



and prayer. Lori Johnson from the Common Committee was present. She explained that while a tent would not be allowed, the canopy was fine. She was curious why the specific date was chosen. Erin advised it was because it was the first time her group was all available. Lori would prefer it to be the following Saturday due to the request date being Juneteenth. Lori explained that there were several protests around the state and wanted to be cautious scheduling events on that day. Erin stated that the only date available for her group to hold the event in Westford is June 19 because they are scheduling events in different towns as well. The Board did not have objections.

Lee McClenny made a motion to grant permission for Erin to hold her event on the Westford Common on June 19<sup>th</sup>, noting that the use of the common and gazebo is nonexclusive, and that the Town Common Policy shall be followed, seconded by Dave Baczewski. Motion passed: 3-0.

#### **REQUEST TO SHARE RESOURCE ON TOWN WEBSITE AND IN NEWSLETTER**

Kathleen Porter was present to discuss her request to share a resource on the Town's website and in the Town Newsletter. She explained that the resource is called the "Buy Nothing Westford Vermont Facebook Page." This is an international project that aims to be a gifting resource in communities to help others.

Lee McClenny made a motion to grant permission for "Buy Nothing Westford" to advertise its existence through the town newsletter and website, seconded by Dave Baczewski. Motion passed: 3-0.

#### **REQUEST SUBMITTED BY JONATHAN & SALLY CZAPSKI TO AMEND ROGERS ROAD CLASS 4 TOWN HIGHWAY LICENSE AGREEMENT**

Following the meeting on May 20<sup>th</sup>, Colen Johnson, the engineer for the Czapski project, submitted revised plans for the road upgrade.

A site visit was held on May 25, which Lee attended. Lee explained that a significant change to be noted is that the public utilities, which will be running up the road, will now be directionally burrowed for a significant distance up the left side of the road. A lot of attention has been paid to how much disturbance will be necessary to make the improvements according to road standards and to ensure that trees are not unnecessarily disrupted. It appeared to him that the neighboring landowners believe that the revised plan is adequately sensitive.

Regarding whether the Town should move forward with amending the license agreement, Lee feels the Town should. The additional building lots does not change the standards of the road required but does change the language in the license agreement and does need to be approved.

Chapin Kaynor was present. He expressed his appreciation to the Czapski's for the changes that were made because they exceeded his expectation in protecting the trees.

Bill asked Colen how many single-family dwellings and accessory apartments will be on each lot. Bill is asking the question because on the Environmental Project Review Sheet, it states there will be a single-family dwelling and an accessory apartment on each of the three lots. Colen explained that the application is being amended to each lot having a single-family

dwelling and only one lot having an accessory apartment. This is what is being submitted to the Development Review Board (DRB).

Lee McClenny made a motion to approve the request to amend the license agreement between the Czapkis and the Town of Westford, contingent on an agreement being reached between the attorney's representing the two parties. There was no second.

Dave wanted clarification. The Czapskis have a current, valid license agreement, is that correct? The current license is valid but inaccurate for the number of residential units but not the road improvements needed. Dave wanted to know what the risk to the Town was if the applicants wanted to start construction. Dave is not in favor of doing this all the time, but in this instance, we do have escrow funds. Lee explained that could only be discussed in Executive Session because it involves attorney client privilege information.

Dave Baczewski made a motion to agree to go forward with amending the Czapskis' Class 4 License Agreement, seconded by Lee McClenny. Motion passed: 3-0.

#### **ASSESSOR DRAFT JOB DESCRIPTION**

Nanette and Caroline Brown drafted a job description for the Assessor position. Bill saw no concerns with the job description. Lee McClenny made a motion to approve the draft job description for Town Assessor as submitted and approve the Town Administrator to go forward with the advertising position, seconded by Dave Baczewski. Motion passed: 3-0.

#### **CORRESPONDENCE**

Dave explained that he and Nanette have been working on revising the Personnel Policy. The Town's current policy does not include language for requirements of the VCDP grant application, such as texting while driving and protection for whistleblowers but the new policy will. Dave is wondering if the Board wants to accept the boiler plate language that was provided with the VCDP grant application and attach it as an addendum to our current policy until the new policy is ready. He is concerned that because these required items are not in the current policy that it may impact the grant. Bill and Lee were okay with Dave and Nanette continuing to work on the policy as they have been, and if pushed, to accept the boiler plate language that was provided and attach it to our current policy.

#### **COMMUNICATION**

There was no communication.

#### **AUTHORIZE TRANSFER OF CAPITAL BUDGET AMOUNTS FROM GENERAL FUND TO THEIR RESPECTIVE RESERVE FUNDS**

Greg Barrows, Treasurer, was present to explain the transfers that were being requested. The amounts appear in the town budget, which was approved by the voters. The funds are for the Admin Capital Budget, Fire Dept. Capital Budget, Highway Capital Budget, and a salt shed. Dave Baczewski made a motion to authorize the transfer of the capital budget amounts to their respective reserve funds, seconded by Lee McClenny. Motion passed: 3-0.

Dave Lavalley was curious about the salt shed; he thought the current one was temporary. Sean was not sure how long the current one is projected to last. When John returns to work he could better answer that question.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

Greg presented the accounts payable and payroll Warrants. The Board members will come into the office to sign them.

**FY'21 GENERAL FUND & HIGHWAY BUDGET STATUS REPORTS**

Greg reviewed the FY'21 General Fund and Highway Budget status reports.

**EXECUTIVE SESSION**

Lee McClenny made a motion to go into Executive Session at 8:20 p.m. to discuss negotiation of contracts under 1 V.S.A. § 313(a)(1)(A), and confidential attorney -client communications under 313(a)(1)(F), seconded by Dave Baczewski. Motion passed: 3-0. People in attendance were Bill Cleary, Lee McClenny, Dave Baczewski, Nanette Rogers, and Sean Cushing. The Board exited Executive Session at 8:55 p.m.

Dave Baczewski made a motion to direct the town attorney to negotiate with the Czapskis through their attorney amendments to the current license agreement for improvements to a section of Rogers Road as proposed in the revised engineered plans, seconded by Lee McClenny. Motion passed: 3-0.

Dave Baczewski made a motion authorize the Czapskis to proceed with upgrades to certain sections of Rogers Road as soon as an amended license agreement is signed by both parties, seconded by Lee McClenny. Motion passed: 3-0.

Bill explained to Chapin that the Board will be his point of contact for any concerns regarding the project. As the construction starts, if there are things that concern him, he can bring them to the Selectboard.

Jonathan wanted to clarify that if the amendments are agreed upon with the attorneys is there a certain timeframe for that? Would it go to another meeting? Bill said that was correct. It was their thought that they needed the licensed agreement signed before any upgrades can be made. Once the attorneys hammer out the amended license, they will post haste to get that approved.

**EXECUTIVE SESSION**

Dave Baczewski made a motion to enter Executive Session at 9:00 p.m. to discuss personnel, seconded by Lee McClenny. 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 9:55 p.m.

Dave Baczewski made a motion to compensate Sean Cushing \$250 per week the Road Foreman is out on leave, seconded by Lee McClenny. Motion passed: 3-0

**ADJOURN**

The meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Bill Cleary, Chair  
Selectboard

Callie Hamdy  
Assistant Town Clerk/Minute Clerk

**Guest List:**

Chapin Kaynor  
Dave Lavallee  
Buddy Meilleur (LCATV)  
Kathleen Porter  
Amy and Mike Saunders  
Scott Rogers  
Lori Johnson  
Colen Johnson  
Glenn Rogers  
Erin Bovat  
Sally and Jonathan Czapski

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**May 13, 2021 – May 27, 2021**

Work to be done

- Grade roads when weather permits
- Add gravel to roads
- Started Old Stage Rd. ditching, and culvert replacement work
- Service on the Cat excavator.

Work completed

- Graded Common Rd., Brookside Rd., Phelps Rd., Rollin Irish Rd., Osgood Hill Rd., Plains Rd., Lower Covey Rd., Machia Hill Rd., Stoney Ridge Rd., Bill Cook Rd., and part of Woods Hollow Rd.
- Finished ditching and culvert change project on Cambridge Rd.
- Hydroseeded the new ditching on Cambridge Rd.
- Hauled in gravel
- Cleared some obstructed culverts of debris on Osgood Hill Rd.
- Had 3 hazardous trees cut on Manley Rd.

Approved at the 5/27/21 Selectboard Meeting.