

SELECTBOARD MEETING
October 10, 2019

Present: Allison Hope Callie Hamdy
Julia Andrews Greg Barrows

Guests: See attached list

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

CHANGES TO AGENDA

A request to hold a Chili Cookoff and a Recreation Committee Appointment were added under discussion. Under Highway Department, Salt Shed Contract discussion and Paving on Common Road were added. The Pelkey Site Visit was added to discussion.

PUBLIC COMMENT

Julia wanted to let the selectboard know that there will be the follow up VCRD Meeting on October 22nd.

MINUTES

The board had several changes to the September 26th and 30th minutes, Julia motioned to approve the minutes from September 26th and 30th as amended, Allison 2nd, motion passed 3-0.

HIGHWAY DEPARTMENT

The Road Foreman was not present, but the board went over the road schedule from September 27 through October 10. Julia motioned to approve the road schedule, Allison 2nd, motion passed 3-0.

Paving on Common Road

Last time paving had been discussed. Allison talked to John about it. John's opinion was that within 10 years it would cost \$40,000-to \$50,000 to repave that area. Allison would like to make a motion to gratefully decline the paving offer and say yes to the extra parking spaces. Julia 2nd. Motion passed 2-0

Salt Shed

John had two bids out on constructing the new salt shed. He ballparked \$15,000 for salt shed. He got two quotes, one for \$19,000 and one for \$22,000. He dropped off the contract with Allison for Brian's Handyman Services wanting selectboard approval. He is wanting the work done before the end of October. Julia's only issue was that this seemed like a fixed bid with no wiggle room, but this is something that needs to be done and it is in the budget. Julia made a motion to approve the contract, Allison 2nd. Motion passed 2-0.

BRICK MEETING HOUSE SOCIETY FY'21 BUDGET REQUEST

John Doane and Greg Barrows presented the FY'21 budget request on behalf of the Brick Meeting House Society. The Brick Meeting House is renewing their lease from the United Church of Westford and modifying their relationship as the Church reconstructs its use. Over the past five years they have been \$5,000 in the plus and are starting to see improvements. The Society has added \$2,000 for capital improvements as a lot of work needs to be done. The past year they added gutters at a cost of \$1,000 which will reduce icing on the stairs and ramp. Regular uses are Coffee House, Senior Luncheon, all other uses are irregular. There has been increased use from the school. There is a desire to have a common website/scheduling with the White Church, town support has been much appreciated. Projects that need to get done are refinishing and painting interior, refinishing floors, repairs of entry floor, repair of Belfry, repainting.

PLANNING COMMISSION FY'21 BUDGET REQUEST

Gordon Gebauer and George Lamphere were present. The Planning Commission is requesting \$11,700 which is level funded from FY'20. The Commission wants to note that they have not spent the full amount of the annual special project fund or special project reserve fund because the Commission has been fortunate enough to find alternative sources for funding recent projects. They plan to use their project funds for grant matches, repayment of a future Clean Water State Revolving Planning Loan, implementation of the Town Common Master Plan and other community studies and projects.

The Committee also recommended the establishment of a Grant Committee made up of three to five individuals from the community to give direction to a paid grant writer. This would require the inclusion of grant writer funds in the FY'20-21 Budget.

Julia sees a grant writer requested but she doesn't see it in the budget. Gordon thought it might be better having the selectboard look at it because it also applies to all other committees and boards in town. George clarified that they would recommend a grant committee with members from all committees and boards from town since it is not just for the Planning Commission.

DEVELOPMENT REVIEW BOARD FY'21 BUDGET REQUEST

Matt Wamsganz was present. The DRB is requesting \$10,000 which is a \$1,100 increase from FY'20. The DRB is also proposing a reduced legal and education budget and an inclusion of a minutes clerk budget in an amount not to exceed \$1,500. The DRB also highly recommends the town consider the purchase of an automated transcription program to be used by all boards which could prove economical and efficient.

Allison would be curious about that because in meeting many people are often talking at once. How does that translate in the document and somebody would have to go through and clean up that document regardless. Julia has heard that the software might not pick up specific words and discussion as well, something to consider.

CONSERVATION COMMISSION FY'21 BUDGET REQUEST

Joel Fay was present. The Conservation Commission is requesting \$3,600 which is the same amount requested for FY'20. Joel advised that the Maple Shade Forest was in need of kiosk and signage updates and UV protection. Misty Meadows also required improved maps throughout. Goodrich Trail is also in need of signage on both ends as well as Kiosks. Norm Schultz requested signage warning "No Motor Vehicles" for his end of Schultz Trail and the Machia Hill end of the Schultz Trail needs at least \$1,500 in work. The Commission would also like to continue educational walks in Maple Shade which would come at a cost. Like last year, Joel also talked about needing an ATV to carry tools when the Commission is working on the trails. With the assistance of a vehicle, working on the trails would be easier and faster.

Allison thinks there is a larger conversation in how to share town resources best. The Conservation Commission has not yet priced an ATV so are thinking it would be several years down the road. They could also take advantage of a grant writer. There are lots of applicable grants that would be helpful.

RECREATION COMMITTEE FY'21 BUDGET REQUEST

Tonya Calley and Pat Cribb were present. The Recreation Committee is requesting \$6,000. Pat was curious if there was a timeframe on the snowmobile. Greg elaborated that the funds were specifically for a snowmobile and don't expire. Tonya asked if it was a town snowmobile. The snowmobile is Tom's. Pat said that new budget reflects Tonya's higher salary. They are budgeting for the max side since they don't know exactly where hours, etc. will be as well as unknown expenses such as ice

rink repairs. Allison suggested that if the Rec Committee needs help with ice rink expenses for this year they could talk to the Turkey Trot Committee. They would certainly be willing to help with that.

Julia asked about the \$1,500 expenses for yoga. Pat explained that it's instructor's cost. Many items on the list take in money and then expenses for that same program go out. Pat would also like to clean up items in the rec budget that have not happened for several years. Pat also explained lacrosse expenses will be increasing this year because of increased enrollment because there will be a 7/8 team this year. Allison suggested putting out something on Front Porch Forum asking for equipment donations, that can help with the expensive costs of running lacrosse. Tonya expressed that the Recreation Department looks to be able to outfit most of the children, so will likely need some new helmets to accommodate the 7/8 team.

Julia noted that they are doing the Broomball Tournament but she's not seeing it in the budget. Tonya says there is conflicting opinion on doing broomball. She has reached out to previous coordinators of the tournament to see what they can do. Tonya also expressed that there are a couple new programs that will bring in revenue.

Tonya also explained that as a board there are some capital expenditure items they are interested in discussing. They would love to discuss a shed on the town office property for ice rink maintenance equipment and other recreation and community items. Greg suggested that somebody from Rec come to a meeting for the Brick Meeting House Society. The Brick Meeting House has a shed that could work for those sort of items.

RESIGNATION FROM CCRPC CLEAN WATER ADVISORY COMMITTEE

The board discussed Marilyn Thomas's resignation from the Clean Water Advisory Committee. They thanked Marilyn for her service to Westford. Julia made motion to accept the resignation, Allison 2nd. 2-0.

REQUEST TO HOLD CHILI COOKOFF – JORDAN MULL

Jordan Mull was present to discuss his request to host a Chili Cookoff on the Common on November 23rd. The Common Committee had already approved of his use of the Common. There is the potential for Kickback Brewery to hold a brewpub in the Brick Meeting House as well as the involvement of other local businesses. They also wanted to do a silent auction with money going to the Westford Food Shelf. It would also be a good new tradition for the town and promote the opening of the store and pride of Westford local businesses. Allison reminds that this is the same day as the Turkey Trot and she thinks there's a lot of opportunity for the events to operate together.

Julia took liberty to pull up the Mobile Food Truck Ordinance, she wonders if this event would require others to get permits if they were to serve food. Jordan explains that it wouldn't work out of the food truck, but that tables would be set up. There would not be a bunch of trucks parked, most food trucks are done for the season by this time.

Julia moved to approve to allow this use of the Common, Allison 2nd. Motion passed 2-0.

RECREATION COMMITTEE APPOINTMENT – ADAM ADORISIO

The Recreation Committee submitted their recommendation of the appointment of Adam Adorisio. Adam has done extensive work within sports, recreation and fitness. Julia moved to approve of Adam Adorisio's appointment to the Rec Committee, Allison 2nd, motion passed 2-0.

PELKEY SITE VISIT

Monday Allison, Kate Lalley and John Klesch met Ted Pelkey without his attorney to look over the parcel involved in the recent environmental court case. Pelkey has seeded the area, Kate was happy of the state of the parcel. They let Ted's attorney know that the zoning violations are all set.

Mr. Pelkey did mention he was going to put in another application and he was also putting up a 2nd finger.

CORRESPONDENCE

Nanette had received a phone call from Joe Franz regarding speeding on Cambridge Road. Julia felt as if they had already spoken to that resident about this issue recently. Her research and a traffic engineer concluded that lowering speed limits often doesn't solve problems. Allison doesn't think that Cambridge Road qualifies as a 25 mph road due to the density of the area. Julia thinks the board should keep on their radar to talk about traffic calming next steps. Allison noted that John ordered batteries for the speed sign.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Board approved the accounts payable and payroll warrants.

ADJOURN

The meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Allison Hope, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk.

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
Sept 27, 2019 – Oct.10, 2019

Work to be done

- Grade roads when needed.
- Roadside brush cutting.
- Start Rogers Rd. "Better roads grant" work.
- Clean out/ replace a culvert on Cambridge Rd. and one on Old Stage Rd.
- Service the 2014 and 2017 Western Stars.
- Get trucks ready for snow plowing.
- Start the salt shed.

Work completed

- Graded Osgood Hill Rd., Cambridge Rd., Brookside Rd., Allen Irish Rd., Bill Cook Rd., Old Stage Rd., Woods Hollow Rd., Maple Tree Ln., Manley Rd., Rollin Irish Rd., Plains Rd., a section of Stoney Ridge Rd., and a section of Pettingill Rd.
- Added gravel to sections of Brookside Rd. and Osgood Hill Rd.
- Hauled in the remainder of winter sand.
- Hauled in road gravel.
- Made a few repairs on roads where washouts occurred during the last rain event.
- Made repairs to the plow on the one ton.
- Cleaned up/ widened the turn around at the top of Covey Rd.
- Met with CCRPC to discuss the next round of "Grant in Aid" work.
- Installed a few signs.

Approved at the 10/10 Selectboard Meeting.

TOWN OF WESTFORD
SELECTBOARD MEETING
GUEST LIST

Date: October 10, 2019

Name (please print)

Address

Jordan Mull

62 Birch Ridge Rd.

George Lamphere

273 Rollin Irish Rd.

Gordon GEBAUER

388 Old #11 Rd.

John Doane

5 Maulley Rd.

Joel Fry

1729 rte 128