

SELECTBOARD MEETING
June 14, 2018

Present: Allison Hope
 Julia Andrews
 Grant Thomas

John Roberts
Nanette Rogers
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: added letter of intent for the RPC/DEC Municipal Roads Grants-in-Aid program, Mobile Vendor Food Ordinance, request to use Common and Class IV Road Ordinance repeal update to the Discussion section.

PUBLIC COMMENT

Dave Gauthier thanked the Road Crew for clearing intersections. He requested that the pot holes on the Cambridge Road be addressed and to contact the State about the catch basin on the Common because the water is pooling.

Pat Haller thanked everyone for their part in the Maple Shade Town Forest celebration. The Conservation Commission did an incredible job with the signs and kiosk and the Road Crew did a great job installing a culvert for the trail access off Brookside Road. He appreciates all the work people put into this project and the celebration.

MINUTES

Julia Andrews made a motion to approve the May 24, 2018 minutes as written, seconded by Grant Thomas. Motion passed: 3-0.

ROAD SCHEDULE

John reviewed the Road Schedule with the Board. Due to a grant deadline of July 1st, the ditching project on Woods Hollow Road is a priority. Some roads have been graded or pot holes were filled; ditched and removed gravel piles and berm along a section of Cambridge Road; removed gravel from the ditch on Seymour Road; hauled 10 loads of gravel; cut trees on Woods Hollow Road (part of grant); mowed lawn; disposed of 140 tires from Green Up Day; and repaired town office parking lot.

The driveway culvert located on the Town's property serving as access to the Fleury property on Common Road needs to be replaced. The culvert is not serving a roadside ditch therefore the Road Foreman wanted to know how the Selectboard wanted to handle the replacement. It was decided that the Town will install the culvert if the Fleurys purchase one. It was noted that since the Town property will be conveyed to the Fleurys in the near future, this is the last time the Town will install a culvert in this location for this driveway.

Julia Andrews made a motion to approve the May 25, 2018 through June 14, 2018 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

RENTAL OF HEAVY EQUIPMENT DISCUSSION

The Road Foreman owns a business with heavy equipment. He proposed to the Town a rental arrangement for use of his business' equipment at a very low cost. The extra equipment will benefit the Town when road projects are being done.

The Town contacted the Town attorney to determine if there is any conflict of interest if the Town were to rent equipment from the Road Foreman's business. The Town attorney does not foresee any real conflict of interest providing that there is a formal agreement between the Town and the business owner. The agreement should cover costs, period of rental, responsibility for damage, etc.

Grant stated he's not against the idea but wants to make sure the Town follows processes already in place when renting equipment to avoid the appearance of a conflict of interest.

REQUEST TO IMPROVE REPA ROAD (TOWN TRAIL)

Doug Edwards was present to request improving Repa Road, also known as the Goodrich Trail. The Goodrich Trail is located in the middle of property he recently purchased that straddles the Underhill/Westford town line. The only access to the property on the Westford side is the trail. He would like to improve the trail on the Underhill side to enable logging equipment to travel on and/or cross portions of the trail. Mr. Edwards would do the work himself as well as the logging.

It was noted that there is precedent of allowing a property owner to improve a trail. A portion of the Covey Trail was improved to be used as a driveway. The property owner had to submit an engineered plan of the improvements to the Selectboard for approval, enter into a Licensing Agreement with the Town, and provide a bond in the event the improvements were not done as engineered.

The Board would like a site visit conducted to locate the trail and to see its condition. It was noted that if the Town grants approval signs should be posted to advise of the logging equipment using and/or crossing the trail. After the site visit is conducted, the Selectboard will continue discussion of this item at a future meeting.

STONE WALL ON BROOKSIDE ROAD – FORMER JACKSON FARM

Dave and Lynn Gauthier were present to discuss stones removed from the stonewall on what was formerly the Jackson farm. The Gauthiers advised that the stone wall has historical value. When an access was made for the trail, the stones were used to line the culvert. They do not feel that this was an appropriate use of the stones. The Gauthiers feel the stones should be used for repairing the stone wall, and that any stones not used, should be relocated away from the road to prevent people from taking the stone. They requested the stones be removed from the culvert.

Pat Haller pointed out that there are no deed restrictions regarding the stones and the stone wall is located on Don Pouliot's property and therefore Mr. Pouliot has discretion of what happens with the stones.

Grant's interpretation of the deeds aligns with Mr. Haller's comment. The deed refers to maintaining the wall but does not address exactly how that should be done, therefore he feels the stones do not have to be used for the wall.

The Board thanked the Gauthiers for their feedback. The Board expressed their appreciation of the value of the wall but also feel that the work done is in compliance with the deed.

TRAFFIC ORDINANCE – POSSIBLE AMENDMENT

One of the no passing signs on Woods Hollow Road needs to be relocated to be in compliance with the standards. Once this is done the Ordinance can be amended to include the no passing zone.

REQUEST TO BURY UTILITY LINE IN RIGHT OF WAY

The Board approved an application submitted by Green Mountain Power to bury a utility line underground within the Town right of way.

RESIGNATION FROM RECREATION COMMITTEE

Julia Andrews made a motion to accept Jeff LaBossiere's resignation from the Recreation Committee, seconded by Grant Thomas. Motion passed: 3-0.

CONTRACT FOR LAW ENFORCEMENT SERVICES

The Town received the 2018-2019 contract with the Chittenden County Sheriff's Office. The difference between the current contract and the one effective July 1st is the annual amount appropriated by the Town (\$30,000 reduced to \$20,000) and the hourly rate by which the Sheriff's Office bills the Town (increased from \$46.50 to \$48.50). Otherwise the contract is the same.

Julia Andrews made a motion to approve the law enforcement contract for services provided by the Chittenden County Sheriff's Office for July 1, 2018 through June 30, 2019, seconded by Grant Thomas. Motion passed: 3-0.

Allison stated that she would like the Town to contact neighboring police departments to see if they are interested in providing services to the Town of Westford.

LETTER OF INTENT FOR GRANTS-IN-AID PROGRAM

The Board approved a letter of intent to participate in the 2018 Grants-in-Aid Program. The grant is used to bring hydrologically connected town road segments into compliance with the Municipal Roads General Permit (Clean Water Act).

MOBILE FOOD VENDOR ORDINANCE

The Town attorney provided an updated draft Ordinance based on the Selectboard's comments from a previous meeting. The Board had no further changes.

Grant Thomas made a motion to adopt the most recent draft of the Mobile Food Vendor Ordinance, seconded by Julia Andrews. Motion passed: 3-0.

REQUEST TO USE COMMON

Toni Basanta submitted a request to use the Common on June 21st as well as during the period of September 15 through October 15. Due to the limited information provided to the Selectboard, the Board was unable to determine exactly what Mr. Basanta was proposing. The Board denied Mr. Basant's request. However, if Mr. Basanta can provide more detailed information they will revisit the request.

CLASS 4 ROAD ORDINANCE REPEAL UPDATE

Nanette advised that no petition was received from residents as a result of the repeal of the Class 4 Road Ordinance by the June 9, 2018 deadline. Therefore, the repeal will go into effect June 25, 2018.

REVIEW/UPDATE TASK LIST

The Board reviewed and updated the task list.

CORRESPONDENCE

Nanette shared feedback she received regarding voice recognition software (closed/open captioning). The software is not effective for live meetings due to several things, such as not being able to recognize multiple speakers, background noise interference, and not recognizing uncommon words such as Westford, to name a few. Based on the feedback, it appears that voice recognition is not be a viable option at this time. Research will be done to determine if a sound system comparable to the one quoted can be purchased for less money.

Nanette provided a brief update on the sale of the Spiller lot. The Town attorney anticipates receiving in the very near future the court's approval to quiet the title for the "public use dedication area" located on the Spiller and Fleury lots. Unfortunately, the Purchase and Sales Agreement will need to be extended to allot for the 30 day appeal period. Once the appeal period expires, the Town can proceed with the sale of the property.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

EXCESS WEIGHT PERMITS

The Chair signed excess weight permits for Warren Palmer and John Chamberlain.

EXECUTIVE SESSION

Grant Thomas made a motion to enter Executive Session to discuss a personnel matter and a litigation matter, seconded by Julia Andrews. Motion passed: 3-0. People in attendance were Allison Hope, Julia Andrews, Grant Thomas and Greg Barrows (personnel matter only).

The Board exited Executive Session at 10:00 p.m. No action taken.

ADJOURN

The meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: June 14, 2018

Name (please print)

Address

BENJAMIN J. BORNSTEIN, ESQ.

9414 LINDEN AVENUE, BETHESDA, MD 20814

Douglas Edwards

Po Box 261 Cambridge UT 05494

David Gauthier

180 Huntley Rd

Lynn Gauthier

180 Huntley Rd

Dave Kavaliec

11 Rd

PAT HALVER

123 Brookside Rd