

**SELECTBOARD MEETING**  
**September 10, 2015**

Present: Alex Weinhagen  
Casey Mathieu

Brent Meacham  
Nanette Rogers

Guests: None

The meeting was called to order at 7:02 p.m.

**CHANGES TO AGENDA**

The following change was made to the agenda: Added Act 148 & Duffy Hill Road and Town Website Maintenance to Discussion, Excess Weight Permit to Road Foreman and Rec Coordinator Letter of Resignation and Letter from Pelkey Engineer to Correspondence.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Alex Weinhagen made a motion to approve the August 25, 2015 minutes as drafted, seconded by Casey Mathieu. Motion passed: 2-0.

**SPEED ENFORCEMENT – SHERIFF PATROL HOURS**

Alex noticed that there were a series of hours in the Sheriff reports that didn't appear to be during commuting hours and that only 20 hours were used. However, subsequent reports document more hours and patrolling during commuting hours. The Board will review the reports on a quarterly basis.

Nanette advised that a town resident has filed multiple complaints for activity on Huntley Road. She has supplied the Sheriff's office with information from the resident, including a license plate number. The most recent Sheriff's report indicates patrolling occurred on Huntley Road but not during the hours the resident complained about. The Board approved officers patrolling Huntley Road during the times specified by the resident as long as the Sheriff's office has enough specific information to act upon without infringing upon the priorities (commuting hours, specific roads) set by the Selectboard.

**PRELIMINARY DISCUSSION OF FY'17 BUDGETING PROCESS**

In the past, the Selectboard has invited town organizations to attend a meeting to present their proposal for funds. These meetings typically occur in October and November. The Board may ask the organizations for different budgets – reduced, level funded, desired. Nanette and Alex will draft a memo to organizations and dates will be set meetings with the Selectboard. The Board mentioned that they may want to ask for level funded/conservative budgets in the event purchase of the Jackson property for a community wastewater system is put before the voters.

**CONSERVATION COMMISSION FUNDING REQUEST FOR JACKSON FARM APPRAISAL**

The Conservation Commission has requested funds to pay 50% of an appraisal to be done on the Jackson property. This expense falls within the realm of the restricted funds the Conservation Commission has.

Alex Weinhagen made a motion to approve the Conservation Commission's request to partially fund the Jackson property appraisal for an amount not to exceed \$3,000, seconded by Casey Mathieu. Motion passed: 2-0.

### **ALL HAZARDS MITIGATION PLAN REVISIONS**

The Selectboard received a memo and updated tables of the All Hazards Mitigation Plan from the Regional Planning Commission based on a meeting with town staff. The table outlines the threats and priorities and what the Town of Westford is doing to mitigate these. The Board expressed concern about having a second emergency shelter with generator given the school is one and is more than adequate. The other concern expressed was the priorities, which placed some items such as crime and telecommunications failure above flooding. The Board feels the priorities need to be tweaked to place more emphasis on flooding and fluvial erosion.

An email was received from Melissa advising she attended a subsequent meeting with the Regional Planning Commission where she learned that many of the existing strategies laid out in our portion of the plan are more in the realm of preparedness and response as opposed to mitigation. She suggested including as statement in the plan to create an Emergency Mitigation, Preparedness, Response & Recovery Committee to create new strategies that will meet the requirements. Alex feels the plan meets the requirements but will follow up with Melissa and the Regional Planning Commission.

### **ACT 148 & DUFFY HILL ROAD**

The Town Office received a call from an Underhill resident who lives on Roy Road, which is the lower half of Duffy Hill Road located in Westford. The resident claims that the residents of Duffy Hill Road place their garbage and recycling on her property for pickup. For many years, she has placed her garbage out as well and has cleaned up the area when animals have gotten into the garbage. She claims there is no other safe place for the garbage and recycling to be put out. She is requesting stickers from the Town of Westford in exchange for Duffy Hill residents to continue to place their garbage and recycling on her property.

The Board thinks that the trash and recycling could be placed within the right of way. Alex will research this and contact the Underhill resident. This will be discussed at the next meeting.

### **TOWN WEBSITE MAINTENANCE**

The Town website needs updates/maintenance done that is beyond the expertise of the town office staff. The Board approved requesting quotes and selecting someone to do the updates/maintenance if the cost is under \$1,000. Otherwise, the Board will discuss this at a future meeting.

### **ROAD SCHEDULE**

Casey Mathieu made a motion to approve the Road Schedule for September 10, 2015 – September 23, 2015, seconded by Alex Weinhagen. Motion passed 2-0.

### **LIBRARY PARKING LOT WORK REQUEST**

The library parking lot continues to erode in a couple of places. Brent fixes this as needed. The Board would like Brent to look at the recommendations that were made for the parking lot and decide if any should be implemented or to continue patching the lot as needed.

### **EXCESS WEIGHT PERMIT**

The Chair signed an excess weight permit for Spence Excavating & Construction.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**CORRESPONDENCE**

The Board received a letter of resignation from the Rec Coordinator. She has offered to work through the end of December. The Selectboard would like the Rec Committee to advertise the position. However if there are significant changes to be made to the job description, hours, etc., the Committee needs to contact the Selectboard to discuss prior to advertising. If the Committee needs to advertise in a newspaper, the Town will pay for that expense.

The Town received a letter from Ted Pelkey's engineer with regard to Mr. Pelkey's subdivision. The Development Review Board's decision of Mr Pelkey's subdivision was appealed. The Environmental Court upheld the DRB's decision and included conditions in its decision that Mr Pelkey had to get all permits prior to filing the mylar. The mylar was filed within the 180 days however Planning & Zoning staff advised Mr. Pelkey that his subdivision is null and void because he did not receive state permits. When Alex spoke with the Town's attorney, the attorney stated that Mr. Pelkey and his engineer agreed to the condition of having all permits in place, which based on a jurisdictional opinion includes an Act 250 permit. Mr. Pelkey and his engineer are requesting written correspondence of the subdivision being null and void.

The Board would like the Zoning Administrator to draft a letter to Mr. Pelkey acknowledging that the mylar was filed within the 180 day requirement however, because he did not obtain all necessary permits, the subdivision is null and void. The Board wants the draft letter furnished to the Town's attorney for review and to be accompanied by the engineer's letter, an email Alex responded to and an email Casey received.

Alex received a complaint from Ed Chase with regard to a black truck coming from the Wood property via an old town road onto Covey Road. The truck flies out of the drive and speeds on the road. Ed asked if a stop sign could be installed because the "drive" is classified as a town road. The Board agreed a stop sign wasn't the solution given there is only one house on the road and that the motorist would likely disobey the sign anyway. Alex will follow up with Ed to ask him to provide the Sheriff's office with detailed information. Casey knows the property owner and agreed to contact him.

An email was received from Dave Tilton advising the Selectboard of a Clean Water Advisory Committee being formed and expressed interest in representing Westford on the committee. The Board approved Dave serving on the committee.

**ADJOURN**

The meeting adjourned at 8:07 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair  
Selectboard

Nanette Rogers  
Town Administrator