

**SELECTBOARD MEETING  
September 13, 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 7:01 p.m.

**CHANGES TO AGENDA**

The following changes were made to the agenda: Highway section - added Clothing Allowance Policy; Discussion section: added Fairfax Rescue, Assistive Listening Devices and Employee 457 Retirement Plan.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Grant Thomas made a motion to approve the August 23, 2018 minutes as written, seconded by Julia Andrews. Motion passed: 3-0.

**ROAD SCHEDULE**

The Board reviewed the Road Schedule (see attached).

Julia Andrews made a motion to approve the August 17, 2018 through September 13, 2018 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

Snow removal of the school driveway and parking lot was discussed. The driveway was recently repaved and new curbing was installed. The parking lot located on the south side of the driveway was not paved. John expressed concern with the Town providing the service due to the different surfaces and possibly gouging the curbing even if the driver is careful. In addition, it takes an hour to an hour and a half to plow because there is more or less a bare road policy. This level of service takes time away from plowing the town roads. The Use Agreement will be reviewed to determine if there is a formal agreement for the snow removal. The Board asked John to discuss his concerns with the building maintenance supervisor at the school. Allison will contact the chair of the School Board.

John advised that last winter during storms the Road Crew ended up leading school busses around town. A town truck would maintain a road and move on to the next. John would receive a call from the bus company to advise of a bus that could not make it up a hill that was recently plowed and/or sanded. It got to a point where the Road Crew waited at "problem areas" for the bus to prevent them from being called from another road to assist the busses. It was noted that the busses do not have chains. Allison will contact Martha Heath, the chair of the school board, to discuss.

John advised that the previous Road Foreman plowed Rubaud Road from Old #11 Road to the house. The Town portion of this road ends approximately where the driveway splits. He would like to notify the property owner that the Town will only plow the town portion and the

owner will be responsible for the private portion of the road (driveway). Nanette will draft a letter to the property owner.

The existing salt shed is not functioning well. Water runs through it depositing salt in the wetlands. John would like to build a temporary salt shed with stackable waste blocks. The blocks are \$65.00 per block. The number of blocks needed has not been determined. The plan is to relocate the metal dumpster and relocate the salt shed to that location. A gate will be installed to prevent people from coming in the yard. This was a recommendation from the insurance company. The temporary salt shed can be the first phase in a more permanent structure. It is possible the funds for the waste blocks can be taken from the current budget for items that are not needed rather than the Salt Shed Reserve.

### **ROAD CREW JOB DESCRIPTIONS**

John provided comments for the draft job description. Allison will make the changes based on the discussion.

### **VEC REQUEST TO WORK IN RIGHT OF WAY**

Vermont Electric Coop (VEC) submitted a form for permission to work in the right of way on Plains Road to provide service to a new home being built. The lines would go over the road and above existing lines.

Julia Andrews made a motion to approve the request received from Vermont Electric Coop, seconded by Grant Thomas. Motion passed: 3-0.

### **EXCESS WEIGHT PERMIT**

The Chair signed an excess weight permit for Keeco Enterprises.

### **CLOTHING ALLOWANCE FOR ROAD CREW MEMBERS**

Grant conversed with Lenny's Shoe and Apparel which has a voucher system that employees can use to purchase items that are OSHA approved. Lenny's provides reports and receipts for auditing purposes. The Town needs to identify the items an employee can purchase, the safety standard for items and how much an employee may spend. If an employee exceeds the amount designated, the employee is responsible for the balance. The Town's insurance carrier will be consulted regarding safety standards and recommendations.

Grant conversed with Greg regarding tax implications with clothing reimbursements and/or benefits. If an employer provides uniforms to employees, there is not tax implication. If the employee purchases approved clothing through an allowance, the benefit will be taxed. The Town should take this into consideration if it decides to provide a clothing allowance in lieu of providing uniforms.

### **GOODRICH TRAIL**

Allison advised that the walk of the trail will hopefully be done sometime next week. She will contact the property owner to advise of the date and time.

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

The Town has received five responses in regard to the letter that was sent to abutters to determine interest in purchasing the 14.9 acres. In the past, a realtor was used to market the property on two different occasions and handle the sale. The Selectboard would like to contract with the realtor to list this property and handle the sale. Due to the inability to support

a wastewater system, the previous suggested purchase price was approximately \$20,000 to \$25,000.

Grant Thomas made a motion to contract with Heather Armata to list the 14.9 acres and manage the sale under the guise of the Selectboard with a commission of not more than 10%, and if Heather is not interested, authority is given to Nanette to find a realtor that is interested, and authority was given to Allison to sign documents related to the listing of the property, seconded by Julia Andrews. Motion passed: 3-0.

#### **RECREATION COMMITTEE APPOINTMENTS**

Julia Andrews made a motion to appoint Kristi Griffin effective January 9, 2018 and Chuck Medick effective July 23, 2018 to the Rec Committee, seconded by Grant Thomas. Motion passed: 3-0

#### **PUBLIC OFFICIALS LIABILITY INSURANCE POLICY**

This item was tabled.

#### **CAPITAL BUDGET**

Greg sent emails to department heads to request they update their department's capital budget items. Once the changes have been submitted, the draft Capital Budget will be provided to the Selectboard for discussion and adoption when all changes have been made.

#### **FAIRFAX RESCUE**

The Town has been notified that there is some concern with checks and balances of the funds managed by Fairfax Rescue. The Fairfax Selectboard met on September 10, 2018 to discuss the concerns. Fairfax Rescue had an outside auditor look at their financial records. A copy of the full consulting auditor's report will be requested from Fairfax Rescue. After reviewing the report, the Selectboard will determine if further information is needed.

#### **ASSISTIVE LISTENING DEVICES FOR MEETINGS**

The status of this item is researching comparable sound systems as the one quoted. Julia volunteered to do the research for at least one more quote.

#### **EMPLOYEE 457 RETIREMENT PLAN**

Julia Andrews made a motion to remove Charlotte Vincent as trustee for the Town of Westford's 457 Trust and appoint Nanette Rogers as the trustee of said Trust, seconded by Grant Thomas. Motion passed: 3-0.

#### **TASK LIST**

The Board reviewed and updated the task list.

#### **CORRESPONDENCE**

Nanette advised of a Human Resource workshop being offered by VLCT in November and encouraged Selectboard members and John to attend.

A letter was received from All Metal Recycling advising of a drastic decrease in the salable price of scrap metal. All Metals will seek out cost effective markets while the market is down.

An email was received from Myer's Container Service regarding a load of recyclables that was rejected. Nanette has reached out to CSWD for help in reminding residents of what is

recyclable. The Board would like more information on the rejected load because the pictures that were sent did not reveal why the load was rejected.

An email was received from a resident regarding her concerns with the grading of roads and what is disclosed on the Road Schedule. She also expressed concerns with an interaction between her and a sheriff and asked the Board to contact the Sheriff's Office to discuss the handling of the interaction. Allison will contact the resident to advise that she needs to contact the Sheriff's Office with a personnel complaint.

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

The Board approved the accounts payable and payroll warrants.

#### **EXECUTIVE SESSION**

Julia Andrews made a motion to Enter Executive Session at 9:07 p.m. to discuss personnel and pending litigation, seconded by Grant Thomas. Motion passed: 3-0. People in attendance were Allison Hope, Julia Andrews, Grant Thomas, John Roberts and Nanette Rogers. The Board exited Executive Session at 10:19.

The Board discussed creating a hiring committee to facilitate the application process of filling a vacancy on the Road Crew. The committee will consist of Grant Thomas, John Roberts and Nanette Rogers. Casey Mathieu will be consulted, and if interested, will also serve on the committee.

#### **ADJOURN**

The meeting adjourned at 10:19 p.m.

Respectfully Submitted,

Allison Hope, Chair  
Selectboard

Nanette Rogers  
Town Administrator

**TOWN OF WESTFORD HIGHWAY DEPT.  
ROAD SCHEDULE  
Aug. 17, 2018 – Sept. 13, 2018**

Work to be done

- Start the grant work on Rubaud Rd.
- Make repairs to Covey Rd.
- Continue hauling in winter sand.
- Haul in Gravel for the roads.
- Grade Woods Hollow Rd., a section of Brookside Rd. and Phelps Rd.

Work completed

- Graded Cambridge Rd., Kilburn Ln. Top of # 11 Rd., Bottom of # 11 Rd., Plains Rd., 2 sections of Old Stage Rd.,
- We Added 16 loads of gravel to the North end of Old Stage Rd.
- Completed the grant work on Old # 11 Rd.,
- Hauled in gravel for the roads.
- Lawn mowing and weed whacking several times.
- Purchased and installed an eye wash station.
- Put new side boards on the 2017 Western Star TRUCK.
- Fixed washouts on several roads due to heavy rains.
- Replaced 2 signs.
- Cut several downed/ decayed trees around town.
- Repairs to the 2014 Western Star.

Approved at the 9/13/18 Selectboard Meeting.

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: September 13, 2018

Name (please print)

Address

Dave Langille

Old # 1, Rd