

**SPECIAL SELECTBOARD MEETING & PUBLIC HEARING
December 6, 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 6:56 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: Added Road Schedule, Excess Weight Permit and Access Permit to the Highway Section and added a request for reimbursement, Notice of Sale for 14.9 acre lot (Martel Lot), authorize a Selectboard member to sign deed conveying 14.9 acre to buyer and correspondence from auditors to the Discussion Section.

PUBLIC COMMENT

There was no public comment.

INTERIM ZONING REGULATIONS PUBLIC HEARING

The Town is proposing amending the Zoning Regulations regarding the setback for properties located south of Common Road. Earlier this year, the Town transferred land south of Common Road to the landowners located south of Common Road, thereby granting them ownership of their front yards. The Town proposes adjusting the front yard setback in step with the recent boundary line adjustment in order to maintain development patterns and regulatory compliance for existing structures in Transect 4 – Form Based Code Overlay District.

There was no public comment.

Julia Andrews made a motion to approve the Interim Zoning Regulations as amended by the Planning Commission, seconded by Grant Thomas. Motion passed: 3-0.

PUBLIC COMMENT (items not on the agenda)

There was no public comment.

ROAD SCHEDULE

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

Julia Andrews made a motion to approve the November 9, 2018 through December 6, 2018 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

The 2018 truck was involved in an accident on Plains Road during a recent storm. There were no injuries. The driver of the other vehicle admitted the accident was her fault. The truck is at J&B International, which had a fire last week. Fortunately, our truck was not in the building and therefore is safe. J&B will begin working on our truck next week.

HIGHWAY DEPT. FY'20 DRAFT BUDGET

John reviewed with the Selectboard a draft version of the proposed Highway Dept. FY'20 budget. Most items are being level funded. Building improvements has been increased to address water runoff issues, snow build up issues in front of the doors, to name a few.

EXCESS WEIGHT PERMIT

The Chair signed excess weight permits for Vermont Well & Pump and Ken Mitchell Trucking.

ACCESS PERMIT

The Board approved an access permit application submitted by Jeff Hutchins for a driveway to serve a commercial establishment on Common Road.

FY'20 BUDGET WORKSHOP

The Board reviewed the first draft of the FY'20 budget. The draft includes the requests that have been received to date as well as a projection of expenses such as utilities and anticipated revenue. The budget does not include any funds that may be leftover from the FY'18 budget to reduce the amount to be raised by taxes. Greg and Nanette will make changes discussed at the meeting as well as put in year-to-date expenses for discuss at the next meeting.

TRASH AND RECYCLING COLLECTION ISSUES DURING INCLEMENT WEATHER

The Town Office has received many complaints with regard to trash and recycling not being picked up for multiple weeks. Myers has advised that it's because drivers feel they cannot drive their truck up the roads that are being missed. Myers backs their drivers' decisions not to chance a road to avoid accidents. It was noted that the trucks do not have chains nor are the tires suitable for rural pickup during the winter season. It was also noted that the non-pickup of trash and recycling is a clear violation of the contract for services. Grant will contact Myers to discuss the issues and try to find a solution.

REQUEST FOR REIMBURSEMENT FOR DISPOSAL OF TRASH

A resident submitted a \$15.00 receipt for bringing his trash to a local drop off center because his trash had not been collected for three weeks. He is requesting reimbursement. The majority of the Board feels that if they approve this for one household a precedent will be set, which the Board wants to avoid. The request was denied by a majority of the Board. Grant will discuss with Myers.

HEALTH INSURANCE FOR EMPLOYEES

The Board discussed whether or not to fund a Health Reimbursement Account (HRA) or Health Savings Account (HSA) for employees. For the past few years, the Town has made contributions to these accounts dependent upon the plan selected by the employee. The current year was capped at an annual benefit per employee of \$9,795 to include a contribution to an HRA or HSA. If the Town wants to continue to offer this benefit, the cap will need to be increased. Some options considered by the Selectboard were to not contribute to an HRA or HSA and/or have employees contribute toward their premium.

Julia Andrews made a motion to cap the health insurance benefit for eligible employees to the actual premium for the Platinum plan for 2019, and if an employee selects the Silver CDHP, the Town will contribute the difference of the premiums to an HSA which will be paid quarterly, seconded by Grant Thomas. Motion passed: 3-0.

NOTICE OF SALE FOR 14.9 ACRE LOT OWNED BY THE TOWN (MARTEL LOT)

The Board approved an offer submitted by Elvir Pasic in October and a Notice of Sale was published. The sale needs to be re-noticed due to an error in the original notice. The Board signed the new notice providing residents 30 days to appeal the Board's decision to sell the property.

EXECUTION OF DEED TO CONVEY 14.9 ACRE LOT OWNED BY THE TOWN (MARTEL LOT)

Julia Andrews made a motion to authorize Allison Hope or Grant Thomas to sign the Warranty Deed conveying the 14.9-acre "Martel lot" to Mr. Pasic, seconded by Grant Thomas. Motion passed: 3-0.

LETTER FROM AUDITORS (FOTHERGILL SEGALE & VALLEY)

Fothergill, Segale & Valley failed to include a section in the engagement letter. They have asked that the Selectboard accept and agree to the following: "We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. You agree to assume all management responsibilities relating to us assisting you with year-end adjusting entries."

Julia Andrews made a motion to accept and agree to the section omitted from the engagement letter, seconded by Grant Thomas. Motion passed: 3-0.

CORRESPONDENCE

Board members have received correspondence from residents offering their appreciation for town employees (in contrast to the complaints about garbage, plowing and fingers) for their professionalism and hard work.

EXECUTIVE SESSION

Allison Hope made a motion to enter Executive Session at 8:41 p.m. to discuss pending litigation, seconded by Julia Andrews. Motion passed: 3-0. People in attendance were Allison Hope, Julia Andrews, Grant Thomas and Nanette Rogers. The Board exited Executive Session at 9:30 p.m.

Allison Hope made a motion to approve the offer language from the town attorney with one amendment, seconded by Julia Andrews. Motion passed: 2-1.

ADJOURN

The meeting adjourned at 9:31 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Nanette Rogers
Town Administrator

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
Nov. 9, 2018 – Dec. 6, 2018

Work to be done

- Pothole repair where needed.
- 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.
- Plow, sand and salt.
- Service work on the remaining trucks and equipment.

Work completed

- Filled Potholes on Old Stage Rd., Huntley Rd., Allen Irish Rd., Cambridge Rd., Rollin Irish Rd.
- Hauled in Gravel for the roads.
- Hauled in winter sand.
- Turn around work on Covey Rd.
- Installed the steel plate on Rogers Rd.
- Cut trees and branches that were down from the storm.
- Plow, Sand and salt.
- Cleaned out a few culverts and ditches.
- Minor repairs to the screen.
- Replaced the bed chain on the 14' Western Star.
- Pulled out part of the beaver dam on Woods Hollow and Cambridge Rd.
- Service work on the 14' Western Star.
- Tire change over on the plow trucks.

Approved at the 12/4/18 Selectboard Meeting.

TOWN OF WESTFORD
SPECIAL SELECTBOARD MEETING & PUBLIC HEARING
GUEST LIST

Date: December 6, 2018

Name (please print)

Address

Dave Havalley

11 Rd

Dick Havalley

11 Rd