

**SELECTBOARD MEETING
February 14, 2019**

Present: Allison Hope
 Julia Andrews
 Grant Thomas
 John Roberts

Nanette Rogers
Callie Hamdy
Greg Barrows

Guests: Dennis Angiono

The meeting was called to order at 7:01 p.m.

CHANGES TO AGENDA

The following changes were made to the agenda: Added Mark Letorney's Planning Commission Resignation to the Discussion section and added Internal Audit Controls Report to the Treasurer section.

PUBLIC COMMENT

There was no public comment.

HIGHWAY DEPARTMENT

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

Julia Andrews made a motion to approve the January 25, 2019 through February 14, 2019 Road Schedule, seconded Grant Thomas. Motion passed: 3-0.

John Roberts, Road Foreman, explained that the town is over budget on both sand and salt. Grant Thomas brought up that there have been no accidents in town for the recent snow and ice events and Allison Hope brought up the many compliments the road crew has been getting for their work keeping the town roads safe for residents.

EXCESS WEIGHT PERMITS

The Chair signed excess weight permits for Barrett's Tree Service, Bourne's Energy, Hinesburg Sand & Gravel, Spafford & Sons, Moe DuBois Excavating, Spence Excavating & Construction, I.H. Charbonneau & Son and Cardinal Logistics Management Corp.

MINUTES

Julia Andrews made a motion to approve the minutes of January 17th, January 24th and January 30th as written. Seconded by Grant Thomas. Motioned passed 3-0

TAXPAYER WASTE REIMBURSEMENT POLICY

Grant and Allison have made edits to the draft policy. Julia will review and make edits. Discussion was tabled until the next meeting.

DRAFT FIRE ORDINANCE

Dennis Angiono, Fire Warden, was here to continue discussion on the current Fire Ordinance. Allison Hope brought up the Fire Ordinance from October of 2017 as reference and explained that the Town Attorney had looked over the ordinance and agreed that education does not need to be included in the Fire Ordinance.

Julia Andrews and Allison Hope agreed that they did not want to add a requirement of year-round permitting for fires since state statute states that fires can be burned without permits when snow is on the ground.

Grant Thomas questioned what the cost of fire suppression might be if a fire needed suppression but was not permitted for. Dennis Angiono explained that to challenge any costs, residents that needed fire suppression on a non-permitted fire would have to go through the selectboard.

Allison Hope mentioned that the newest version of the Fire Ordinance needed to go back to the Town attorney. Dennis Angiono is working on making a more comprehensive FAQ on Fire Permits for the website. Allison Hope explained she wants to put the final draft of the new Ordinance on a future agenda for the public to see and review.

FINANCIAL POLICIES

Nanette advised that this item was put on the agenda to begin the process of revising the existing Financial Policies. The existing policy was a model provided by the Vermont League of Cities and Towns (VLCT). Nanette searched VLCT's website for updated policies but only found one for purchasing.

Greg Barrows is going to review the policy one section a month, to give a comprehensive review. The meeting on 3/28/19 is suggested for Greg Barrows to go over his review of the policy, beginning with section 1.

Allison Hope suggested getting assistance from the Town Attorney to help with policy review, maybe through our VLCT membership.

NEMRC SECURITY

Allison Hope brought up the Seven Days article that brought to light security issues municipalities have had with NEMRC. This is not an issue for the Town of Westford.

Nanette Rogers explained that as long as we are updating our software, we have very low risk. Updates often include patches which resolve problems that occur within the software. We also have an added layer of protection because NEMRC is housed on our server.

Allison Hope agreed adding that the municipalities that had security problems did not have a server but were keeping their NEMRC software on their computer desktop where it was more vulnerable. As long as we keep updating, there is no security risk.

TASK LIST

The Board reviewed and updated the task list.

PLANNING COMMISSION RESIGNATION

Mark Letorney submitted his resignation from the Planning Commission. He is willing to stay on until a suitable replacement has been found. Julia Andrews made a motion to approve Mark Letorney's resignation with gratitude for his time served, Grant Thomas seconded, motioned passed 3-0.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

Accounts payable and payroll warrants were approved.

Greg advised that the proceeds from the sale of the 14.9 acre lot (\$22,500) have been placed in the Contingency Fund until the Selectboard decides what to do with the funds. The Board would like the proceeds to be applied as a principal payment toward the loan used to purchase the land for the Town Forest (formerly part of the Jackson Farm).

FINANCIAL MANAGEMENT QUESTIONNAIRE

Julia Andrews made a motion to accept Greg Barrow's annual financial management questionnaire, seconded by Grant Thomas. Motion passed: 3-0.

EXECUTIVE SESSION

Allison Hope made a motion to enter Executive Session at 7:56 p.m. to discuss a personnel matter, seconded by Grant Thomas. Motion passed: 3-0. People in attendance were Allison Hope, Julia Andrews, Grant Thomas and Greg Barrows. The Board exited Executive session at 8:26 p.m.

Julia Andrews made a motion to approve an additional payment of \$5,000 to John Roberts with the understanding that this was an unprecedented year for snow, the fact that we've been down 1/3 of our highway team for the entire season and Sean has surpassed John in gross salary, the payment shall be paid out as a bonus in the next available payroll, Grant seconded. Motion passed: 3-0.

ADJOURN

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
Jan. 25, 2018 – Feb. 14, 2019

Work to be done

- Pothole repair when we can.
- Plow, sand and salt.
- Service work on the remaining trucks and equipment.
- Tree and brush cutting.
- Training the new employee.
- Open ditches, steam culverts where needed as needed.

Work completed

- Plow, Sand and salt.
- Brought the 18' Western star to J & B for check engine light. Broken wire in a harness.
- Brought the 17' Western star to Charlebois for check engine light. Picked it up the next day. (plugged DEF valve)
- Replaced several tire chains.
- Cleaned out the Spiller garage.
- Cleaned out some ditches and steamed culverts.
- Replaced the wing plow blades and shoes on the 17' Western Star.
- Replaced a broken plow post.
- Replaced an air line fitting on the 14' Western star.
- Ordered and received salt.
- Had a trucking contractor haul in more winter sand.
- Changed the oil in the John Deere loader.
- Cut and removed a few downed trees in the road.
- Had the heating system repaired, one heater not working.

Approved at the 2/14/19 Selectboard Meeting.