



provide draft article language to the Board for the next meeting. Also at the next meeting, the Board will discuss whether or not it will publicly support the project.

#### **INTERIM ZONING ADMINISTRATOR APPOINTMENT**

Dave Tilton made a motion to appoint Susan Adams as Interim Zoning Administrator, seconded by Dave Adams. Motion passed: 2-0.

#### **FIRE WARDEN APPOINTMENT**

Dave Tilton made a motion to reappoint Dennis Angiono as Fire Warden, seconded by Dave Adams. Motion passed: 2-0.

#### **DEVELOPMENT REVIEW BOARD MEMBER APPOINTMENT**

Dave Tilton made a motion to appoint Lisa Fargo as a member of the Development Review Board, seconded by Dave Adams. Motion passed: 2-0.

#### **DOG WARRANT**

The Board signed the warrant allowing the Dog Warden to take action against owners of unlicensed dogs.

#### **PUBLIC RECORDS REQUEST**

Nanette provided an update on the meeting on June 3<sup>rd</sup> between Dick Lavallee and Dave T. to view the video footage from the garage as requested. There are seven cameras that record via motion sensor. One of the cameras records almost 24/7. All the footage from the cameras was saved from the DVR to an external hard drive. When saved, the footage is broken up into sections (snippets) based on how long the recording is. The shorter clips were viewable however the larger clips were not. It was unclear why the longer clips would not play. In addition to the problem with viewing the clips, Nanette advised that when the DVR was initially set up, the time was off by 8 hours. This was discovered at a later date when the company came back to do more work on the system.

Mr. Lavallee filed a complaint on June 22<sup>nd</sup> with the Town advising that he was unable to view any day time footage and that the Town has exceeded the number of days to comply. His complaint also included that he checked the vehicle pre-trip inspection reports. The records he viewed were from one driver and appeared that they were done once every 7-10 days and do not reflect the equipment being driven on a daily basis. He feels the Road Crew is not completing the forms as discussed at two separate Selectboard meetings.

Dave T. stated that the security system put in place at the garage was designed for criminal activities not really for viewing of the public. Dave A. added that the Town had looked into being able to view the footage remotely however it was unsuccessful. This would have made it possible for the public to view the footage. Dave T. feels the Selectboard made a good faith effort in responding to Mr. Lavallee's request.

As for the pre-trip inspection logs, Brent advised that the drivers do inspect the vehicles, however they forgot to complete the log. Brent and Dave A. recently discussed a better way for the drivers to record the information by having a clipboard in the truck with a log for several days. The driver would check off the day of the inspection and make notes if any defects were found. Dave T. agreed this would be a better solution. Dave T. pointed out if there is a day that the log was not completed but the days on either side were, then that would indicate that the trucks were fine on the day the log was forgotten. He added that the goal is to have safe vehicles on the road.

Dave A. pointed out that completing these logs are not a Department of Transportation requirement. Although it's a good idea to complete the logs, there is no violation if a log is not completed.

#### **REQUEST TO WAIVE SUBDIVISION AND ACCESS PERMIT APPLICATION FEES**

Dave and Lynn Gauthier were present to request that the fees for their subdivision and access permit applications for the Jackson Farm and Forest Project be waived if the Development Review Board and voters approve the project. The Gauthiers feel the project will benefit the Town therefore feel that waiving the fees would be a good gesture. It is estimated that the fees will total less than \$1,000.

Dave A. expressed concern with setting a precedent. Dave Gauthier advised that the Town has asked for more tests to be done on the property. If the Town is not willing to waive the fees, then he will not approve the tests. Dave A. would like this to be discussed when the full Board is present. This topic will be discussed at the next meeting.

#### **TEMPORARY FOOD VENDOR REQUEST**

The Town received a request from Steve and Karen Carlin to operate a temporary food vendor cart at special events. The request was forwarded to the Selectboard, Town Common Committee and Zoning Administrator. Members of the Town Common Committee were not in favor of the cart due to other fundraising efforts that are held at special events. The Zoning Administrator advised that there are no zoning regulations that apply however are governed by ordinances. She suggested reviewing the Hyde Park Ordinance if the Town is interested in this type of activity.

The Board would like to do more research on this before making a decision. In the meantime, they suggested the Carlins consider becoming a vendor at the Farmers' Market.

#### **LIBRARY SEPTIC TANK REPLACEMENT**

Nanette advised that the cost for designing the relocation of the library septic tank is \$1,500. Green Mountain Engineering came at the end of last week to conduct a topo survey in order to do a design and complete the permit application later this week. Once the design has been done, a request for quotes will be sent out.

#### **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.

#### **SPILLER & WHITE CHURCH PROPERTIES SEPTIC SYSTEM COSTS**

There was no update on the estimated cost to install these systems. This information was requested to update the Capital Budget.

#### **UPDATE ON TRANSFER OF SCHOOL PROPERTY TO THE TOWN**

The June 8<sup>th</sup> informational meeting on the transfer of the property owned by the School District to the Town was well attended. Transferring lots 2 and 3 to the Town received the most support. There were some folks who wanted to transfer all the lots to the Town, and some who wanted to retain all the lots. The next step is to finalize what will be presented to the voters and to develop the Use Agreements. The vote will be held this fall.

### **SHERIFF DEPARTMENT CONTRACT FOR SERVICES**

Dave Tilton made a motion to approve the contract for services to be provided by the Chittenden County Sheriff's Department July 1, 2016 through June 30, 2017, seconded by Dave Adams. Motion passed: 2-0.

### **TOWN CREDIT CARD LIMIT & RESOLUTION**

Town credit card – the Rec Coordinator has requested a low limit credit card for purchases. The bank advised that their minimum limit is \$1,000. The resolution they have on file shows Diane Forsey as the authorized individual, therefore the Board needs to approve a new resolution. There are currently two credit cards; \$4,000 for Nanette (Town), and \$2,000 for Bree Drapa (Library). In order to issue a credit card for the Rec Dept. use, the Selectboard needs to approve an increase to the overall credit card limit to \$7,000.

Dave Adams made a motion to increase the overall credit card limit to \$7,000, seconded by Dave Tilton. Motion passed: 2-0.

Dave Adams made a motion to approve Linda Hardy and Nanette Rogers as authorized individuals representing the Town, seconded by Dave Tilton. Motion passed: 2-0.

### **FY'16 BUDGET UPDATE**

Linda Hardy provided a report via email on the FY'16 budget. She pointed out a few items of interest, such as no salary being dispersed for the Town Auditors and overages in the Highway Department. Notes were added to the spreadsheet to explain items that needed explanation. Overall she does not have any major concerns on the status of the budget.

### **ROAD SCHEDULE**

Dave Adams made a motion to approve the June 23, 2016 through July 7, 2016 Road Schedule, seconded by Dave Tilton. Motion passed: 2-0.

Brent advised that one of the road crew members gave his notice. Brent has hired a new driver effective July 5<sup>th</sup>.

### **INTEREST RATE FOR LOAN TO PURCHASE NEW HIGHWAY TRUCK**

People's United Bank quoted a fixed interest rate of 1.95% for 5 years. Based on the purchase price, trade in and down payment, which will be taken from the Equipment Reserve Fund, the Town will borrow \$137,167.

Dave Tilton made a motion to approve moving forward with securing a loan at a fixed rate of 1.95% for five years to purchase a town highway truck, seconded by Dave Adams. Motion passed: 2-0.

### **ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

### **CORRESPONDENCE**

The Board received a letter on June 21<sup>st</sup> from a resident on Rollin Irish regard to speeding. The letter was forwarded to the Sheriff's Office. Nanette advised that the resident called the next day to advise that the Sheriff's Office had been in touch with him and to thank the Town for the relaying the information so quickly.

Selectboard Meeting

June 23, 2016

Page 5

**EXCESS WEIGHT PERMITS**

The Chair signed excess weight permits for Beacon Sales Acquisitions, Sticks & Stuff, Jeff Corey Excavating, Spaulding Construction and Dana Sweet Trucking.

**ADJOURN**

The meeting adjourned at 8:47 p.m.

Respectfully Submitted,

David E. Adams, Chair  
Selectboard

Nanette Rogers  
Town Administrator

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: June 23, 2016

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