SELECTBOARD MEETING November 24, 2015

Present:

Alex Weinhagen

Dave Adams

Casey Mathieu

Guests:

See List

Brent Meacham Nanette Rogers

The meeting was called to order at 7:03 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: Added Rogers Road Issue after Public Comment, and added Update on School Property and Clarification on Sheriff Contract to Discussion.

PUBLIC COMMENT

Alena Fitzgerald was present to discuss a letter she received with regard to the second driveway on her property. A letter was sent to the Fitgeralds advising that they have not complied with conditions of their access permit when they relocated the driveway. The Fitzgeralds were supposed to remove the gravel and seed the area. The letter provided them two weeks to comply or the Town would turn the matter over to the Town's attorney. Alena apologized for not having the landscaping completed due to a personal matter. Due to the time of year and it being too cold to seed, the Selectboard granted an extension until the end of June 2016.

ROGERS ROAD ISSUE

Glenn Rogers was present to discuss work he had done recently on the Class IV section of Rogers Road. A 100' stretch was scraped to smooth and even it out for logging of the property based on his Current Use Plan. Glenn advised that erosion control is being monitored carefully. The work was done without obtaining a permit under the Town's Class IV Road Ordinance. Glenn will work with Brent. Brent will advise the Town Administrator of the conditions for a draft permit to be submitted for the Board to review at their next meeting.

MINUTES

The minutes of November 12, 2015 were tabled until the next meeting.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

Charlie Baker was present from the CCRPC to update the Board on opportunities for funding and to check in with the Board to see if there is anything the Town needs assistance with. Charlie briefly reviewed the Annual Town Report.

The Board and Charlie discussed the new legislation for storm water runoff and what towns will need to do to comply with the new regulations. The Town will need to apply for a permit in 2017. Charlie advised that there will probably be grants available through the Better Back Roads program to assist towns with ditching and other mitigation practices to address water runoff. It's possible that prior projects done by the Town to address this issue can be counted toward compliance with the new regulations.

The CCRPC is accepting applications for the FY'17 Unified Planning Work Program. The Board would like Melissa and Brent to determine if there are any projects, such as transportation storm water projects, that qualify for the Program. Applications are due by January 22, 2016.

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HIGHWAY DEPARTMENT FY'17 PROPOSED BUDGET

Brent and the Board discussed the proposed budget for the Highway Department. Proposed changes include increasing funds for road reconstruction and resurfacing projects, seed and mulch (using hydro seeder more), gravel for mud season (based on historical costs), new chloride tank, property and Workers' Comp insurance. The budget also includes funds to repave Old Stage Road. The total proposed budget is approximately 5% more than the FY'16 budget. This comparison excludes the cost for the Seymour Road Bridge budgeted in FY'16.

Several adjustments were made to the proposed budget by the Board and Brent, which will change the bottom line. This will be further discussed at the next meeting.

Per the Capital Budget, Brent will be replacing the single axle dump truck. He estimates the purchase price to be \$110,000 for a used truck and \$175,000 for a new truck.

CUSI (Chittenden Unit for Special Investigations) FY'17 BUDGET REQUEST

CUSI submitted a request of \$3,132, which is a significant decrease from the current year. The Board would like to confirm the requested amount is correct.

FUTURE OF TOWN AUDITOR POSITIONS

The Board discussed asking the voters to vote whether or not to eliminate the Town auditor positions. The discussion was prompted by having difficulty finding people, particularly qualified people, to fill these positions (there is still a vacancy from Town Meeting). If the Town chooses to eliminate these positions, an outside CPA firm would have to audit the Town financial records. The outside audit will add an expense to the budget however the cost would be offset by the funds currently budgeted for the Town auditors. The existing Auditors were asked their thoughts. Both felt an outside audit would be beneficial. One of them thought the residents would appreciate retaining the Town auditors, the other felt retaining the Town auditors is not necessary if an outside audit is conducted. The Board will research if State Statute requires an annual audit if the positions are eliminated. The consensus amongst those present was an annual audit will be required however this will be confirmed.

METAL DUMPSTER – COST UPDATE

Due to a decrease in metal prices, All Metals Recycling is assessing the Town a charge for switching out and transportation of the dumpster. The cost being assessed is \$100 per switch/transport. It is estimated that the dumpster is switched/transported 12-15 times per year. The current budget has funds available in the Trash/Recycling line item to cover invoices received during FY'16. The Board will need to budget funds for FY'17 based on the estimated number of times the dumpster will be switched and transported.

SCHEDULING OF FUTURE DISCUSSION ITEMS

IT Contract – Dave reported that the Town is in a 5 year contract that expires at the end of 2017. Nanette received a price from a local IT company that provides services to the towns of Milton and Hinesburg. The price is significantly less than what Vermont Connections is assessing. Dave will contact Vermont Connections to see if the price being assessed can be adjusted.

<u>Fire Arms Discharge Ordinance</u> – Casey is doing research on alternatives to adopting an Ordinance. This item will be discussed at the end of January or beginning of February.

<u>Spiller Property</u> – The Board will revisit this topic at the end of January. They are awaiting more information on the Jackson Farm project/appraisal before deciding how to move forward.

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RED - School Property

The School Board attended a Planning Commission meeting to discuss the property owned by the School District. The School District owns 4 parcels, one of which is jointly owned by the Town. KHHA (King's Hill Homeowner's Association) has the right of first refusal for the jointly owned parcel. The School District is looking into whether or not to Quit Claim their interest to the Town. Any transfer/sale will need to be approved by the voters.

The property on Brookside Road is comprised of three parcels: a 14 acre parcel (A), a 12 acre parcel (B) and a 50 acre parcel (C). The School is obtaining a legal opinion with regard to if the School District has to actually own the property the school building is located on (A). It is likely that parcel C will be transferred to the Town prior to July 1, 2017 (this parcel is located along the river and has trails on it). It is unclear what the school will do with parcel B. The School Board is interested in investigating drafting a perpetual land use agreement (e.g. trail use, building use, sport field use, etc.) between the town and school. Any agreement in place prior to July 1, 2017 will be honored by the new school district (RED). The Town and School have expressed interest in sharing an attorney to draft an agreement. The Town's attorney will be contacted to see if this is something their firm can facilitate. Dave volunteered to be the liaison between the Selectboard and School Board.

SHERIFF CONTRACT

The Sheriff's Office would like to clarify their contract with the Town. They are under the impression that they would patrol all year, similar to the State Police however had to remain within the budgeted amount. The addendum to the current contract states that the patrol period is July-Oct and the May-June. If the Board wants them to patrol more, a revised addendum needs to be furnished to the Sheriff's Office.

The Board decided to amend the addendum to include year round coverage with the exception of March and April, which is mud season, unless otherwise requested by the Town.

ROAD SCHEDULE

Casey Mathieu made a motion to approve the Road Schedule for November 24, 2015 through December 10, 2015, seconded by Dave Adams. Motion passed: 3-0.

The Board would like Brent to submit a UPWP (Unified Planning Work Program) proposal to the CCRPC for assistance in conducting a culvert inventory to be uploaded to the VTrans database and to train Brent on the using the database.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

Alex advised that the contract with O'Leary & Burke has been signed. O'Leary & Burke will move forward with evaluating the library parking lot and make recommendations to address the concerns that have been raised with regard to the grading that's been done.

An email dated 11/13/15 received by Becky Roy was read. Mrs. Roy's email was in response to a response sent by Alex to her 11/6/15 email. Mrs. Roy clarified that she feels there should be warning signs and no one directing traffic when the Road Crew is using equipment to fix pot holes, etc., especially in the vicinity of curves/hills. She would like the Board to address this.

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The appraisal for the Jackson property has come in. The coordinating committee is working with the Vermont Land Trust and Gauthiers about what the numbers look like and will attend the Dec. 22nd meeting to present a proposal and discuss what, if anything, to bring to the voters in March. Casey advised that the owner of the Perry parcel (formerly a gravel pit) located off Post Road is interested in selling and will entertain offers.

ADJOURN

The meeting adjourned at 9:41 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair Selectboard

Nanette Rogers Town Administrator

TOWN OF WESTFORD SELECTBOARD MEETING GUEST LIST

Date: November 24, 2015

Name (please print)	Address
GLENN BOGERS	17 FARVIEW DE ESSEY JCT
	Machia Hill Rd Westford, UT
Alena & Fitzgerald CHARLIE BAKER	CCRPC
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