

**SELECTBOARD MEETING**  
**December 12, 2019**

Present: Allison Hope  
          Julia Andrews  
          Bill Cleary  
          John Roberts

          Callie Hamdy  
          Greg Barrows  
          Nanette Rogers

Guests: See attached list

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

**CHANGES TO AGENDA**

Grand List Errors & Omissions were added.

**PUBLIC COMMENT**

There was no public comment

**MINUTES**

The review of the December 5<sup>th</sup> minutes was tabled until the next meeting.

**HIGHWAY DEPARTMENT**

John went over the road schedule from December 6<sup>th</sup> through December 12<sup>th</sup>. Bill moved to approve the road schedule, Julia 2<sup>nd</sup>, motion passed 3-0.

**FY'19 DRAFT AUDIT REPORT**

Nathan Seagale from Fothergill Segale & Valley, CPAs was present to discuss the audit. The first thing Nathan wanted to look at the Auditor's Report. The opinion is an adverse opinion related to not releasing government wide financial statements. Westford has an adverse opinion because the town operates on a cash basis. Nathan doesn't see any negative aspects of the adverse opinion because the town is doing very well. Nathan then went over the Budget to Actual for the General Fund. The Highway Department is moving forward with bringing down the deficit by a significant amount which is very good.

The town is still holding on to money that had been given to the Farmers Market, as the Farmer's Market no longer exist the board was curious where they could put this money. Nanette suggested giving it to the Conservation Commission since the Farmer's Market was a subsidiary of that group. Greg will follow up. Nathan went over the Report of Internal Control. If there were major issues, this is where one would see it, but Westford is doing great. Nathan also talked about the closing of a lot of the small funds in the budget. An example is things like \$80 for Common Playground Fund etc. Many of these small costs have been absorbed into the General Fund.

**FY'21 BUDGET WORK SESSION**

The board began their discussion on the FY'21 Budget. After the last meeting, Nanette added the potential fourth road crew member into the expected expenses. Julia brought up the possibility of contracting with a grant writer, Nanette explained that there still wasn't anything budgeted for the grant writer because Julia was going to meet with Koi, however the minute taker for the DRB/Planning Commission was budgeted for. The stormwater work at the Library was also not included. It is predicted that the project would be about \$5,000 to complete.

Nanette wonders if the town has budgeted enough for trash/recycling. Currently it's level funded. Allison explains that when the town goes out to bid July 1<sup>st</sup> there will be an increase even if we stick with Myers since the overall cost to dispose of waste has increased. Bill reiterates that the board

needs to decide regarding trash pickup on private roads. Bill suspects the increase would be less if the trucks picked up difficult private roads at one location. Allison is curious what Fairfax does with their private roads. Julia points out that the town increased \$10,000 for law enforcement because of the feedback from residents. That enforcement is simply not needed so that could be reduced, which should help some.

Allison thinks the increase is okay because the Highway Deficit will be paid off and the addition of the fourth road crew member is crucial. Having the right road crew to ensure that the town's money is spent wisely is incredibly important. The current road crew is exhausted and there hasn't even been a real snowstorm yet this year. All these factors make Allison feel comfortable explaining to residents that the fourth member, and therefore increase, is needed.

### **CCRPC FY'21 UNIFIED PLANNING WORK PROGRAM (UPWP) OPPORTUNITY**

Allison had already talked with the CCRPC regarding the UPWP, she was thinking it would be best if she filled it out as a draft and then brought it back next meeting to go over. The CCRPC said that Westford could be vague about some areas (re: data collection).

Westford is thinking of doing around four total roads for observation. It is also a matter of time of year. Nanette suggests either beginning June or September since roads will be good but School will be in session, this will mean that traffic is at its peak. This is due 1/17/2020. Julia and Bill were also comfortable with this decision. In terms of informing the town Julia thinks that the Roads and Trails Committee would both find the data valuable and be of assistance. Having somebody from the RPC come and talk about the data publicly would also be helpful.

### **2019 GRAND LIST ERRORS & OMISSIONS**

This is an annual list that the Listers give out that change things such as if the assessment of the property went up etc. The board went over the list of changes. The corrections increased the grand list which is a good thing. Julia moved to accept the Errors and Omissions, Bill 2<sup>nd</sup>, motion passed 3-0.

### **CORRESPONDENCE**

Lighting for the Ice Rink was discussed, the road crew just needs to know that help is needed taking the poles out and everything should be good to go.

There was also an email from an employee about their HRA account. MVP does not have HRA but BC/BS does. The HRA belongs to the town. The board wants to ensure that the employee still has access to this money for medical needs. Allison wants to know if Health Equity that is partnered with Blue Cross/Blue Shield to continue the HRA, Nanette does not think this is possible. This is all rollover from previous funding. Nanette will investigate and get back to the employee.

A resident wanted to know if hunting was allowed from town trails. On the Shultz Trail, they had noticed a hunter on the trail. Hunting is not allowed from the town roads and the resident thinks that hunting on the trail is similar since they are close to resident homes. Would the board consider banning hunting on town trails with the exception of the Maple Shade town forest? Nanette thinks that because the Trail Ordinance doesn't cover this issue it would defer to State Statue. Bill thinks this is an issue of hunting vs. access: accessing another property that is safe to hunt on from a trail is fine, but if land is posted, as in this case, then one should expect to follow those rules. Allison brought up state Statues and she looked at Title 10. Conservation: when they define the phrase town highway it includes class four roads but does not include footways. Allison would like a black and white answer from the town attorney, she wants to know if the town trails, many that used to be roads, classify as a no or a yes in this situation.

**COMMUNICATION**

After the budget is double checked it will be put on the Westford Website for residents to look through and provide feedback to the town.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The board signed the accounts payable and payroll warrants.

**ADJOURN**

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Allison Hope, Chair  
Selectboard

Callie Hamdy  
Assistant Town Clerk.

**TOWN OF WESTFORD HIGHWAY DEPT.  
ROAD SCHEDULE  
Dec. 6, 2019 – Dec. 12, 2019**

Work to be done

- Plow, sand and salt when needed.
- Roadside brush cutting.
- Continue to fix washouts as weather allows.

Work completed

- Plowed, sanded and salted roads several times.
- Work on the trucks.
- Met with Allen May from "Better Roads".
- Worked on break room remodel.
- Fixed a few pot hole areas.

Approved at the 12/12/19 Selectboard Meeting.

