



### **WESTFORD CEMETERY COMMISSION FY'17 BUDGET REQUEST**

Lynn Gauthier, Ron Perry and Glenn Rogers were present. The Westford Cemetery Commission is requesting \$9,400, which is a \$4,200 increase from FY'16. The increase is primarily due to the Brookside Cemetery being transferred to the Town and includes \$2,000 additional funds for removing trees in the Brookside Cemetery.

Lynn Gauthier, chair of the Westford Cemetery Commission, requested a stipend of \$350, which is level funded from FY'16.

### **PLANNING COMMISSION FY'17 BUDGET REQUEST**

Mark Letorney was present. The Planning Commission is requesting \$12,050, which is a \$50 decrease from FY'16. The decrease is in the Legal Notices and Legal & Professional Fees. Special Projects was level funded in anticipation of large projects, such as the Jackson Farm & Forest Project, community waste water system and doing an inventory for the Forestry District.

### **DEVELOPMENT REVIEW BOARD FY'17 BUDGET REQUEST**

No one from the DRB was present. The request submitted to the Selectboard reflects an increase of \$850 from FY'16 for a total of \$8,400. The Education line item was eliminated and the Legal & Professional Fees were increased due to an increase in DRB applications.

### **BRICK MEETING HOUSE FY'17 BUDGET REQUEST**

John Doane was present. The BMHS is requesting \$4,500, which is level funded from FY'16. Adjustments have been made, such as reducing insurance coverage, to off-set increases in other areas. John is hopeful that the Committee will be back at its membership level. He would like to see someone on the Rec Dept. to be part of the organization.

### **FY'17 DRAFT BUDGET (NON-HIGHWAY)**

A draft budget was submitted for the Board's review. The draft included all requests received to date as well as estimated expenses for Administration, Town Office Building & Property, etc. The draft did not include highway expenditures. The Board reviewed the draft, asked questions and made a few adjustments. The draft will be updated and reviewed as more information becomes available.

### **HEALTH INSURANCE OPTIONS FOR 2016**

The Board discussed opt out insurance for employees who opt out of receiving benefits through the Town. There are three employees who currently opt out, however in 2016 there will only be two because one of the employees will no longer be covered under another policy.

The Board decided to configure an opt out amount for dental and vision as a flat rate: \$50/year for vision and \$200/year for dental. These figures will be prorated based on the average number of hours per week the eligible employee works.

Alex Weinlagen made a motion to provide eligible employees with \$7,880 to purchase a single person conventional BCBS health insurance policy and contribute \$320 to an HRA or \$5,627 to purchase a single person high deductible BCBS policy and contribute \$2,573 to an HSA, and to further compensate full time employees who opt out of health insurance \$5,200, vision insurance \$50 and dental insurance \$200 to be paid in 12 equal installments and which shall be prorated for part time employees based on the average number of hours worked per week, seconded by Casey Mathieu. Motion passed: 3-0.

### **JOINT BUDGET MEETING WITH SCHOOL BOARD**

The Selectboard will propose two dates, January 7<sup>th</sup> (1<sup>st</sup> option) and January 6<sup>th</sup> (second option) to the School Board for the joint meeting to present the draft budgets to voters.

### **JACKSON FARM & FOREST PROJECT – WASTEWATER CAPACITY REPORT & NEXT STEPS**

Dave and Casey attended the meeting where Stone Environmental's capacity and cost opinions report for the Jackson property was reviewed. The meeting was informative. The Board discussed how to move forward. Should the Town divorce the two parts – purchase of the property from the wastewater proposal? There has been a lot of fodder on the Front Porch Forum with regard to the need for and the cost of installing a community wastewater system. Dave questioned if the Board should get ahead of the issue by posting on the Front Porch Forum before it gets away. He feels if the Board is going to put forth an article to the voters to purchase the land, it needs to be made clear that the system is not going to happen in the near future. Alex stated he's concerned with the financial part. How much will it cost to conserve the forest, protect the land and install the wastewater system? The Board feels it would be irresponsible to not let the taxpayers know both sides – acquisition and wastewater proposal. The figures for the wastewater system are uncertain because the Town does not know all the funding pieces – grants, property taxes, etc. Purchasing the property would conserve the historic value. The best situation is to get a grant to fund the project. Then part of the system could be put in using taxpayers' money and users would need to pay a connection fee for additional infrastructure. Casey stated that the Town would need to have the engineering ready so when a grant becomes available the Town can apply.

The Board needs to educate the voters and get feedback to decide whether or not to put forth an article and what it will say. Alex believes the property has enough value to the residents to approach them about the purchase of the property. One concern expressed was the fact that the Town already asked taxpayers to purchase a piece of property – the Spiller lot – for future endeavors. Now the Town would be asking taxpayers to do the same thing with this property. Dave and Lynn Gauthier pointed out that this opportunity is available for a short period of time.

The Board feels the next step is to have a meeting with all parties involved to get the message out and to present the plan for a vote, similar to what the Town did for this year's changes to trash volume and pickup.

### **ROAD SCHEDULE**

Alex Weinhagen made a motion to approve the Road Schedule for October 23, 2015 through November 12, 2015, seconded by Alex Weinhagen. Motion passed: 3-0.

The speed sign was installed on Old Stage Road near the Reynolds farm. Brent has received positive feedback.

Brent would like the Selectboard to send a letter to the residents at 1 Machia Hill Road. The Town approved granting a new access providing the existing driveway was removed and seeded. The Selectboard allowed the culvert to remain. The Board agreed to send a letter advising the owners that if they don't take action the matter will be handed over to the Town's attorney.

### **ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

Dave made a motion to donate \$200 to the Front Porch Forum, seconded by Alex Weinhagen. Motion passed: 3-0.

It was noted that in previous years the Town has donated \$100 however last year no donation was made which is why the Board decided on \$200 this year.

#### **CORRESPONDENCE**

Alex responded to Becky Roy's email regarding traffic fines. He advised how much revenue the Town collected in the previous fiscal year and how much was spent. He further advised that the Town is only contracting with the Sheriff's Office this year. The Town Administrator was asked to get information on how what portion of each traffic ticket accrues to the Town of Westford, and whether this amount varies based on the road where the ticket is issued. Nanette advised that she is waiting for a reply from the Judiciary Finance Dept.

Alex also responded to Becky's questions on the increase in the budget for trash and recycling. He advised that the increase was budgeted in anticipation of Act 148 however the actual increase is due to an increase in tipping fees that Gauthier is passing along to the Town, not Act 148.

Dave received a phone call from Andre Roy with questions pertaining to construction debris and broken furniture being place out for pick up by Gauthier. When Andre contacted Gauthier he was told the construction debris could not be put out and that he would be charged for the broken furniture (bulky items). Dave contacted Gauthier because this is contradictory to what the Town was told and what was in the FAQs posted on the website and in the newsletters.

#### **ADJOURN**

The meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair  
Selectboard

Nanette Rogers  
Town Administrator

