

**SELECTBOARD MEETING**  
**August 24, 2017**

Present: Casey Mathieu Brent Meacham  
Dave Tilton 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: under Discussion added Planning Commission recommendation to fill vacancy, and under Treasurer added financing for town truck and fire truck, schedule special meeting to execute loan documents for trucks and FEMA – final disbursement of grant funds for the May 2013 flooding event.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Dave Tilton made a motion to approve the August 10, 2017 minutes as amended, seconded by Casey Mathieu. Motion passed: 2-0.

**CUSI (Chittenden Unit for Special Investigations)**

The Board received a three year Intergovernmental Agreement from CUSI. The agreement obligates the Town to contribute financially to fund the operation of this organization, whose responsibility is to preserve and protect the health, safety and welfare of the public. The Board does not feel it can sign the contract because the Town is obligated to the voters and therefore can't agree to the financial contribution without voter approval.

**PLANNING COMMISSION APPOINTMENT**

The Planning Commission interviewed and is recommending the Selectboard appoint Koi Boynton to fill a vacancy.

Dave Tilton made a motion to appoint Koi Boynton to the Planning Commission as recommended by the commissioners, seconded by Casey Mathieu. Motion passed: 2-0.

**ROAD SCHEDULE**

Casey Mathieu made a motion to approve the August 24, 2017 through September 6, 2017 Road Schedule, seconded by Dave Tilton. Motion passed: 2-0.

**UPDATE ON WOODS HOLLOW ROAD PROJECT**

Brent advised that the project on Woods Hollow Road should be completed the end of next week or the beginning of the following week. Part of this project is funded by a grant in the amount of \$10,164 and requires a \$2,541 match, which can be in-kind.

**STATUS OF DITCHING PROJECTS & GRANT AMOUNTS**

The contractor has completed the Brookside Road ditching project. This project received a grant in the amount of \$20,000 with a \$5,000 match, which can be in-kind.

Brent hired the contractor to ditch Phelps Road and the south end of Pettingill Road. These projects are not funded by grants.

The Osgood Hill Road ditching project will begin after the Woods Hollow Road project is complete. This project will be done by the contractor and is grant funded. The grant is for \$29,752 and requires a \$7,438 match, which can be in-kind.

Brent advised that ditching will be done on a portion of Manley Road and a section of Woods Hollow Road (also known as Barkyoub Hill) due to a grant recently awarded to the Town with regard to hydrologically connected streams. This project was not planned, however, because there was grant funding available, Brent took advantage of the opportunity. The grant is for \$12,000 and requires a match of \$2,400, which can be in-kind.

### **NEW TRUCK PURCHASE**

The new truck is ready for delivery. The truck will be released once the funds are disbursed to the vendor.

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

Brent, the Board and Greg discussed items in the FY'18 Highway Budget, particularly those that are over budget or running high. Greg pointed out that some of the items over budget are one time purchases/payments or seasonal expenses. Specific items discussed were equipment rental, tree removal, contract services for ditching, excavator and grader repairs and building maintenance and repairs. The Board requested more information on some of the items, which Greg and/or Nanette will provide them.

The Board asked Brent to find out if the repairs to the air conditioner for the 2017 Western Star are included under the warranty. Brent didn't think so but would check.

### **ROAD CREW MEMBER RESIGNATION**

Trevor Barrows submitted his resignation from the Highway Department. Nanette will advertise the position on Indeed, the Front Porch Forum, VLCT's website and the Town's website.

### **FINANCING FOR TOWN TRUCK & FIRE TRUCK**

Greg advised that the rates and terms received from Community Bank, formerly Merchants Bank, are competitive. The amount being financed for the town truck is \$164,500.00 and for the fire truck \$243,362.10. The Board scheduled a meeting for September 5<sup>th</sup> to execute the loan documents.

### **FEMA – FINAL DISBURSEMENT OF GRANT FUNDS**

The Town received notification that FEMA is closing out all the grants from the May 2013 flooding event and will be sending final payment to the Town. Nanette advised that the Town recently received \$191,760 and will receive another payment of almost \$25,000. Nanette requested that \$35,386.87 of these funds be transferred to the Contingency Fund to replenish funds spent by the Highway Department.

Dave Tilton made a motion to authorize transferring \$35,386.87 from the Highway Revenue to the Contingency Fund, seconded by Casey Mathieu. Motion passed: 3-0.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**CORRESPONDENCE**

There was no correspondence to discuss.

**EXECUTIVE SESSION**

Dave Tilton made a motion to enter Executive Session at 8:08 p.m. to discuss a personnel matter, seconded by Casey Mathieu. Motion passed: 2-0. People in attendance were Casey Mathieu, Dave Tilton and Nanette Rogers. The Board exited Executive Session at 8:41 p.m.

No action taken.

**ADJOURN**

The meeting adjourned at 8:41 p.m.

Respectfully Submitted,

Casey Mathieu, Chair  
Selectboard

Nanette Rogers  
Town Administrator

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: August 24, 2017

Name (please print)

Address

David Langille

138 Old #11 Rd

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