

SELECTBOARD MEETING
May 4, 2017

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

Guests: See attached list

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

CHANGES TO AGENDA

The following changes were made to the agenda: added memo from Green Up Day Coordinator to Discussion.

PUBLIC COMMENT

There was no public comment.

MINUTES

Dave Tilton made a motion to approve the April 6, 2017 minutes as written, seconded by Allison Weinhagen. Motion passed: 3-0.

Allison Weinhagen made a motion to approve the April 12, 2017 minutes as amended, seconded by Dave Tilton. Motion passed: 3-0.

Dave Tilton made a motion to approve the April 13, 2017 minutes as amended, seconded by Allison Weinhagen. Motion passed: 3-0.

GREEN UP DAY

Mark Peloquin was present. Mark advised that due to weather conditions, the school is postponing the students' participation for Green Up Day. The anticipated rescheduled date is mid-May. Unfortunately, since the activity won't be occurring on the actual Green Up Day, there will be a cost incurred for a dumpster and the disposal of the trash collected. The Town currently has \$127 in funds available through the CSWD Clean Up Fund. Mark estimates that the cost will be less than \$500. Mark is requesting funds from the Town for this event.

Allison Weinhagen made a motion to authorize the expenditure of funds for the Westford students to Green Up Westford mid-May, seconded by Dave Tilton. Motion passed: 3-0.

KROSKY DELINQUENT TAX SALE

Marge McIntosh, Delinquent Tax Collector, was present to determine if the Town is interested in bidding on the Krosky property that is going to tax sale on May 16th. The Board discussed the fact that the Town doesn't have much use for the property, the property would be taken off the tax roles if the Town was awarded the property at the sale, and that the Town has incurred costs associated with the attempt to collect taxes and holding the tax sale.

Allison Weinhagen made a motion to not bid on the Krosky property when the tax sale occurs, seconded by Dave Tilton. Motion passed: 3-0.

DRAFT FIRE ORDINANCE

Dennis Angiono, Fire Warden, was present to discuss a draft Fire Ordinance. He supplied the items he wanted included in the Ordinance. One item submitted that was not included was to address residents who don't obtain a permit and the fire results in the Fire Department responding. The Ordinance will include a clause that the resident will be responsible for any costs incurred by the Fire Department for this type of situation. Once that change is made the draft will be forwarded to the Town's attorney for review.

COMMON ROAD SURVEY

Allison advised that she, Attorney David Rugh, Melissa Manka, Carroll Peters (surveyor) and Nanette met to discuss laying out Common Road. Carroll Peters will begin survey work soon. Common Road will be plotted as a four rod right of way. The group discussed the process which will take several months due to notification to abutters and warning requirements. Ira Allen asked why the Town needs a four rod right of way. Allison advised there is no need right now however the Town is being conservative for possible uses needed in the future.

JACKSON FARM & FOREST -NOTICE OF SALE OF MUNICIPAL REAL ESTATE

The Town's attorney furnished the Selectboard with a Notice of Sale of Municipal Real Estate for the Town's conveyance of a conservation easement to the Vermont Land Trust for the future Maple Shade Town Forest. The forest is part of the Jackson Farm & Forest project approved by the voters in November 2016. The notice will need to be posted around town, placed on the Town's website and published in a newspaper.

Allison Weinhagen made a motion to approve the Notice of Sale of Municipal Real Estate as prepared by the Town's attorney, seconded by Dave Tilton. Motion passed: 3-0.

JACKSON FARM & FOREST-LOAN FOR PURCHASE OF LAND AND EASEMENT

The Selectboard discussed whether or not to use proceeds from the sale of town owned property to reduce the amount to be borrowed to purchase the 130 acres of the Jackson Farm as approved by the voters in November 2016. A parcel jointly owned by the Town and the School District sold during this fiscal year. The Town's share of the proceeds was approximately \$40,000. Becky Roy stated that she believes at Town Meeting voters asked the Selectboard to use the proceeds toward the purchase of the 130 acres.

Allison Weinhagen made a motion to use the proceeds from the sale of the property jointly owned by the Town and School District to reduce the amount to be borrowed for the purchase of the 130 acres of the Jackson Farm, seconded by Dave Tilton. Motion passed: 3-0.

CHITTENDEN SOLID WASTE DISTRICT (CSWD) APPOINTMENT

Allison Weinhagen made a motion to re-appoint Michelle DaVia as Westford's representative on the CSWD Board of Commissioners, seconded by Dave Tilton. Motion passed: 3-0.

ROAD SCHEDULE

Allison Weinhagen made a motion to approve the May 4, 2017 through May 17, 2017 Road Schedule, seconded by Dave Tilton. Motion passed: 3-0.

Becky Roy asked when the replacement of the siding on the town garage will be completed. She expressed concern with the building being exposed to snow and rain. Brent advised that the work was put on hold until after July 1st. He advised that the building materials exposed are wrapped therefore are protected from weather elements.

ROAD FOREMAN JOB DESCRIPTION

The Vermont League of Cities and Towns (VLCT) has a new template for a job description for Road Foremen. Allison provided a revised draft of the existing job description using the recommendations based on the VLCT model. A revised draft with the Board's changes will be provided for discussion at a future meeting.

UPDATE ON COLUMN WORK

The repairs to the column work of the town garage are on hold until July 1st.

UPDATE ON DATA ENTRY

There are approximately eight or nine months left to be entered in the road program.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

TRANSFER OF RESERVE FUNDS FROM BUDGET

Dave Tilton made a motion to approve a memo to the Bookkeeper to transfer the following funds from the FY'17 Budget to their respective reserve fund: \$16,500 to Administration, \$37,000 to Highway Equipment and \$46,000 to Fire Department, seconded by Allison Weinhagen. Motion passed: 3-0.

CORRESPONDENCE

The Board received a request to use the town common and gazebo for the 2nd Annual Richard's Ride on May 20th. The Town Common Committee has approved the request. The Selectboard approved the request.

The Board received a request to use the town common on May 19th for a bubble soccer birthday party. The Town Common Committee has approved the request. The Selectboard also approved the request.

Both parties will be notified of the approval and will be provided the usage guidelines for the common.

The Board received an email from Andre Roy seeking information on the tracking of Highway Department incidents and if there is a practice or policy in place to reduce risks. It was stated that Incidents that do not involve an insurance claim are not tracked in the form of a spreadsheet. The Board discusses incidents when they are brought up. With regard to practice or policy, the Selectboard is in the process of revising job descriptions for the Road Crew. The revised job descriptions will require pre and post trip inspection reports of the truck be completed by the driver.

Becky Roy was present to discuss safety concerns she has, which she submitted in an email to the Selectboard. Becky expressed her frustration of previous concerns not being addressed or looked into and off the cuff answers she's received. She is concerned with the number of incidents the Road Crew have had, such as personal injury, town equipment being off the road, performing tasks at odd hours of the day, such as grading, with no signage, as well as the odd hours (weekends, holidays) the Road Foreman spends at the town garage. It was noted that certain tasks, such as grading, are apparent due to the gravel in the middle of the road. Signage is placed out when the crew is working on a specific section of a road. The crew makes every attempt to finish grading before dark. With regard to the odd hours at the garage, the Road Foreman stated that he's done this for many years, including at his previous jobs. He likes to come in to get tasks done, particularly

when the weather has impacted the crew's schedule. It was noted that the Road Foreman is on salary.

The Board received pictures and an email from Dick Lavalley with regard to sand and gravel. The pictures show piles of gravel on roads and gravel accumulating around guardrails. He asked where all the sand/gravel went with it being such a mild winter the previous year and questioned fuel prices. Casey believes that Dick's biggest concern is the way the Road Crew was repairing potholes. The Road Crew was putting gravel down with trucks and then back dragging it with the plow which caused excess gravel to accumulate on the edges of the road. The work was done this way only when the plows were still on the trucks (in case of snow). The grader is not able to reach under guardrails therefore a separate piece of equipment is needed to push the gravel off the road. The cleaning up of piles of gravel and the accumulation around guardrails will be done as time permits. Dick expressed concern that the same material being used to sand the roads is being used to build the roads. He referenced the Road Committee's report from five years ago where it was stated that the town was using too fine of a mix to build roads. It was noted that the Town is no longer using the same material as it was five years ago, and it is not using the winter sand to build the roads. Instead a rock quarry product is being used to build roads.

Allison advised of an email from a resident who complained about a flat tire due to the gravel on the roads. Allison and Brent have corresponded with the resident advising that the Town does not replace flat tires. Allison stated that she has noticed a lot of larger stone left in the road after grading. Brent advised this happens when a road that does not have much of a surface is graded.

EXCESS WEIGHT PERMITS

The Chair signed excess weight permits for R&J Trucking, Ronnie Wells, L.W. Young Excavating, Keenan Construction, Craig Bushey Enterprises, Premier Paving, Beaulac Excavating and Jay Soutier Trucking.

ADJOURN

The meeting adjourned at 9:04 p.m.

Respectfully Submitted,

Casey Mathieu, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SPECIAL SELECTBOARD MEETING
GUEST LIST

Date: May 4, 2017

Name (please print)

Address

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MARK Peloguin

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Marge McIntosh

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PAT HALLER

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IRA ALLEN

1681 VT 128

Becky By

Old #11 Road