

**SELECTBOARD MEETING  
December 13, 2018**

Present:	Allison Hope Julia Andrews Grant Thomas	John Roberts Nanette Rogers Greg Barrows
Guests:	Andrew Diamond ( for KHHA)	Dave Lavallee

The meeting was called to order at 7:00 p.m.

**CHANGES TO AGENDA**

The following changes were made to the agenda: Added Excess Weight Permit to the Highway Section and added a Port-o-let on the Town Common to the Discussion Section.

**PUBLIC COMMENT**

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 December 7, 2018 through December 12, 2018 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

John discussed with the Board what the Road Crew should do when snowfall is insignificant, such as ¼ inch. The Winter Road Policy states that plowing will not be done until there is 2 to 3 inches of snow. The Selectboard advised John to use his best judgment based on the condition of the roads.

**UPDATE ON HIRING A ROAD CREW MEMBER**

So far, the Town has not received applications from qualified candidates. To broaden the search, the Selectboard discussed some possibilities such as offering to pay for CDL training and/or offering a sign on bonus. Grant and Julia will do some outreach to gather more information.

**EXCESS WEIGHT PERMIT**

The Chair signed an excess weight permit for Robert Trucott.

**MINUTES**

Julia Andrews made a motion to approve the November 8, 2018 minutes as amended, seconded by Grant Thomas. Motion passed: 3-0.

Julia Andrews made a motion to approve the November 29, 2018 minutes as written, seconded by Grant Thomas. Motion passed: 3-0.

Julia Andrews made a motion to approve the December 6, 2018 minutes as amended, seconded by Grant Thomas. Motion passed: 3-0.

### **FY'20 BUDGET WORKSHOP**

The Board reviewed the FY'20 budget – expenses, revenue and salaries. The Board discussed a schedule to pay down the highway deficit over a period of four or five years. The discussion included using surplus funds from the General Fund. There is a question as to when this transfer can occur. The auditors will be consulted. The Board would also like to use some of the surplus funds to reduce the amount to be raised by taxes. The Board would like the increase in the amount to be raised by taxes to be 5% or less.

### **ROVER'S NORTH REQUEST FOR DUMPSTER**

Rover's North has requested that the Town pay for the cost of an additional dumpster for the collection of recyclables at their facility. Myers quoted the dumpster for approximately \$110 per month. The Board discussed the fact that when the Town entered the contract with Myers, the Town did not consider commercial establishments and how much they generate.

Julia Andrews made a motion to authorize the Town paying for a second dumpster for Rover's North for the collection of recyclables until the end of the contract. Grant made an amendment for the town to pay until the end of the current fiscal year. Julia seconded the amendment. Motion passed: 3-0.

### **UPDATE ON CONVERSATION WITH MYERS**

Grant and Jeff Myers discussed the problems with trash and recycling not being picked up for multiple weeks in a row during inclement weather. Myers will research putting different tires on their trucks and/or using chains. Jeff authorized the Town to deduct receipts submitted by residents who bring their trash to a drop off center when it is not picked up for multiple weeks. Andy Diamond was present to discuss the King's Hill Association. Their roads are narrow with steep hills. He feels it is not safe for the trucks to be on these roads due to the size of the trucks. He also feels that people in the Association should not have to bring their trash and recycling to an aggregate location, citing reasons such as disabilities, containers being too large to fit in cars and there not be a suitable location. It was pointed out that the Town nor Myers require residents to use large containers. The Board will continue to work on the issue of collection however feels the Association needs to also do what they need to do on their end.

### **REC COORDINATOR APPOINTMENT**

Julian Andrews made a motion to appoint Tonya Calley, as recommended by the Rec Committee, to the Rec Coordinator position, seconded by Grant Thomas. Motion passed: 3-0.

### **WAIVER OF REC FEES FOR COACHES**

The Rec Committee is requesting that the Selectboard vote on whether or not registration fees should be waived for kids of people who coach a team. The Board would like the Committee to attend a meeting to discuss the request, focusing on what impact that will have on the Rec Dept.'s budget.

### **MEETING SCHEDULE FOR BUDGET PRESENTATION & TOWN MEETING**

The Board discussed their meeting schedule through the month of January. The Board will meet on January 10<sup>th</sup>, which will include an informational meeting on the draft budget. They will then meet on January 17<sup>th</sup> to finalize the budget and approve the warning for Town Meeting.

**PORT-O-LET FOR TOWN COMMON**

The Board was asked if the port-o-let that was arranged by the Town Common Committee should remain on the Common for public use. The Town Common Committee agreed to pay for the months of September and October. The Board does not feel the port-o-let needs to be present all year. They decided to arrange and pay for a port-o-let to be available June through September.

**CORRESPONDENCE**

Grant received an email from a resident regarding concern over the highway deficit and management of the Highway Department. Grant answered the questions and concerns. The resident was satisfied with Grant's comments.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**ADJOURN**

The meeting adjourned at 9:30 p.m.

Respectfully Submitted,

Allison Hope, Chair  
Selectboard

Nanette Rogers  
Town Administrator

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**Dec. 7, 2018 – Dec.12, 2018**

Work to be done

- Pothole repair where needed.
- 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.
- Clean out the Spiller Garage.

Work completed

- Filled Potholes Huntley Rd.
- Plow, Sand and salt.
- Brought the F-550 in for a brake job, service and work on the sander.
- We readied the culvert steamer.
- Replaced several tire chains.
- Made plans for a storage unit to be delivered so we can clean out the Spiller garage.
- Replaced the fuel tank straps on the 14' Western Star.

(Missed on the last schedule)

- Changed a brake can on the 17' Western Star.
- Removed the flags from the common.
- Purchased a water cooler from Lowes.
- Ordered and received fuel.
- Ordered and received salt.

Approved at the 12/13/18 Selectboard Meeting.