

SELECTBOARD MEETING
August 22, 2019

Present: Allison Hope
 Julia Andrews
 Bill Cleary
 John Roberts

Nanette Rogers
Greg Barrows
Callie Hamdy

Guests: See attached list

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

CHANGES TO AGENDA

The changes to the Agenda were: the Westford Town Lands was taken off the agenda due to the wrong version being posted on the Website. It will be on next meeting's agenda. Added VCRD Community Visioning Meeting, Class 4 Town Highway License Agreement & Executive Session at the end of the agenda.

PUBLIC COMMENT

Art and Beth Menut were present to discuss their daughter and her horse. Their daughter has moved back home and her horse now resides on the property. They were wondering if it was possible to get horse crossing signs on each side of the Rollin Irish Road near their property since the horse will be crossing the road on a regular basis. John thought that there were a couple of horse crossing signs available that could be used. Beth and Art agreed that would be very helpful.

Julia moved to provide horse crossing signs for Art and Beth Menut, Bill Cleary 2nd, motion passed 3-0.

Art also brought up that speeding on Rollin Irish Road is still an issue, he has previously suggested reducing the speed limit and suggested that now. Julia brought up that traffic calming is on the agenda so they will discuss other options during that sections, she explains that based on research, it's been shown that reducing speed limits doesn't do much to actually reduce speeds. She hopes the other ideas that will be presented in the Traffic Calming portion of the meeting will be helpful and provide insight. John notes that this is a town wise issue and not limited to specific roads.

Chuck Medick was present from the Recreation Committee to talk about the ice rink, he had thought that this item was submitted to be on the agenda. It was not submitted to be on the agenda and Allison would prefer if they could discuss this when the board can have the rink master and other Recreation Committee members present.

Chuck brings up that Melissa had brought up the possibility of not doing the rink this coming winter due to the drainage issues on the common until a solution is found. Allison believes that this needs to be discussed further between the recreation committee, common committee and select board, the ice rink is an important recreational activity for residents.

Allison also has concerns about the organization of the Recreation Committee. The Rec Committee does not have a treasurer, chair and vice chair. Their invoices are not signed off by committee members prior to being submitted to the bookkeeper. She feels they could benefit by running things in a more organized manner. Allison says organizing this way is a best practice. Chuck explain that the Rec Committee does not feel like this is a best practice and is not something that needs to occur. Many members of the Committee feel this way. Allison would like to invite the Rec Committee to meet with the selectboard regarding this since this is a best practices issue.

Allison also brings up that the Recreation Committee also has a Town Employee on staff (Rec Coordinator) that who has a much lower salary in relation to other employees in town. She wants to talk about these various items.

Allison suggested these changes previously. Chuck mentioned the Rec Committee felt they weren't things that needed to be done, but suggestions that didn't necessarily need to be taken. Allison feels very much these are things that need to happen. Chuck will advise the Committee that they need to be at the next selectboard meeting.

Chuck explained that they are trying to follow the rules and are hoping to get there.

MINUTES

Julia made a motion to approve the August 8, 2019 minutes as written. Bill 2nd, motion passed 3-0.

HIGHWAY DEPARTMENT

The Road Foreman, John Roberts, reviewed the Road Schedule (see attached).

Bill Cleary motioned to approve the Road Schedule for August 9 - August 22. Julia 2nd, motion passed 3-0.

Bill mentioned that last meeting John talked of a beaver pond on a resident's property encroaching on the road on Brookside Road. Bill was not sure if John was asking permission for the selectboard to talk to the resident or if he wanted the board to talk to the resident. John said it was neither, just that he had wanted to notify the board of the potential issue so they were aware.

John let Nanette know that the RPC needs us to file grant paperwork for Manley Road and Huntley Road before the end of the month and she will not be present during that time to sign the paperwork. Greg will help with the finance part, but John will need a selectperson to sign it. Allison agreed to sign the document.

ACCESS PERMIT – OLD STAGE ROAD

Access Permit for Old Stage Road was requested. When the resident contacted John, he did not need a culvert for his project after all. John will go and look at the potential access for approval.

RECYCLING CONTAINER – ROVERS NORTH

Mark Letorney, Andrea Letorney and Calef Letorney were present to discuss the recycling issue between their business, Rover's North, and Myers. Calef sent an email to Myers to come get their container since Rover's often didn't need a second container. Allison recalled that Calef's email had explained that the 2 containers happened because they had an overage on one specific week and Myers thought they needed more capacity. Calef doesn't disagree that 2 has been helpful, but it takes up a lot of space on their property and overall Rover's doesn't think it is necessary.

Bill appreciated the professional tone of Calef's email and Rover's willingness to work this out with Myers. Mark thanked Bill and the selectboard for dealing with Joe from Myers as they don't find him easy to deal with.

Bill will call Joe and explain that the second dumpster is not needed and needs to be picked up.

TRAFFIC CALMING IDEAS

After last meeting Julia did a lot of research on traffic calming ideas. Unfortunately, most of the information is urban and not helpful to rural Westford. One suggestion was that reducing the width of

the roads could be helpful. John mentioned that the crew is already reducing the width of the roads to 22 feet. Other helpful solutions included increased patrolling and signage.

Allison wondered if, since we aren't the first small town to deal with this, if talking with the RPC would be helpful. Nanette mentioned that Charlie Baker from the RPC would be here in early September. Allison requested Nanette ask if we can talk to him about traffic calming on rural roads.

John mentioned that we have radar machines which are often helpful, but the one we have uses expensive batteries and over time costs a lot of money. John suggests trading it in for one that uses solar power instead could create a more permanent solution.

Bill wondered if since this seems like an increasing issue and an important subject to residents if we could budget more for traffic calming in the future. Allison agrees and also thinks we need to do some studies on what works best in our area and budget prior to making any budgeting decisions.

DEVELOPMENT REVIEW BOARD RESIGNATION & APPOINTMENTS

Pat Haller submitted his resignation from the DRB. Bill Cleary is also on the DRB and explained that the DRB has had a surge in applicants for two open positions. Unfortunately, all the candidates are excellent which makes choosing only two difficult. In the end the DRB ended up picking Jesse Lebreque and Andrew Collier to the positions. They felt that although the other candidate, Francois, was very qualified he was a new resident and the other applicants had more experience in the town. Bill asked Melissa if they could make Francois an alternate to encourage his participation in town.

Julia warns an abundance of caution that in the future if there is vacancy, the DRB would still need to warn the opening and take applicants in addition to Francois' potential opening.

Bill asks to motion Jesse and Andrew be appointed to the positions and Francois as an alternate, and accept Pat Haller's resignation, Allison 2nd, motion passed 3-0.

CHILDCARE FOR VCRD COMMUNITY VISIONING MEETING

The Barn School has offered to provide childcare for those attending the VCRD Community Visioning Meeting. Allison feels the Barn School should be paid for their services. Julia did some researching regarding proper payment. Based upon this research, the board feels like \$50 for each childcare provider present would be sufficient. Allison also feels like this could come out of the Planning Commission's Special Project Fund. Julia thinks the PC is picking up other items for the event and it would be in good faith if the town paid for this. Allison had originally thought around \$200 total would be budgeted. The Barn School predicts they will have maximum of three workers on hand bringing the budget to \$150. Julia moved to provide \$150 to the barn school for childcare expenses. Bill 2nd, motion passed 3-0.

CLASS 4 TOWN HIGHWAY LICENSE AGREEMENT

Last week Allison met with the town attorney about the Hold Harmless Agreement being drafted for John Roberts regarding the access of his property. Allison wanted to make sure this agreement would meet all requirements for what John would do with the property. Nanette mentioned that this agreement could be used to be applied to other Class 4 roads in town.

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

CORRESPONDENCE

Melissa Manka reached out to Bill. The Planning Commission wanted to have a round table discussion with the Selectboard about the things they are working on. They currently have some

very ambitious projects and do some interesting things regarding the town. Nanette suggested doing this prior to budget discussions for FY'21 would be best.

The board agreed to potentially set a date for September 16th or September 23rd at 7:00 pm. Julia suggested setting an end time to the meeting since Planning Commission meetings often go long. Allison agreed that 7pm-9pm would be scheduled, no more or less.

Bill had somebody contact him about buying property on Seymour Trail, Allison responded that this happens fairly often since anybody owning property on a town trail would need permission from the select board to improve the trails enough to access their property.

Allison brought up the Recreation Coordinator and explained that until she was looking into the Recreation Committee's organization issues that she didn't realize that the Recreation Coordinator was the only town position that the board doesn't review the salary of. This employee was the only one that did not get an increase in pay as a cost of living adjustment nor was an increase budgeted for by the Committee. Allison says that this position is held by a woman and her wages are not in line with those of other employees working for the town. Allison doesn't feel great about this.

Bill asks if the Coordinator is paid more if the Selectboard can make more demands, most specifically the ice rink and the discussion on which department is responsible for it. Allison would love to have a final conversation about the ice rink, she feels conversations between the different committees involved would be useful. Julia recalled that Melissa had explained that over the years the rink has migrated towards the center of the common to where it's over significant drainage. Allison would like the ice rink on the agenda with these committees present to talk about it. Bill feels like the information about the drainage issue has been blown out of proportion since it was a very wet spring this year.

Allison feels strongly that the way the Recreation Committee is working right now is not sufficient, just the fact this one town employee didn't get a raise this year which means she's making less money than she made last year is discouraging. Allison would love to look at what everybody else in town is making and make a budgeting recommendation this year to the committee to increase this salary and make sure that they consider her salary with every other employee on town payroll.

Bill agrees that for the number of hours the employee works in town that increasing her salary will not bankrupt town and should not be an issue. But he also has had enough of the ice rink discussion.

Julia feels like over the past several years there's been a lot of "No." from the Recreation Committee resulting in lower revenues when they budget for more and more. Maybe this is a further conversation on being planful of our recreation department.

The board was in agreement that if residents want an ice rink than that should be discussed. They also agree that the Ice Rink falls under the Recreation Department since it is a recreational activity. Bill thinks that the Recreation Committee is large enough that a division of duties would not hurt them.

COMMUNICATIONS

The discussion on the Westford Town Lands was bumped to 9/12 and the board schedule time to discuss the Recreation Department with the Committee on 9/26.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

EXECUTIVE SESSION

The board motioned to go into executive session at 8:00 pm to discuss a legal issue. Allison Hope, Julia Andrews, Bill Cleary, Callie Hamdy, Greg Barrows and Nanette Rogers were present.

Allison Hope motioned to come out of executive session at 8:08. Bill Cleary motioned to approve the town attorney's recommendation for extension language, Julia 2nd, motion passed 3-0.

ADJOURN

The meeting adjourned at 8:09 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk.

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
Aug. 9, 2019 – Aug 22, 2019

Work to be done

- Grade roads when needed.
- Procure bids for the Rogers Rd. culvert replacement.
- Continue to haul in winter sand.
- Roadside brush cutting.
- Start Rogers Rd. "Better roads grant" work.
- Replace the windows in the shop.

Work completed

- Graded and put chloride on Cambridge Rd., Plains Rd., Learned Dr., Rollin Irish Rd. and Pettingill Rd.
- Removed the asphalt and repaved the Cambridge Rd. bridge approaches.
- Hauled in winter sand.
- Replaced a rear wheel seal on 2014 Western Star.
- Service on the F-550.
- Put 4 new tires on the 17' Western Star.
- Changed the transmission oil and coolant in the grader.
- Ditching on lower Covey Rd.
- Replace culverts at 139 and 189 Woods Hollow Rd.
- Weed wacked around guardrails on Osgood Hill Rd.
- Roadside brush hogging on lower Covey Rd.

Approved at the 8/22/19 Selectboard Meeting.

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: August 22, 2019

Name (please print)

Address

Chuck Medick

49 Timberdoodle Lane Westford VT

AND Menut

288 Rollin Drive

Elizabeth Menut

" " "

Calef Letoiner

465 Old # 11

Andrea Letor

156 Cambridge Rd
1319 RT 128

Mark

1319 RT 128 Westford