

Dave understands the concerns; he feels the disrespect to private property is a larger problem throughout town. He pointed out that the campsites are a permitted use under the zoning and development regulations and reiterated this is a temporary use.

Chapin Kaynor stated he has no objection to the use of Rogers Road for that purpose but suggested there be a time frame if the agreement between the Czapskis and the Town of Westford is approved. Lee advised that the amendment includes a sunset clause for the end of 2022 with an option to extend for one year upon approval of the Town.

Bill Cleary made a motion to approve the Second Amended Class 4 Town Highway License Agreement with the Czapskis for Rogers Road, seconded by Dave Baczewski. Motion passed: 3-0.

UPDATE ON PLANNING COMMISSION PROJECTS

George Lamphere, Chair of the Planning Commission (PC), was present to give an update on the Planning Commission's projects.

Regarding 1705, the Pigeon family remains patient and willing to work with the different parties. They have had conversations with the Vermont River Conservancy (VRC) regarding funding options. A bump in the road is that the Chittenden County Regional Planning Commission (CCRPC) did not receive the brownfield funding they thought they would get. This does not mean there will not have funding, but the process will be different. An update will be provided in a month or two.

Regarding community wastewater, the PC is waiting for the Engineering Services Agreement from the new vendor, which the State needs to review. One of the biggest challenges is that the State has experience with towns changing firms, but they have never had to deal with a firm closing and a town switching to a new one. The closing of the firm has impacted a lot of towns. The State is learning as they go, which has been slower than they thought it would be.

The PC is working on two Phase 1 ARPA applications: one for an assessment on what can be done with the town office, and one for the community wastewater system.

The PC is actively preparing for the interview process and timeline for the Zoning Administrator position.

Barb Peck was present. She asked if the conceptual plan for 1705 is coming from one of the partners that VRC is working with or is it coming from another agency? George explained it is coming from SE Group, which is the engineering firm hired by the Town, but feedback from multiple parties such as the Town, the public, and Habitat for Humanity is being considered. George added that all interested parties have been working on this together.

ZONING ADMINISTRATOR & PLANNING ASSISTANT JOB DESCRIPTION

A job description based on the Selectboard's vision of the Administrative Officer & Planning Assistant (AOPA) position has been drafted. George thought the PC would review the final draft before the Selectboard approved it. The Board is ready to approve the draft so the job can be advertised. After some discussion, it was decided that the current version marked as a draft would be used for advertising. It was noted that the Board feels that in person hours at the office and consistency with those hours is important. George was satisfied with advertising

using the draft and the PC providing feedback prior to finalizing and adopting the job description.

Dave Baczewski made a motion approve the draft Administrative Officer & Planning Assistant job description and to advertise the position, seconded by Bill Cleary. Motion passed: 3-0.

The Board and George discussed the process for appointing an interim-Zoning Administrator. Nanette reached out to neighboring towns to see if any could help during the busy summer season. Unfortunately, those who responded do not have staff available. Nanette also reached out to a resident and is waiting to hear back from them. The Vermont League of Cities & Towns (VLCT) was contacted to determine if a moratorium can be placed on building/zoning permits. VLCT advised this is not an option unless it is due to public health or safety concerns. Bill recalled that UVM has a program that may offer potential intern opportunities in the interim.

Bill believes that the best option for an interim would be Melissa because she is very familiar with the regulations, and she would have to train somebody anyway. This means that her workload would need to be adjusted in other areas so she could perform the ZA duties. Dave and Lee concurred, noting that it is a matter of prioritizing duties to serve residents the best that the Town can. Zoning is a statutory obligation that the Town must perform, therefore some projects/items will need to wait or be completed by the PC or other town staff to free up some of Melissa's time.

When asked about the PC's workload in the coming months, George advised they currently have a lot going on with the 1705 and wastewater projects. Third parties are assisting with the must dos on these projects. The VRC grant for wastewater requires action so the Town will know what the match is going to look like.

Dave asked if there is contract capability to help with the PC items Melissa is working on? He noted that this comes at a fiscal price, but it may be crucial to use funds in this case. George explained it's possible on wastewater as they have consultants and engineers that are working with the PC. Once the Engineering Services Agreement is in place options can be further discussed. With 1705 he does not think the project is at that point yet. Until the Pigeon Family and VRC have an agreement he does not think there is a lot the PC can do other than administer the grant. Melissa reached out to CCRPC for assistance, but they were not able to spare anybody. It may be that the only solution the Town has is to pump the brakes on these two projects. Dave's concern is that Melissa may not want to walk away from her current tasks, which is normally a good thing, but he feels she may try to keep those projects going while also trying to complete the interim zoning tasks.

George suggested that Nanette or a member from the Selectboard talk with Melissa about what is being considered and why, the importance and criticality, and get feedback from her.

BOARDING FEE FOR IMPOUNDED DOGS

Elisabeth Smith, one of the Dog Wardens, is converting a structure on her property to be able to board dogs until they are reunited with their owners, adopted, or placed with a rescue organization. Matt, the other Dog Warden, will have access to the structure. Elisabeth is proposing a \$25 per day fee if a dog needs to be boarded with the fee going directly to Elisabeth to compensate her for the care of the dog.

Bill does not have any problem with the fee or with Elisabeth getting the fee. His only issue is if there is a dispute between a resident and her about how many nights a dog was boarded, or she does not get paid from an individual, etc. Lee asked if there were legal implications for any of this. The Board discussed transparency and the process for paying Elisabeth for the boarding. It was decided that the payment would go directly to the Town and Elisabeth would invoice the Town for the number of days the dog was boarded.

Nanette advised that in order for Elisabeth and Matt to share the Dog Warden town email it would cost \$20 per month to add them as users. Dave alluded to free services that may be easier to implement for this situation.

SHARED USE AGREEMENT WITH ESSEX WESTFORD SCHOOL DISTRICT

The Shared Use Agreement between the Town of Westford and the Westford School District entered into in 2017 before the merger expires at the end of June 2022. Andre Roy, one of Westford's school board members, was present. He advised that the School Board has approved the new Shared Use Agreement. Lee and Nanette worked with EWSD on the new agreement. It was Lee's thought that the agreement was not controversial, and it had worked well for the past five years. It was noted that there the new agreement includes minor changes from the previous agreement. Dave Baczewski made a motion to approve the Shared Use Agreement and authorize Lee to sign it, seconded by Bill Cleary. Motion passed: 3-0.

CELL PHONES FOR ROAD CREW

The Road Crew would like to know if they can receive stipends for the use of their personal cell phones rather than carry two phones. The Town pays \$151/month for three phones. Nanette is checking with other towns to find out what their policies are.

If the Town continues to provide cell phones, Nanette suggests canceling the current plan and start a new one, adding that the account has been problematic when trying to make changes because it was set up by a prior Selectboard member.

Nanette pointed out that there are other town employees who use their personal cell phone for work. She is wondering where the Town would like to draw the line for compensating for use of personal cell phones. Lee thinks a stipend sounds fair from one direction, however, as Nanette pointed out, it opens a greater conversation for who to give stipends to for the use of their personal cell phones for work. John feels the Road Foreman should have one rather than giving out their personal phone number. Outside of that, the rest of the Road Crew members carry their own phones, and the two-way radios work well in Essex and Milton. Lee noted that it sounds like not every Road Crew member has the same requirement for work provided phones. He is supportive of giving people the tools they need to do their job, but perhaps this is a tool they do not need.

Dave Baczewski made a motion to cancel the current cell phone plan and start a new plan for the Road Foreman position, and for the Town to revisit any financial hardships for road crew members using their personal cell phones for work, seconded by Bill Cleary. Motion passed: 3-0.

LAW ENFORCEMENT CONTRACT DISCUSSION

The Town reached out to several law enforcement agencies to see if they would be interested in providing Westford with traffic enforcement services. The Vermont State Police and the

Town of Essex are not able to provide the services at this time. The Town of Milton is interested as well as the Chittenden County Sheriff's Office. The Town of Milton provided the contract it has with the Town of Georgia for informational purposes only. The Chittenden County Sheriff's Office is proposing a rate increase of \$4 per hour and assessing mileage at \$0.60 per mile. The mileage assessment is new and is based on rising costs. The Board agreed to see if the Sheriff's Office would forego the mileage for this year, noting that the number of hours previously provided will be reduced due to the hourly increase.

CONSERVATION COMMISSION REQUEST TO USE HARVESTING REVENUE

The Conservation Commission is requesting to use revenue received from the harvesting of trees in the Maple Shade Town Forest to improve the forest trails for recreation and next year's forest management. Funds would go towards installing water bars, improving drainage, and smoothing out rutted sections. Evan Aiken, who did the harvesting, has proposed \$85 per hour plus \$100 to move his equipment to do the work. The total reinvestment would be \$1,800.

The Town generated over \$6,000 from the forestry work. Dave's only question was do we go out for bid or not? Bill feels we are getting free work out of Ethan Tapper who would direct Evan where the work needs to be done. Nanette mentioned that per the Purchasing Policy, \$1,800 does require the Town to go out to bid. It was noted that in the future, the Selectboard can ask the Conservation Commission to provide more than one quote. Bill Cleary made a motion to approve the expenditure of \$1,800 from the General Fund to do the trail work as proposed, seconded by Dave Baczewski. Motion passed: 3-0.

CORRESPONDENCE

Dave noted the June 14th ARPA meeting being held at the school, which will include a Q & A of the application process.

COMMUNICATION

Nanette and Lee are working on the cell phone tower letter to the Governor, which should be ready for signature soon.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

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

EXECUTIVE SESSION

Bill Cleary made a motion to enter Executive Session at 8:20 p.m. for a matter of personnel, seconded by Dave Baczewski. Motion passed: 3-0. Those in attendance were Lee McClenny, Dave Baczewski, Bill Cleary, and Nanette Rogers. The Board exited Executive Session at 9:03 p.m. No action taken.

ADJOURN

The meeting adjourned at 9:03 p.m.

Respectfully Submitted,

Lee McClenny, Chair
Selectboard

Callie Hamdy
Minute Clerk

GUEST LSIT

George Lamphere
Dave Lavallee
Lori Johnson
Glenn Rogers
Barb Peck
Ann Brown
Harold Torre
Kati Anderson
Jim Anderson
Ben Bornstein
Sheila Franz
Joe Franz
Jonathan Czapski
Sally Czapski
Chapin Kaynor
Andre Roy

**TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
May 27, 2022 – June 9, 2022**

Work to be done

- Grade roads when weather permits.
- Continue ditching on Old Stage Road.
- Start hauling winter sand.

Work completed

- Graded a section of Old Stage Road, west end of Cambridge Road, north end of Woods Hollow Road, Pettingill Road, lower Old #11 Road, and upper Covey Road.
- Had repairs done to the 2017 Western Star.
- Continued ditch/ FEMA work on Old Stage Road.
- Roadside mowing.
- Cleaned the shop.

Approved at the 6/9/22 Selectboard Meeting.