

**SELECTBOARD MEETING  
November 8, 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: Moved the Highway Department to follow Public Comment; moved the Minutes to follow Discussion; removed the Highway Budget; and added authorization of the Chair to sign a Zoning Application.

**PUBLIC COMMENT**

Dave Gauthier expressed concern over what he perceives as a lack of follow up by the Selectboard on items brought to their attention at meetings regarding roads. He provided a couple of examples. He was advised that he can call the Road Foreman to check on the status of items. Dave feels the Selectboard should be following up.

**ROAD SCHEDULE**

John reviewed the Road Schedule (see attached) with the Board.

Julia Andrews made a motion to approve the October 26, 2018 through November 8, 2018 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

John advised that Westford received 6.5" of rain in October, and so far, 2.5" in November. It has rained 18 of the last 20 days. The Road Crew are aware of the condition of roads however grading cannot occur when it rains. They are trying their best to do what they can when the weather allows them to.

**SAFETY CONCERN ON OLD #11 ROAD OF LOADING/UNLOADING EQUIPMENT**

A resident has expressed concern with the unloading and loading of commercial equipment on a regular basis within the Town right of way on Old #11 Road. The area in question is at the bottom of a steep, wooded hill with a sharp curve. The trees and curve create limited sight distance. This area can be difficult to navigate during winter months. John advised that he spoke with the property owner. The owner will cease loading and unloading the equipment in the right of way and move the location to his yard.

**EXCESS WEIGHT PERMIT**

The Chair signed an excess weight permit for Hood Distributors.

**CEMETERY COMMISSION FY'20 BUDGET REQUEST**

The Westford Cemetery Commission is requesting \$9,000, which is a \$3,300 decrease from FY'19. The FY'19 budget included funds to help keep the Commission afloat until FEMA funds were received for damages caused by a windstorm in October 2017 to the Brookside Cemetery. The funds will be used for general expenses and the removal of some trees.

Trees within the town right of way on Covey Road, in front of Richardson Cemetery, were brought to the Selectboard's attention. Also brought to the Board's attention was removal of deteriorating trees in the right of way along Plains Road at Plains Cemetery would improve access to the cemetery.

As chair of the Cemetery Commission, Lynn requested a \$350 stipend, which is level funded from the current fiscal year.

#### **PLEASANT VIEW CEMTERY FY'20 BUDGET REQUEST**

The Pleasant View Cemetery Association is requesting \$1,500, which is level funded from FY'19. The funds will be used for general expenses.

#### **LIBRARY FY'19 BUDGET REQUEST**

The Library is requesting \$74,203, which is a 3% increase from the current year. Increases include benefits, salary, and library materials, automation and staff development. Decreases include building maintenance and repairs and utilities. It was noted that the Library budget has increased by 4% over the past four years, and that given the size of the library and the materials offered to the community, the Westford Library does an amazing job on the amount budgeted.

#### **WESTFORD FIRE DEPT FY'20 BUDGET REQUEST**

The Fire Dept. is requesting a budget of \$50,600, which is an increase of \$500. The increase is for fire prevention educational materials.

#### **PLANNING COORDINATOR FY'20 BUDGET REQUEST**

The Planning Coordinator is requesting \$54,338. The budget includes an increase in salary and education, and the purchase of a new desk.

#### **ITEMS TO BE CONSIDERED FOR FY'20 BUDGET**

The Planning Coordinator submitted a list of items to consider when developing the FY'20 budget. The list included funds for a Port-o-let for the Town Common, maintenance of the Town Common, a celebration for the 200<sup>th</sup> anniversary of the Town Common and funds to mitigate environmental impacts at the Town Garage/Fire Department. The Selectboard will discuss these items in more detail at their December 6<sup>th</sup> meeting.

#### **HEALTH INSURANCE OPTIONS**

The Board discussed the options available to employees. It was noted that the employees are satisfied with the plans offered. The BCBS premiums increased by approximately 2.5% to 4% depending on the plan. After reviewing the options, the Board did not find an option that was compelling enough to switch the plans currently offered to the employees.

Julia Andrews made a motion to continue with the BCBS plans currently offered to the employees, seconded by Grant Thomas. Motion passed: 3-0.

At their December 6<sup>th</sup> meeting, the Board will discuss whether or not to fund a health reimbursement account or health savings account as done in prior years.

#### **ZONING APPLICATION FOR 26 COMMON ROAD (SPILLER LOT)**

Julia Andrews made a motion to authorize Allison Hope to sign a Zoning application being submitted by Jeff Hutchins for the construction of a store on the parcel currently owned by the

Town located at 26 Common Road, also known as the Spiller lot, seconded by Grant Thomas. Motion passed: 3-0.

**CCRPC REPRESENTATIVE APPOINTMENT**

Grant Thomas made a motion to appoint Dave Tilton to serve as Westford's representative on the Chittenden County Regional Planning Commission (CCRPC), seconded by Julia Andrews. Motion passed: 3-0.

**CORRESPONDENCE**

Nanette requested, and the Selectboard approved, time off the week of Thanksgiving.

Nanette advised that Sue Adams submitted her resignation as Assistant Town Clerk. Nanette discussed with the Selectboard amending the job description to include some tasks to assist the Town Administrator, such as attending Selectboard Meetings and taking the minutes. This would allow Nanette to better use her time for other tasks.

**MINUTES**

Grant Thomas made a motion to approve the September 21, 2018 minutes as amended, seconded by Julia Andrews. Motion passed: 3-0.

Julia Andrews made a motion to approve the October 25, 2018 minutes as drafted, seconded by Grant Thomas. Motion passed: 3-0.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

Allison Hope made a motion to authorize Allison Hope or Julia Andrews to review and approve warrants the week after Thanksgiving, seconded by Grant Thomas. Motion passed: 3-0.

**ADJOURN**

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Allison Hope, Chair  
Selectboard

Nanette Rogers  
Town Administrator

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**Oct. 26, 2018 – Nov. 8, 2018**

Work to be done

- Road grading where needed.
- Finish getting Plowing and Sanding equipment ready.
- Continue hauling in winter sand.
- Haul in Gravel for the roads.
- Continue to check beaver dams on Old Stage Rd., Old #11 Rd., Woods Hollow Rd.
- Install steel plate on Rogers Rd.
- Continue to do some minor work on plow turn around areas.

Work completed

- Graded and added gravel to most of Woods Hollow Rd., Cambridge Rd., Brookside Rd.,
- Filled potholes on Osgood Hill Rd.,
- Extended a culvert and cut trees to make the turnaround better on the top of Covey Rd., Cut trees on Seymore Rd.
- Hauled in Road gravel.
- New tires on the One Ton.
- Ordered Steel plate for Rogers Rd.
- Brought the 2014 WS truck in for warranty work.

Approved at the 11/8/18 Selectboard Meeting.

TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST

Date: November 8, 2018

Name (please print)

Address

Dave Lavoie

138 Old #11 Rd

Lynn Gauthier

180 Huntley Rd

David Gauthier

180 Huntley Rd

RON PERRY

1292 Vt. RTE 128

Dick Lavoie

#21

JOHN QUINN

401 Old #11 Rd

Bree Draps

51 North Rd.