

**SELECTBOARD MEETING**  
**May 12, 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, Kate Lalley and Marge McIntosh. The Board exited Executive Session at 7:05 p.m. No action taken.

**CHANGES TO AGENDA**

The following changes were made to the agenda: added Request to use common on May 21<sup>st</sup> for Richard's Ride and Real Estate Listing for Parcel jointly owned by Town and School, including discussion of septic system, soil testing and listing price, to the Discussion section.

**PUBLIC COMMENT**

Dick Lavallee asked why his mailbox was taken out by the road crew. Dave Adams advised that it was an accident. Dick feels it was done on purpose and is not satisfied with how the Town replaced the box and post, which was installed incorrectly and defective in four aspects. Dave Adams advised that the Town does not have a policy to replace mailboxes therefore was not obligated to replace the box. Dick Lavallee asked the name of the employee operating the equipment when it was hit. The Board did not release the name of the employee given the occurrence was an accident. Dick stated that the Town hired the wrong guy as Road Foreman, which he has expressed at prior Selectboard meetings.

Dave Tilton would like the Selectboard to consider a policy for replacing mailboxes.

**MINUTES**

Casey Mathieu made a motion to approve the April 27, 2016 minutes as written, seconded by Dave Tilton. Motion passed: 3-0.

**CSWD FY'17 PROPOSED BUDGET**

General Manger Tom Moreau presented Chittenden Solid Waste District's proposed budget for FY'17. Expenses are increasing by 1.1% and revenues are expected to increase by 5.2%. Increases in the operating expenses include hiring a full time maintenance person, a cost of living adjustment, health insurance rate increases and funds for the Community Cleanup Fund. Revenue is expected to increase due to an increase in tipping fees at the Materials Recovery Facility, Drop-Off Centers and Green Mountain Compost. These fees have not been increased in three years.

Dave Tilton made a motion to approve CSWD's FY'17 budget as presented, seconded by Casey Mathieu. Motion passed: 3-0.

**TRASH & RECYCLING QUOTES**

The Town received three quotes for the collection of trash and recycling for 852 homes, businesses and community buildings.

1. Casella – quoted \$315,763.47. The quote submitted did not indicate if the amount quoted is for the same schedule currently in place or weekly recycling, did not include an extension option, tipping fees, fuel surcharge.
2. Gauthier Trucking – quoted \$246,000 for weekly pickup of trash and recycling, \$240,000 for the current schedule, and \$240,875.04 for the current schedule plus the months with a 5<sup>th</sup> Wednesday. The quote included a 2% rate increase after the first two years if the contract is extended. The price includes all fees. New homes will increase the amount quoted by \$23.47 per month. Any rate increases by CSWD will be passed along.
3. Myers Container Service - quoted \$255,600 for weekly pickup of trash and recycling, \$230,040 for the current schedule, and \$230,040 for the current schedule plus the months with a 5<sup>th</sup> Wednesday. The price quoted includes all fees. The quote did not include the option to extend. New homes will increase the amount quoted by \$25/month (weekly pickup) and \$22.50/month (current schedule and months with five Wednesdays).

Joe Myers advised that the price quoted is a flat rate for four years.

The amount budgeted for FY'17 is \$227,000.

The Board discussed the great service that has been provided by Gauthier for several years as well as the \$10,000 price difference per year between the quotes provided by Gauthier and Myers providing the Town keeps the current pickup schedule. Dave Adams feels the Town should remain with Gauthier due to the service provided, including helping the Town with ironing out the details when implementing Act 148. Casey acknowledged that both companies are reputable and feels that either will provide good service however feels the price difference is something to be considered. Dave Tilton concurred with Casey.

Casey Mathieu made a motion to accept the quote submitted by Myers for weekly trash pickup and recycling services two times per month and the 5<sup>th</sup> Wednesday, seconded by Dave Tilton. Motion passed: two yes (Casey Mathieu and Dave Tilton), one no (Dave Adams).

#### **TRANSFER OF SCHOOL PROPERTY TO TOWN – FOLLOW UP TO MAY 9<sup>TH</sup> INFORMATIONAL MEETING**

The School Board and Selectboard held an informational meeting on May 9<sup>th</sup> to introduce the concepts for the land currently owned by the School District on Brookside Road. There were approximately seven attendees present that do not serve on the School Board or Selectboard.

Most of the attendees expressed interest in lot #3 (50 acres with trails) and lot #2 (15 acres with sports fields) being transferred to the Town. Others felt the school district should retain lot #1 (14 acres with school and sports fields) and lot #2.

The Selectboard feels the two boards are leaning in different directions. Another informational meeting will be held in June. The Board is hoping more people will attend.

#### **REQUEST TO RELOCATE CULVERT ON BROOKSIDE ROAD**

The Board members conducted individual site inspections before the meeting. Dave Tilton would like to access the property to walk to get a better understanding on how the culvert's discharge is affecting the ditch. Tatiana Friesen advised that Jim Ryan from the Vermont Department of

Environmental Conservation is meeting with her next week and invited the Selectboard to attend. Dave Tilton plans to attend. She will let the Board know what Mr. Ryan's findings are.

### **CONTINGENCY FUND**

The Bookkeeper, MJ, has advised that she is not coming up with the same numbers the audit firm did, therefore she would like this resolved before the Selectboard decides on how much of the FY'15 surplus should be moved into the Contingency Fund. Nanette provided several examples of policies regarding contingency funds. The Board would like Nanette and Linda, the Treasurer, to work on a policy.

### **LIBRARY SEPTIC TANK**

Dave Adams updated the Board on work performed earlier in the week. The pipe from the tank to the leach field was plugged. Once cleaned out, Working Dog was able to use a transmitter to identify where the pipe is located. Based on the plan on file and the findings today, the pipe goes from the septic tank to the distribution box, then to the leach field.

The tank needs to be replaced with a 1,000-gallon concrete tank. There is not sufficient room to replace the tank in its current location. The Board would like the Town attorney to research the access located between the town office and library to determine ownership. The state has been contacted to determine if a permit is required to relocate the tank.

### **TOWN GARAGE/FIRE DEPT SHARED PHONE & INTERNET**

Casey advised that the Fire Dept.'s current Internet package is sufficient to add the garage. It will take approximately five hours plus materials to connect. Casey is going to get more information about connecting the phone. The Fire Dept. believes this is a good arrangement because they will have access to the infrastructure if there are issues, whereas in the past they did not.

### **REQUEST TO USE TOWN COMMON**

Richard's Ride is an event that is being held May 21<sup>st</sup> in support of a bicyclist that was killed last year. The event manager requested to use the town common as a stopping place for cyclists to rest and eat before completing the route. The Common Committee has approved the request.

Dave Tilton approved use of the town common for the Richard's Ride event taking place May 21<sup>st</sup>, seconded by Casey Mathieu. Motion passed: 3-0.

### **REAL ESTATE LISTING FOR PROPERTY JOINTLY OWNED BY THE TOWN & SCHOOL**

Heather Armata was present to discuss the market analysis for the 9.5 acres jointly owned by the Town and the School District. Based on current sales, she believes the listing price should be around \$116,000. The one con is the property has no evidence that it can support a septic system. A design costs between \$3,500 and \$5,000. Another option is to have the soils tested, which will identify how the land can be used. Heather feels there are several locations with good soils. Pros for the lot are the ability to subdivide, as well as there is road frontage on a paved road and a dirt road. These characteristics provide the ability for residential use and commercial use.

The Board agreed to have soil testing conducted. Given this, Heather feels she could list the property at \$119,000. She will draw up the listing paperwork and submit to the Selectboard and School Board for signatures.

### **ROAD SCHEDULE**

Dave Adams made a motion to approve the May 12, 2016 through May 25, 2016 Road Schedule, seconded by Casey Mathieu. Motion passed: 3-0.

**FY'16 BUDGET STATUS**

The Treasurer provided an updated budget report with actuals and projections. Brent had figures to add to the highway budget. The Board had several questions that Dave Adams and Nanette will discuss with Linda.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**CORRESPONDENCE**

The Board received a copy of a letter from the Zoning Administrator sent to a property owner who has constructed a camp in a manner that has created a violation. At this time there is no action required from the Selectboard.

**EXCESS WEIGHT PERMITS**

The Chair signed excess weight permits for Ron Weston Excavating, Mattote's Mobile Home and Cardinal Logistics Management Corp.

**ADJOURN**

The meeting adjourned at 9:14 p.m.

Respectfully Submitted,

David E. Adams, Chair  
Selectboard

Nanette Rogers  
Town Administrator

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: May 12, 2016

Name (please print)

Address

Joe Sinagra-Myers

St. Albans

Tatiana Friesen

51 Brookside, Westford

Tom Moreau

CSD -

Dick Lavallec

39 Old #11

Michelle Gauthier

Gauthier Trucking  
914 Osgood Hill Rd Westford

Heather Arnold

87 Deer Run Lane, Westford