

SELECTBOARD MEETING

May 23, 2019

Present: Allison Hope
 Julia Andrews
 Bill Cleary
 John Roberts
 Callie Hamdy
 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: Added Food Truck Request, Special Event Permit and US Census New Construction Program.

MINUTES

Julia Andrews moved to approve the April 25th, 2019 minutes as amended, Bill Cleary 2nd, motioned passed 3-0.

HIGHWAY DEPARTMENT

John Roberts, Road Foreman, reviewed the road schedule for April 25 through May 23, 2019 (attached). Julia Andrews moved to accept the road schedule from April 12-April 25. Bill Cleary 2nd, motion passed 3-0.

EXCESS WEIGHT PERMITS

The Chair signed Excess Weight Permits for N.A. Manosh Inc, Robert Trucott, Ronald Weston, and Premier Paving Inc.

FOOD TRUCK REQUEST

Jordan Mull and Jeff Hutchins were present to discuss their request to put their food truck, the Wagyu Wagon, in the town right of way on Common Road.

Bill Cleary motioned to approve, Julia Andrews 2nd, motioned passed 3-0.

Jeff Hutchins commented that his priority is to be at events in Westford as much as possible and that when he goes out of town with the truck, his purpose will be to promote the new store and the town common.

ACCOUNTS PAYABLE & PAYROLL

The board approved the accounts payable and payroll warrants.

TRANSFER OF RESERVE FUNDS

Julia Andrews motioned to approve the transfer of the reserve funds from the FY'19 Budget to their respective funds, Bill Cleary 2nd, motioned passed 3-0.

PORTOLET FOR TOWN COMMON

Julia Andrews motioned to approve the placement of the portolet on the common be extended. Bill Cleary asked how much it would cost to which Allison responded it would be about \$90 per month. Bill Cleary 2nd, motion passed 3-0.

CSWD FY'20 BUDGET

Sarah Reeves, Elise Certa and Michelle DaVia from Chittenden Solid Waste District (CSWD) were present to discuss their budget for the 2020 Fiscal Year. This year CSWD will be focusing on selling their compost and other retail products in Chittenden County/VT, managing organics will be their main focus. They are working towards no longer selling products in bags which will save on labor. They are raising the user fee to \$60 a ton. CSWD is also raising the prices on some bulk items such as mattresses (\$15 ea., a \$30 total between Casella & CSWD). Sarah states that CSWD will charge \$2. Per trip and that CSWD likes to be transparent about costs involved. The Solid Waste Management fee will not increase.

Allison thanked them and said that every time she talks to someone outside of the district, she is reminded of the way CSWD does things. She says she's always impressed by the kindness and friendliness of staff.

Bill asked if the fees for CSWD were built into our Myers trash contract. Allison confirmed that this was true, but that the board still has a say in how CSWD is run as a municipality. Sarah Reeves agreed that the CSWD team is dedicated.

Julia Andrews motioned to approve the CSWD FY20 budget, Bill Cleary 2nd, motioned passed 3-0.

WESTFORD TOWN LANDS

Julia Andrews talked to Koi Boyton, who had been on the committee that put together the Westford Town Lands Management Plan. Julia asked Koi if she would be willing to sit down with her and work on revisions to the plan, Koi accepted. Julia thinks this is a good idea since Koi was so instrumental in the plan's first iteration.

Allison Hope reminded the board that there are some outstanding questions regarding the management plan that need to be asked to the town attorney. Allison would like to get a written opinion on those questions. Allison says after an opinion is received, they can have another conversation with the board and with the public. Allison would like to post the meeting for the public prior to ensure the public knows when the meeting is.

Allison brought up that answers on the outstanding legal questions regarding the 1,000 foot buffer are needed prior to talks on constructing an access point. Allison points out that the law is specific to the school buffer zone and that the 1,000 foot buffer was not a recommendation, but law. Bill Cleary brings up that the state law and federal law regarding this are different, Julia mentions that the difference in federal vs state law is pretty common.

Bill asked Julia if she was going to reach out to Koi regarding the recreation information and suggested made by Marge McIntosh. Allison mentioned that Marge put a lot of information in her document and it will be easier to go through it on a 1 on 1 basis. Julia said that she and Koi are going to go through the document and accept or decline each item in Marge's plan as well as other opinions from the public.

Allison mentioned that potentially they would not be able to answer some questions fully prior to approval, but that the plan does need to indicate hunting access a goal. Allison believes they need to approve sooner than later. Julia says that the goals would allow the conservation commission to work towards new projects and deeper items.

Bill voiced his concern that if they broadly put in access as a goal it would be pushed aside. Julia questioned why Bill was concerned specifically for that goal and not for the other goals in the

Management Plan. Bill said it was because everybody else has access to the forest except for hunters. Allison says she doesn't know if that is entirely true, the forest is also difficult to access for the disabled and for motor vehicles as mentioned by the public in the previous meeting about the plan. Julia brings up that if she was on the conservation commission it would be a very poor decision to throw the hunter's access goal aside as it was a large priority for residents.

EVENT PERMIT

Bill Cleary motioned to approve a Special Event Permit for 1st Republic Brewing to serve beer at the Brick Meeting House on June 1, 2019. Julia Andrews 2nd, motioned passed 3-0.

RECREATION COMMITTEE RESIGNATION

Julia Andrews motioned to accept Kristy Griffin's resignation from the Recreation Committee with gratitude. Bill Cleary 2nd, motion passed 3-0.

US CENSUS NEW CONSTRUCTION PROGRAM

Allison Hope motioned to participate in the US Census New Construction Program as long as no burden is put on staff. Julia Andrews 2nd, motion passed 3-0.

PLANNING COMMISSION & DRB-APPOINTMENTS & RESIGNATIONS

The board discussed the appointments and resignation of several Planning Commission members and Developmental Review Board (DRB) members including the resignation of Wendy Doane from the Planning Commission and Keith Simpson and Sara DeVico from the DRB, and appointments of Mark Letorney and George Lamphere to the Planning Commission.

Bill Cleary questioned why Mark Letorney would come back to the Planning Commission after he wanted to previously step down earlier in the year. Allison says the board usually goes with the commission's recommendations on appointments and resignations. She says that Mark has been on the Planning Commission for awhile so he already knows how things work in town. Mark's experience on the board and as a business owner is a plus.

Bill asks how many people are on the Planning Commission and if we know the reason for Mark's change in decision regarding the commission. Allison said that Westford is a small community and that people often change their mind, she thinks residents should be allowed to do this.

In Julia's opinion having a fully staffed commission per the recommendation of Planning Coordinator Melisa Manka is the best thing for the town. Leaving the commission not fully staffed when it could be is not recommended. Allison reminds the board it is not their job to second guess the recommendations of Melissa regarding appointments and resignations.

Bill suggest that he would like more new blood on the commission. Allison says that if he thinks committees in town need new blood, he needs to help encourage residents to apply and participate since nobody is clamoring for these spots.

Bill Cleary motions to approve all appointments and resignations besides Mark Letorney's. Allison votes against that motion. Julia Andrews makes a motion to accept all appointments and resignations, Allison 2nd, motion passed 2-1.

CORRESPONDENCE

The selectboard received an email from Becky Roy on April 26, 2019. Julia Andrews responded to Becky. Allison brings up a paragraph in Becky's email that suggested the email list the town office

uses to email out the newsletter be used for agendas and meeting minutes. Allison has spoken with Nanette Rogers, Town Clerk, who has said she doesn't feel this is appropriate. The Board agreed. Allison brings up the feedback that the board received from the Fitzgerald's who want the town to either pave Cambridge Road or reduce traffic. Allison mentions that the town doesn't have the budget nor is in the practice of paving the current dirt roads.

Dave Tilton wants to resign from CCRCP and Allison suggest that the board go ahead and accept with gratitude. Julia Andrews motions, Bill Cleary 2nd, motioned passed 3-0.

An email from Kam Symula noted that there was a large pile of horse poop under the covered bridge. Julia agrees that it is in poor taste and Allison brings up that they have had this conversation years previous during the same time of the year. Allison says that Nanette has suggested posting a note on Front Porch Forum in regards to this.

Bill mentions that he was talking to the Westford Fire Chief during the end of the last selectboard meeting and that the chief says he has not seen anything in state statue about the size of the fire pit on private property and that it only refers to private land. Bill feels the need to clarify this since the Special Meeting regarding the Fire Ordinance is coming up soon. Allison asks Bill if he remembers what size is used. Bill replies it is rectangular in length and that the size had depth in the size calculation, but he does not remember the exact size right now. He feels that it is important since it seems to be what people are most upset about in regards to the Fire Ordinance.

COMMUNICATIONS

Allison mentions that Communications will be a new section at the end of every selectboard meeting with the purpose of community education.

Bill Suggests that the selectboard members read the results of the town survey in full so they can discuss the results. He also mentions that in the survey the source residents get information from is mostly Front Porch Forum. He thinks as volatile as it can get it is still a great way to get information across to the public. Julia suggests that the board's communications can be via minutes, FPF or other avenues.

Allison clarifies that adding this section to the end of meetings is to make sure it is a time to solidify what has been talked about and what needs to be immediately addressed to the public. Julia thinks this is a good idea and Allison asks if the board would like to communicate to the public in regards to the Westford Town Lands, Julia agrees and Bill suggests posting on FPF about the Town Lands. Allison agrees and will be posting the information to FPF

EMPLOYEE PERFORMANCE REVIEWS

Allison wants to find out what works best for the employees in regards to their performance reviews before scheduling anything.

RECREATION MEETING

Bill is to attend a Recreation Meeting in regards to the Ice Rink. Allison suggest that he listens to what is said and then the board will meet to discuss with the rink master and a member of the Rec Committee.

DISCUSSION

John Roberts owns property on Plains Road Extension and is in court on how to access the property since the road extension is the driveway and is currently a town road. Allison mentions that legal

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advice is that John needs a permit to put material on the "town" road and that he is looking for selectboard approval to put gravel on the road.

Julia moved to allow John Roberts to put down gravel pending the lack of an appeal, Bill Cleary 2nd, motion passed 3-0.

ADJOURN

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Allison Hope, Chair
Westford Selectboard

Callie Hamdy
Assistant Town Clerk

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
April 26, 2019 – May 23, 2019

Work to be done

- Grade roads when we can.
- Rubaud Rd. Grant project.
- Grant in aid projects on Huntley and Manley Roads.

Work completed

- Graded Osgood Hill Rd., Woods Hollow, Brookside, Old Stage Rd., Cambridge Rd., Manley Rd., Plains Rd., Old # 11 Rd., Maple Tree, Phelps Rd., Rollin Irish Rd., Seymour Rd., Bill Cook Rd., Allen Irish Rd., Common Rd., Huntley Rd., lower Covey Rd.,
- Fixed a wash out on Old # 11 Rd.
- Fixed some signs.
- Repairs on 2014 and 2017 Western Stars at Charlebois.
- Cut some trees around town.
- Started Rubaud Rd. Grant project.
- Brought tires from Green up Day to CSWD.
- Washed the trucks.
- Cleaned the shop.
- Put the flags up around the common.

Approved at the 5/23/19 Selectboard Meeting.

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: May 23, 2019

Name (please print)

Address

Jordan Mull

62 Birch Ridge Rd.

Dave Haugler

#11 RD.

JEFF HUTCHINS

1363 VT RT 128

Alise Certa

CSWD

Marcus CERTA

WVMT

Sarah Reeres

CSWD