

BRICK MEETING HOUSE SOCIETY FY'20 BUDGET REQUEST

Greg Barrows presented the FY'20 budget request on behalf of the Brick Meeting House Society. The Brick Meeting House is requesting level funding for FY'19 of \$4,500. FY'18 ended in a deficit due to less than anticipated revenue and a large unexpected expense.

RECREATION COMMITTEE FY'20 BUDGET REQUEST

A budget was not received therefore this item was tabled.

LISTERS FY'20 BUDGET REQUEST

A budget was not received therefore this item was tabled.

TOWN CLERK & BOARD OF CIVIL AUTHORITY FY'20 BUDGET REQUESTS

Nanette Rogers presented budget requests for the Town Clerk's office and the Board of Civil Authority. The Town Clerk's budget is increasing by 4.21% as proposed, mostly due to an increase in salaries. After reviewing the Board of Civil Authority budget, which was level funded, the Selectboard and Nanette agreed that the amount budgeted for voting supplies could be reduced.

Nanette requested the Selectboard begin planning for expansion of the town office. In approximately 10-15 years, the upstairs vault that houses the Land Records will be at capacity. Ideally a separate area would be included to serve as a meeting room. The Board would like to have an assessment done of the building to see if there are improvements that can be made to better use space before deciding to expand.

TREASURER FY'19 BUDGET REQUEST

Greg Barrows presented his request for the Treasurer's Office. The proposed budget reflects an increase of approximately 3% for salary.

ROAD SCHEDULE

The Board reviewed the Road Schedule (see attached).

Grant Thomas made a motion to approve the September 27, 2018 through October 11, 2018 Road Schedule, seconded Allison Hope. Motion passed: 2-0.

Sean advised that John would like to install a steel plate over a culvert on Rogers Road as a temporary fix. The fix is expected to last for several years and cost approximately \$3,100 for the steel. Rogers Road has very little traffic. The culvert needs to be replaced or a turn out needs to be built on an abutters property so the town trucks can have a place to turn around when plowing. The Selectboard agreed to the steel plate if there are funds in the budget.

HIRING UPDATE OF ROAD CREW MEMBER

No applications have been received. The position will be advertised in Seven Days, Vermont Local Roads, Vermont League of Cities and Towns and Craig's List.

WINTER MAINTENANCE OF SCHOOL PARKING LOT

The Shared Use Agreement entered into between the Westford School District and the Town of Westford does not include winter maintenance being provided by the Town. Allison will advise Martha Heath, a member of the EWSD School Board, that the Town does not wish to provide this service any longer.

ACCESS PERMIT APPLICATION

An access permit application was received for a lot on Woods Hollow Road. There is a current access to the barn. The application is to change the use of the access from agriculture to a driveway to serve a single-family dwelling.

Allison made a motion to authorize a member of the Selectboard to sign the application after the Highway Department has determined that the access meets standards, seconded by Grant Thomas. Motion passed: 2-0.

DRAFT FIRE ORDINANCE

Grant distributed a draft of the ordinance via email late in the day. The draft has also been submitted to the Fire Chief for review and comment. This item will be discussed at a future meeting after the Board members and Fire Chief have reviewed the draft.

EMAIL ADDRESS FOR REC COMMITTEE

The Rec Coordinator and Rec Committee currently have a Gmail email address. The Board discussed setting up an email address that is housed with other town email addresses that end with @westfordvt.us. The Board feels the account will be better managed and accessibility will be improved if the switch is made. Nanette advised that the Town has maxed the number of accounts it can have therefore adding this address will cost \$24.90/month. The cost will be covered under the IT contract and included in the Administration Budget.

RECREATION COMMITTEE APPOINTMENTS.

The Recreation Committee recommended that Ben McElvany and Meghan Orisko be appointed to fill the vacancies on the Committee.

Grant Thomas made a motion to appoint Ben McElvany and Meghan Orisko to the Rec Committee as recommended, seconded by Allison Hope. Motion passed: 2-0.

DONATION OF SICK TIME

An employee is out on leave due to a serious illness of a family member. Two employees have come forward to donate sick time should the employee need it. Donation of sick time is allowed under the Town's Personnel Policy once an employee has exhausted their sick, vacation and holiday time. Employees may donate up to 5 days (40 hours) of their accrued sick time and may donate more than 40 hours if the Selectboard approves.

Grant Thomas made a motion to authorize any employee to donate more than 5 days (40 hours) of accrued sick time if the employee on leave runs out of the time he has accrued, seconded by Allison Hope. Motion passed: 2-0.

TASK LIST

This item was tabled.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

EXECUTIVE SESSION

Grant Thomas made a motion to Enter Executive Session at 8:38 p.m. to discuss personnel, seconded by Allison Hope. Motion passed: 2-0. People in attendance were Allison Hope, Grant Thomas, Nanette Rogers and Greg Barrows. The Board exited Executive Session at 8:54.

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Grant Thomas made a motion to compensate Sean Cushing \$250 for each week the Road Foreman is out on leave, seconded by Allison Hope. Motion passed: 2-0.

ADJOURN

The meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
Sept. 27, 2018 – Oct. 11, 2018

Work to be done

- Grade Osgood Hill, Stoney Ridge Rd., Seymour Rd., Cowie Rd., Lower section of Covey Rd., sections of Old # 11 Rd.
- Start getting Plowing and Sanding equipment ready
- Continue hauling in winter sand.
- Haul in Gravel for the roads.
- Remove beaver dams from culverts on Old Stage Rd., Old #11 Rd., Woods Hollow Rd.

Work completed

- Graded large sections of Old Stage Rd., Cambridge Rd., Woods Hollow Rd., All of Maple Tree Lane, All of Manley Rd., *Brookside Rd*
- Fixed washout on Seymour Rd.
- Cleaned ditches and fixed washout on lower section of upper Covey Rd.
- Removed beaver dams from culverts on Old Stage Rd., Old #11 Rd., Woods Hollow Rd.
- Hauled in winter sand
- Changed out fuel filters on John Deere loader
- Lawn mowing and weed whacking.

Approved at the 10/11/18 Selectboard Meeting.

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: October 11, 2018

Name (please print)

Address

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