

SELECTBOARD MEETING
October 26, 2017

Present: Dave Tilton
Allison Hope
Greg Barrows

John Roberts
Nanette Rogers

Guests: See attached list

The meeting was called to order at 7:09 p.m.

CHANGES TO AGENDA

There were no changes to the agenda.

PUBLIC COMMENT

Andre Roy referenced the September 19th minutes, which were for an Executive Session that lasted three hours. He asked if there was any action taken in Open Session, if this was the day that a resignation had been tendered and if the Board accepted the resignation in Open Session. Allison confirmed a resignation was tendered that day and that the Board did not make take action in Executive Session or Open Session to accept the resignation.

Andre inquired about personal items being stored at the Spiller garage and the town garage and questioned why the Town would allow an employee to store personal items on town property. Allison and Nanette advised that they were not aware of any personal items being stored at the Spiller garage. Allison confirmed there were some personal items at the town garage and those items have been removed.

Andre and Becky Roy expressed their frustration with regard to the many questions they have asked the Board regarding the appearance of someone being at the garage seven days a week at all hours. The questions were dismissed openly with no investigation. They would like to see a change in the policy and procedure of how issues are addressed when brought to the Selectboard as well as closer monitoring of employees and the budget.

Grant Thomas suggested the Board implement a process for inventorying items such as tools and other equipment, and to have a process in place for auditing the inventory. Grant would also like to see the Selectboard conduct frequent visits to the town garage to provide more oversight.

MINUTES

Dave Tilton made a motion to approve the October 11, 2017 minutes as written, seconded by Allison Hope. Motion passed: 2-0.

Dave Tilton made a motion to approve the October 12, 2017 minutes as amended, seconded by Allison Hope. Motion passed: 2-0.

ESSEX RESCUE FY'19 BUDGET REQUEST

Will Moran was present. The amount being requested by Essex Rescue is \$2,610. FY'19 is the final year of a five-year plan to move to a common per capita subsidy rate of \$3.87 by 2019. The FY'19 amount brings Westford to \$3.87 per resident. Essex Rescue recently

purchased the latest technology in cardiac monitors, patient transport safety systems and nitrous oxide administration equipment. This new equipment provides EMTs and paramedics with more options for treating a patient's pain prior to arriving at the emergency room.

FAIRFAX RESCUE FY'19 BUDGET REQUEST

Tim Wasilewski and Bambi Dame were present. Fairfax Rescue is requesting \$11,372, which is a \$542.00 increase. Fairfax Rescue is now licensed at the Paramedic level and they have three new emergency vehicle driver trainers. With these changes, they are able to offer more emergency driver certification courses. In addition to the new trainers, Fairfax Rescue also has five new CPR instructors.

DEVELOPMENT REVIEW BOARD (DRB) FY'19 BUDGET REQUEST

The DRB is requesting \$8,400 which is level funded. The budget includes funds for legal notices, legal and professional fees, board member stipends and miscellaneous expenses.

TOWN TREASURER FY'19 BUDGET REQUEST

Greg Barrows was present. He is requesting \$14,800, which is a \$1,692 increase. The increase is for salary and supplies.

RECREATION COMMITTEE FY'19 BUDGET REQUEST

Tom Schmidt was present. The Recreation Committee is requesting \$5,000 for operating expenses. This amount is less than the past two years, which included funds for a snowmobile to groom trails at the school.

PLANNING COMMISSION (PC) FY'19 BUDGET REQUEST

The PC is requesting \$12,050 which is level funded. The budget includes funds for legal notices, education, legal and professional fees, board member stipends, mapping, special projects and miscellaneous expenses.

FUTURE OF ICE RINK

Allison asked for this item to be placed on the agenda due to the recent postings on the Front Porch Forum regarding the decision not to have an ice rink this year. The Rec Committee decided not to put up the rink and have broomball because they do not have the resources. In years past, Dave Adams graciously maintained the rink. Mr. Adams moved from town and no longer available to maintain the rink. The Rec Coordinator advised that research into the setting up and maintaining of the rink would be cost prohibitive.

Several people were present to support having the rink. They feel it is an important part of the community for a variety of reasons. People volunteered to organize the setup, maintenance and tear down of the rink, as well as organize the broomball event in order to preserve this activity. It was noted that the rink will not be maintained to the same level as Mr. Adams did but efforts will be put forth to maintain it as best they can.

APPOINTMENT TO REGIONAL PLANNING COMMISSION COMMITTEES

Allison Hope made a motion to appoint John Roberts to the Chittenden County Regional Planning Commission Technical Advisory Committee, seconded by Dave Tilton. Motion passed: 2-0.

Allison Hope made a motion to appoint John Roberts to the Chittenden County Regional Planning Commission Water Advisory Committee, seconded by Dave Tilton. Motion passed: 2-0.

POSTING TOWN PROPERTY ABUTTING SCHOOL PROPERTY PROHIBITING HUNTING AND TRAPPING

This item was tabled until the next meeting.

EMPLOYEE HEALTH INSURANCE COVERAGE FOR 2018

The Board received the 2018 rates from BCBS for health insurance. There are five eligible employees. The employees are enrolled in either the Platinum plan or the Silver High Deductible plan. For 2017, the Town paid the entire premium for a single person policy as well as contributed \$320 toward a Health Reimbursement Account (HRA) or \$2,371a Health Savings Account (HAS). After a brief discussion the Selectboard decided to offer employees the same option as 2017 for insurance. The Board requested a comparison of coverage and deductibles for the 2017 and 2018 plans to assist with a discussion of contributing to a HRA or HSA.

NOVEMBER MEETING SCHEDULE

The second Thursday in November is Thanksgiving. Nanette advised that they will need a second meeting to review the Request for Proposals for IT Managed Services. The Board decided to meet November 10th for that purpose.

REQUEST TO USE TOWN COMMON AND PROPERTY FOR A HARVEST FESTIVAL AND HAUNTED FOREST

A group of parents have requested to use the Town Common for a Harvest Festival and the trails and school parking lot for a Haunted Forest on October 27th or October 28th. The parents are hosting the event to raise funds for the eighth graders to go on a trip. The traditional eighth grade trip has been replaced with a trip to Washington DC with the Essex Middle School students. Most of the Westford students would prefer to have their own trip. Since this is not a school fundraiser, the parents are not able to use the school property, which is why they have approached the Town.

Allison Hope made a motion to approve the request to use the Town Common and trails and school parking lot for a Harvest Festival and Haunted Forest, seconded by Dave Tilton. Motion passed: 2-0.

ROAD SCHEDULE

Allison Hope made a motion to approve the October 30, 2017 through November 10, 2017 Road Schedule, seconded by Dave Tilton. Motion passed: 2-0.

STATUS OF CLOSING GRANTS FOR DITCHING PROJECTS

John advised that the Road Crew is doing the work that needs to be done to satisfy the State's requirements. A follow up visit will be conducted after the work is done.

CULVERT ON OLD STAGE ROAD

John Roberts and Dave Tilton are meeting with a wetland specialist on October 27th. They will provide an update at the next meeting.

ACCESS PERMIT

The Board approved an access permit submitted by Alan Reynolds to access a field on Old Stage Road.

EXCESS WEIGHT PERMIT

The Chair signed an excess weight permit for Jordan Pratt.

FY'18 HIGHWAY BUDGET

The Board and Greg reviewed the FY'18 highway budget. It was noted that more items have been returned with refunds/credits being given.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

REPRESENTATION LETTER FOR FY'17 AUDIT

Dave Tilton signed the engagement letter to Fothergill Segale & Valley.

CORRESPONDENCE

There was no correspondence to discuss.

EXECUTIVE SESSION

There was no motion to enter Executive Session.

ADJOURN

The meeting adjourned at 9:25 p.m.

Respectfully Submitted,

Dave Tilton, Vice Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: October 26, 2017

Name (please print)

Address

Will Moran	1 EDUCATIONAL DRIVE, ESSEX JUNCTION
Tom Schmidt	771 Woods Hollow Rd
Betty Ry	143 Old # 12 Road
John	" " "
Dave Cavallce	138 Old # 11
Sue Adams	BTV
Dave Adams	BTV
Bob Gagne	17 Ivy Lane
Tim Wasilowski	Fairfax Rescue
Bruce Dene	Fairfax Rescue
G. A. THOMAS	284 Civic Road
Daniel McLean	1888 Route 128
Julia Andrews	29 Audry Ln