

Jonathan Czapski had joined the chat. Julia caught him up on the discussion and asked if he had any comments or questions. He did not. Once the board hears back from the Czapski's attorney things will move forward.

PROPOSALS FOR GRANT WRITER

There were seven responses to the RFP for a grant writer and Nanette had put together a spread sheet so the board could compare. Julia thanked the responders for their interest. She wondered if Bill or Allison had any bids that were front runners in their minds. Allison had an initial question: One proposal did not have a per hour rate listed which makes it difficult to compare. She tends to throw out anything that is severely higher than anyone else's. One was more than double the rest, you do sometimes get what you pay for but she believes this is above the budget. Bill was amenable to allowing those that were in attendance a short period of time to explain their proposals.

Liz Curry: She did have an hourly rate of 100 per hour, her experience is with working with municipalities in Franklin and Chittenden Counties. She says planning grants etc. would be doable under the current budget, but the wastewater proposal would be different. She though the RFP was a bit broad in what the town wanted so it was difficult to price and anticipate what was needed.

Julia apologized to Liz for the fact they had missed the page of her proposal with the hourly rate, it was an administrative oversight.

Ali Gray: they are a MA based consulting firm. The opportunity was appealing to them because they were looking to do more work in other areas of New England and grant writing is enjoyable to them, especially in local community efforts vs state sized.

Diane Meyerhoff: Burlington based, raised 18 million for both gov and non-profit organizations. She specializes in mostly federal funding. She thinks she could do a lot of good work for Westford and enjoys working with small towns.

Elizabeth Myer: Jericho based, 30 years of nonprofit experience. Excited for the project, loves small town projects and loves Westford. Finds the prospect of revitalizing the town center and providing affordable housing exciting.

Julia reminded everybody on the call that the money for this project was set aside in last year's budget by request of the planning commission. It is a town center revitalization project, the vision as it stands today is for the property to be mixed use with affordable housing and some retail space with river access at the back of the property. When they put this money in the budget it wasn't specific because the plans are still in process. They did just get a planning grant which is exciting. Covid has made the project, previously ready to hit the ground running, take a bit of a stumble, so they are looking to rebuild up and get things ready to go. The town really needs somebody who is not a volunteer to spearhead items.

Julia was glad that they clarified the error with Liz's proposal because she was quite interested in that. She was also interested in Pear Associates because she felt they had a lot of municipal experience. She felt like those are two different approaches, but both were strong. Allison sees a lot of health and education centered work with Pear Associates which sounds great, but does that translate what we are doing?

Allison liked the local aspect of Liz because she is so familiar with Westford, while she liked 3rd Sector, she feels like the cost per hour while she is sure it is warranted, for us this is a \$5000 project so we're going to need to stretch that a bit so she's not sure that's a rate for us.

Bill respects the people from the quote sheet, if somebody took the time to represent themselves in the meeting that means a lot to him, so he would narrow the list down to those that attended so out of those the tossup is between Elizabeth and Liz.

Bill made a motion to accept Liz Curry's proposal for Grant Writing services, Allison 2nd, motion passed 3-0.

ST. ALBANS FY'22 DISPATCHING SERVICES CONTRACT

The St. Albans Dispatching Services Contract needed to be approved and signed by the board.

CORRESPONDENCE

Allison responded to two dog incidents. One loose dog on the road on Woods Hollow Road and another on 128 whom a resident had been able to catch. The second dog was reunited with its owner. Bill was concerned about the continued lack of dog warden. Allison expressed appreciation for the resident, Jessica, who had captured the loose dog as well as the Vet Janine who had taken the dog on no notice. Julia expressed her thanks for Allison taking the dog warden duties on in the interim.

Allison is not going to fulfill the last two years of her Selectboard seat. So she is hoping to bring forward some people that can finish her seat as he will likely not be in Westford by the summer. She expressed appreciation for everybody she has worked with. Bill wished her well with her new venture. Julia expressed appreciation to Allison for the countless hours she has put towards Westford during her tenure on the Selectboard.

COMMUNICATION

Nanette is going to continue to post the opening for the Dog Warden on FPF.

Greg had spoken with George Lamphere and the Line of Credit for the 1704 project and Greg thought it would be prudent to begin looking for that now instead of several months later. Julia agreed.

FY'22 BUDGET WORKSHOP

The board took their first look at the draft budget. Julia felt that a discussion on an asked donation needed to happen. The ask in question asked for \$10,000 which far outstrips anything else donated by the town. Especially in the year 2020 which has been financially difficult.

Bill was curious why the town needed two buildings that served almost identical purposes on the common. Greg explained that there were major differences between the two buildings that helped them serve different purposes. Julia also felt like they were set up for different types of events. If we were not in a pandemic which makes events difficult, it would be no question that the White Church is an icon and asset to the community. She doesn't want to zero out the request, but she thinks discussion needs to occur. Sometimes she thinks that the perception of how much money the town has to give is far above what it actually is. Allison had a larger concern. She appreciates what they are trying to do with the Church, but she feels they are

ready to hand it over to the town, but the town does not have the capacity to own and maintain another building. They also own the Red Brick Meeting House. It seemed like this was a hairy one that was much needed. She thinks it is a much longer conversation. We are not set up to own and maintain lots of property as a municipality. If we owned the property, Julia's instinct would be how would we get somebody to buy it because it is not feasible to own the building. Allison thinks that the White Church group likely did not expect the entire request to be filled.

Bill reminded the board that they have collectively asked boards to either level fund or decrease their funding in this difficult financial time. With all the hard work other groups have put towards having conservative budgets it could all be wiped out with this one lump sum. If we don't reduce costs than we have failed residents.

Julia proposed giving the RBMH \$4,500 and she thinks this would also be a good sum to give the White Church. Bill doesn't think that the property would be a failure in the private sector like the group thinks. He doesn't know why somebody can't do something with it. Allison and Julia heard what Bill is saying, but the White Church group cannot even use the building the way they intended to this year, which were events that would have helped the building. Allison feels the \$4,500 is fair.

Bill thinks the White Church preservation could be another good project for the new grant writer.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

Greg went over the accounts payable and warrants. The Selectboard members will come into the office to sign.

ADJOURN

The meeting adjourned at 8:55 pm.

Respectfully Submitted,

Julia Andrews, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk

**TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
November 20, 2020 – December 3, 2020**

Work to be done

- Grade roads when we can.
- Plow and sand when needed.
- Continue to cut brush.

Work completed

- Graded Brookside Rd., a section of Woods Hollow Rd., Osgood Hill Rd., sections of Old Stage Rd., Cambridge Rd., Allen Irish Rd., Bill Cook Rd.,
- Filled pot holes on Old # 11 Rd., and the North end of Woods Hollow.
- Cut brush on Allen Irish Rd., Seymour Rd., Cowie Rd., Bill Cook Rd., and started on Osgood Hill Rd.
- Sanded and salted several times.
- Picked up the new One Ton and delivered it to Iroquois to begin the upfit.

GUEST LIST

Buddy, LCATV
Neil Hackbarth
Lee McClenny
Chapin Kaynor
Scott Rogers
Liz Curry
Glenn Rogers
Ali Gray
Alyssa Black
Diane Meyerhoff
Dave Lavallee
Elizabeth Meyerl