

**SELECTBOARD MEETING**  
**April 27, 2016**

Present:        Dave Adams                                         Brent Meacham  
                 Casey Mathieu                                         Nanette Rogers  
                 Dave Tilton

Guests:        See List

The meeting was called to order at 6:00 p.m.

**EXECUTIVE SESSION**

Dave Adams made a motion to enter Executive Session for the purpose of conducting employee performance appraisals, seconded by Casey Mathieu. Motion passed: 3-0. People in attendance were Dave Adams, Casey Mathieu, Dave Tilton, Mary Jane Featherstone and Diane Forsey. The Board exited Executive Session at 6:56 p.m. No action taken.

**CHANGES TO AGENDA**

The following changes were made to the agenda: added Information on School Property to the Discussion section.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Dave Tilton made a motion to approve the April 14, 2016 minutes as written, seconded by Casey Mathieu. Motion passed: 3-0.

**REQUEST TO RELOCATE CULVERT ON BROOKSIDE ROAD**

Chris and Tatiana Friesen were present to discuss an erosion problem on their property. The Friesens are requesting that the Town relocate a culvert under Brookside Road so the discharge occurs in an area that lines up with a swale on their property. Currently the culvert discharges on an abutter's property, which then flows onto the Friesen's property unabated, contributing to the erosion problems. They feel the relocation of the culvert along with proper erosion control measures will mitigate the erosion that is occurring. Installing mitigation on the abutter's property to channel the flow is not ideal due inadequate space within the right of way and the location of a maple tree.

Chris advised this all came up while working on erosion control and stabilization measures to deal with the long term issue of the gully and the undermining of the creek bank further downstream. The Friesens are working with an engineer to submit a plan to the Development Review Board for approval to work within the Water Resource Overlay District to address the gully and bank erosion. Dave Adams asked if the two projects should be done at the same time to avoid a conflict between them. Chris advised the projects are complimentary to each other. With proper mitigation the velocity from the culvert will be dissipated, which will help address the gully and bank erosion problem.

The Board will conduct individual site visits before the next meeting before making a decision.

**REQUEST TO UPGRADE TOWN CULVERT ON COWIE ROAD**

Bob White was present to request the Town replace a culvert on Cowie Road. The culvert is 20' long and is located on a curve. The culvert doesn't pose a problem until there is snow and then the culvert is not visible. He has witnessed dual axle trucks, including the town plow truck, drive off the

edge of the culvert. Bob said it is just a matter of time before one of these trucks goes off the edge into the six foot drop off. He is requesting the culvert be upgraded to a longer culvert due to address this safety concern. Brent said he would replace the culvert with two 20' plastic culverts and make the road wider by adding gravel. Dave Tilton pointed out that the Town may need a permit to do this project.

#### **ROAD COMMITTEE APPOINTMENTS**

The Board received six responses from people interested in serving on the Road Committee. The Road Committee is charged with updating the current five-year plan.

Dave Tilton made a motion to appoint Staci Pomeroy, Celeste Gaspari, Jeff Hutchins, John Roberts, Gaylan Herr and Tatiana Friesen, seconded by Casey Mathieu. Motion passed: 3-0.

#### **RECREATION COMMITTEE APPOINTMENT**

Noel Boutin resigned from the Rec Committee. The Committee has recommended Jeff Labossiere to be appointed.

Dave Adams made a motion to appoint Jeff Labossiere as a member of the Rec Committee, seconded by Casey Mathieu. Motion passed: 3-0.

#### **LOCAL EMERGENCY OPERATIONS PLAN (LEOP)**

Nanette advised that she and Joshua Smith (Emergency Program Manager) have updated the LEOP. The plan could and should contain more information, however the Town has the minimum required. The plan is due by May 1<sup>st</sup>. Joshua and Nanette will work throughout the year with other entities to expand the plan.

Dave Tilton made a motion to approve Westford's Local Emergency Operations Plan for 2016, seconded by Casey Mathieu. Motion passed: 3-0.

#### **TRANSFERRING FUNDS FROM THE GENERAL LEDGER TO RESERVE AND CONTINGENCY FUND ACCOUNTS**

In the FY'16 budget approved by the voters, there are funds budgeted for the Equipment Reserve Fund (\$30,000) and Fire Department Reserve Fund (\$38,900). A formal motion is needed to authorize the Treasurer's office to transfer these funds.

Dave Adams made a motion to request the funds budgeted for the Equipment Reserve Fund and Fire Department Fund be transferred from the General Ledger to their respective accounts, seconded by Casey Mathieu. Motion passed: 3-0.

When the SB presented the FY'17 budget, it advised of a surplus from the FY'15 budget. The presentation identified transferring \$100,000 into the Contingency Fund created by the voters in 2013 and the remainder \$43,678 was to be used to reduce the amount to be raised by taxes in FY'17. A formal motion is needed to transfer the \$100,000 from the GL to the Contingency Fund.

The Board would like a clarification of how funds in the Contingency Fund can be used before transferring funds to it.

Casey Mathieu made a motion for Dave Adams to authorize the transfer of \$100,000 from the General Ledger to the Contingency Fund pending confirmation on how the funds can be used, seconded by Dave Tilton. Motion passed: 3-0.

### **LIBRARY SEPTIC TANK**

Nanette received three quotes to replace the septic tank at the library. She is waiting for two more quotes. However, upon reviewing the plan on file for the septic system with Ira Allen (former Selectboard member), it is unclear if the system was put in as designed. The design shows the waste from the library flowing (gravity fed) to the town office tank not to the leach field. The plan also does not identify the tank that is at the library. The Board would like to verify where the waste from the tank at the library goes. Working Dog (the company who pumped the tank last year) will be called to see if they have the necessary equipment to determine where the pipes are located and where the waste discharges.

The Board also discussed possibly relocating the tank across the driveway that's between the town office and library to allow more room without vehicles having to drive over it. The State will be contacted to determine if a permit is needed to relocate the tank.

### **UPDATE/INFORMATION ON OPTIONS OF SCHOOL DISTRICT PROPERTIES**

Dave Adams advised that he and Mark Drapa, chair of the School Board, had a second meeting with the town attorney to discuss adding a third option to the two previously discussed. The third option transfers lot 2 (15 acres) and lot 3 (50 acres) to the Town. A public meeting has been scheduled for May 9<sup>th</sup> to present and discuss the three options with residents. All of the options include two agreements: easements, which will be tied to the properties and a use agreement (ball fields, parking, use of building, etc.).

The town's attorney recommends lots 1 and 2 be transferred to the union school district. He feels due to the liability exposure of the sports fields that the school should own it, particularly because there would be very little oversight of the maintenance of the property. Marilyn Thomas and Casey Mathieu feel the town should own parcel 2. They do not see a difference between the liability exposure of activities on the town common and those on the sports fields.

Another reason the attorney feels lot 2 should go to the school has to do with requirements of Act 60. Act 60 requires any school expenses to be included in the school's budget, which would include the premium for liability insurance. The Town owning lot 2 and the school using and maintaining the fields, complicates the financial breakdown.

Bob White and Casey suggested there be a clause specific to lot 2 that would prohibit any debt on the lot and that the lot reverts to the town if the school closes. Casey reiterated his concern with lack of road frontage for lot 3 if lot 2 is retained by the school. Dave asked Casey to forward any questions to the town attorney in preparation of the meeting on May 9<sup>th</sup>.

### **ROAD SCHEDULE**

Casey Mathieu made a motion to approve the April 28, 2016 through May 12, 2016 Road Schedule, seconded by Dave Tilton. Motion passed: 3-0.

### **TRUCK PURCHASE**

Dave Adams advised of his discussion with the Treasurer for financing a truck to replace the 2005 International. The budget includes funds for a down payment to replace the 2001 International truck. The Town can use the down payment funds budgeted along with the trade-in of the 2005 truck as a down payment for a new truck to replace the 2005. The Treasure agreed that moving up the purchase to replace the 2005 made sense due to the cost of repairs in the last couple of years.

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Casey Mathieu made a motion to approve the purchase of a new truck on July 1<sup>st</sup> or thereafter to replace the 2005 International, and to finance up to \$160,000, seconded by Dave Tilton. Motion passed: 3-0.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**EXCESS WEIGHT PERMITS**

The Chair signed excess weight permits for Harrison Concrete Construction, Victor Manosh, Patterson Fuels & Propane, Wright Family Farm, Beaulac Excavating and Moe DuBois Excavating.

**ADJOURN**

The meeting adjourned at 8:51 p.m.

Respectfully Submitted,

David E. Adams, Chair  
Selectboard

Nanette Rogers  
Town Administrator

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: April 27, 2016

Name (please print)

Address

PAT HAUER

62 Brookside Rd.

Chris Friesen

51 Brookside Rd.

Tatiana Friesen

" "

Bob White

8 Wild berry Lane Under LLC

Marilyn Thomas

284 Cay Rd