

REQUEST TO TEMPORARILY INCREASE ZONING ADMINISTRATOR HOURS

A request was received seeking approval of increasing the Zoning Administrator's hours by one day per week due to an increase in applications and an employee being on maternity leave. The increase in hours will be to help assist the person who is covering for the employee on leave.

Dave A. made a motion to approve temporarily increasing the Zoning Administrator's hours by one day per week while an employee is out on leave, seconded by Casey Mathieu. Motion passed: 2-0.

UPDATE FEE SCHEDULE FOR NEW ZONING APPLICATIONS

Due to the revised zoning regulations, the Zoning Administrator has been granted authority to approve Administrative Amendments, which are defined as minor amendments to a zoning permit or approved site plan or subdivision plan. Currently, the fee that can be assessed under the current fee schedule is \$50.00. The Zoning Administrator is requesting the fee to be increased to \$175.00 to more accurately reflect the time required to review and process these applications. The fee for these types of applications being heard by the DRB prior to the new regulations was \$325.00.

Casey Mathieu made a motion to approve amending the Fee Schedule to assess a \$175.00 fee for Administrative Amendment applications, seconded by Dave Adams. Motion passed: 2-0.

APPOINTMENT OF INTERIM ZONING ADMINISTRATOR

Due to a change in the Selectboard, a new person needs to be appointed as Interim Zoning Administrator. This person will be responsible for covering when the Zoning Administrator is out on leave. It was suggested that Sue Adams be asked if she would be willing to serve in this capacity. The Board will revisit this topic at their next meeting after discussing with Sue.

UPDATE ON TRANSFER OF SCHOOL PROPERTY TO THE TOWN

The next informational meeting has been scheduled for 7pm, June 8th. A list of questions from the last meeting has been circulated. The Selectboard and School Board are trying to get answers before the June 8th meeting.

Melissa reminded the Selectboard that the Planning Commission requested the Town's attorney to be present at the meeting. In the spirit of keeping costs down, Dave Adams stated that neither he or Mark Drapa (chair of the School Board) feel it is necessary for the attorney to attend.

CONTRACT FOR TRASH & RECYCLING SERVICES

A draft contract was distributed to the Board prior to tonight's meeting. Several changes were discussed. A revised draft will be forwarded to the chair. Upon approval of the chair, the contract will be provided to Myers for their review and execution.

COMCAST INSURANCE CLAIM SETTLEMENT

The Town's insurance carrier has reached a settlement agreement with Comcast for a claim filed with regard to a line being damaged while the Road Crew was excavating on Allen Irish Road. The insurance carrier is seeking Selectboard approval of the settlement.

Casey Mathieu made a motion to accept the settlement reached between the Town's insurance carrier and Comcast with regard to a claim filed by Comcast, seconded by Dave Adams. Motion passed: 2-0.

CHITTENDEN REGIONAL PLANNING COMMISSION APPOINTMENTS

Dave Adams made a motion to appoint Dave Tilton as Westford's representative to the CCRPC, Marilyn Thomas to the Clean Water Advisory Committee and Brent Meacham to the Transportation Advisory Committee, seconded by Casey Mathieu. Motion passed: 3-0.

UNEMPLOYMENT CLAIM

A former employee filed for unemployment during 2015 and 2016. The Town received an invoice from the Dept. of Labor (DOL) in the amount of \$4,673.85 because the Town is self-insured for unemployment benefits. DOL was made aware of documents the employee signed when retiring. DOL claims that these documents have no bearing on the unemployment claim. The Selectboard would like the Town attorney consulted. If the Town has a case, the Board would like the attorney to respond to DOL.

REQUEST TO RELOCATE CULVERT ON BROOKSIDE ROAD

The Friesens, Dave Tilton and Brent Meacham met with the State to discuss the erosion problem on the Friesen property. The State provided a summary of the meeting with possible solutions: removing and realigning the existing catch basin outlet drainage so it outlets on the Friesen property and upgrading the culvert to 18"; install rock apron at new culvert location; install culvert header on the outlet side; install a shallow 125 linear foot stone-lined ditch below the rock apron; regrading the steep side slopes of the gully and installing rock riprap; and seed and mulch any remaining disturbed bare soils. There may be grants available to assist with costs.

In the short term it was recommended that rock be installed in the town right of way at the exit of the current outlet to slow down the discharge. Dave Gauthier asked why the Town is taking care of private property. Melissa pointed out that it's due to a water quality issue. Dave G. stated that the Town cannot place rock outside of the right of way on his property nor can they go on his property to install the riprap.

LIBRARY SEPTIC TANK

Per State regulations, the Library septic tank cannot be replaced in the same location. The Town would like to relocate the tank to the grass area between the Town Office and the drive. The Town wanted to confirm ownership of the drive therefore the town attorney conducted a title search. Unfortunately, the Town attorney was unable to reach a conclusive option due to the vagueness of the documents filed in the Land Records. The attorney suggested the Town confer with the property owner to reach an agreement with regard to ownership and easement rights for the owner who does not own the drive.

It was asked if the tank could be smaller than 1,000 gallons. Melissa advised when she met with the engineer he advised that a 1,000 gallon tank is needed for proper settlement of solids. The engineer feels the ideal spot would be the grass area however the power company will need to hold the pole while the tank is being installed. The existing pipe will need to be exposed to determine the grade. The engineer is recommending the Town do a full test of the well water for VOCs.

TOWN GARAGE/FIRE DEPT SHARED PHONE & INTERNET

Casey advised that the Fire Dept. has no problem with moving Internet access to the Town Garage. John Quinn will install the infrastructure if the Town pays for the materials. Another phone line can be added for a \$29.95 set up fee, and a month fee of \$39.95.

Dave Adams made a motion to approve connecting the Town Garage to the Fire Department's Internet access and to add a phone line, seconded by Casey Mathieu. Motion passed: 2-0.

CATERING PERMIT REQUEST

Nanette Rogers received a request for catering of alcoholic beverages for a wedding reception on property located on Woods Hollow Road on June 25th. Normally she can approve these requests, however is asking the Board to weigh in due to the dynamics of the situation. The property owner does not have a permit to use the property as a business (hold receptions). After a brief discussion, the Board decided it was ok to approve the catering request noting that if there is a violation, the Zoning Administrator needs to address it.

ROAD SCHEDULE

Casey Mathieu made a motion to approve the May 26, 2016 through June 10, 2016 Road Schedule, seconded by Dave Adams. Motion passed: 2-0.

COWIE ROAD CULVERT

Chris Brunelle from the Agency of Transportation will do a site visit to determine what the Town needs to do (i.e. apply for a permit).

TREES ON MAPLE TREE LANE

Brent has arranged for some trees on Maple Tree Lane to be cut as well as a pine tree on Cambridge Road next week. Dave Gauthier asked Brent to look at a tree in the Plains Road Cemetery.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

An email was received from Joe Franz with regard to speeding on Woods Hollow Road. His email was forwarded to the Sheriff's Office.

EXCESS WEIGHT PERMITS

The Chair signed excess weight permits for All Metals Recycling and Sheila Spaulding.

ADJOURN

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

David E. Adams, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: May 26, 2016

Name (please print)

Address

Steve Casey	627 Woods Hollow Road
Marilyn Thomas	284 Cowy Rd.
D. Gauthier	180 Hunkley Rd
STEVE KNIGHT	23 North Rd
PAT HALLER	62 Brookside Rd
Saman Pinto	111 Machia Hill
Gordon Gebauer	388 Old #11 Rd
Alex Weinhagen	61 Pearl St #29, Essex Vt
Bob Kesser	Vt Po Box 850, Ridgeland, VT 05477
Tatiana Friesen	51 Brookside Rd
Tom Orfeo	1738 Rte 128
Lauren Curry	82 North Rd.
Melissa Manka	1713 Rte 128 Westford, VT 05404