

for. Julia asked Marge to explain their budget request to the Board. Marge explained that the document sent to the Selectboard was a summarization of what costs have been in the past as well as future projections. Unexpected costs in the projected costs are the furnace replacement as well as paying the septic bill for the new septic that was required when the ramp was constructed.

Julia wondered if there were any plans for the organization to gather its own funds. Marge explained that there was a grant writing committee as well as a capitalist program, but the grants would still require matching funds. Once COVID is down, a third prong to revenue will be events. Renovations would also open the building up to more types of events. Marge stressed the historical aspect of the building and the rarity of the fact it is still standing. She would hate to see the area turn into a private home or apartments, its location of the Common is valuable and iconic.

PLANNING COMMISSION FY'22 BUDGET REQUEST

George Lamphere, chair of the Planning Commission, was present. In a quick summary, the request is level funding from the last cycle. As far as what they see for upcoming needs, the Planning Commission are getting ready to release the new vision for the Town Plan. They are starting next month on revisions to the land use that will take them into the spring. Their biggest challenge is that they currently use Microsoft Word to edit the document, but the size and images have bogged down the file, therefore will be outsourcing the finalization of the file to a designer that can put it together in InDesign which will be paid for from their Special Project Fund. They are also doing more public outreach for the wastewater project and incorporating everything into the town website, potentially a separate website that can touch on the public outreach.

Bill is worried about the financial situation for the upcoming year due to COVID. He stressed he would like to present the taxpayers with a level funded budget, or one that is lower on municipal taxes. He is wondering if there is anywhere where town organizations can carve their budget away. Julia echoed Bill's sentiments. She thinks there is opportunity to reduce the budget request, she explains this is not a reflection on the quality of work the Planning Commission does, but the situation this year may be difficult.

Allison thought that the Special Project Fund hasn't been spent over time, but the Planning Commission has projects coming up that they will need that money for. She explains this is the largest part of their budget. George explained that the Special Project Fund is important because while they get grants on many projects, but in case funds are needed the money is there. He thinks it is important that it carries over. There are big projects coming up that require a lot of knowledge and understanding ahead of time and if they can't investigate them properly, they'll get behind, but he does understand where the Board is coming from.

BRICK MEETING HOUSE SOCIETY FY'22 BUDGET REQUEST

John Doane from the BMHS was present. The building has been closed for six months because of COVID, but since FY'22 is a non-COVID year they are planning the budget is like past budgets. Typically, they ask for half of their operating budget from the town, they are asking \$4,500 for FY'22 as well. The organization needs to do several capital improvements, so will be doing a lot of fundraising for that. They have had 1 event since June and typically they have a lot more than that, so they are atypical from a budget standpoint this year. Typically, if they have surplus, they put it away so funds are available for the improvements or for grants, but at this point they are only maintaining the nearly 200 year old building.

They did put a special request in the budget this year. Part of VCRD was to get the Common fully wired and have non cost Wi-Fi on the Common, but the monthly expenses to maintain that was unexpected so they are looking for funds if it is within the means to maintain that.

PLANNING COMMISSION REQUEST TO CHANGE TERM LIMITS

The Planning Commission currently has 4-year terms for its members with two expiring this year and the other three expiring next year. The current Planning Commission does not think it makes sense to have two or more commissioners' terms expiring in the same year or that a 5-member commission would have terms lasting only 4 years. The Planning Commission requests that the Selectboard establish terms of each PC member at 5 years and that those terms must be staggered such that only one commissioner's term expires each year. Since the Selectboard appoints the Planning Commission, they can set the terms of service for the commissioners.

The Planning Commission request that the Selectboard set the terms for Planning Commission members at 5 years, that the terms begin and end in April and that it establish staggered expiration dates as follows: George Lamphere expires in 2021, Mark Letorney expires in 2022, Koi Boynton expires in 2023, Seth Jensen expires in 2024 and Gordon Gebauer expires in 2025.

Bill agrees. When a vacancy on a board is advertised, they can have no response or a decent response. George explained this was unanimously supported by the entire commission. Allison wondered if they would get any applicants to the board in the future with the 5 year term lengths, Julia thought that the work the PC does is quite long term so the term length did not bother her.

Nanette suggested that the finalization of this be put on an agenda in March after town meeting as it might fit in nicely when the board reappoints other town positions. Bill was game for just getting it done. Bill made a motion to approve the PC's request to change the term limits of the appointees, Allison 2nd as long as it included the timing for term limits Nanette wanted (beginning and ending in March), motion passed 3-0.

REQUEST TO HOLD HALLOWEEN EVENT ON COMMON

Rebecca Davanon was present. Rebecca wants to hold a Halloween event on the Common because there are not a lot of safe outlets for children to participate in Halloween this year. She would love to do a low-key event on the Common. The Library is having an event 11-2 that day so Rebecca would love to do the event 1:30-3:00 give out candy, have sanitizer and social distance, make it a daytime event where the community could come together.

Julia was in support, but she does worry it could get big quickly because there is a pent-up desire to get together especially from families with young children on Halloween. Julia wonders how Rebecca would feel marketing it in a way that would make the age range small. She has teenage daughters and is familiar with how crowded Halloween can get on a normal year. To Rebecca's knowledge the current regulations are around 150 people, but she was hoping to keep it much more low key to that. Another resident had suggested to market it as a "before bedtime" event. Julia suggests marketing it like "toddler or young child/pre-school age Halloween event". She would love the event to happen, but she does worry what would occur if it would be to get too large. Bill thinks it would be a flow of people and did not anticipate 150 people on the common at once since they could circulate, otherwise he is supportive.

Rebecca thinks she could word advertising well to keep numbers down and flowing. She does not think she is capable of enforcing numbers. Julia overall finds residents are respectful about following guidelines, but that Rebecca should not count out the possibility of things getting large.

Bill made a motion to approve the use of the common for the Halloween even as proposed with safety guidelines followed, Allison 2nd. Motion passed 3-0.

REQUEST TO IMPROVE A PORTION OF ROGERS ROAD (CLASS IV PORTION)

The Czapski's want to develop the land they purchased on Rogers Road. It is a Class IV road meaning that they will have to improve the road to driveway standards if they want to have a residence there. This requires Selectboard approval. The Czapski's are working with Colen Johnson at TCE for the project. The property is located at 61 Rogers Road. The proposed improvements would widen the road to 12 feet in width. Colen had attached maps in the request email.

Sally Czapski, Jonathan Czapski & Colen Johnson were present. They are proposing to construct a single-family house on the front of the property, but there is a quarter mile of class IV road that would need to be improved to driveway standards for that to happen. Bill asked where the property is regarding the brand-new culvert the town put in. Colen explained it is past it, the culvert is at the end of the Class 3 part so they would be looking to improve from the culvert to the proposed house site and improvement would include an emergency turn around.

Other residents from Rogers Road were present and Julia opened the floor to them. Glenn Rogers owns property further up. Glenn's concern is that the proposed improvements are at the top of the hill, water from the next hill flows down the hills and down into a flat area. Would they be putting water bars in so that the road does not get washed out? Colen confirmed that water is considered with everything. Glenn also was concerned that Ann Brown who is on the south side of the road has a spring not far in and wanted to make sure the ditches and culvert that would be needed to bring the water from the north to the south into Rogers brook would not be interfered with. Any water coming off from the road could come off the road creating a wetland that could create problems with her spring.

Glenn also wanted to explain that there is traffic on the road in spring & summer that is motorized that come to ride the class iv road such as ATVS etc. so they will want to keep that in mind. John Roberts, Road Foreman, only concern was the power. They have the option to go off the power pole in the front lawn of a nearby resident and the other option is to run the wire up the ditch and he already has problems with that kind of set up. Bill thinks that our land use regulations state all new developments need to have underground power, so he doesn't know how they'd get around that.

Allison brought up the fact they have dealt with road improvement in the recent past and they have a documentation. The document explains that the town does not maintain or is liable for the road even when improved. Allison feels this is situational and the last situation was different. She would want to give the town attorney information so we can be sure the document is correct for this situation as well as providing for the needs of the landowners. Nanette explained that the town also needs to decide if they would want a site plan like was

required at the last upgrade. Julia thinks it would make a lot of sense because it sounds like there is a lot going on regarding the water situation.

REQUEST FOR PERMIT TO TRAVEL OF SCHULTZ TRAIL BY MOTORIZED VEHICLE

James and Katherine Anderson recently bought the property at 161 Machia Hill Road where a majority of the Schultz Trail runs through. Pursuant to the Use of Trails Ordinance No. 1 they are requesting a permit to use a motor vehicle on the trail to access part of their 300+ acres more or less property on both sides of the trail.

Bill knows that the previous owners had the same agreement in place for the property, but that information was not shared with the Anderson's. It seems very clear cut to Bill, he made a motion to approve. Julia asked them if they had reviewed the trail ordinance, they had. Allison 2nd the motion, motion passed 3-0.

UNDER HILL ROD & GUN QUESTIONNAIRE

This is part of an Act 250 Application that the Underhill Rod & Gun have going. Awhile ago they had come with the explanation that this is for one of their older buildings. In Nanette's opinion this will not create any more added services because they are going to be operating the same as they have for the past 47 years. Bill is already in the office so he will sign it.

EMPLOYEE HEALTH INSURANCE

Nanette putt this on the agenda since she received the new rates. Julia observed that we just switched plans and that this was our first year with MVP. Allison saw that MVP and BlueCross BlueShield were far apart in rates still. MVP had increased but was still the cheaper option. Employees have had no issues with the switch which Allison was happy with. Allison made a motion to stick with MVP but would like to pull the opt-out out of the conversation. Julia would like to push the opt-out conversation until another meeting so she could better educate herself. In Allison's opinion the opt-out is too high. She suggests phasing it to the lower number over time. To Bill this makes sense. Allison made a motion that they stick with MVP and that they cover insurance premiums at the same level they did at the past. Bill 2nd. Motion passed 3-0.

NOVEMBER & DECEMBER MEETING SCHEDULE

Nanette will not be here for Thanksgiving, so she wanted to know if the board wanted to get another meeting in there. The last one of the year is Christmas Eve which also presents a problem. Bill's concern was that it is now hunting season and Thursday is his day off so sometimes it is a rush to get to meetings so they may have to tolerate him tired and in camo.

The board went on to further discuss their meeting schedule for the coming months.

CORRESPONDENCE

Bill talked with John and he said the Western Star was in for major repairs and in a roundabout way was suggesting it might be at the point to switch to an 8 year vs 10 year, so Bill thinks the vehicle is on the way out.

COMMUNICATION

There were no communications.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

Selectboard Meeting
October 8, 2020
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Greg went over the accounts payable and warrants. The Selectboard members will come into the office to sign.

ADJOURN

The meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Julia Andrews, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk

**TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
September 25, 2020 – October 8, 2020**

Work to be done

- Grade roads.
- Add gravel to Old Stage Rd.
- Continue with FEMA work.
- Ditching project on Old Stage Rd.

Work completed

- Graded Cambridge Rd., Plains Rd., Brookside Rd., a section of Old Stage Rd., a section of Woods Hollow Rd., a section of Osgood Hill Rd.,
- Replaced 2 driveway culverts and ditched a section on Old Stage Rd.
- Hauled in gravel for road surface work.

- Made repairs to the 2014 Western Star.

GUEST LIST

Michael, LCATV
George Lamphere
Dave Lavallee
Rebecca Davanon
Scott Rogers
Marge Hamrell
Maura O'Brien
John Doane
Kati & Jim Anderson
Colen Johnson
Lynn Gauthier
Sally & Jonathan Czapski