

**SELECTBOARD MEETING**  
**August 10, 2017**

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

Guests: See attached list

The meeting was called to order at 7:02 p.m.

**CHANGES TO AGENDA**

The following changes were made to the agenda: under Correspondence added Excess Weight Permit and Access Permit

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Allison Weinhagen made a motion to approve the July 27, 2017 minutes as amended, seconded by Casey Mathieu. Motion passed: 3-0.

Allison Weinhagen made a motion to approve the July 31, 2017 minutes as written, seconded by Casey Mathieu. Dave Tilton abstained. Motion passed: 2-0.

Allison Weinhagen made a motion to approve the August 1, 2017 minutes as written, seconded by Casey Mathieu. Dave Tilton abstained. Motion passed: 2-0.

**FIRE ALARM & SECURITY SYSTEM – FIRE DEPT. & TOWN GARAGE**

Steve Willard and Tony Pouliot were present to discuss the fire alarm and security quotes received from Pro-Tech for the fire department and town garage. The quotes are slightly more than the previous quotes due to an increase in the cost of the infrastructure. The alarm system is quoted at \$11,542.05 and the security system is quoted at \$3,250.39. The annual monitoring costs for each system are quoted separately and range from \$299 to \$499.

It was determined that the security system was not needed at this time as the surveillance system was deemed adequate. Cost was a major consideration. As the quote was out of date the select board agreed to move forward if the cost was under \$15,000.

Tony Pouliot asked to board to consider purchasing Knox Boxes for the Town Office and the Library. The boxes will contain keys to the building, wiring diagrams and other data that could assist emergency responders in the event of a fire or other emergency. The boxes must be purchased by the fire department to be certified, the keys are non-duplicable. The boxes can be surface mounted and installed by a carpenter. A recessed installation is also available.

The fire department is working on a "key protocol" to manage who would have access to the boxes in the event of an emergency.

Cost is \$308-\$318 plus installation. There will also be a Know Box installed at the school.

Allison Weinhagen made a motion to approve the installation of the fire alarm system, seconded by Dave Tilton. Motion passed: 3-0.

### **ROAD SCHEDULE**

Dave Tilton made a motion to approve the August 10, 2017 through August 24, 2017 Road Schedule, seconded by Allison Weinhagen. Motion passed: 3-0.

Discussion of the Road Foreman position description was tabled until the August 24<sup>th</sup> meeting.

Brent Meacham, Road Foreman, requested permission to purchase a utility trailer. The trailer is 22 feet long and will cost \$1,500.00. The purpose of the trailer would be to mount the hydro-seeder on it. This will address safety concerns for road crew. Currently the hydro-seeder is placed in the back of one of the dump-trucks and the crew must raise the hay bales and grass seed, weighing 40-50 pounds, above their heads. Placing the equipment lower will lower the base by four feet and reduce the need for climbing on and off the truck.

Dave Tilton brought up a new grant from The Regional Planning Commission regarding the runoff off from roads under the clean water guidelines. This is \$20,000 grant and will require a 20% town match (\$4,000). This is a non-federal cash management grant. Brent thought that the grant was already applied for by the town and Dave thought it was a new one. Brent took the information and will make the determination and report back.

Brent was asked to write up something to be published on the Front Porch Forum to let the town know what is going on with the roads, provide updates and status reports in response to concerns from citizens. Brent said he would prepare this in draft form and asked if someone in the town office can assist with putting it on the forum.

Milton-Cat invoice: The original invoice was reduced by \$3,000.00

### **ADDITIONS TO AGENDA**

Weight permit – Rob Spaulding requested an Excess Weight permit for hauling up to 99,000 pounds. Approved.

Access Permit – Donald Pouliot – Requested access on North side of Cambridge Road (Town Highway #14) near the intersection of Plains Road. Approved.

### **CORRESPONDENCE**

Dave Tilton brought up a new grant from The Regional Planning Commission regarding the runoff off from roads under the clean water guidelines. Brent thought that the grant was already applied for by the town and Dave thought it was a new one. Brent took the information and will make the determination and report back.

E-mail – Dave Tilton asked if there was anything that could be done to reduce the amount of SPAM coming through in the town's e-mail. Discussion agreed that most of the questionable items were scams. Discussion then shifted to the renewal IT contracts and if it would be possible to get a more robust SPAM filter.

Speed Limit warning sign coming into the Common area was placed by the state and showed the speed limit as 25 MPH when the posted limit was 30 MPH. Discussion then moved to talking about the recent posts on the Front Porch Forum and e-mails both in support of and

opposition to changing the speed limits. It was noted that this is very difficult to do as traffic studies are required and the cost is prohibitive.

**EXECUTIVE SESSION**

Casey Mathieu made a motion to enter Executive Session at 8:07 p.m. to discuss a personnel matter, seconded by Allison Weinhagen. Motion passed: 3-0. People in attendance were Casey Mathieu, Dave Tilton, Allison Weinhagen, Greg Barrows and Brent Meacham. The Board exited Executive Session at 8:14 p.m.

No action taken.

**EXECUTIVE SESSION**

Casey Mathieu made a motion to enter Executive Session at 8:16 p.m. to discuss a personnel matter, seconded by Dave Tilton. Motion passed: 3-0. People in attendance were Casey Mathieu, Dave Tilton, Allison Weinhagen, and Greg Barrows. The Board exited Executive Session at 8:52 p.m.

No action taken.

**ADJOURN**

The meeting adjourned at 8:54 p.m.

Respectfully Submitted,

Casey Mathieu, Chair  
Selectboard

Gregory Barrow  
Town Treasurer

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: August 10, 2017

Name (please print)

Address

Tony Paolici  
Steve Willard

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