

SELECTBOARD MEETING
October 27, 2016

Present: Dave Adams
Casey Mathieu
Dave Tilton

Brent Meacham
Nanette Rogers

Guests: See List

The meeting was called to order at 7:00 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: added Resignation from Library Trustees and Resignation from the Development Review Board and the Lamoille Tactical Plan to the Discussion section and Library Parking Lot/Driveway, Gravel Road Permit and Verizon Coverage to the Road Foreman section.

PUBLIC COMMENT

David Gauthier requested that the lights for the ice rink be positioned so they don't point at Huntley Road. The lights are extremely bright for motorists exiting Huntley Road.

MINUTES

Dave Tilton made a motion to approve the October 13, 2016 minutes as written, seconded by Casey Mathieu. Motion passed: 3-0.

CEMETERY COMMISSION FY'18 BUDGET REQUEST

Lynn Gauthier was present. The Cemetery Commission is requesting \$8,500, which is \$900 less than the current fiscal year. The funds will be used for mowing, stone restoration, flags and other miscellaneous expenses.

Lynn has requested a stipend of \$350, which is level funded. She would also like the Board to consider paying the other two commissioners a stipend.

PLEASANT VIEW CEMTERY FY'18 BUDGET REQUEST

Lynn Gauthier was present. The Pleasant View Cemetery Association is requesting \$1,500, which is level funded. The funds will be used for general expenses.

LISTER'S FY'18 BUDGET REQUEST

The Listers have requested that the funds for education, supplies, equipment and software be level funded from the current budget.

PLANNING COMMISSION FY'18 BUDGET REQUEST

Gordon Gebauer was present. The Planning Commission is requesting \$12,050, which is level funded from the current fiscal year. Currently, the Planning Commission does not have any special projects planned however is requesting that line item to be level funded in the event something comes up.

DEVELOPMENT REVIEW FY'18 BUDGET REQUEST

The Development Review Board has requested \$8,400, which is level funded from the current budget.

PLANNING COORDINATOR FY'18 BUDGET REQUEST

The Planning Coordinator has requested \$1,850 for a new computer, education and travel. Nanette suggested the funds for the computer be increased to \$1,800 based on recent purchases. She will also check the replacement schedule to confirm the computer is scheduled to be replaced.

TOWN CLERK & BOARD OF CIVIL AUTHORITY FY'18 BUDGET REQUEST

Nanette Rogers was present. She is requesting a level funded budget of \$55,600. The amount requested includes a 2% raise for her and the assistant Town Clerk. The reduction in hours due to fewer elections is offset by the raise in wages. The budget request for the Board of Civil Authority is \$2,700 which is \$2,500 less than the current fiscal year. This is due to fewer elections.

UPDATE ON SALE OF SPILLER LOT

Dave provided a brief update. The Town purchase the property from the Westford Historical Society for \$147,185. Due to the condition of the building, the Town listed the property for \$115,000 The Town received and has accepted an offer for the full asking price from Jeff Hutchins. The notice to sell the real estate has been posted. Voters have until November 28th to file a petition. If no petition is filed, the sale will proceed. The sale is conditional upon the buyer obtaining town approval for a store/deli and agreement for a recreation easement.

UPDATE ON SALE OF 20 ACRE LOT OWNED BY SCHOOL & TOWN

The Town and School District received and accepted an offer of \$90,000 for the 20 acres owned by both entities. The Kings Hill Homeowners Association had right of first refusal. They refused, therefore the sale is moving forward.

RESIGNATIONS

Dave Tilton made a motion to accept with regret Andrea Letorney's resignation as a trustee for the library, seconded by Casey Mathieu. Motion passed: 3-0.

Dave Tilton made a motion to accept with regret Tony Kitsos' resignation from the Development Review Board, seconded by Casey Mathieu. Motion passed: 3-0.

UPDATE ON FIRE ALARM FOR TOWN GARAGE/FIRE DEPT

John Quinn and Steve Willard were present. They are attempting to obtain additional quotes for the fire alarm system. Steve has tried to connect with Sun Ray but has been unsuccessful. John advised that Fire Protec can use some of the existing infrastructure.

ROAD SCHEDULE

Casey Mathieu made a motion to approve the October 27, 2016 through November 10, 2016 Road Schedule, seconded by Dave Tilton. Motion passed: 3-0.

Brent has contacted the vendor and sales representative regarding the radiator replacement for the 2014 truck. They have indicated they will take care of it due to the age of the vehicle.

Brent would like to hire someone to data enter information from time sheets into a data base for town roads. There is three years of information to enter. This information was previously entered into a program that is no longer accessible. The Town is using a new program launched by NEMRC. The information is used to determine the cost of a road and is especially useful if the Town applies for grants. The Board will discuss this more at their next meeting.

LIBRARY PARKING LOT/DRIVEWAY

Brent plans to do the final work on the library parking lot and driveway the beginning of next week. The Selectboard had a lengthy discussion with regard to the plan drawn by O'Leary & Burke and the

work that has been done. There is concern with regard to hemlock being used for the retaining wall instead of something that will not rot. The location of the retaining wall appeared to be a little different than what was on the plan. The Board and Brent discussed how to best identify the edges of the driveway on the west and north side. Pre-cast curbing will be used for the parking spaces to prevent patrons from driving on the grass. Wooden guardrails will be used on the west and north edges of the driveway. Brent will put a top coat on the driveway as well.

GRAVEL ROAD PERMIT

Brent advised that beginning July 2018 the Town will need to obtain a permit from the State for the town highways. The permit with fee is a result of legislation passed with regard to the Vermont Clean Water Act. The Town will need to bring all the culverts and ditches up to standard by July 2018. Brent would like to hire a contractor next summer to do the ditching because the Road Crew will not be able to get all the roads done before the effective date. The Board would like to see if there are any grants available to help with this project.

Dave Lavallee asked what happens if the work is not done. Nanette replied the Town may not be eligible for grants if not in compliance.

Dave T. advised the Lamoille Tactical Basin Plan is part of the Vermont Clean Water Act. The plan was developed to improve and protect water quality of the Lamoille River. The plan provides an assessment of the river and identifies remedies to accomplish the goal. The Gravel Road Permit is a part of this plan and is state-wide.

VERIZON COVERAGE

Brent needs to be able to use his iPad in the field to update culvert inventory however AT&T service is very limited. He has found Verizon to have more service around town and looked into getting it transferred. However, his iPad is not compatible with Verizon services. He would like to purchase a new iPad that is compatible with Verizon. Casey suggested getting an account with Verizon and upgrading Brent's cell phone with a plan. Brent could then operate the iPad off the cell phone's data plan. Casey will look into this.

OVERTIME

The Board decided to pursue a salary wage for the Road Foreman. For discussion at their next meeting they requested annual wage reports for Brent and the prior Road Foreman broken down by straight time and overtime.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

David Lavallee was present to discuss posting the Selectboard minutes on Front Porch Forum. It was noted that the length of the minutes will exceed limits set by FPF and probably be rejected. It was also noted that the draft minutes are available on the Town's website, which is required by the Open Meeting Law. The Board discussed possibly posting a link to the minutes on FPF.

Becky Roy submitted an email requesting that proceeds from the Spiller lot be used to pay off the loan from the Historical Society and then toward the purchase of the Jackson Farm and Forest Project if approved by the voters.

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ADJOURN

The meeting adjourned at 8:59 p.m.

Respectfully Submitted,

David E. Adams, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: October 27, 2016

Name (please print)

Address

Lynn Gauthier

Huntley Rd Westford

Dave Gauthier

" " "

Dave Gauthier

138 Old #11 Rd.

GORDON GEBAUER

388 Old #11 Rd.

Steve Willard

191 Old #11 Rd

JOHN QUINN

401 Old #11 Rd