

**SELECTBOARD MEETING  
October 24, 2019**

Present: Allison Hope  
Julia Andrews  
Bill Cleary  
Nanette Rogers

Callie Hamdy  
Greg Barrows  
John Roberts

Guests: See attached list

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

**CHANGES TO AGENDA**

An Excess Weight Permit, the Planning Commission Request to Establish a Permanent Road Committee, Glebe Leased Land, and the Opioid Lawsuit were added to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

The board had several changes to the October 10<sup>th</sup> minutes, Julia motioned to approve the minutes from October 10<sup>th</sup> as amended, Allison 2<sup>nd</sup>, motion passed 3-0.

**HIGHWAY DEPARTMENT**

The Road Foreman, John Roberts, went over the road schedule from October 11 – October 24. Julia motioned to approve the road schedule, Bill Cleary 2<sup>nd</sup>, motion passed 3-0.

**EXCESS WEIGHT PERMIT**

Allison signed an Excess Weight Permit for JMP Excavating LLC.

**PLANNING COMMISSION REQUEST TO ESTABLISH PERMANENT ROAD COMMITTEE**

The Planning Commission is requesting the establishment of a permanent road committee to keep up with everything instead of the current road committee that meets every five years. They feel this will be a better way to get a handle on things than the infrequent meetings that currently occur.

Julia mentioned that during the last VCRD Community Meeting, three plans were developed that the towns people voted on. Road Safety, Bike & Walking Access was one of those core items. It also included the subject of town trails. There is an appetite to have more focus on that item as more potential development occurs in town. Julia would want to clarify what the intersection with the existing road committee and the new VCRD group would be.

Nanette mentioned that there has been a trail committee in the past, she also brought up the Conservation Commission, who are responsible for the current trails. Julia thinks this is a good initiative, but she would like to see more structure and clarity in what tasks this new committee would be doing. Julia mentions that each of the three priorities will need committees to help them move their items forward. The committees can work with other town boards and committees to get their items done, the VCRD groups would be existing to help push those items forward for Westford's Future. Allison thinks this sounds like a Roads & Trails Committee and she wants to be honest with towns people if they are going to go forward with multimodal transportation.

In Bill's opinion, the Conservation Commission oversees the trails. Julia thinks pushing forward for new trails, and maintaining current trails are different. Currently the Conservation Commission maintains existing trails. The Committee from the VCRD would serve well to invite a Conservation

Commission member to sit on the Committee. The Conservation Commission could benefit from the partnership because it could get more people engaged in their work. Nanette believes that a Roads & Trails Committee would need a clear vision and direction or else it would not be appealing for others to participate.

Allison thinks the memo explains why the Planning Commission wants a permanent road committee, but she would also like to see an explanation of what exact items such a Committee would be working towards.

The Item moved to another meeting until the Planning Commission can give the requested information.

#### **ESSEX RESCUE FY'21 BUDGET REQUEST**

Will Moran from Essex Rescue was present. Essex Rescue requested \$2,610.00 for the third consecutive year. Essex Rescue said that the basis for the funding request was a per capita rate of \$3.87.

Essex Rescue focused a lot of their time last year on maintaining and recruiting their volunteer workforce. They had also received grants to send members to paramedic schooling. These grants allowed them to pay volunteers an hourly wage to get education so that they can support themselves. They also did trainings in mass tragedy with their entire team. They responded to 26 calls in Westford last year.

#### **FAIRFAX RESCUE FY'21 BUDGET REQUEST**

Kathy Jochim and Bambi Dame from Fairfax Rescue were present. Fairfax Rescue had 72 calls last year in Westford. Fairfax Rescue is focusing their efforts on obtaining grant funds from new sources. They also focused on volunteer recruitment, EMT Classes and offering their CPR and Stop the Bleed classes.

They also made a large investment in an Automatic Chest Compression system (LUCAS 3). It assists in offering CPR and can be used while moving. This can save lives. They have a monitor replacement expense coming up. They are requesting \$11,713 for FY'21, the increase was due to the new equipment. This is an increase of \$350.

#### **PLEASANT VIEW CEMETERY FY'21 BUDGET REQUEST**

Lynn Gauthier was present from the Pleasant View Cemetery Association. The Association is requesting a donation of \$1,500 which is level funded to assist them in maintaining the cemetery. The donation will allow the association to meet their expected expenses for cemetery mowing and maintenance.

Lynn also explained that they have completed the preliminary research regarding the history of the cemetery. This is part of the effort to complete the transfer of the Pleasant View Cemetery to the Town of Westford. They are now awaiting a review of the research and the draft Quit Claim by the town office staff to continue the process which began in 2015. They would like to see this completed by the end of the fiscal year. Preliminary budgeting under town ownership shows no significant foreseen monetary increases for the next several years. Gravestone cleaning will be necessary and continued grounds maintenance will increase over time, but not significantly.

#### **WESTFORD CEMETERY COMMISSION FY'21 BUDGET REQUEST**

Lynn Gauthier was present from the Westford Cemetery Commission. The commission is proposing a level funded budget of \$9,000. The budget would include monies for mowing, gravestone flags, tree removal, cemetery restoration and other misc. expenses.

Lynn also summarized what the Commission had done over the last fiscal year which included cleaning and restoring a large portion of the Osgood Hill Cemetery, the discovery of 7 unmarked gravestones buried in sod for many years, the clearing of brush and small trees from the Cloverdale Cemetery, internments in the Plains Cemetery, and the near completion of the Pleasant View Cemetery Transfer.

Lynn also went over the Commission's goals for the 2021 fiscal year which included completion of any restoration projects from the previous year, complete cleaning in the Osgood Hill Cemetery, addition of Pleasant View Cemeteries to the list of cemeteries the Commission oversees, repair gravestones, clear brush, mowing and trimming, the monitoring of trees that may need to be removed in the Brookside and Plains Cemeteries, and the continued exploration of installing some sort of Veteran's monument within the Village Center to honor all Veterans who have served.

Lynn also wanted to formally ask the selectboard to again add a stipend for the Cemetery Commission Chair as part of the Westford Town Budget. This amount would be \$400, an increase of \$50 from last year, otherwise it is level funded.

#### **LISTERS FY'21 BUDGET REQUEST**

Caroline Brown was present from the Listers. The listers still have items on their budget from last year such as a new camera. The listers would like the select board's approval to get on a waiting list for an appraisal company to do the next town appraisal. They would prefer to use a local company if possible. Caroline would like to start the process which is 10 years out. Allison liked that the listers were being proactive. Caroline also mentioned that at some point the town might need to hire an appraiser since it is becoming difficult to find and keep listers. Nanette clarified that the town receives money from the state that goes towards town wide appraisals. Allison would like to investigate the 2001 and 2009 records to get a feel for what the last appraisal was like. She also wants to know the approximate price, in case it is expensive, so the town knows if they need to put money aside.

Caroline also mentioned that Westford is down one lister. Ben has sold his property in Westford but is still doing work as a Lister. He usually only does work during grievance time. They may need to budget for a replacement.

#### **GLEBE LEASED LAND**

An attorney was in the office researching a piece of land that is set to close on its sale soon and discovered that there was a Glebe Lease on the property for the town. The attorney recommended that the town state that the town has does not intend to collect on those rights in the near future. The State Legislature will have municipalities decide if they want to retain rights to these kinds of parcel lease agreements in 2020.

Julia motioned that the town of Westford has not in twenty plus years collected on the parcel known as 112 Old #11 Road and has no intention of doing so in the future. Bill Cleary 2<sup>nd</sup>. Motion passed 3-0.

#### **OPIOID LAWSUIT**

Nanette sent out a note on 10/24, noting that several towns have stated they are not opting out of the opioid lawsuit unless they are planning on having their own lawsuit. It does not cost the town anything to stay in. Bill motioned to not opt out. Julia 2<sup>nd</sup>. Motion passed 3-0.

#### **CORRESPONDANCE**

CCRPC had reached out regarding traffic calming and road speed studies. They talked with Allison regarding the plan to do several main roads in Westford such as Cambridge Road and Woods

Hollow Road. CCRPC did not think it would be a huge deal to push that forward. That information will be coming around December.

Bill has been working with the Conservation Commission on the hunting access for Maple Shade Town Forest. He says that what seems simple has turned out to be very complex. Don Pouliot was willing to provide access and a potential parking area. Sarah Pinto mentioned that it might be difficult because the land is part of the Vermont Land Trust. Bill would like to dig deeper but doesn't want to overstep. Julia thinks that Sarah is being thorough and trying to figure it out. Bill thinks that the Pouliot option is interesting because that access is very close to the Gun Free School Zone. Some actual measurements would need to be made to see if this is a viable option. Julia doesn't see any reason not to go after multiple options, since everything is up in the air. Bill also discussed the option of two different kinds of parking spaces: one for hunters and one for recreational uses. This would allow non-hunters to see if there is hunting on the property or not, allowing a greater sense of safety between both parties.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board approved the accounts payable and payroll warrants.

**ADJOURN**

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Allison Hope, Chair  
Selectboard

Callie Hamdy  
Assistant Town Clerk.

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**Oct. 10, 2019 – Oct.24, 2019**

Work to be done

- Grade roads when needed.
- Roadside brush cutting.
- Work on Rogers Rd. "Better roads grant" work.
- Clean out/ replace a culvert on Old Stage Rd.
- Get trucks ready for snow plowing.

Work completed

- Graded Cambridge Rd., Learned Dr, Plains Rd., Old Stage Rd., Woods Hollow Rd., Huntley Rd., and a section of Brookside Rd.
- Hauled in road gravel.
- Cleaned out a cross culvert and a driveway culvert on Cambridge Rd. / ditched to and from.
- Cut brush and trees on Rogers Rd. to start Grant work.
- Started ditching on Rogers Rd.
- Had new winter tires mounted on rims.
- Serviced the 2014 and 2017 Western stars.
- Brought the 2017 Western star to J & B International to check out the crack in the rear differential. (should be warranty)
- Salt shed started.
- Checked on Beavers around town.

Approved at the 10/24/19 Selectboard Meeting.

**TOWN OF WESTFORD  
SELECTBOARD MEETING  
GUEST LIST**

Date: October 24, 2019

Name (please print)	Address
Eleanore ROBERTS	12 FAIRVIEW RD, ESSEX JCT, VT.
CHRIS PALMER	112 OLD #11 RD WESTFORD
Lynn Gauthier	180 Huntley Rd Westford VT
Doree Gauthier	# 11 RD
Will Moran	1 EDUCATIONAL DRIVE ESSEX RESCUE ESSEX JUNCTION, VT
Bambi Dene	Fairfax Rescue 14 GOODALL STREET PO BOX 428 FAIRFAX, VT 05454
Kathy Jackson	Fairfax Rescue 14 Goodall St PO Box 428 Fairfax, VT 05454
Caroline Brown	Listers