

**SELECTBOARD MEETING
September 28, 2017**

Present:	Casey Mathieu	John Roberts
	Allison Hope	Nanette Rogers
	Dave Tilton	Greg Barrows

Guests: See attached list

The meeting was called to order at 7:03 p.m.

CHANGES TO AGENDA

There were no changes to the agenda.

PUBLIC COMMENT

Dan Strobridge inquired about a culvert recently replaced by the Town for a field access on Pettingill Road. The culvert is shorter than the previous one and he is concerned the farmer will encounter problems and/or damage the culvert trying to access the field. Allison advised that she has talked to the farmer and he will look into it and get back to the her.

MINUTES

Allison Hope made a motion to approve the September 14, 2017 minutes as written, seconded by Casey Mathieu. Motion passed: 2-0; Dave Tilton abstained.

The September 19, 2017 minutes were tabled until the next meeting.

ROVERS NORTH ACT 250 MUNICIPAL IMPACT QUESTIONNAIRE

Rovers North is constructing a storage building. The construction requires Act 250 approval. Part of the review process includes a municipal impact questionnaire to be completed by the Town. The Fire Department has advised there will be no unreasonable impact. Some of the items, such as road maintenance were not applicable since the facility is located on a state highway. The chair signed the questionnaire after all the questions were answered.

INTERVIEW PROCESS FOR ROAD CREW

The Road Foreman resigned effective September 18th. The Board received several applications and resumes for the vacant Road Crew position and two applications/resumes for the Road Foreman position. The Board selected two applicants to interview for the Road Crew position. The Board will hold interviews for the Road Foreman position on October 10th and 11th.

ROAD SCHEDULE

There was no road schedule to review due to the resignation of the Road Foreman. John Roberts is filling in as interim. John advised that Cambridge Road, Plains Road, Huntley Road and Woods Hollow Road have all been graded. Next week Osgood Hill Road and Old #11 Road will be graded. Sand continues to be hauled in and missing road signs have been replaced.

FY'18 HIGHWAY BUDGET

The Board and Greg reviewed the FY'18 budget. The budget reflects the first quarter of the fiscal year. As discussed at the last meeting, due to several items being over budget, the highway budget needs to be monitored very closely and spending is to be limited to identified line items unless otherwise approved by the Board.

STATUS OF DITCHING PROJECTS & CLOSING GRANTS

The Osgood Hill Road project is approximately 60% complete. The contractor has approximately one week left according to the contract for services. John advised that 7" minus stone needed for the project will not be available until late next week. The project may need to be put on hold until the material is available.

Frank Ammirato inquired about having a culvert installed for the secondary access to his property on Osgood Hill Road. His primary access is on Stoney Ridge. Frank had left Brent a message but has not heard back from him. Nanette advised Frank of what the Town's policy is with regard to installing a culvert when the Town is performing ditching or other road work in that area. Nanette also advised Frank that since it appeared that the project had already been completed beyond his access, it may be too late to install a culvert. John will look at the site and follow up with Frank.

Nanette is meeting with Linda Blasch from Better Roads program on October 9th to conduct sites visits of the three grant projects. Linda will advise the Town if there is any more work that needs to be done to fulfill the grant requirements. If not, the Town can begin the process of closing out the grants.

ROAD CREW UNIFORMS

The Town entered into a five year contract with UniFirst to provide uniforms for the Road Crew. Not all the Road Crew employees were wearing the uniforms because they did not like them. The Selectboard would like the entire Road Crew to wear uniforms to identify the individuals as employees of the Highway Department. John will look into what other options are available.

CULVERT ON OLD STAGE ROAD - KAREN MUNSON

Karen Munson met with the Selectboard to readdress the culvert that goes under Old Stage Road. The minutes from prior meetings state that the culvert is functioning. Karen stated that she doesn't disagree that the culvert is functioning however does not believe it is functioning properly because it was set up too high. This is because when the culvert was replaced several years ago, the culvert was installed approximately two and one half feet higher than the original culvert. This causes water to pool on her land resulting in erosion and killing vegetation, including trees and perennials. She provided pictures of what her land looked like prior to the change and after. Karen would like the culvert repositioned to the original depth and she would like the Town to compensate her for the loss vegetation. John and Karen will meet on site the next morning for him to evaluate the culvert height.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

Nanette received a call from Indeed, which is one of the places the Road Crew vacancy is posted. They have proposed to assist the Town by having the posting sponsored. This would

provide more visibility for potential applicants. The representative indicated there would be a fee however the fee is based upon what is agreed upon for services. Nanette and the Board felt that the sponsorship is not necessary at this time.

Nanette received a phone call from a resident off Plains Road regarding the condition of Cambridge Road. He requested the road be graded. Nanette advised the resident that a major reconstruction project kept the Road Crew busy during the summer months but would pass along the message.

EXECUTIVE SESSION

Casey Mathieu made a motion to enter Executive Session at 8:03 p.m. to discuss a personnel matter, seconded by Allison Hope. Motion passed: 3-0. People in attendance were Casey Mathieu, Allison Hope, Dave Tilton, Nanette Rogers, Greg Barrows (partial) and Brent Meacham (partial). The Board exited Executive Session at 9:20 p.m.

ADJOURN

The meeting adjourned at 9:20 p.m.

Respectfully Submitted,

Casey Mathieu, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: September 28, 2017

Name (please print)

Address

Daniel Strobridge

205 Pettingill Road

Dave Lavalley

138 Old #11 Rd

Dick Lavalley

39 Old #11 Road

Michael Howrigan

780 Woods Hollow Rd.

Sherry Lulek

780 Woods Hollow Rd.