

SELECTBOARD MEETING
May 26, 2022
Minutes

Present:	Lee McClenny (Chair) Bill Cleary Greg Barrows	Nanette Rogers John Roberts Callie Hamdy
Guests	Ben Bornstein Vicky Ross Hans Huessy Frank Hassler Melissa Manka Mark Letorney Kim Guidry	George Lamphere Sally & Jonathan Czapski Barb Peck Sara Reeves (CSWD) Lori Johnson Ira Allen

The meeting was called to order at 6:00 p.m. The meeting was held in person and via Zoom.

CHANGES TO AGENDA

Added Transfer Funds from General Fund to Reserve Funds and removed the Executive Session.

PUBLIC COMMENT

Vicky Ross thanked the Selectboard with the help they provided for the Passport Program. The organizers would like to expand the program to include the covered bridge. Non-damaging methods will provide the Passport Program items so as not to damage the bridge. The bridge is frequented by visitors therefore there is no anticipated impact to neighbors. Bill and Lee had no issues with the addition.

MINUTES

Bill Cleary made a motion to approve the May 12, 2022 minutes as written, seconded by Lee McClenny. Motion passed: 2-0.

Bill Cleary made a motion to approve the May 18, 2022 minutes as written, seconded by Lee McClenny. Motion passed: 2-0.

ROAD SCHEDULE

John Roberts, Road Foreman, reviewed the May 13, 2022 through May 26, 2022 Road Schedule. Bill Cleary made a motion to approve the Road Schedule, seconded by Lee McClenny. Motion passed: 2-0.

Frank Hassler feels that the section on Old Stage Road near the Reynolds seemed particularly bad this year and asked if there is a plan to build up the road in that area. John advised not this year as other roads, such as Brookside, are on the schedule for this year.

CSWD FY'23 PROPOSED BUDGET

Sara Reeves from Chittenden Solid Waste District (CSWD) was present to present the FY'23 Budget. In FY'23 they are budgeting an increase across the board in expenses. Much of this was due to transportation costs. Bill and Lee thanked Sara for her presentation. Bill made a motion to accept the CSWD budget as proposed, seconded by Lee McClenny. Motion passed: 2-0.

REQUEST TO AMEND ROGERS ROAD LICENSE AGREEMENT TO ALLOW CAMPSITES

Jonathan and Sally Czapski are requesting permission to amend their road agreement with the Town to allow them to construct campsites on their property. They explained that they still plan to go forward with building the single-family homes. This would be a temporary venture to make money. Hans, the Czapski's lawyer, indicated that the concerns regarding the road agreement looked largely at travel during winter and mud seasons, when there would be little to no camping occurring. Most traffic for the camping would be during the summer.

Bill's concern is that the language should convey that the camping sunsets when the development reaches its maximum potential, which when the houses are built. He does not want the camping to be a permitted use once the single-family dwellings are being built. George Lamphere from the Planning Commission suggested that before any language is presented that they meet with the Town Planner as the newest iteration of the regulations pertain to campsites specifically.

Melissa Manka, Town Planner, explained that she met with Jonathan and reviewed options, as there are different levels of commercial campgrounds that require different levels of review. The Town has not received an application detailing what the Czapskis are proposing. She advised the Czapski's go to the Selectboard because without permission to use the road in this way it's not possible to move forward with an application.

Frank Hassler asked what the road access to the proposed "glamp-sites" would be. Jonathan advised the access would be off their driveway. Frank asked what is a "glamp-site" and what does it entail? Jonathan explained that it would be a deck with a tent on it. There would be three of them and portalets will be provided by the Czapskis. Sally explained there would not be any driving to the campsites; the campers would park just off Rogers Road in the Czapski's driveway and walk to the respective campsites. The Czapskis confirmed there would be no RV camping. Frank stated his main concern was water quality.

Bill pointed out that if all three lots were developed, there would probably be more traffic than what the campsites would generate. He does not feel that the Town would be increasing the use if campsites were allowed until the construction of the houses. Lee asked how quickly the application could be put in? It was pointed out that there's a catch 22 because the Selectboard wants more information, but the Czapskis can't submit an application until the Selectboard approves the use.

Melissa sees the benefit if somebody is looking to utilize a Class IV or public trail that there be a plan in place so that the Selectboard can look and confer with the Town attorney. More information could then be added for the submission of a zoning or DRB application. She verified that any sort of commercial use needs a permit from the town. Three or less campsites require approval from the Zoning Administrator. More than three sites require DRB and Conditional Use approval and triggers state approval for wastewater and portable water. The Czapskis verified that they would be seeking approval for three campsites total, not three campsites per parcel.

Lee suggested Hans propose language for the Town attorney to review. Hans mentioned that there is some frustration about the timelines because meetings in town don't happen often. The Czapskis could provide an informal sketch indicating where the campsites and parking would be. Bill would also appreciate a quick narrative; this would help give the Town attorney

a full picture. Lee said assuming the paperwork can be reviewed in time, this item will be on the June 9th agenda.

PLANNING COMMISSION VACANCY APPOINTMENT

The Planning Commission submitted a memo dated May 6th with their recommendation to appoint Mo Reilly to fill the vacant seat. Bill made a motion to accept the Planning Commission's recommendation and appoint Mo Riley as a member of the Planning Commission, seconded by Lee McClenny. Motion passed: 2-0.

GUIDANCE FOR PLANNING COMMISSION – ARPA FUND APPLICATION FOR TOWN OFFICE FEASIBILITY STUDY/ANALYSIS

It has been the Selectboard and ARPA Committee's desire that the ARPA funds allocation process be as transparent as possible. The Town Office expansion feasibility study will go through the ARPA process like any other project. George is concerned that the Planning Commission does not have the bandwidth to take the project through Phase II of the process.

Bill pointed out that there is a lack of bandwidth on the Planning Commission, Selectboard and town staff for this important project. Perhaps a separate committee can be formed to help with the project. Melissa asked that this be discussed at a Selectboard meeting as far as what is the scope of work and who will be the project manager. To even move this forward to the ARPA Committee on behalf of the Selectboard the Planning Commission needs the outline of the scope of work and who is managing the project. Is that something the Selectboard wants to dictate to the Planning Commission or is that something the Planning Commission should take on entirely in preparing?

Bill thought it would be the engineering firm that comes up with the various proposals. The Town will be paying somebody to come up with ideas. Melissa explains we need to have an idea of what we want and to get a general cost estimate before an application can be submitted to the ARPA Committee. Lee clarified that the Selectboard wants to spend money on the feasibility of what is possible on the property, not the project of redoing the office itself. George and Melissa reiterated that regardless this is still looking at a lot of work for the project sponsor. It is George's opinion that whatever moves forward is conceptual only. The Town is years away from a bond vote and being able to dedicate funds therefore we're not talking about using ARPA money to build or renovate, we're talking about using ARPA money to hire a firm to see what is possible. The Selectboard should make that clear to the public.

ARPA UPDATE

Nanette gave a brief summary of the most recent ARPA meeting. The Phase I and Phase II applications were finalized, as was the rubric. The applications and rubric have been uploaded to the Town website and a notification about such will go out on Front Porch Forum with instructions for applicants. The ARPA Committee is having a public meeting on June 14th. The deadline for the Phase I applications is July 30th and Phase II applications are due by September 30th. Another round of applications will depend entirely on what occurs during this first round.

ZONING ADMINISTRATOR & PLANNING ASSISTANT POSITION

The Zoning Administrator (ZA) recently gave her resignation. During discussions it was determined that combining the Zoning Administrator position with the new position as proposed by Melissa may be the best course of action. The Board feels strongly that the person who fills this role should not be a DRB Coordinator because they feel it could be

perceived as a conflict of interest. They feel the position should be identified as Administrator Officer (Zoning Administrator) and Planning Assistant (AOPA). The Board feels this would provide the most flexibility to assist the Town Planner. The Town Planner would be responsible for DRB applications but could delegate the tasks to the AOPA. Melissa pointed out that per State Statute all zoning applications are submitted to the ZA. The ZA then acts on the application or refers them to the DRB. The Zoning Administrator Handbook states that the ZA clerks the DRB but does not write the decisions. Currently, the ZA only receives some types of applications, typically ones for buildings, and the remainder are received by the Town Planner.

Bill thinks as long as there is division in the role, he is okay. There are administrative duties and decision-making duties, and the job description should outline these clearly. Nanette submitted the draft job description to the Vermont League of Cities & Towns (VLCT) for review.

Bill asked Melissa how long it would take her to process a zoning application. Melissa feels it depends on the application itself, a shed is easy, but many other types of applications are not. It can take anywhere from 45 minutes to an hour to many hours depending on those variables. Kate would have a better idea of the average. Bill thinks it's likely that even if the Town found an interim Zoning Administrator that person would lean heavily on Melissa anyway. At what point is it less work for Melissa to do the Zoning Administrator work herself? Training will consume a lot of her time for a year or two.

CORRESPONDENCE

Lauren Curry submitted an email suggesting that a salary be included in employment ads as to not discriminate. It was the Board's opinion that they would prefer not to do this, as it doesn't leave room for pay negotiation based on experience.

Lee received correspondence from a Woods Hollow resident advising that between 8:00 am and 9:00 am there were over 120 cars that passed that residence. The resident feels this indicates there is significant traffic on Woods Hollow Road.

COMMUNICATION

There were no communications.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

Greg Barrows, Treasurer, reviewed the FY'22 expense and budget status reports. The Board signed the accounts payable and payroll warrants.

Lee McClenny made a motion to authorize the transfer of funds from the General Fund to their respective Reserve Funds as budgeted and presented, seconded by Bill Cleary. Motion passed: 2-0.

ADJOURN

The meeting adjourned at 8:04 p.m.

Respectfully Submitted,

Lee McClenny
Selectboard Chair

Callie Hamdy
Minute Clerk

**TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
May 13, 2022 – May 26, 2022**

Work to be done

- Grade roads when weather permits.
- Continue ditching on Old Stage Road.

Work completed

- Graded a section of Old Stage Road, a section of Woods Hollow Road, Huntley Road, Osgood Hill Road, Common Road, Machia Hill Road, Brookside Road.
- Had repairs done to the 2017 Western Star.
- Changed a driveway culvert on Westford/Milton Road.
- Started ditching/FEMA work on Old Stage Road.

Approved at the 5/26/22 Selectboard Meeting.