

Casey Mathieu made a motion to reinstate the Energy Committee, seconded by Dave Tilton. Motion passed: 3-0.

INQUIRY TO PURCHASE MARTEL LOT

Nanette received a phone call from Stuart Race, an abutter of the 14.9 acre lot owned by the Town located off Martel Lane. Mr. Race is interested in purchasing the lot. The Town attempted to sell this parcel however due to unsuitable soils for a wastewater system, was unsuccessful. The Board is interested and would like Heather Armata to contact Mr. Race. Nanette advised that the Town will need to enter into an agreement with Heather in order for her to facilitate this potential sale.

CAPITAL BUDGET

Nanette advised that the former Treasurer, Linda Hardy, met with departments to update their capital assets and the five year plan. Nanette advised that she updated the narrative based on the changes Linda made.

The Board reviewed the Capital Budget. Some changes were made in the Highway budget based on Brent's comments. The Selectboard has questions for the Fire Department with regard to the replacement schedule of trucks. This discussion does not affect the five year plan therefore the Board felt it was okay to proceed to warning the public hearing.

Casey Mathieu made a motion to warn a public hearing for the Capital Budget to be held on February 23, 2017, seconded by Dave Tilton. Motion passed: 3-0.

DEVELOPMENT REVIEW BOARD APPOINTMENT

The Planning Commission has recommended the Selectboard appoint Dennis Angiono to the vacant position on the Development Review Board.

Dave Tilton made a motion to appoint Dennis Angiono as a member of the Development Review Board, seconded by Casey Mathieu. Motion passed: 3-0.

ROAD SCHEDULE

Casey Mathieu made a motion to approve the January 26, 2017 through February 8, 2017 Road Schedule, seconded by Dave T. Motion passed: 3-0.

Brent advised that when Ned Meehan cuts the trees on Covey Road. The upper part of the road will need to be closed while the trees are being cut.

Dave T. advised there is a large oak tree on Old #11 Road near Andre Roy's house that is falling in toward the road. Brent will have Ned Meehan look at the tree.

DATA ENTRY OF ROAD PROJECTS

Brent advised that Stacey Bushey has begun entering the road data into the new road program. However, the entry is cumbersome due to the way the program is designed. The vendor will be contacted to request adjustments be made to the program to address this issue, as well as other issues, such as the print settings.

NEW HIRE ROAD CREW

The Board asked Brent about hiring a person to fill Mark's position while he is on leave. Brent contacted a prior applicant to fill the position. The applicant will need to go through the same process even though he will be considered a temporary employee. Nanette has consulted with an attorney to ensure the Town handles this process correctly, particularly the offer letter. The letter

needs to speak to the position being temporary and that there are no benefits. The Selectboard asked Nanette to follow up on the benefits with regard to having to offering benefits, such as health insurance, even though the position is full time, temporary. This is based on a new law that went into effect in 2016.

Nanette is also consulting with the attorney with regard to how to handle Mark's leave of absence. The attorney believes Mark's position needs to be held for a minimum of six months. He will confirm.

PUBLIC RECORDS REQUEST

Dick Lavalley submitted a public records request for all incidents, such as mishaps and accidents, where the Town paid out more than \$1.00. Nanette and Brent supplied what information they came up with. During the inspection, Dick advised that the vandalism of the excavator and an incident with the loader that occurred in December were not included. He sent a subsequent email requesting this information. Nanette stated that she had overlooked including the vandalism part of the excavator and has notified Dick that the information is ready for him to review. Nanette also advised Dick that the loader was not involved in an incident in December. The steps on the loader were being painted with anti-slip paint. The road crew used a different piece of equipment for tasks the loader normally performs while the paint dried.

Dick's request also included a request to see the invoice for the cost to consult with the Town's attorney with regard to releasing the information he requested. Nanette responded to Dick advising that the attorney's office bills late. In her response, she gave an example of just receiving the invoice for services provided in November. Nanette expects the invoice to arrive in March and will notify Dick when it is available for review.

Dave asked how much it cost the Town to fulfill Dick's request. Nanette advised that it took her and Brent a total of one hour to compile the information for the initial request. Based on Statute, the Town can bill for staff time beyond thirty minutes if copies will be furnished to the requestor. The cost for this request totaled \$13.50. However, since Dick did not request copies, the Town could not charge him for the staff time. Nanette did not track the response for the follow up request.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

CORRESPONDENCE

Melissa Manka provided the Selectboard with a summary of existing and pending town property transactions. The summary includes a list of questions, comments, concerns and/or recommended actions with regard to each transaction. The list includes the Jackson property, Spiller property, Westford-Milton Road property, Town Office/Library property, upper Common Church Property, Martel lot and the two school parcels. The Board briefly reviewed the list and will discuss the properties as needed at future meetings.

Nanette advised that the grant applications for the Better Backroads Grant Program were received. The applications are due March 17th. Brent is meeting with staff at the Agency of Transportation to complete the applications.

Brent asked when he could relocate the garage on the Spiller property to the town garage. There was a brief discussion in the event the sale does not go through, how would the removal of the garage affect the property for future buyers/uses. Also, if the sale does proceed, there will be sufficient time to remove the building before the transfer of the property. It was also noted that the

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Town will need to go through the development review process to place it on the town garage site.
Brent will contact zoning to begin the application process.

EXCESS WEIGHT PERMITS

The Chair signed excess weight permits for J. Hutchins, Inc. and Newport Sand & Gravel.

ADJOURN

The meeting adjourned at 8:36 p.m.

Respectfully Submitted,

David E. Adams, Chair
Selectboard

Nanette Rogers
Town Administrator

