



### **ROAD CREW JOB DESCRIPTIONS**

Allison provided the Board with revised a revised job description for road crew members. She pointed out that the model provided by Vermont League of Cities and Towns (VLCT) was very thorough. She would like John to review the revised version and provide feedback to the Board.

### **RENTAL OF HEAVY EQUIPMENT DISCUSSION**

Allison summarized a prior discussion. One item that needs to be ironed out is if the Board enters a contract with John who will sign off on the invoices for renting the equipment.

Grant reiterated his concern with perception. Although the Town attorney has advised there is no conflict of interest, Grant is concerned with how the voters will perceive this arrangement if entered into. He wants to research and discuss this item further before any decision is made. Grant pointed out that there is no mechanism in place for what services employees can provide to the Town and the cost for those services. Allison stated that the Board can't control how voters will perceive the agreement, however the Selectboard does need to feel comfortable with an agreement if one is made.

Grant will review the Conflict of Interest Policy to determine if it needs to be more robust. Allison will work on the contract provided by the Town attorney. It was pointed out that economic and ease of accessibility issues are what brought this topic forward.

### **RADAR SIGN BATTERIES**

Brent advised John that he has no idea where the old batteries for the radar sign are or what happened to them. The cost to replace two batteries and charger is \$600. The Board approved the expenditure if there are funds in the Highway Budget.

### **ACCESS PERMIT – ROGERS ROAD**

The Board received an access permit application from Glenn Rogers. The access is to serve a field on Rogers Road. John is not sure where the access will go therefore needs to discuss the application with Glenn before the Selectboard can approve it.

### **INQUIRY ABOUT PURCHASING 14.9 ACRE TOWN OWNED LAND**

Gordon Ritchie was present to inquire if the Town is interested in selling its 14.9 acre lot located on the Westford Milton Road. The Town's lot abuts a lot recently purchased by Mr. Ritchie. The Board discussed what the Town's practice has been when selling town owned land. The Board feels it should be noticed so other people that may be interested can have an opportunity to purchase the land as well. Nanette will look into what has been done in the past. Melissa will also be contacted to see if there is any reason why the Town should maintain ownership of the property.

Julia Andrews made a motion to put the 14.9 acre town owned lot up for sale if, after consulting with Melissa Manka, Planning Coordinator, there is no reason for the Town to maintain ownership of the property, seconded by Grant Thomas. Motion passed: 3-0.

### **TOWN OWNED PROPERTY CONCERNS (Common Road)**

Julia advised that she and the Road Foreman, John Roberts, met with Clay and Rebecca of 4 Common Road to discuss the owners' concerns. The property owned by Clay and Rebecca abuts a strip of land owned by the Town. The Town's land is located between Common Road and the northern boundary line of their property. The owners have expressed concern with the condition of the trees located on the Town's lot as well as the debris left from snow removal.

Clay and Rebecca were advised of the Tree Warden's report stating that although the Maple tree is in decline, it does not need to be removed at this time and should be reassessed next year. The Oak tree is in good health. The Tree Warden pointed out that the trees supply screening from traffic and noise. John explained to Clay and Rebecca that the Town does not remove winter debris from within the town right of way because the Town does not have the resources to do so.

Julia felt that Clay and Rebecca were satisfied with the discussion. The Town will contact the person who mows the Town's property to confirm the clippings are being discharged away from Clay and Rebecca's house and yard.

#### **REPORT FROM ROAD COMMITTEE**

The report from the Road Committee was done under the previous Road Foreman. John would like to meet with the Committee to review the report and make changes based his recommendations. John will contact the Committee to arrange a meeting.

#### **TASK LIST**

The Board reviewed the task list. It's possible that the Board will schedule special meetings for some of the large project tasks such as revising the Personnel Policy and job descriptions.

#### **CORRESPONDENCE**

The Board received a thank you letter from Essex CHIPS for the FY'18 \$500 appropriation.

Nanette sent an email asking if a Board member is available to research sound systems comparable to the one quoted to be used with the assistive listening devices at the town office. Allison volunteered.

#### **ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

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

Greg advised that there weren't any changes to the FY'18 highway budget since the last meeting. The Highway Department has a deficit of approximately \$180,000. The Board will need to determine how to move forward with taking care of the deficit.

#### **FUNDS TO ATTEND HUMAN RESOURCE COURSE**

Grant Thomas made a motion to approve up to \$500 for Nanette to attend a Human Resource Course being offered at Vermont Tech, seconded by Julia Andrews. Motion passed: 3-0.

#### **ADJOURN**

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Allison Hope, Chair  
Selectboard

Nanette Rogers  
Town Administrator

**TOWN OF WESTFORD HIGHWAY DEPT**  
**ROAD SCHEDULE**  
**June 29, 2018 – July 25, 2018**

Work to be done

- Grant work on Old # 11 Rd.
- Grading Allen Irish Rd., Woods Hollow Rd., Old Stage Rd., Brookside Rd., Cambridge Rd.....
- Continue hauling in winter sand.

Work completed

- Graded East end of Cambridge Rd., Woods Hollow Rd., So. End of Woods Hollow Rd., 2 times, Common Rd., #11 RD., Osgood Hill 2 – times and the remainder of Osgood Hill Rd., Allen Irish Rd.
- Added gravel to Common Rd., Woods Hollow Rd.
- Cleaned the bridge on Woods Hollow Rd. Cut trees back and cleaned winter sand from under the guardrails.
- Cleaned the winter sand from under a section of guardrails on Brookside Rd.
- Cut up and removed a tree on # 11 Rd and several on Milton Westford Rd.,
- Started grant work on Old # 11 Rd, (cut and chipped trees, ditching)
- Changed the culvert at the Fleury property.
- Hauled in 25 loads of winter sand.
- Hauled in gravel for the roads.
- Brought the grader to CR Woods for repairs.
- Meeting with Tyler Brown (state furbearer program) to discuss rebuilding the beaver baffle on Woods Hollow Rd.
- Procured prices for the Rogers Rd. culvert.
- Installed new lights in the bathroom, break room and hallway at the garage.
- Road side mowing.
- Lawn mowing and weed whacking several times.
- Waiting on pricing for window replacement at the garage.
- Ordered a new sign for the end of Old Stage. The existing sign was hit and ruined.
- Fixed washouts on several roads due to heavy rains.

Approved at the 7/26/18 Selectboard Meeting.

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: July 26, 2018

Name (please print)

Address

R LAURENT

1486 OLD STAGE RD

Hendon Ritchie

Po Box # 204 MILTON VT

Linda Lena

Dave Haughee

# 11 RD

Art Manent