

bookkeepers do not think the same way CPAs do. If there is not a professional treasurer then she would like to be able to consult with a CPA when necessary.

Nanette advised that she could do some of the treasurer's work, such as signing checks, processing payroll and providing reports, however she does not have the experience or qualifications to provide the Board with the assistance they need.

Alex pointed out that the Town has a Charter which dictates the appointment of a treasurer. If the treasurer position is going to change, the Charter will need to be amended to reflect that. He is not supportive of collapsing the positions (bookkeeper and treasurer).

Linda and Mary Jane encouraged the Board to make sure the position is set up and follows State Statute if the position is kept.

FY'15 AUDIT REPORT – AUDITORS REPRESENTATION LETTER & MANAGEMENT'S DISCUSSION AND ANALYSIS

Alex and Linda signed the Representation Letter. Linda has responded to the Management's Discussion and Analysis. Alex thanked Linda and Mary Jane for all their work on the FY'15 audit. Dave and Casey concurred.

FY'17 PROPOSED BUDGET

There were no comments received from the attendees of the informational budget meeting held on January 6th. The Board compared the capital expenditures in the FY'17 proposed budget to what is in the Capital Budget. It was noted that there is approximately \$42,000 in the Admin Capital Reserve. If permissible, the Board discussed using some of these funds to purchase a new copier and server in upcoming fiscal years. Nanette will research what the funds were put aside for.

The surplus from FY'15 was confirmed. Fothergill has determined that there is a \$168,743 surplus, however \$25,065 of those funds are assigned for future audits. This results in a \$143,678 surplus. The Board would like to deposit \$100,000 into the Contingency Fund created by voters in 2013 and the remainder to be applied to the FY'17 budget to reduce the amount to be raised by taxes.

TOWN MEETING WARNING & ARTICLE LANGUAGE

A draft warning was prepared for the Selectboard. They reviewed the draft and discussed specific articles.

Sale of Town/School 20 acre property on Old Stage Road – the language for this article was prepared by the Town's attorney. The School Board will have the same article on their warning.

Fire Truck Loan – the estimated cost for a new fire truck is \$325,000 of which \$65,000 will be offset by a down payment from the Fire Department Capital Budget Reserve. As in prior years, the Town will seek voter approval for purchase of the truck to be amortized over a ten year period.

Shifting Trash/Recycling from Taxes to a Fixed Annual Fee – The Board would like to see an advisory vote from voters to change the method by which the trash and recycling services are paid for. The service would be a flat fee in lieu of a fee based on the property assessment. Based on calculations, the yearly fee would be \$288.43 if based on parcels that have a house or \$242.52 for all parcels of land. Based on comments from the people in attendance, this new method is more equitable, especially if based on the number of parcels with households.

Elimination of Elected Auditors in Favor of a Professional Annual Audit – This article is being proposed because it has become very difficult to find people to fill the positions. Currently there is one vacancy. The person in the term expiring in March is not running, which will leave two vacancies.

Possible Change to the Four Tax Payment Collection Dates – This was being discussed to possibly move up the due date of the first installment to help with cash flow. However it was pointed out that tax bills must be mailed at least 30 days prior to the first due date. Given that the Selectboard can't set the tax rate until the end of June beginning of July, it was determined that moving the date is not possible. Therefore this article will remain as voted in previous years.

LIBRARY PARKING LOT – NEXT STEPS

O'Leary-Burke submitted a design in response to addressing concerns with work that was done to the library parking lot. The design recommends some minor grading, narrowing the entrance, installing a wood plank guardrail and a planter box, add pre-cast parking curb for parking spaces, add topsoil, seed and grass mix on gravel slope. The Library Trustees feel the design adequately addresses the concerns expressed by them and patrons (loss of parking space, steep drop off). The road crew can do most of the work however the guardrail and planter box should be contracted. Andrea feels a concrete walk to the parking lot for handicap patrons and the ease of maintenance would be an added benefit. Andrea will obtain quotes for the guardrail, planter box and concrete walk. The Board will need to determine how to pay for the project and when to do it. The Trustees would prefer the project to be done this construction season.

CAPITAL BUDGET

The Capital Budget was discussed under the FY'17 budget proposal. Alex will work with Nanette to distribute the finalized Capital Budget. The budget and public hearing will be discussed at the next meeting.

ROAD SCHEDULE

Dave Adams made a motion to approve the Road Schedule for December 22, 2015 through January 14, 2016, seconded by Casey Mathieu. Motion passed: 3-0.

GARAGE DOOR MALFUNCTIONS

The Selectboard received two emails from residents expressing concerns with one of the garage doors being open Christmas morning. Brent advised that the doors were closed when they left the day before. The week before, the road crew was working in the garage and the door opened by itself. Brent contacted Limoge Brothers. Limoge advised that sometimes this happens and reprogrammed the code. So far the door has not opened by itself. Based on conversations with neighbors, Brent does not believe the door was open very long on Christmas Day, in part due to a resident closing the door.

The Board acknowledged the concern of the residents with the door being open and the Town's assets being exposed to vandalism and/or thievery. If the door malfunctions again, the Board would like Limoge to replace the remotes. If that solution doesn't work the mechanics for the door may need to be replaced.

Dick Lavalley submitted a public records request to obtain video for the day he was in the driveway of the town garage. Alex has asked Dick for a date to narrow the search and reminded Dick that the footage is only retained for eight days. Dick expressed more concern over the Selectboard verifying the security cameras and recordings.

The Board discussed improving security. The current system retains footage for eight days. The Board would like it to be kept longer, maybe 30 days. Casey advised there are some systems that will trigger when a door opens. The Board felt this would be a good step in the right direction to address the malfunction and protecting the Town's assets. Casey will contact Sun Ray to get a quote.

COST OF PUBLIC RECORDS REQUEST

The Board advised of the monetary cost and staff time associated with responding to the public records request for complaints filed against the Road Crew beginning with Brent's hire date and most recently video footage of the security cameras at the town garage.. The Town received an invoice from the Town's attorney in the amount of \$1,711.15. In addition to the legal costs, the Town Administrator spent 15 hours and the Road Foreman spent 2.5 hours compiling the requested information.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

STITZEL PAGE & FLETCHER ENGAGEMENT LETTER FOR SERVICES

The Board received an engagement letter for legal services to be provided to the Town with regard to selling the lot owned jointly with the School District. The letter is to confirm agreement of representation for both parties for the real estate transaction. Typically parties would have separate representation which is why this engagement letter is necessary. The Selectboard and School Board will need to discuss whether or not to have this same arrangement if any other real estate transaction occurs between the school and Town.

2015 GRAND LIST ERRORS & OMISSIONS

The Listers submitted an Errors and Omissions report for the 2015 Grand List. Some of the items on the report are for properties that were withdrawn from the Current Use program. Dave Adams made a motion to accept the Errors and Omissions report for the 2015 Grand List as submitted by the Listers, seconded by Alex Weinhagen. Motion passed: 3-0.

CORRESPONDENCE

The Board received a request from Becky Roy with regard to the road crew working nights and weekends. She would like to know how much overtime has been used and how much was budgeted. Nanette provided the Board with a spreadsheet reflecting 1,000 hours are budgeted for and almost 200 hours have been submitted for payroll. Dave will respond to Becky's email.

EXECUTIVE SESSION

Alex Weinhagen made a motion to enter Executive Session to discuss a potential real estate transaction in regard to the Jackson Farm and Forest Project, seconded by Casey Mathieu. Motion passed: 3-0. People in attendance were Alex Weihnagen, Dave Adams and Casey Mathieu. The Board exited Executive Session at 10:14 p.m. No action taken.

ADJOURN

The meeting adjourned at 10:15 p.m.

Respectfully Submitted,

Alexander Weinhagen, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SPECIAL SELECTBOARD MEETING
GUEST LIST

Date: January 14, 2016

Name (please print)

Address

FRANK ALLEN

1681 Vt 128

David Gauthier

180 Huntley Rd

Mary Featherstone

Fletcher, VT

JEFF CABOSSIERE

172 Woods Hollow Rd.

GREG BAKER

45 Muddy Dog Run

Todd Violette

98 Huntley Rd.

Steve Wilkard

191 Old #11 Rd

John A. Lane

815 Woods Hollow Rd.

Andrea Letourney

1319 Vt #128