

SELECTBOARD MEETING
April 8, 2021
Minutes

Present:	Bill Cleary (chair) Lee McClenny Dave Baczewski	Callie Hamdy Greg Barrows Nanette Rogers
Guests:	Michael Wright (LCATV) Dave Lavallee	George Lamphere Gordon Gebauer

The meeting was called to order at 7:03 p.m. The meeting was held via Zoom. All attendees attended remotely.

CHANGES TO AGENDA

Moved highway budget status report to treasurer section.

PUBLIC COMMENT

There was no public comment.

MINUTES

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

ROAD SCHEDULE

John Roberts, Road Foreman, was absent from the meeting so Bill reviewed the Road Schedule for March 26, 2021 through April 8, 2021. Lee McClenny made a motion to approve the Road Schedule, seconded by Dave Baczewski. Motion passed: 3-0.

STATUS OF PLANNING COMMISSION PROJECTS

George Lamphere and Gordon Gebauer from the Planning Commission were present. George provided a status of the Planning Commission's current projects. First was an update on the amended Westford Land Use Regulations. A public hearing is scheduled for April 19th, there are no big changes, only six or seven items are being amended. They are also using a Community Block Grant to explore development of the 1705 VT Route 128 project, also related to the project they have upcoming meetings with Habitat for Humanity, Vermont River Conservancy, and others.

The Planning Commission withdrew the 1705 VT Route 128 project from the Congressional Funding request as there was potential overlap in funding between different grants (see below item for more).

Wastewater priorities include public outreach and looking at creating a funding stack and knowing more concrete numbers on the total costs associated.

Bill asked if there was the potential for funding the operation costs of the wastewater system through grants or would that be completely on users in the town? George thought that was a good question. He has not heard of any yearly grants for operating costs so he believes it would fall on the Town and the users and that is how it should be presented because even if the Town did get a grant, funding streams can shift. Dave knows that the Planning

Commission is working on the funding, is the Planning Commission comfortable with the grants and funding we have the potential to receive? Have we done all we can and made sure that we can use all the money available to us? George replied that things have gone smoothly so far, but that is another reason to create a funding stack. Dave wondered if a chronological timeline could be provided of what happens after the Town receives the funding stack to which George replied yes.

Dave thinks in terms of public outreach laying out those operation and maintenance costs will be important to get out early. The future growth that it gives also needs education and outreach. Dave's feeling is that we want future growth, we want to be able to develop on the Common. How quick does that 20% growth outlined in the project for future development get eaten up? What is the right balance of what we need now and what we need in the future?

Gordon explained that something to keep in mind with the 20% is that it is if all existing structures hooked up, so that is not necessarily a limit. He believes that they likely will not get all current potential users hooking up so the 20% is a fluid number. Lee shared concerns with how the money is going to come together and how sustainable it will be in the long run, a lot of it depends on getting potential users on board. Gordon thinks that a lot that limits us is the site that is available to us. We can ask the engineers if there is more potential, but it is his understanding that it takes more land.

Bill asked how the new grant writer was working out. George explained that things are going well. George relayed that there had been a question regarding if the Town had fire ponds and how those could be managed. Some of the developments going in require fire ponds and they are not always feasible so there is an idea being floated about how a developer may buy themselves out of a fire pond.

AMENDED CONGRESSIONAL FUNDING REQUEST LETTER

The Planning Commission submitted an amended version of the Congressional Funding Request Letter. The amended version removes the request for the culvert work for the 1705 Route 128 project. The new version only includes the Community Wastewater System project funding request.

Dave Baczewski made a motion to approve the amended Congressional Funding Request letter that only includes the wastewater and not 1705 VT Route 128, seconded by Lee McClenny. Motion passed: 3-0.

REQUEST TO FLY DRONE OVER 3-5 LOCATIONS IN WESTFORD FOR AERIAL PHOTOGRAPHY

Roy Mercon of Mercon Photo LLC is doing a photography project showcasing each town in Vermont using aerial photography. He would like the Town's blessing to fly a drone over 3-5 spots in town. It would be minimal impact both on time and distraction. He also wanted to some local insight as to the best times to fly and spots that may be appropriate to photograph.

Bill had no objection and would like to see the finished footage, which perhaps could be put in as a link on the Town website. Lee had two questions, does the Selectboard have the authority to okay or prohibit somebody from flying a drone in the State of Vermont? That is a new legal area in a lot of ways. Lee also thinks it sounds neat, but if he were the occupant of a private property and somebody was flying a drone around, he would maybe be irritated by that. Dave explained that there are a lot of problems with private property being filmed. Flying

the drone is not an issue because he is licensed, however it is the photography we must be careful with. Other than that, it would be great, especially if we could use the footage for the promotion of town center revitalization. Dave would be for it if we could get Roy at a meeting so he could go over things with us regarding what would be filmed. Lee shared that feeling. Lee was not sure of relevant state and federal law regarding drones is in the authority of the Selectboard. He is not sure the Board can give or withhold permission from a legal standpoint. Lee would feel more comfortable with an opinion from the Vermont League of Cities and Towns (VLCT) or from our lawyer. Nanette will reach out to Roy and Bill will call Garrett from VLCT and ask him. Bill was surprised that Roy did not show, but he does understand that he probably does not want to go to 250 meetings on the subject.

REVIEW AND ADOPTION OF LOCAL EMERGENCY MANAGEMENT PLAN (LEMP)

The Local Emergency Management Plan has been updated for 2021. Its Municipal Adoption form needs a signature from the Selectboard. Lee proposed that we accept the plan, but he would also like to dig deeper and look at things we may want to have. Lee McClenny made a motion to adopt the updated Local Emergency Management Plan, seconded by Dave Baczewski. Motion passed: 3-0.

CORRESPONDENCE

Nanette received an email from Chapin Kaynor about the Czapski Road Agreement and the discrepancy between what they told the Selectboard and what they told the Development Review Board (DRB). The Czapskis applied and received approval for road improvements leading to a single-family home but are proposing a subdivision with three single family homes, each with accessory structures to the DRB.

Bill thinks this falls under the conversation of conflicts of interest between the Selectboard and DRB so he is not sure what to say regarding this, but it is clear that the Road Agreement would need to be amended if the project is approved, that is something the Selectboard would have to look at from a Town perspective about the road. Bill feels Chapin deserves a response. Nanette thinks the Board cannot do or say anything until such time a request comes before the Board to amend the Agreement.

Lee wondered if there was an argument to be made that the Agreement that came to the Selectboard originally was incomplete in its information and should be suspended. Nanette explained the Czapskis came to the Selectboard with a plan, and it was approved as presented and if that plan changes, they need to seek an amended Road Agreement. They explicitly had originally requested the road upgrades for one dwelling.

Dave read the original Road Agreement in a DRB packet for a meeting on April 12 so that will be discussed then. Nanette counseled Dave and Bill on how to handle the Selectboard and DRB conflicts of interest. The Czapskis also have the option to come to the Selectboard again themselves. Dave feels he can stay impartial. Nanette counseled that at the DRB meeting, Dave and Bill need to remind others that they are only speaking as DRB members at that time and not as Selectboard members.

COMMUNICATION

There was no communication.

ACCOUNTS PAYABLE/PAYROLL WARRANTS

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

FY'21 HIGHWAY BUDGET STATUS REPORT

John was not present, so Greg reviewed the FY'21 Highway Budget status report.

FY'21 GENERAL FUND BUDGET STATUS REPORT

Greg went over the status of the FY'21 General Fund Budget status report.

EXECUTIVE SESSION

Lee McClenny made a motion to enter Executive Session at 8:26 p.m. to discuss personnel, seconded by Dave Baczewski. Motion passed: 3-0. People in attendance were Bill Cleary, Lee McClenny, Dave Baczewski, Greg Barrows and Nanette Rogers. The Board exited Executive Session at 9:01 p.m.

Lee McClenny made a motion to approve the remediation plan presented by the Treasurer to correct an accounting error in the pension deductions of a Town employee that resulted in an expense to the Town of \$561.00, and steps have been taken by the Treasurer and Bookkeeper to ensure that the error is not repeated, and which is the most efficient and cost-effective solution under the circumstances, seconded by Dave Baczewski. Motion passed: 3-0.

ADJOURN

The meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Bill Cleary, Chair
Selectboard

Callie Hamdy
Assistant Town Clerk/Minute Clerk

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
March 26, 2021 – April 8, 2021

Work to be done

- Grade roads when weather permits.
- Continue work on the new chloride trailer.
- Continue with brush cutting.

Work completed

- Graded parts of Old Stage Rd., parts of Woods Hollow Rd., parts of Brookside Rd., Most of Osgood Hill Rd., Allen Irish Rd., Bill Cook Rd.,
- Removed the wing plows from the trucks.
- Washed 2 of the trucks.
- Service work on the Grader, John Deere excavator and the loader.
- Changed the air brake chambers on the 2020 International.
- Repaired some wiring on the 2017 Western Star.
- Swept the paved intersections.

Approved at the 4/8/21 Selectboard Meeting.