SELECTBOARD MEETING
June 27, 2019
Draft Minutes

Present:	Julia Andrews	John Roberts
	Bill Cleary	Greg Barrows
	Nanette Rogers	Callie Hamdy
Guests:	See attached list	

The meeting was called to order at 6:35 p.m.

EXECUTIVE SESSION
Bill Cleary made a motion to enter Executive Session at 6:35 p.m. to discuss personnel, Julia Andrews seconded the motion. Motion passed: 2-0. People in attendance were Julia Andrews, Bill Cleary and John Roberts. The Board exited Executive Session at 6:50 p.m. No action taken.

CHANGES TO AGENDA
The Plains Road Extension discussion was moved from the Highway Department section to Discussion. Westford Town Lands Management Plan was pushed until the next meeting, Excess Weight Permits were taken off the agenda as there were none to sign. The Legal Opinion was removed from the Executive Session because the Board did not discuss the opinion.

PUBLIC COMMENT
Art Menut of Rollin Irish Road asked the board if there was anything that could be done in regards to speeding on the road. Art says that the speeds need to slow to the speed limit and he has not seen a deputy on the road in a while.

Julia Andrews said that the board can make recommendations to the Sheriff's Department on where cars are sent, but will also ask Nanette to send an email. Nanette mentions that the department's budget is tight right now, but she will still send them a message.

Art brings up that he would like the speed reduced on Rollin Irish Road. The speed limit is currently 35 mph. Art is aware that a survey is needed prior to any speed changes. Julia mentions that this is called a Traffic Survey, Art says that if a survey can be done it would be greatly appreciated.

Bill Cleary asks how responsive the Sheriff's Department has been on the town's recommendations, Nanette replies that they have been pretty good, but it wouldn't hurt for the Milton Department to also be contacted, for patrolling on their end.

Reg Morse was in attendance and says that he is trying to get a sign put up going south on Osgood Hill near his property warning of tractor crossings. The area where the tractor crosses from his property on one side of the road to the other is a blind spot. Reg says that if there is a sign there it would help, he was almost hit while on the tractor last week. Reg mentions people often go 50 mph near his property, the speed limit on Osgood Hill is 35 mph.

Julia asks John Rogers, Road Foreman, what the process is for putting up such a sign would be. John mentions that Reg already has the sign itself and just needs permission to put it up. Reg mentions he would also need a post, there is a dip near the blind spot that he thinks would be the perfect spot. He thinks it would help.

Nanette cautions all to still proceed with caution when crossing the road, even when signs and warnings may be present to drivers. She says many drivers do not pay attention and ignore signs. Reg brings up that he talked to a State Trooper who said when a sign is present to warn of crossings it is easier to get a case when an accident occurs.

Bill Cleary mentions that a post can't be too expensive and Julia asks John if he can squeeze it into his Highway Budget before the end of the fiscal year. John thinks that maybe he could. Bill motions to approve the placement of the sign, Julia Andrews 2nd, motion passed 2-0.

MINUTES
No selectboard members had changes to the minutes of 6/13 and 6/18. Bill motioned to approve the minutes of 6/13 and 6/18 as drafted, Julia Andrews 2nd, motion approved 2-0.

HIGHWAY DEPARTMENT
John reviewed the road schedule from 6/19 through 6/27.

Nanette brought up that the town needs to remind residents of potentially disrupting construction that is coming up. Julia is curious if John is seeing an increase in wild parsnip, especially since roadside mowing has not happened yet. John says that his is hoping the roadside mowing is soon and will get back to the board with a more exact date.

Bill motioned to approve the road schedule, Julia 2nd, motion passed 2-0.

ROGERS ROAD CULVERT
O'Leary Burke provided the lowest quote for the engineering services for the culvert replacement, John said that despite them having the lowest bid, they do good work and he has worked with them for around 30 years. Bill mentions he has also worked with them with the DRB and they are very professional. Bill motioned to approve the bid of O'Leary Burke to do the engineering design for the culvert replacement, Julia amended the motion for Allison to sign the contract, Bill Cleary 2nd, approved 2-0.

LETTER OF INTENT-PARTICIPATE IN MUNICIAPLE ROADS GRANT-IN-AID PROGRAM
John mentioned this was for FY'20 and we must match 20%. He believes the grant will be for approximately $15,000. Julia asked John if there was a specific project he wanted for the grant. John replied that he did not have a specific project in mind at this time. Bill motioned to approve, Julia 2nd. Motion passed 2-0.

FY'19 HIGHWAY BUDGET STATUS
Greg Barrows, Treasurer, discussed the status of the Highway Budget for FY'19. Greg said that bottom line, as of 6/27, the highway budget is doing great and has a surplus. Greg says that this shows John's excellent stewardship and mentions that there were compliments of his management from those outside of town. Julia wanted to mention how good John has kept the roads in unusual and poor weather conditions.

Bill asked if there was anything else in the report worth mentioning. Greg had a couple of items to mention. Greg says that during the 2019 fiscal year the Highway Department had some interesting issues such as lack of full staff, but despite this they have done fantastic in the budget department and are underbudget on the salaries.

As per past discussion, the Highway Department spent extra on sand, gravel and chains due to the extreme weather of winter. They were over on Contracted Services, but that is attributed to the cost

of trucking the additional sand needed due to the freezing of our own sandpiles. Greg mentions they are still underbudget overall. Greg brings attention to the fact that this will make a sizable decrease in the deficit which is good. Julia mentions that they budgeted to bring down the deficit so this is news she is happy to hear. Greg mentions that at this rate the deficit will be gone sooner than anticipated.

Nanette brings up that we filed a grant paper for Rubaud Road grant project and when it was sent in, Alan from Better Back Roads highly praised the road crew and their work ethic. Nanette asked Alan's permission to put his complements word for word on Front Porch Form. Julia read Alan's letter out loud to the board.

PLAINS ROAD EXTENSION
John Rogers spoke last week to get to property and it was deemed a town road. His lawyer recommended getting selectboard permission before laying any gravel on the road.

Julia says that she is not sure the board should approve John to put gravel on the road to access his property knowing his neighbor is making an appeal. His notes that John's lawyer said to perhaps hold off on work until the neighbor is no longer appealing. She wonders if there is liability on the town if it goes poorly. Julia addresses John and says she knows he is anxious to get in there, but she does not want to make a hasty decision. Julia suggests that the town attorney talks to John's attorney.

John mentions that the area in question is 290 feet. Julia brings up that a possible solution could be that John's lawyer drafts a letter saying John would take care of road. Julia said she would potentially make a motion pending solutions that you don't have to wait for selectboard approval, she thinks this will protect the town and allow John to move forward.

Nanette mentions that the town attorney can review the documents and can decide if they need to talk to John's lawyer if questions arise. After that our attorney can draft a letter, Nanette will contact. Julia wants to wait until the next meeting for John to get approval since he is not in a rush and she wants this done correctly. Bill Cleary motions to approve the town to spend money reviewing John's property issue with the town attorney. Julia 2nd, motion passed 2-0.

WARRANT FOR UNLICESED DOGS
The board had previously not approved the warrant for unlicensed dogs due to strong language used in the document. Nanette contacted VLCT and they said while the language is strong it is state statue. Bill mentioned that the language is kind of harsh. Bill mentions that he is an animal lover and if a dog got euthanized from a document, he signed he would be heartbroken. Julia said it sounds like the board is stuck with the strong language since the document can't be changed. Nanette mentioned that it is very rare for Westford to have to impound dogs. Bill asked what the average yearly number of dogs that go unlicensed was. Nanette said that this year it was around 72 dogs not licensed since last meeting, but she notes that the town is only aware of dogs that have previously been licensed with the town.

Bill said he doesn't like the language still, but he motioned to approve the warrant as long as the dog warden does not resort to the extreme solutions in the document. Julia 2nd, motion passed 2-0.

Bill brought up that in an executive session, he and other board members had got on the subject of Dog Licenses. They sometimes felt like potentially the hours that the town office is open is not conductive to working people. Bill suggested that one day a week the office could be open earlier

than normal. Julia mentioned that this was a free-flowing discussion the board members had and she doesn't want to make unpleasant working conditions for town staff.

Nanette replied that residents can send their dog license information and payment through the mail, town drop box and even email. Nanette makes sure this information is available to all residents in the notifications about dog licenses she sends out. Regarding opening earlier, Nanette wondered if there was an actual demand or if those issues could be addressed through email etc. Julia said that if it's not going to serve a purpose to open earlier that is fine. Nanette mentioned she would need time to think about it and determine if there is a need before giving a yes or no answer. Nanette also brought up that the town office hours are posted not only on the town website, but on the notice board outside the building. Julia thinks that next time this is discussed it would be preferable if they put this item on the agenda ahead of time.

CORRESPONDENCE
Nanette sent an email about the Myers invoice the town had received. She mentions that last year Rover's North approached the town about getting a second dumpster to suit their needs as a business in town. The Selectboard agreed to pay for the dumpster until June 2019, Nanette brings up that the end of June is here and the invoice from Myers is a July bill.

Julia's first instinct was that it may appear sudden, but the town would be amenable to paying in July and sending a letter to Rover's North regarding the end of the town paid dumpster. Dave Lavallee was present and mentioned he thought Rover's North had sufficient notice of the end of the paid period. He thinks they need to be responsible for their own trash.

Bill asked if businesses paid a different tax rate in town. Nanette replied yes; they pay the Non-Residential Tax Rate. It's higher than the residential tax rate, but not by much. Bill's opinion was that if they are paying a higher tax then the town should be obliged to provide them a second dumpster. Dave Lavallee mentioned that the non-residential tax rate is no different than what a 2nd homeowner would pay, or those who have open land/non-residential parcels in town. Nanette brought up that there is no commercial tax rate in town.

Bill said that while he was not part of the original discussion, he thinks that Rover's should pay for July. John mentioned that it's around $100 extra for the rental of the additional dumpster. Julia brings up that Rover's original dumpster is covered by the contract the Town has with Myers; she doesn't feel too strongly about this but she thinks that July 1st is just fine. She thinks there might be anger from Rover's, but just because somebody is upset doesn't mean it's not the right decision. Bill motioned to not pay for July 1st for the second dumpster and to notify Rover's and Myers. Julia 2nd, motion passed 2-0.

COMMUNICATION
The only communications were that Nanette wanted to notify residents when John does the culverts on Woods Hollow Road with a FPF post and letters to the residents that will be impacted when the time comes.

ACCOUNTS PAYABLE & PAYROLL WARRANTS
The board approved the accounts payable and payroll warrants.

Julia Andrews motioned to do an off cycle warrant for John's invoices, Bill Cleary 2nd, motion passed 2-0.

Bill asked about our relationship with People's United Bank, Greg mentioned that it is fine, all we have with them are some credit cards and loans.

FY'19 GENERAL FUND STATUS
Greg said that the General Fund is finishing the fiscal year in good shape overall, we are under budget. Auditors have told us they don't often see town's with as little delinquent tax as Westford. Julia would like to increase the education for Selectboard and Town Administrator in future budgets.

Nanette brought up that the board will notice that the listers put in their time sheets. Greg mentioned that he did a supplemental payroll to get their timesheets on the warrant. Julia Andrews said that the town should have a policy regarding how often timesheets need to be put in so that this doesn't continue to be an issue. Greg mentions that across the board the general fund is under budget with the exception of Trash/Recycling being over. Julia thanked Greg.

FINANCIAL MANAGEMENT QUESTIONNAIRE
Greg mentions that the state mandates that the town completes this self-audit annually. Julia signed the questionnaire and it will remain in the town office on file.

EXECUTIVE SESSION
Bill Cleary motioned to go into Executive Session at 8:17 p.m. to discuss personnel, Julia 2nd. Motion passed 2-0. People in attendance were Julia Andres, Bill Cleary and Greg Barrows (for part of the session). The Board exited Executive Session at 8:49 p.m. Bill made a motion to approve the FY'20 salaries as budgeted, seconded by Julia Andrews. Motion passed: 2-0.

ADJOURN
The meeting adjourned at 8:51 p.m.

Respectfully Submitted,

Allison Hope, Chair
Westford Selectboard

Callie Hamdy
Assistant Town Clerk

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
June 14, 2019 – June 27, 2019

Work to be done

- Grade roads when needed.
- Procure bids for the Rogers Rd. culvert replacement.
- Ditching on Rollin Irish Rd.
- Replace culverts at 778 Woods Hollow Rd. and 181 Woods Hollow.

Work completed

- Graded and put chloride Brookside Rd., Cambridge Rd., Plains Rd., Learned Dr., section of Woods Hollow, Allen Irish Rd., Seymour Rd., Bill Cook Rd., Cowie Rd., and the top of Covey Rd.
- Replaced 2 "STOP" signs.
- Repairs to the grader and Excavator.
- Brought the 17' Western Star to Viking for warranty work.
- We cut brush on Osgood Hill Rd.
- Huntley Rd. grant project.

Approved at the 6/27/19 Selectboard Meeting.

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: June 27, 2019

Name (please print)	Address
Reg Mona	681 Osgood Hill Rd
Dave Lavallee	#11 RD
AT Manuel	Rollin Brook Rd.