

Guests: See attached list

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

CHANGES TO AGENDA

The following change was made to the agenda: Add Loader Discussion under Road Foreman.

PUBLIC COMMENT

There was no public comment.

MINUTES

Casey Mathieu made a motion to approve the June 15, 2015 minutes as amended, seconded by Alex Weinhagen. Motion passed: 2-0.

Casey Mathieu made a motion to approve the June 22, 2015 minutes as written, seconded by Alex Weinhagen. Motion passed: 2-0.

DRIVEWAY RELOCATION REQUEST

Art Woolf was present. The Selectboard received an email from Adam Bagdon requesting the discussion be continued to a future meeting because he and Mr. Woolf have not reached an agreement yet. The Board denied Mr. Bagdon's request because they felt their decision would have no impact on any agreement reached between Mr. Bagdon and Mr. Woolf.

Alex pointed out that the isolation distances appear to be met with regard to Mr. Bagdon's leach field if the existing driveway is relocated five to ten feet north of its present location.

Casey Mathieu made a motion to approve Art Woolf's request to relocate his driveway up to ten feet north of its present location, seconded by Dave Adams. Motion passed: 3-0.

ROAD SCHEDULE

Dave Adams made a motion to accept the Road Schedule for July 9, 2015 – July 22, 2015, seconded by Casey Mathieu. Motion passed 3-0.

SEYMOUR ROAD BRIDGE ABUTMENT DESIGN CHANGES & CHANGE OF SCOPE AND COMPENSATION FOR SERVICES PROVIDED BY KAS

During construction it was discovered that the geotechnical conditions on both sides of the bridge vary from what the nearby pre-construction geotechnical borings indicated. This means the abutments and wingwalls will need to be redesigned to reflect the actual subsurface conditions. The contractor has advised that ANR has been notified and has been given the necessary approvals. The contractor, KAS, VTrans and Road Foreman met onsite June 28th to come up with a new plan. The structural engineer is developing a revised structural design based on that meeting and the contractor is moving forward with the project.

KAS submitted a Change of Scope for Services agreement for the Selectboard to approve and an invoice for the additional costs. Due to the delays on this project over the past two years and the extra coordination needed, KAS has approximately \$7,820 in outstanding time and materials in addition to the original quote accepted by the Selectboard. Of the \$7,820, KAS is crediting the Town \$3,300 and billing \$4,520.

Dave Adams made a motion to approve the Change of Scope for Services and pay the \$4,520 invoice submitted by KAS, seconded by Casey Mathieu. Motion passed: 3-0.

KAS drafted a letter to FEMA with regard to the temporary by-pass road that is essential during the permanent bridge construction for residents of Seymour Road to access their property. FEMA is requiring a Change in Scope for the by-pass. KAS wrote a letter to explain the circumstances surrounding the installation of the by-pass road prior to the Change of Scope being approved by FEMA. The by-pass road was bid separately from the main bridge during the bidding process in the event that FEMA did not approve the Change of Scope. VTrans also reviewed the draft letter. The Selectboard approved the letter as drafted by KAS. The letter will be sent to FEMA along with a memo advising the Selectboard approved the letter.

The Selectboard expressed their frustration over the red tape involved in this project.

WESTFORD MILTON ROAD REPAVING PROJECT

Brent received three estimates for repaving the Westford Milton Road and including a pedestrian/bicycle lane.

Name	Bid Amount	Notes
ECI	\$219,505	
Pike	\$211,746.08	Does not include drainage
Whitcomb	\$257,000	

Brent is not sure that adding 6 inches on the sides of the road for a pedestrian/bicycle lane are worth it. The travel lanes will need to be reduced to 9 feet, which will make the corners dangerous. The Town could paint a fog lane without making a bike lane. Brian at the Chittenden Regional Planning Commission advised the Town could apply for a grant to expand the width by 2 feet. It was noted that this could not be done in conjunction with this project due to timing of the project and the grant deadline. The Board felt adding the fog lines was the best way to address the pedestrian/bicycle lane without actually making one.

Based on the quotes submitted, Brent is recommending the Selectboard choose ECI because the quote includes everything. Pike is the lowest quote however it does not include the drainage.

The Town budgeted \$190,000 for the project. The Board agreed with Brent's recommendation for ECI even though the quote is over budget. The chair signed the ECI quote to acknowledge acceptance.

2015-16 ROAD CONSTRUCTION PROJECTS

The Board and Brent discussed reconstruction projects planned for 2015-2016. Three projects are planned: 1) the south end of Woods Hollow Road from the pavement to the

Reynolds farm; 2) the south end of Old Stage Road approximately 300 feet beyond the Rollin Irish Road intersection; and 3) approximately 300 feet of Allen Irish Road from Route 15.

DUFRESNE ACCESS PERMIT – CHANGE OF USE

Paul and Diane Dufresne submitted an access permit to change the use of an existing access approved in 2013 for logging purposes to sugaring. The property has frontage on Woods Hollow Road and Ruggles Lane. Several neighbors were present to speak against the application.

Mrs. Dufresne stated that the property is in the Vermont Land Trust and Current Use programs. They have approvals from both entities. The Dufresnes expressed their concern with regard to safety if they are not able to use the existing access because the truck will need to park on Woods Hollow Road to retrieve the sap.

Wayne Fleming stated that the access for the logging operation was temporary and the culvert was supposed to be removed when the logging was complete. Mr. Fleming also stated his concern with an 8,000 pound tanker truck driving on the road during mud season. He also pointed out that the Dufresnes have two accesses to the property, which is not allowed.

Mike Howrigan pointed out that where the existing access is located is the wettest part of the road and the tanker truck will cause significant damage. Mr. Howrigan recalled when a town truck ruined the road when trying to repair a section during mud season.

Frank Howrigan stated there is a difference between logging and sugaring. With logging there is more control of when travel on the road can take place. Sugaring is dependent on when the sap runs. Mr. Howrigan believes the Town can ask the applicant to make improvements to the road as part of the application process.

Carol Howrigan feels it makes more sense for the Dufresnes to use the Ruggles Lane access rather than Woods Hollow Road.

Scott Moreau, forester for the Dufresnes, pointed out that nowhere in the permit granted in 2013 does it state it's a temporary access. He advised that Sloane (the person who will be doing the sugaring) has different sized trucks that can be used to retrieve the sap. Mr. Moreau stated that this is an agricultural product recognized by the State. The access is less than 2/10 of a mile from Route 128. Mr. Moreau pointed out that if the Town denies the application the sap can still be retrieved because it falls under agriculture, however it would mean the truck would have to park on the road instead of pulling off.

Addison Kasmarek, who works with Mr. Moreau, advised that she designed the landing for the logging operation. If the access permit is approved, the landing could be used for the sugaring operation. The truck would be exiting the road before going up the grade and travelling further on the road.

Mike Howrigan asked who would be financially responsible for damages to the road?

Alex asked Brent if other sugaring operations have received permits. Brent advised there is only one person who consults with him before travelling on the roads. Everyone else just goes on the roads without contacting him. Dave Adams asked if there is something that should be done. Brent said there isn't anything the Town can do because it's agriculture.

Dave Adams stated there is already an access present therefore he is in favor of approving this application.

Casey Mathieu stated there is nothing in the original permit that the access was temporary, and without getting an opinion from the Town's attorney, he is inclined to approve the change.

Alex Weinhausen agrees however he does share some of the concerns expressed by those present with regard to the heavy trucks on the road during mud season. He would like the Dufresnes to work with the person doing the sugaring in being diligent with keeping the weight of the truck down so as to not tear up the road.

Dave Adams made a motion to approve the access permit application submitted by Paul and Diane Dufresne to change the use of an existing access on Woods Hollow Road from a logging operation to a sugaring operation, seconded by Casey Mathieu. Motion passed: 3-0.

FY'15 BUDGET YEAR END CLOSE PREVIEW

Linda Hardy was present to discuss with the Board the FY'15 budget. The Town can't close the year until it has received all invoices for FY'15. This will hopefully be done by mid-August.

CONSERVATION COMMISSION REQUEST TO CARRY OVER FY'15 FUNDS

Joel Fay was present to discuss a request submitted by the Conservation Commission to carry over funds from the FY'15 budget to FY'16. Mr. Fay explained that the Conservation Commission was hoping to get a grant however the application was not approved. The Commission didn't want to spend the funds until they knew whether or not the grant was approved. They received the decision. The Conservation Commission would have used the funds if they had known earlier that they would not receive the grant. The amount remaining in the budget is \$465.04. If carried over, the funds would be used with FY'16 funds to purchase a DR brush mower and attachment.

The Selectboard asked Linda to research how the funds can be carried over to FY'16.

ACT 148 & TRASH/RECYCLING DATA

Neither Jane nor Andy Gauthier could be present. The questions forwarded to Gauthier Trucking have not been answered yet. Andy has the list of aggregate roads and will be looking at them to determine if the trucks can pick up at households versus at the end of the road. Nanette will contact Gauthier to inquire about direct bill and to request that Jane and Andy attend an upcoming meeting.

SPILLER HOUSE – ABATEMENT OF ASBESTOS & DEMOLITION PROJECT

The Board members conducted individual site visits of the property. There is one area that should be addressed to make the building safer. A load of fill to cover a hole will suffice. The Board agreed that demolition at this time is not necessary, especially given the potential of a community wastewater system on the Jackson property. However, the Board will revisit this topic later in the year or early spring in the event the wastewater system is not a possibility and/or the building becomes unsafe. Nanette will advise Clay Point Associates of the Board's decision. VLCT will be contacted to determine if there is anything the Town should do (e.g. no trespass signs, snow fence, etc.) to keep people away.

SANDY KNOLL DEVELOPMENT ACT 250 APPLICATION – MUNICIPAL IMPACT QUESTIONNAIRE

Casey Mathieu made a motion to authorize Alex to complete the municipal impact questionnaire required as part of the Sandy Knoll Act 250 application, seconded by Dave Adams. Motion passed: 3-0.

JACKSON FARM WASTEWATER CAPACITY ANALYSIS & STONE ENVIRONMENTAL CONTRACT & SCOPE OF WORK

The wastewater feasibility study was originally going to occur on the White Church property. However, due to recent developments, the Town would like to have this study include the Jackson Farm on Brookside Road. A revised contract and scope of work will need to be approved for Stone Environmental to include the Jackson Farm.

The Planning Commission is requesting \$1,200 to cover excavation costs associated with the study, however it may be less depending on Stone Environmental's schedule and the availability of a Westford engineering and excavation company.

The Board approved the expense for the excavation, however would like the extra costs associated with this project tracked.

With regard to the contract, the Board took issue with section 19, which says information cannot be shared. The Town wants to make sure it can share the study report. The Board would like Melissa to get this section clarified and finalize the contract.

Alex made a motion to authorize Melissa Manka to discuss item #19 and finalize the contract with Stone Environmental, and for the Treasurer to track any extra spending associated with this project, seconded by Dave Adams. Motion passed: 3-0.

FY'16 TAX RATE

Nanette provided a detailed email prior to the meeting explaining the tax rate and the different components. The Board had a few questions Nanette was unable to answer with regard to the additions and subtractions on the computation sheet from the NEMRC program. She will consult with Caroline Brown to get the answers.

Dave Adams made a motion to set the tax rate as follows: \$0.0022 local agreement, \$0.2883 highway and \$0.3504 Town for a grand total \$0.6409, seconded by Casey Mathieu. Motion passed: 3-0.

When the town tax rate is added to the education tax rates set by the state, the total residential tax rate equals \$2.1675 and the total nonresidential tax rate equals \$2.1522. (See attached sheets used to calculate the tax rates.)

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable (FY'15 and FY'16) and payroll warrants. The \$75,000 for the Seymour Road Bridge project that was moved to FY'16 per the approval of the voters will be moved back to FY'15 given that the project began ahead of schedule and there are expenses to be paid in FY'15.

NEW LOADER

Brent would like to advertise for bids on the 2001 John Deere loader, with a minimum a bid of \$30,000. These funds would be used to purchase a new loader. The bid announcement will

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be put on the Town's website, Front Porch Forum, Craig's List and Seven Days. The Board asked Linda to obtain quotes to purchase the new loader.

ADJOURN

The meeting adjourned at 9:56 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

07/07/2015
11:43 am

Town of Westford Grand List
Tax Book Report
*** GRAND TOTALS ***

	MUNICIPAL	HOMESTEAD	NON-RESI
TAXABLE PARCELS	939		
ACRES	24,122.41		
REAL	248,251,600	182,980,400	65,271,200
Add			
(+) NON-APPROVED CONTRACTS		0	0
(+) NON-APPROVED FARM CONTRACTS		435,800	52,900
(+) INVENTORY	0		
(+) EQUIPMENT	929,700		929,700
Subtract			
(-) VETERAN	440,000	440,000	0
(-) FARM STAB	488,700	435,800	52,900
(-) CURRENT USE	12,664,350	4,626,800	8,037,550
(-) CONTRACTS	929,700	0	0
(-) SPECIAL EXEMP.		0	0
GRAND LIST	2,346,585.50	1,779,136.00	581,633.50
HOMESTEAD	208,537,200		
HOUSESITE	183,103,500		
LEASE	0.00		
NON-TAX COUNT	22		
NON-TAX VAL.	5,646,200		
LATE HOMESTEAD PENALTY:			560.11
RATE NAME	TAX RATE	X GRAND LIST	= TOTAL RAISED
NON-RESIDENTIAL ED.	1.5113	581,104.50	878,223.33
HOMESTEAD ED.	1.5266	1,774,778.00	2,709,376.08
LOCAL AGREEMENT	0.0022	2,346,585.50	5,162.51
HIGHWAY TAX	0.2883	2,346,585.50	676,520.73
TOWN TAX	0.3504	2,346,585.50	822,229.21
TOTAL TAX			5,092,071.97

Residential

1.5266

.0022

.2883

.3504

2.1675

Non-residential

1.5113

.0022

.2883

.3504

2.1522

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
Residential I	R1 341	80,957,600	68,228,700	12,728,900	80,957,600
Residential II	R2 401	139,716,300	109,535,300	30,181,000	139,716,300
Mobile Homes-U	MHU 6	306,300	163,300	143,000	306,300
Mobile Homes-L	MHL 23	3,032,900	1,944,500	1,088,400	3,032,900
Seasonal I	S1 1	8,300	0	8,300	8,300
Seasonal II	S2 5	970,100	0	970,100	970,100
Commercial	C 2	861,000	0	861,000	861,000
Commercial Apts	CA 0	0	0	0	0
Industrial	I 0	0	0	0	0
Utilities-E	UE 3	4,014,800	0	4,014,800	4,014,800
Utilities-O	UO 0	0	0	0	0
Farm	F 8	4,689,200	2,304,600	2,384,600	4,689,200
Other	O 0	0	0	0	0
Woodland	W 48	4,290,500	67,200	4,223,300	4,290,500
Miscellaneous	M 98	9,404,600	736,800	8,667,800	9,404,600
TOTAL LISTED REAL	936	248,251,600	182,980,400	65,271,200	248,251,600
P.P. Cable	1	929,700		929,700	929,700
P.P. Equipment	0	0			
P.P. Inventory	0	0			
TOTAL LISTED P.P.	1	929,700		929,700	929,700
TOTAL LISTED VALUE		249,181,300	182,980,400	66,200,900	249,181,300
EXEMPTIONS					
Veterans 10K	11/11	110,000	110,000	0	110,000
Veterans >10K		330,000			
Total Veterans		440,000	110,000	0	110,000
P.P. Contracts	1	929,700			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	0/0	0			
Owner Pays Ed Tax	0/0	0			
Total Contracts	1/0	929,700	0	0	0
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	0/7	0			
Owner Pays Ed Tax	0/0	0			
Total FarmStabContr	0/7	488,700	0	0	0
Current Use	118/118	12,664,350	4,626,800	8,037,550	12,664,350
Special Exemptions	0		0	0	0
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		14,522,750	4,736,800	8,037,550	12,774,350
Total Exemptions		14,522,750	4,736,800	8,037,550	12,774,350
TOTAL MUNICIPAL GRAND LIST		2,346,585.50			
TOTAL EDUCATION GRAND LIST			1,782,436.00	581,633.50	2,364,069.50
NON-TAX 22 NON-TAX PARCELS ARE NOT INCLUDED ON THE 411					

Town of Westford

Date Prepared: 6/29/2015

Homestead Education Tax Rate Calculation

Fiscal Year 2016

The Homestead Education Tax Rate is based in part on the education spending per equalized pupil of all the pupils residing in your town. Many town districts are also members of union school districts. Each town and union school district will have a tax rate based on its spending per pupil. For towns with multiple school districts, the tax rate is a combination of those rates as shown below.

Base homestead tax rate	\$0.99	
Base spending amount	\$9,459	
Excess spending threshold	\$17,103	
Average statewide education spending per equalized pupil	\$14,412	Actual Homestead Tax Rate
Common level of appraisal for Westford	101.57%	

Equalized homestead tax rate for Westford from town school district

1. Education spending per equalized pupil	\$14,815.03		
2. Net offsets for excess spending calculation	\$1.43		
3. Amount over excess spending threshold if any	\$0		
4. Education spending per equalized pupil plus any excess for tax rate		\$14,815.03	
5. District spending as a percent of base spending amount	156.62%		
6. District equalized tax rate equals line 5 times base rate		\$1.5506	
7. Percent of equalized pupils at town school district	100.00%		
8. Equalized tax rate from school district		\$1.5506	
9. Actual tax rate attributable to district	(\$1.5506 / CLA: 101.57%)		\$1.5266



You should see this rate on your tax bill. ⇒

Homestead Tax Rate

\$1.5266

Non-Residential Education Tax Rate Calculation

Base Non-Residential Tax Rate / CLA

Base NR Rate: CLA:
\$1.535 / 101.57%

You should see this rate on your tax bill. ⇒

Non-Residential Tax Rate

\$1.5113

Westford

Town Code : 4720 District 0

Hold Harmless Estimate – FY16 Estimate

This is to notify you that your hold harmless payment for land enrolled in Current Use is estimated to be \$ 78,788.

Please note that these numbers are estimates and are subject to change as corrected or new Information becomes available.

Starting in FY16 this program will be administered as a grant. Instructions will be forthcoming as to what documentation your municipality needs to file in order to receive the payment.

This payment is designed to hold the municipality harmless from loss in municipal revenue resulting for the assessment of property at use value. 32 V.S.A. §3760. The numbers used in the calculation appear below.

A. The total municipal listed value for April 1, 2014 was	232,842,700
B. Total exempt reduction due to use value enrollment was	12,510,600
C. Adjusted Muni LV assuming no enrollment (A + B)	245,353,300
D. Total municipal taxes assessed was:	1,474,826
E. Previous hold harmless payment was:	70,343
F. Total to be raised assuming no enrollment (D+E):	1,545,169
G. Tax rate necessary assuming no enrollment (F/C)	0.6298
H. HOLD HARMLESS PAYMENT IS (B*G):	78,788

Please notify the Brad Jackson (brad.jackson@state.vt.us) at Division of Property Valuation and Review in writing by July 17, 2015 if you have reason to believe it is in error.

Payments will be issued on or about November 1, 2015.

PROPERTY VALUATION AND REVIEW DIVISION
133 STATE STREET
MONTPELIER VT 05633
802-828-5860

June 17, 2015
PVR

Vermont Department of Taxes

**NOTICE of
EDUCATION TAX RATES for FISCAL YEAR 2016**

TOWN OF WESTFORD

Prepared: **June 29, 2015**

NON-RESIDENTIAL TAX RATE

Non-Residential Tax Rate to be Assessed: \$ 1.5113

HOMESTEAD TAX RATE

Homestead Tax Rate to be Assessed: \$ 1.5266

The Homestead Education Tax Rate is based in part on the education spending per equalized pupil of all the pupils residing in your town. Many town districts are also members of union school districts. Each town and union school district will have a tax rate based on its spending per pupil. For towns with multiple school districts, the tax rate is a combination of those rates.

Town-specific information on education tax rate calculations is available on the Department of Taxes website at:

<http://www.tax.vermont.gov/pvredtaxrates.shtml>

By law, the legislative body in each municipality shall bill each property taxpayer at the homestead or non-residential rate as determined by the Commissioner for their municipality.

32 V.S.A. Sec. 5402(b)(1)

If you have questions about your education tax rates, please call the Vermont Department of Taxes at (802) 828-5860.

ORIGINAL: Chair Selectboard / City Council

COPY: Town / City Treasurer