

SELECTBOARD MEETING
March 11, 2021
Minutes

Present:	Bill Cleary (chair) Lee McClenny Dave Baczewski Nanette Rogers	Callie Hamdy John Roberts Greg Barrows
Guests:	Buddy Meilleur (LCATV) Vicky Ross	Dave Lavallee

The meeting was called to order at 7:00 p.m. The meeting was held via Zoom. All attendees attended remotely.

INTRODUCTION OF NEW SELECTBOARD MEMBERS

Bill Cleary re-introduced himself to the public; this is his third year on the Selectboard. Dave Baczewski introduced himself, he is retired from the Air Force and has been living in Westford since 2002. Lee McClenny introduced himself, he retired last year and moved to Vermont permanently at that time.

CHANGES TO AGENDA

Vermont Community Development Grant added, Town Health Officer resignation added, Attorney Opinion regarding Selectboard members also serving as DRB members added, NEMRC agreements added.

PUBLIC COMMENT

There was no public comment.

REORGANIZATION

Lee McClenny made a motion to elect Bill Cleary as Chair of the Selectboard, seconded by Dave Baczewski. Motion passed: 3-0.

Dave Baczewski made a motion to elect Lee McClenny as Vice Chair of the Selectboard, seconded by Bill Cleary. Motion passed: 3-0.

Lee McClenny made a motion that the Board meet regularly on the second (2nd) and fourth (4th) Thursday evenings of each month beginning at 7:00pm via zoom or downstairs at the Town Office once it is safe to do so after COVID risks have passed, seconded by Dave Baczewski. Motion passed: 3-0.

Lee McClenny made a motion to designate Seven Days as the primary newspaper for publication of legal notices and the Burlington Free Press being the secondary newspaper when necessary seconded by Dave Baczewski. Motion passed: 3-0.

MINUTES

Lee McClenny made a motion to approve the February 25, 2021 minutes as amended, seconded by Dave Baczewski. Motion passed: 3-0.

Dave Baczewski made a motion to approve the March 1, 2021 minutes as amended, seconded by Lee McClenny. Motion passed: 3-0.

ROAD SCHEDULE

John Roberts, Road Foreman, reviewed the Road Schedule from February 26, 2021 – March 11, 2021. Lee McClenny made a motion to approve the Road Schedule, seconded by Dave McClenny. Motion passed: 3-0.

ANNUAL APPOINTMENTS OF VARIOUS TOWN OFFICES (TERMS THAT EXPIRE 3/2021).

The Board went over the annual appointments for offices with terms that expire in March of 2021.

Fence Viewers - Bruce Root, Scot Phillips
Inspector of Wood/Lumber/Weigher of Coal – Kyle Hobart
Land Agent – Benjamin Stark
Town Agent – Willis Breen
Town Grand Juror – Ronald Perry
Tree Warden – Ned Meehan

DRB – Matthew Wamsganz
DRB – Francois Ross
DRB Alternate – Seth Jensen
Planning Commission -George Lamphere
Conservation Commission – Sarah Pinto
Recreation Committee – Adam Adorasio
Recreation Committee – Chuck Medick

Lee McClenny made a motion to approve the appointments as listed, seconded by Dave Baczewski. Motion passed: 3-0.

VERMONT COMMUNITY DEVELOPMENT GRANT

This is a \$60,000 planning grant that was awarded for the Pigeon Property. Julia Andrews was the agent for the Town however now that she is no longer a member of the Selectboard a new authorizing agent needs to be designated. It is a minimal time commitment but requires some computer skills. Dave was willing to do it. Lee made a motion to nominate Dave Baczewski as the authorizing agent for the VCDP planning grant, seconded by Bill Cleary. Motion passed: 3-0.

HEALTH OFFICER RESIGNATION

Martha Bennet submitted her resignation for serving as Town Health Officer because she is moving out of state. Lee McClenny made a motion to accept her resignation with gratitude and begin a search for a replacement, seconded by Dave Baczewski. Motion passed: 3-0.

ATTORNEY OPINION ON SB AND DRB SHARING BOARD MEMBERS

Bill and Dave also serve as members of the Development Review Board (DRB). The town attorney was consulted to determine if there is a conflict of interest. The Town attorney's opinion is there is not a conflict.

Dave didn't have concerns, adding that it's up to the public perception on what they think about it. He can see how somebody could see an issue. Dave thinks he can keep it straight to avoid a conflict but is also willing to step down from the DRB if that is the case because he has only one year left for his DRB term. Bill feels that Dave and himself are valuable members of the DRB, so he thinks it would be a shame for either person to leave.

Andre Roy was present, he asked if two members of the Selectboard are meeting at the same time during a DRB meeting, isn't that a quorum? Doesn't that need to be warned? Nanette clarified that the attorney said if they aren't doing Selectboard business then no, it would not

need to be warned. Vicky Ross imagines that this situation would require some care. Bill read the closing of the attorney opinion aloud for the public: "Given the foregoing...I do not feel it is necessary for Bill and David to resign their membership of the DRB but they should be mindful of their dual membership and how they fulfill their duties. When instances where the Town is applying to the DRB they should recuse themselves...". Bill and Dave will also discuss this with the DRB.

CONFLICT OF INTEREST POLICY

Nanette reviewed the Policy Regarding Conflicts of Interest and Ethical Conduct. This is a document that needs to be signed by the Board.

SELECTBOARD RULES OF PROCEDURE

Nanette reviewed the Selectboard Rules of Procedure. This is a document that will need to be approved and signed by the Board. Dave made a motion to approve the Selectboard Rules of Procedure as written, seconded by Lee McClenny. Motion passed: 3-0.

CORRESPONDENCE

Some residents had wanted the link to the CCRPC Road Study. Nanette uploaded the document to the Town website and directed them to the link and posted the link on Front Porch Forum.

Lee and Dave, along with the other candidates for Selectboard, did a "Meet the Candidates" video with LCATV before Town Meeting. At the time LCATV mentioned they had a spot on their board of directors for a person from the Town of Westford, so that was something that should be considered. Nanette will touch base for more information.

COMMUNICATION

There was no communication.

NEMRC

Bill understands that being comfortable with a financial program is important to running the office smoothly. If office staff want to remain with the NEMRC (New England Municipal Resource Center) software, he is supportive. Dave made a motion to extend the software agreement, how it's used, approve the user agreement with the support, and to authorize Nanette to sign the documents, seconded by Lee McClenny. Motion passed: 3-0.

ACCOUNTS PAYABLE/PAYROLL WARRANTS

Greg Barrows, Treasurer, reviewed the accounts payable and payroll warrants. Selectboard members will come into the office to review and sign the warrants.

ADJOURN

The meeting adjourned at 8:14 p.m.

Respectfully Submitted,

Bill Cleary, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk/Minute Clerk

**TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
Feb. 26, 2021 – March 11, 2021**

Work to be done

- Plow, sand, and salt when needed.
- Start work on the new chloride trailer.

Work completed

- Plowed, sanded, and salted roads several times.
- Worked on the trucks.
- Patched potholes in the worst areas.
- Hauled in gravel for mud season.
- Fixed the tarp on the 2020 HX.

Approved at the 3/11/21 Selectboard Meeting.