

## SELECTBOARD MEETING

April 28, 2022

### Minutes

Present: Lee McClenny (Chair) Nanette Rogers  
Dave Baczewski John Roberts  
Bill Cleary Callie Hamdy  
Greg Barrows

Guests: Dave Lavallee George Elliott  
Chuck Medick Seth Jensen  
Barb Peck

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

#### CHANGES TO AGENDA

There were no changes to the agenda.

#### PUBLIC COMMENT

There was no public comment.

#### MINUTES

Dave Baczewski made a motion to approve the April 14, 2022 minutes as written, seconded by Bill Cleary. Motion passed: 3-0.

#### ROAD SCHEDULE

John Roberts, Road Foreman, reviewed the April 15, 2022 through April 28, 2022 Road Schedule. Bill Cleary made a motion to approve the Road Schedule, seconded by Dave Baczewski. Motion passed: 3-0.

Joe and Sheila Franz emailed their concern regarding the brush hogging that was done on Woods Hollow Road. Their main concern is that the brush hogging was occurring outside of the right of way and that the ditches were full of debris. John advised that the Road Crew measured where the brush hogging was done, and it is well within the right-of-way. John pointed out there is wood in the ditches everywhere and the Road Crew cannot spend their time picking branches out of the right-of-way because there is other maintenance that is important to the roads. Joe and Sheila also raised concern over the width of the road increasing. It was noted that this commonly happens during mud season as motorists try to avoid the worst parts of the road. The Road Crew try to mediate this when grading is performed. John added that when roads are ditched, the width is decreased to approximately 22 feet.

Seth Jensen was present to express how much most of the community values the work the Road Crew does and what a difficult mud season this was. He noted that the pandemic really impacted road crews as they were deemed essential workers. He just wanted to recognize that.

#### FOURTH OF JULY EVENT

Chuck Medick and George Elliott from the Recreation Committee were present. The Recreation Committee wanted to discuss utilizing other committees in town to facilitate and

share in the Fourth of July planning and preparation. They feel if the work could be spread out the event would become more well-rounded and better attended.

Bill explained that the Town relies a lot on volunteers. He pointed out that the Rec Coordinator is a paid position and feels that Rec Committee should at the least organize the event. Chuck felt that the Rec Coordinator being the organizational lead was acceptable, however the Fourth of July is a holiday that employees usually have off and he does not feel it is fair for the Coordinator to work all day. Sharing the load across committees would be best. The Board supports and encourages the Rec Committee to ask other community members to help. Chuck explained he feels that the event will be mediocre if only the Rec Department organizes the event. Dave agreed that it will take a team of people but pointed out the importance of a few people overseeing it so there is some structure.

Lee spoke with Tonya, the previous Rec Coordinator, to find out what she felt could be done better and she had highlighted Fourth of July. Lee felt it was a very nice event, but Tonya felt it could be better. The Board suggested reaching out to other organizations now rather than later. Dave explained that ARPA money could be used for Fourth of July items, such as fireworks.

#### **FENCE VIEWER APPOINTMENT INQUIRY**

Barb Peck stated that recently she and her husband needed the assistance of the Fence Viewers. During the experience she did a lot of research regarding the responsibilities. She feels the positions are important and the Town should keep them. There are supposed to be three fence viewers but only two of the positions are filled. Barb expressed interest in being appointed. Lee believes there is a question at the state level over what the appropriate role of fence viewers is that needs to be further examined.

#### **DOG WARDEN CANDIDATES**

The Town received applications from Matt Bartholomew and Elisabeth Smith for the Dog Warden position. Lee and Nanette had met both and believe they bring mutually supporting skills to the position and both are willing to job share. Lee would like to appoint both to the Dog Warden position. There is a busy season for this type of work coming up and having two willing Wardens will help share the load of the position. Nanette feels that having two people interested is a gift and that appointing both would be beneficial.

The Board discussed purchasing safety equipment for the keeping and capture of dogs. Lee noted that Westford has a problem with dogs not being licensed, one can estimate at least half if not more are not licensed. The vaccination and licensing of dogs is state law. Bill Cleary made a motion to appoint Matt Bartholomew and Elisabeth Smith to the position of Dog Warden, increase the stipend to \$600; compensating each \$300, seconded by Dave Baczewski. Motion passed 3-0.

#### **LOCAL EMERGENCY MANAGEMENT PLAN**

Nanette, Joshua Smith, and Steve Willard reviewed and updated the Local Emergency Management Plan (LEMP). This is an annual task. Bill Cleary made a motion to approve the Local Emergency Management Plan, seconded by Dave Baczewski. Motion passed: 3-0.

### **APPOINTMENT TO CCRPC CLEAN WATER ADVISORY COMMITTEE**

Kate Lalley is willing to serve on the CCRPC Clean Water Advisory Committee. Dave Baczewski made a motion to appoint Kate to the position, seconded by Bill Cleary. Motion passed: 3-0.

### **2021 GRAND LIST**

There was no appeal or suit pending for the 2021 Grand List. The Selectboard members signed the certificate page.

### **CORRESPONDENCE**

An email from the Conservation Commission was received regarding the Schultz Trail. They expressed their desire to be updated on the legal discussion occurring between the Town and the Andersons. Lee stated that the Board is sensitive that the Conservation Commission and other committees are looking to plan around the Schultz Trail, but this is potentially pending litigation. The Board apologized that they cannot provide more information. It was noted that only a portion of the trail abuts the Andersons' property, the Old #11 Road end is not subject to the concerns raised by the Andersons. Nanette will draft a response to the Conservation Commission.

Paul Birnholz submitted a letter expressing concerns with the process in interviewing candidates to fill a vacancy on the Planning Commission. The Selectboard has the power to appoint members to boards/commissions. They rely on said boards/commissions to conduct interviews in a timely and professional way and value the input. The Board sees no reason to change the current process. As part of the process the Board would like to receive the applications for all the candidates interviewed along with the recommendation. It was noted that it can be good to have opposing views on boards/commissions to represent diverse opinions of Westford residents.

### **COMMUNICATION**

Dave will work on outreach for ARPA. The Board will also put out a communication regarding Fourth of July involvement.

### **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.

### **ADJOURN**

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,  
Lee McClenny, Selectboard Chair

Callie Hamdy,  
Minute Clerk

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**April 15, 2022 – April 28, 2022**

Work to be done

- Grade roads when weather permits.
- Start ditching and adding gravel to several sections of road.
- Replace several culverts.

Work completed

- Graded Brookside Road, Old Stage Road, Woods Hollow Road, Plains Road, Common Road, Huntley Road, Cambridge Road, Phelps Road, most of Osgood Hill Road, section of Old # 11 Road.
- Finish brush cutting on Woods Hollow Road.
- Put the summer tires on the trucks.
- Serviced the trucks, grader, loader, and the JD excavator.
- Filled potholes on Allen Irish and lower Covey Road.
- Hauled in gravel for road work.

Approved at the 4/28/22 Selectboard Meeting.