

**SELECTBOARD MEETING  
December 22, 2016**

Present:        Dave Adams                                Brent Meacham  
                    Casey Mathieu                              Nanette Rogers  
                    Dave Tilton                                        Greg Barrows

Guests:        See attached list

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

**CHANGES TO AGENDA**

The following change was made to the agenda: added Library Trustee resignation to the discussion section.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Dave Tilton made a motion to approve the December 8, 2016 minutes as amended, seconded by Casey Mathieu. Motion passed: 3-0.

**2016 FINANCIAL AUDIT**

Melanie from Fothergill Segale & Valley was present to discuss the FY'16 audit. FS&V found one material weakness with regard to capital asset and loan activity. Given the Town has switched to a cash basis accounting, this weakness will not occur again.

The General Fund ended FY'16 with a surplus of \$288,231, which includes the Contingency Fund. If the Town would like the Contingency Fund not be included in the General Fund figure, a policy will need to be put in place. The Highway Fund ended with a deficit of \$72,536. The deficit is mainly due to not receiving FEMA funds for the Seymour Road bridge as anticipated.

**LIBRARY TRUSTEE RESIGNATION & APPOINTMENT**

Dave Adams made a motion to accept Beth Kirkpatrick's resignation as Library Trustee, seconded by Casey Mathieu. Motion passed: 3-0.

The Library Trustees recommended Meghan Fyrberg to be appointed to replace Beth as a trustee.

Dave Adams made a motion to appoint Meghan Fyrberg as a Library Trustee, seconded by Casey Mathieu. Motion passed: 3-0.

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

The Fire Department met with Fire Pro-tech and expect to receive a quote to present to the Selectboard.

**SALE OF TOWN PROPERTIES UPDATE**

Westford Milton Road 20 acre parcel –King's Hill Homeowners' Association received the two-thirds approval required for the purchaser's proposed use. This approval allows the sale of the property to move forward. A contract was sent to Dave Adams and Mark Drapa a defined date to close on the property.

Spiller Lot – The Town is waiting on the opinion from the buyer's attorney with regard to the property boundaries. The opinion will be forwarded to the Town's attorney for his review.

### **FY'18 BUDGET**

The Board worked on the FY'18 budget. Brent and the Board discussed the items brought up at the last meeting.

With regard to the Municipal Roads General Permit, the Town will have up to 20 years to implement the stormwater management plan. Based on this information, the Board removed the \$60,000 for contracting the ditching of roads. Once there is more information and the State advises when Town's need to comply, the Board will determine the best course of action. The amount for gravel to resurface and reconstruct roads was reduced from \$140,000 to \$100,000. Brent will request a quote to replace the roof in lieu of replacing just the screws.

The total amount budgeted for the General Fund is \$955,619, a decrease from FY'17. The total amount budgeted for the Highway Fund is \$821,710, which is also a decrease from FY'17. The anticipated revenue is less than what was budgeted for FY'17.

Based on the current anticipated expenses and revenue, and \$50,000 from the FY'16 surplus, the budget is decreasing by approximately \$3,500. Nanette will discuss with the Listers a Grand List value to compute the anticipated tax rate.

### **ROAD FOREMAN SALARY (Previously headed overtime)**

At the last meeting the Board had proposed an annual salary of \$72,500. Brent countered with \$72,800.

Casey Mathieu made a motion to implement an annual salary of \$72,800 effective January 1, 2017 for the Road Foreman, seconded by Dave Tilton. Motion passed: 3-0.

Dick Lavalley cautioned the Board with regard to the 39% increase in road crew salaries over the past few years.

### **ROAD SCHEDULE**

Dave Adams made a motion to approve the December 22, 2016 through January 4, 2017 Road Schedule, seconded by Casey Mathieu. Motion passed: 3-0.

Brent advised that one of the trucks went off Manley Road and needed to be towed. There was damage to the truck. A claim has been filed. Brent advised that he backed into a vehicle while plowing Kilburn Lane. The State Police were called however because there were no known injuries at the time of the accident, the Police asked that both parties exchange information to file a claim. A claim has been filed.

### **LIBRARY PARKING LOT/DRIVEWAY**

The concrete parking spaces have been adjusted as requested by the library. An email was received from the Librarian advising that the post at the corner of the retaining wall was hit and broke the solar light. It was assumed that the post was hit by a plow. Brent doesn't think the town truck hit it. He stated that the damage could have been caused by a vehicle that was parked there.

### **TRUCK RADIATOR**

The vendor has agreed to pay for the replacement of the radiator in the 2014 Western Star. The payment has been issued in the form of a credit on the Town's account.

**DATA ENTRY OF ROAD PROJECTS**

Brent entered some of the data into the new program. It appears to be working okay but will contact the vendor to make some minor adjustments to be able to run reports.

**VERIZON COVERAGE**

Brent advised that the cell phones are working well, therefore he is returning the pagers and cancelling the service.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**CORRESPONDENCE**

An email was received from Andre and Becky Roy. One of the items in the email was in regard to a town truck backing up Old #11 Road to sand. Brent advised that the truck he was using distributes the sand behind the tires. He was unable to drive up the hill therefore he backed up the hill to provide traction. The other trucks distribute sand in front of the tires however they were out sanding other roads. A discussion of putting out signs in these situations took place. In this particular situation Brent advised he could not get up the hill to put out a sign. Dave Tilton will respond to Andre and Becky's email.

**ADJOURN**

The meeting adjourned at 9:06 p.m.

Respectfully Submitted,

David E. Adams, Chair  
Selectboard

Nanette Rogers  
Town Administrator

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: December 22, 2016

Name (please print)

Address

Melanie Rodgask

Richmond, VT

Dave Lavallee

138 Old #1 Rd.