



Joe asked the Board for clarification with regard to bulky items, especially construction debris and electronics which are banned from the landfill. Myers has picked up these items and sent bills to the homeowner. Some have paid however some have not. After some discussion it was decided to put something in the newsletter and on the Front Porch Forum advising that these items are banned from the land fill and ask residents to contact Myers if they are disposing of these items or any bulky items to receive a quote for pickup and to pre-pay. Joe will submit what is to be posted.

#### **SAXON HLL RIDERS VAST TRAILS**

Dave Clough from Saxon Hill Riders was present to request permission for VAST (Vermont Association of Snow Travelers) trails to travel a section on Phelps Road and Cambridge Road, as well as several locations where a trail crosses a town road. None of the sections or crossings are new.

Casey Mathieu made a motion to approve the VAST trails for snowmobile use to travel and cross town roads as proposed by the Saxon Hill Riders, seconded by Dave Tilton. Motion passed: 3-0.

#### **2016 SELECTBOARD IMPLEMENTATION PLAN**

The Board reviewed and updated the 2016 Implementation Plan that is part of the overall Town Plan. The Planning Commission will circulate the 2017 Implementation Plan when it is finalized.

#### **REPRESENTATION LETTER FOR FY'16 AUDIT**

Dave Adams signed the representation letter to Fothergill Segale & Valley. Melanie from FS&V will attend the next Selectboard meeting to present the final report of the FY'16 audit.

#### **UPDATE ON FIRE ALARM FOR TOWN GARAGE/FIRE DEPT**

John Quinn received a quote from Life Safety Systems. He is waiting to hear back from Pro-Tech Security and Fire.

#### **SALE OF TOWN PROPERTIES UPDATE**

Westford Milton Road 20 acre parcel – The purchaser has requested a proposed use to the King's Hill Homeowners' Association. A two-thirds approval is required by signing a letter and returning it to the Homeowners' Association. An extension of the Purchase and Sales Agreement was signed by the Town, School District and purchaser due to difficulty in getting homeowners within the association to return the letters. The Association and realtor are following up on the letters.

Spiller Lot – The deadline to file a petition in response to the notice of sale that was posted has gone by. No petition was filed therefore the sale can proceed. The buyer's attorney and surveyor are researching the front portion of the lot to determine if it can be sold. The opinion, when received, will be shared with the Town's attorney for his opinion.

#### **LIBRARY TRUSTEE APPOINTMENT**

The Library Trustees have recommended Pat Hechmer to be appointed to replace Andrea Letorney as a trustee.

Casey Mathieu made a motion to appoint Pat Hechmer as a Library Trustee, seconded by Dave Tilton. Motion passed: 3-0.

#### **JACKSON FARM & FOREST NOTICE FOR TOWN WEBSITE**

The Jackson Farm & Forest Project Committee submitted a notice for soliciting donations for the project. The Committee would like the notice to be posted on the Town's website. The Board would

like to remove the words "an exciting" from the notice. The Board feels the notice should just stick to the facts. They approved the notice being posted on the Town's website as amended.

### **SUBDIVIDING THE JACKSON FARM**

The next step in the process of creating the town forest is to subdivide the farm land from the forest. Melissa Manka submitted a request seeking the waiver of the subdivision fees and to reimburse Dave and Lynn Gauthier for the engineering and legal expenses. Melissa feels it would be wise to use Hamlin Engineering for the subdivision since they did the first subdivision of the property and therefore would cost less than hiring a new engineering firm. Melissa is unable to obtain a quote without the Gauthier's approval. The Gauthiers will not approval until they receive assurances from the Town with regard to the waiver of the fees and reimbursement of the engineering and legal costs.

The Board would like Melissa to clarify what needs to be done for the subdivision so Hamlin can provide a quote. The Board will not approve the waiver of fees and other costs until they have the full picture.

### **HUMANE SOCIETY ANNUAL AGREEMENT**

Dave Adams signed the annual agreement with the Humane Society with regard to costs for the Dog Warden to hand over dogs and cats.

### **ROAD SCHEDULE**

Casey Mathieu made a motion to approve the November 26, 2016 through December 8, 2016 Road Schedule, seconded by Dave Tilton. Motion passed: 3-0.

Brent advised of three dead trees that need to be taken down. Recently, a limb fell from one of the trees and hit a car. The owner filed a claim with the Town, which was forwarded to the Town's insurance carrier. The carrier would like to know when the trees will be removed. Brent will obtain quotes from DJ's, Barretts and Kings.

Green Mountain Roofing submitted a quote of \$8,000 to remove the screws on the roof and replace with longer screws. This is necessary to keep the roof from leaking. The Fire Department also received a quote for their portion.

Casey would like to know how much it would cost to replace the roof. It may be more cost effective to spend the extra money for new roofing rather than simply replacing the screws.

### **FY'18 HIGHWAY BUDGET REQUEST**

Brent reviewed with the Board his proposed budget. Most items are level funded or reduced. Two new items include hiring a contractor to ditch the roads in preparation for the new standards being implemented by the State for the Clean Water Act and the purchase of a hydro seeder. Brent estimates the ditching to cost approximately \$60,000. The hydro seeder will cost approximately \$5,000.

### **OVERTIME**

Data for the road crews under Brent and Gary were provided to the Board. Data for Brent and Gary was previously provided to the Board. Brent advised that he works approximately 30 hours per week that he does not include on his time sheet. Per the Vermont League of Cities and Towns Compensation book, Brent is within the pay range for this position for 40 hours per week; overtime is not included in the pay range. The Board also reviewed the salary spreadsheet used when creating

the FY'17 budget. Based on all resources discussed, the Board offered Brent an annual salary of \$72,500. Brent requested time to think about it before responding.

#### **DATA ENTRY OF ROAD PROJECTS**

Brent advised that his computer needs to be fixed before any entries can be made because it is very slow. MJ has been compiling the data. Brent feels the task will take approximately 40 hours. He will re-evaluate the task if necessary.

#### **LIBRARY PARKING LOT**

The timber for the guardrails has been ordered. Dave A. advised that an email was received from the library with regard to the placement of the concrete curbing was not installed at an angle as depicted on the plan. Brent will discuss the placement of the curbing with the librarian.

#### **GRAVEL ROAD PERMIT**

Nanette received information from Linda Blasch with the Better Back Roads program. Linda advised that applications will be due in March and offered her services for technical assistance and site visits to help identify and/or develop potential grant projects.

#### **VERIZON COVERAGE**

Brent's new phone has been received and Verizon is in the process of transferring Brent's current phone number to the new phone. Casey has ordered the flip phones for the road crew members. Brent will determine if the new phones provide enough service to enable him to cancel the pager service that is currently in place.

#### **SPEED CART**

The Vermont Agency of Transportation has offered the use of a speed cart to be placed on Route 128 in response to a complaint filed, however needs Selectboard approval. The Board approved placement of the cart.

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

The Board approved the accounts payable and payroll warrants.

#### **CORRESPONDENCE**

Juliette Horton submitted an email asking information on the Veteran's exemption and Farm exemptions. These exemptions are available to qualifying Veterans and farmers. The Veteran's exemption is determined by Veteran's Affairs, who then notifies the Town. Juliette inquired about the two exemptions because she could not find where they are on the tax bill or in the annual town report. A notice will be included in the next newsletter advising of the two exemptions.

#### **ADJOURN**

The meeting adjourned at 9:23 p.m.

Respectfully Submitted,

David E. Adams, Chair  
Selectboard

Nanette Rogers  
Town Administrator

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: December 8, 2016

Name (please print)

Address

DAVE CLOUGH

Essex (VAST)

Joe Sinagra

Myers waste