

gravel. Dave thinks having a place for people to park would be good; it's a well-traveled road by pedestrians. Dave Baczewski made a motion to place gravel at the hunting access point for the Maple Shade Town Forest, seconded by Lee McClenny. Motion passed: 3-0.

ALL HAZARD MITIGATION PLAN

Bill's interpretation is that this is the Board reporting to the State that the Town has made corrective measures to roads to be in conformance to receive state money. Melissa explained that the All Hazard Mitigation Plan is drafted by the Chittenden County Regional Planning Commission on behalf of all the towns in Chittenden County. They have a regional plan and town specific plans. Westford needs to have an All Hazard Mitigation Plan to receive the highest levels of emergency relief funding. The actual plan is in the process of being drafted and will eventually require a formal resolution from the Board upon completion.

COVID PROTOCOLS IN THE TOWN OFFICE

Some Town Office staff raised their concerns to the Selectboard about the COVID-19 protocols after a positive case within the office. They were requesting that the Board streamline their protocols and make their communication clearer to employees in these sorts of situations. They felt the way things were done with the recent case were chaotic and lacked clear communication. Several employees voiced their support for masking in the office regardless of vaccination status.

Bill thought we should follow the state guidelines. He read the communication from town staff requesting the COVID protocols out loud. Dave had experience in helping workforces have a better communication about COVID. He had a variety of links that he thought would be helpful in creating an informational packet of procedures for employees.

Callie Hamdy, Assistant Town Clerk, was present. She expressed desire for better communication between employees and a more streamlined, less chaotic COVID process.

Bree Drapa, Librarian, was present. She was hoping the Town would implement who was responsible for each aspect of those checklists and links with multiple people available to do said tasks so that the sick individual is not responsible. Dave thought the Health Officers would be the best option to fill that role. Lee agreed Dave's checklists were the right approach to take and that the Health Officers were the right point of contact on this issue.

Bill thought the contact package should include the phone number and email of the Health Officers. Bree brought up the issue of communication. There's no specific way to contact employees in an emergency which is part of why the employees felt the way they did. She thought a phone tree or contact list that the Health Officers, Selectboard and leadership in each building could access would be best. Each employee should provide what the best way to get in contact with them in an emergency.

Melissa Manka, Town Planner, agreed that names don't need to be disclosed but we can't be reliant that a letter would be sent via snail mail. She thinks by email and/or phone call to get communication and information out quickly would be best. Bree felt this type of communication would also serve the Town in other ways of communication needed.

The Board agreed to make an informational packet for each employee and a clear understanding of what to say when we contact people, and those decisions will lead to a Town

Admin and Selectboard discussion with what happens with the opening and closures of our facility when we see the results of close contacts and to build the contact tree.

Pat Hechmer, Library Trustee, asked in terms of contact tracing they are assuming they have access to contacts. The Town Office has a sign in sheet but the Library doesn't. Are they talking exclusively about employees? How broad should contact be determined? Dave explained that's a decision for the Library and Trustees as it is typically the responsibility of the infected to contact close contacts, there's nothing that says the business/building must contact trace.

Dave Baczewski made a motion that the Town create a recall contact checklist that determines all Town personnel and how they prefer to be contacted and it is kept up to date and that the Town adopt the policies and procedures that are offered by the Vermont Department of Health, contact information, COVID best practices and cleaning information and include that in a resources information packet that the links will be updated constantly. The packet will include the two Town Health Officers' contact information as they are on the front line of that issue, seconded by Lee McClenny. Motion passed: 3-0.

The Board then went on to discuss the part of the letter that requested a mask mandate regardless of vaccination status until the recent surge has passed. The letter indicated that masks were to be required in the Town Office and during Town sponsored indoor events. The employees that signed the letter indicated that the request was also in part of employee peace of mind. They were feeling vulnerable or had family members that were immunocompromised.

The employees were comfortable that when the Vermont Department of Health felt that masks were no longer warranted indoors that a mask mandate be removed. Bree said that the Town needs to be consistent amongst town buildings because having differing requirements for different times and buildings is confusing. The Library Board doesn't feel that they have a lot of power behind them to require but if the Selectboard was to require something than the Library Board would have that to point to. She's not advocating either way, but a decision of leadership would be appreciated.

Dave narrowed down requiring masks in the Town Office only and during business hours only. Going beyond that he thinks it's a personal decision. Bill was not in favor of a mask mandate. Lee disagreed with Bill, that there are reasonable accommodations for those that didn't want to wear a mask if we had a mandate as we had implemented last year during the height of the pandemic. Lee is not in favor of an absolute mandate on masks, he feels uncomfortable requiring Town Office staff to lay down the law over something like that. He is in favor of continuing to strongly recommend those that come into the building wear masks.

Bree wondered if people might be comfortable if we added items like an air purifier and other mitigation tactics to make the space safer without having to mandate masks.

Lee McClenny made a motion that the Town Administrator work with the Town Health Officers to come up with mitigation efforts to present to the Selectboard, seconded by Dave Baczewski. Motion passed: 3-0.

Bill made a motion to not approve a mask mandate. Lee amended the motion, adding the Town maintain a policy in the Town Office during working hours of recommending that unvaccinated people wear masks and recommending vaccinated people wear masks if they

feel comfortable doing so. Dave made the point that if we were to follow CDC guidelines that we strongly suggest everybody wear a mask during times of high transmission rate. Dave feels that there is a strong case for a mask mandate. At least four employees are of high concern. We are in high transmission right now. Dave's proposal would be to limit it to the Town Office and only during working hours.

Kate thinks that people appreciate having some guidance on what's expected. Melissa and her work in a context that's different than upstairs, but they just ask that people wear a mask and one of the responses they get now is 'well I would have but I don't need to'. She thinks the public is looking for direction. The second thing is that this is not something that anybody anticipates will go on indefinitely. We're at peak surge right now with vaccinations on the way for young children. If a mandate were to go in place, she predicts it would go on for maybe for another two months or so.

Bill Cleary made a motion that the Town not implement a mask mandate, seconded by Dave Baczewski. Motion passed: 2-1.

STEP II CLEAN WATER LOAN AGREEMENT

Dave Baczewski made a motion to approve the Step II Clean Water Loan Agreement, seconded by Lee McClenny. Motion passed: 3-0.

APPOINT INTERIM EMERGENCY PROGRAM COORDINATOR

The Town's Emergency Program Coordinator has been deployed therefore an interim Emergency Program Coordinator is needed. A Front Porch Forum post would be warranted. Lee McClenny made a motion for the Town Administrator to advertise for the position on Front Porch Forum, seconded by Dave Baczewski. Motion passed 3-0.

REQUEST TO REMOVE MEMBER OF THE RECREATION COMMITTEE

Tonya Calley, Recreation Coordinator, was present. The Recreation Committee was requesting permission to remove one of their members from the Committee. Adam Adorasio has been unable to attend meetings or participate in the process but would like to come back to the Committee when he has more time.

Lee McClenny made a motion to accept the Recreation Committee's request to remove Adam Adorasio from the Rec Committee, seconded by Dave Baczewski. Motion passed: 3-0.

COVERED BRIDGE ABUTMENTS

Armando Vilaseca had raised concerns about the two large marble pieces in front of the Browns River Covered Bridge. They have slowly moved and slid sideways and are now pushing against the bridge abutments and pressuring them to where they are starting to be impacted. Armando felt that eventually they would slide down the side of the embankment. The information was confirmed with photos of the marble pieces.

Bill wasn't sure how maintenance of the bridge would be funded. Caroline Brown, member of the Historical Society, explained that previously it was several grants and fundraisers. Nothing was ever put aside for upkeep. Bill thought pending what John thinks on his potential success on fixing that would be. There is no committee for the bridge itself, but there is a Covered Bridge Society of Vermont. Bill asked Caroline if this was something she'd be willing to explore. It was.

**APPOINT MEMBER TO THE CHITTENDEN COUNTY REGIONAL EMERGENCY
MANAGEMENT COMMITTEE (CCREMC)**

This is a new position that needed to be appointed. Nanette volunteered to temporarily fill the position because there is no time to advertise before the required date. She requested that the Board open the position. Nanette would write this up with the other appointment. Lee McClenny made a motion to temporarily appoint Nanette as Westford's CCREMC Representative and ask her to advertise for a permanent position, seconded by Dave Baczewski. Motion passed: 3-0.

CORRESPONDENCE

Lee had communicated with residents about a zoning permit issue.

Dave had communicated with Bill Hill about joining the ARPA Committee and they will take him on.

Bill had a complicated correspondence with Ben Bornstein who has property off Machia Hill Road on the Goodrich Trail. The Town issued him a permit in 2015 to drive vehicles on the Trail to access. He wants the Trail Access Permit to be rescinded because it's more restrictive than the Court Order. The Trail Access Permit gives him permission to access the property with a vehicle and he gave an example that if his wife wanted to go to the property, she wouldn't be allowed, etc. The Court Order was very clear that in his interpretation it doesn't restrict his access for anything. Further the second half states he should not be deprived of the economic benefits of the respective parcel. Bill thinks this would need to be a future agenda item and we'd need a legal opinion.

Nanette wanted to put the Opioid Settlement document on the radar of the Board.

COMMUNICATION

Nanette will communicate the open positions. Dave will communicate ARPA meeting discussion.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

Greg Barrows, Treasurer, reviewed the accounts payable and payroll warrants.

ADJOURN

The meeting adjourned at 9:22 p.m.

Respectfully Submitted,
Bill Cleary, Selectboard Chair

Callie Hamdy
Assistant Town Clerk/Minute Clerk

GUEST LIST

Bill Hill
Melissa Manka
Kate Lalley
Caroline Brown
Dave Lavallee
Tonya Calley
Bree Drapa

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
September 9, 2021 – September 30, 2021

Work to be done

- Grade roads as needed.
- Add Gravel to roads.
- Start brush cutting.
- Put winter tires on the trucks.

Work completed

- Graded Brookside Rd., Osgood Hill Rd., Phelps Rd., Allen Irish Rd., Cambridge Rd., Plains Rd., Learned Dr., Woods Hollow Rd., Old Stage Rd.,
- Chloride roads after grading.
- Added gravel to a section of Woods Hollow Rd.
- Hauled in the remaining winter sand.
- Completed the ditching, stone lining, and culvert replacements on the South side of Birch Hill on Old Stage Rd.
- Roadside mowing.
- Took care of some trees that had gone across the road.
- Installed a culvert on Osgood Hill Rd.

Approved at the 9/30/21 Selectboard Meeting.