

**SELECTBOARD MEETING
March 26, 2020**

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| Present: | Julia Andrews | John Roberts |
| | Allison Hope | Nanette Rogers |
| | Callie Hamdy | Greg Barrows |

Guests: None

The meeting was called to order at 7:02 p.m. All attendees attended via conference call.

CHANGES TO AGENDA

Added discussion of Rogers Brook culvert replacement, 2020 Local Emergency Management Plan, COVID-19 Stay at Home Order and an executive session to the end of the meeting directly related to Covid-19 and personnel.

PUBLIC COMMENT

There was no public comment.

MINUTES

Allison made a motion to approve the March 12, 2020 minutes as written, seconded by Julia Andrews. Motion passed: 2-0.

ROAD SCHEDULE

The Road Foreman, John Roberts, discussed the Road Schedule from March 13, 2020 to March 26, 2020. Allison made a motion to approve the Road Schedule. Julia seconded. Motion passed: 2-0.

ROGERS BROOK CULVERT REPLACEMENT

Nanette explained that there have been several contractors asking if we were delaying when bids are due due to COVID-19 and if they could email their bid instead of hand delivering in this time of social distancing. Julia asked John if he feels the bid deadline should be delayed. John feels like they were given enough time to put together a bid before the Stay at Home Order and the Stay at Home Order is likely only to give them more time to work on it. Julia and Allison also agreed that the deadline is to remain as published and that email or putting the document in the drop box over hand delivering it would be ideal.

DESIGNATE BOARD MEMBER TO APPROVE EXCESS WEIGHT PERMITS

Allison and Julia are equal distance to the Town Office from their homes. Allison is fine going in since she has more free time than Julia. Julia moved to designate Allison Hope to sign excess weight permits. Allison seconded. Motion passed: 2-0.

EXCESS WEIGHT PERMITS

Allison signed excess weight permits for Reggie Smith & Son Trucking & Excavating, J.A. Bedell Excavating, Pike Industries, Rowley Fuels & Propane, Black Ox Trucking, DJ's Tree Service & Logging, Bacon Trucking, Courtland Construction Corp., Alan Mossey & Sons Excavating, Curtis Lumber, G.W. Tatro Construction, Duffy's Waste & Recycling, Milton Rental & Sales Center, Ronnie Wells, S.D. Ireland, R & J Trucking, Swan Sitework, P & P Septic, and Newton/Dubois Construction.

WORK ON DRAFT RFP FOR TRASH AND COLLECTION SERVICES

Nanette had not made any changes to the draft document since the last meeting. She did compile a list of private vs. town roads. The list identified which private roads she thought the hauler currently picks trash and recycling on. Julia observed that residents on private roads made up one-third of the town. The roads with more houses tended to be the ones getting door to door pickup. Roads with very few houses are ones that did not. She agreed that it does make sense to classify who would and would not get roadside pickup based on population and overall road conditions. She thinks one way that they could is "if you have over x number of houses on road" could work, however she doesn't think it solves the problem of the Kings Hill Development. They have a lot of houses and difficult roads. Allison thinks population density is a good way to go about it, but she wants to make sure that they make the equation and language very specific so future Selectboards know how to handle it in the future.

Julia mentioned that there would be some disruption with this plan, but this would be a practical and an explainable way to indicate which roads would get pickup. Nanette mentioned Duffy Hill Road is a private road that the hauler currently does not go on. The topography of the road is difficult and the road doesn't meet town road standards. She also mentions there are some areas that do get pickup that also don't meet those standards.

Having a form for homeowners' associations to sign off on was discussed. Allison is wondering if the form should be a two part form. John would sign off that the road is up to town standards and the homeowners' association would waive liability for the Town's contractor. Nanette brought up that this would still pose an issue on Birch Ridge. Julia thinks that it is going to be tricky for some existing roadside pickup areas. Julia mentions that North Road for example is easy enough and well maintained but other areas of the Kings Hill subdivision are much more difficult. Allison thinks there needs to be some sort of addendum that if a private road is not up to town standards the trash hauler may not be able to get up their roads to collect trash and recycling. She wants to make sure they are not spending so much time in the future going back and forth with the trash hauler which uses a lot of administration time.

Julia thinks its important to put forth a plan that ensures that John doesn't need to go out in front of the trash trucks for them to make it to certain areas. That's not an efficient use of time for the road crew. Allison wonders if she might draft a draft document that addresses that potential agreement.

Nanette mentions that the Selectboard can circulate draft documents without violating the Open Meeting Law so that would make remote draft revision a lot easier. They just need to get the document to the point they can talk about it in a meeting.

Julia would also like the Town Office to sign up for Zoom for meetings because it's a much better system with a video option and document sharing than conference calls. Since the COVID-19 issue is ongoing, she thinks this is important for ongoing discussions and meetings.

Julia wondered if there was anything else they needed to consider before they moved forward to finalize the RFP. Allison recalled they wanted the hauler to describe what truck they are using and how the truck is equipped in the RFP as that would be important to the Board's decision.

2020 LOCAL EMERGENCY MANAGEMENT PLAN (LEMP)

Nanette explained that this is an annual update. With the exception of updating names and adding a vulnerable site, nothing has changed from the previous year. The LEMP is due May 1st, but due to COVID-19 and the possibility there might be FEMA money attached to COVID-19 relief, the Regional Planning Commission suggested that towns approve the plan sooner than later. Allison moved to approve the 2020 Local Emergency Management Plan. Julia seconded. Motion passed: 2-0.

COVID-19 UPDATE ON LOGISTICS AND STAY AT HOME ORDER

Nanette explained that per the Stay at Home order the office is closed to the public and researchers. The only people in the office currently are MJ, Greg, and Nanette. Callie, Melissa and Kate are all working from home respectively. Sometimes the Listers, Road Foreman and Delinquent Tax Collector stop by the office to do light work.

The office staff is also doing a lot of cleaning to keep things sanitary at the office and those in the office are keeping a safe distance from each other. Julia expressed her gratitude for how Nanette has handled the situation and she is grateful that the Town has such a strong team where everybody is doing their best to shift their priorities and do the best they can in an unusual situation.

CORRESPONDENCE

Allison was asked by a resident who wanted to know if they could get the wood chips from the roadside trimming the Road Crew is doing. John said no because they don't collect the chips, instead they are blown back into the brush/woods.

COMMUNICATION

Nanette would like to send out notices when changes are made regarding COVID-19.

DESIGNATING BOARD MEMBER TO SIGN ACCOUNTS PAYABLE & PAYROLL WARRANTS

Allison volunteered to be the member. Julia moved to authorize Allison to review and sign warrants until the Board can meet safely in a physical location. Allison seconded. Motion passed: 2-0.

EXECUTIVE SESSION

Allison made a motion to go into executive session at 7:38 p.m. to discuss personnel. Julia seconded. Motion passed: 2-0. People in attendance were Allison Hope, Julian Andrews and Nanette Rogers. The Board exited Executive Session at 7:54 p.m. No action taken.

ADJOURN

The meeting adjourned at 7:54 p.m.

Respectfully Submitted,

Julia Andrews, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk

**TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
March 12, 2020 – March 25, 2020**

Work to be done

- Grade roads.
- Work on the break room remodel.
- Brush cutting on Old Stage Rd.
- Haul in road gravel.

Work completed

- Hauled in road gravel.
- Graded many/ most roads.
- Brush cutting on Huntly Rd.

Approved at the 3/24/20 Selectboard Meeting.