

SELECTBOARD MEETING
June 23, 2022
Minutes

Present: Lee McClenny (Chair) Nanette Rogers
Bill Cleary Callie Hamdy
Greg Barrows

Guests: Allison Duquette Barb Peck
Ben Bornstein

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

CHANGES TO AGENDA

Added Fourth of July support letter, request for participation in the Fourth of July Parade, and Dog Warden equipment and supplies wish list to Discussion and added an additional Executive Session.

PUBLIC COMMENT

Ben Bornstein was present and wondered if there was any follow up regarding the Town's inquiry about a cell tower. The Town had not yet sent the letter, but the Board is looking at the draft letter tonight.

MINUTES

Bill Cleary made a motion to approve the June 9, 2022 minutes as written, seconded by Lee McClenny. Motion passed: 2-0.

ROAD SCHEDULE

John Roberts, Road Foreman, was not present. The Board reviewed the June 10, 2022 through June 23, 2022 Road Schedule. Bill Cleary made a motion to approve the Road Schedule, seconded by Lee McClenny. Motion passed: 2-0.

ZONING ADMINISTRATOR & PLANNING ASSISTANT POSITION

A list of individuals for an interim Zoning Administrator was provided to the Town Administrator. There is an interview scheduled for next week for an applicant. If the interview goes well, it doesn't make sense to hire an interim for a couple of weeks. Kate's last day is this upcoming Tuesday. Lee and Bill decided to re-advertise the position if the interview does not go well.

CONTRACT FOR SPEED ENFORCEMENT SERVICES

The Chittenden County Sheriff's Office increased their hourly rate by \$4.00, otherwise the contract is the same as last year's. Bill Cleary made a motion to approve the FY'23 Contract for Services with the Chittenden County Sheriff's Office, seconded by Lee McClenny. Motion passed: 2-0.

FOURTH OF JULY PERMISSION FOR USE OF 128

The Town needs to submit an application to the Vermont Agency of Transportation for the Fourth of July parade to travel on a portion of Route 128. A support letter from the Selectboard is required as part of the application. Bill Cleary made a motion to approve the letter and application, seconded by Lee McClenny. Motion passed: 2-0.

REQUEST TO PARTICIPATE IN FOURTH OF JULY PARADE

Allison Duquette, a candidate for House Representative, was present. She is requesting permission to walk in the Fourth of July Parade for her campaign. She felt being in the parade was a good way to get name recognition and meet the community. Allison initially submitted the request to the Recreation Department however it was referred to the Selectboard because there is no policy on allowing candidates to participate. Nanette advised that she does not recall if political candidates have participated in past parades. It was noted that Julia Andrews, the other candidate for the House Representative, also submitted a request.

Lee felt that partisan politics and democratic participation have a long history in the country and that Fourth of July parades are a traditional place for this sort of participation to occur. Nanette suggested that if the Board implements a policy, they may want to consider limiting participation to only those candidates representing Westford residents, but it needs to be fair by allowing candidates from different parties. Bill felt that if the Town approves one party then it must approve for all other parties.

Lee asked if VLCT had any standard guidance for municipal policies for these kinds of things? If not, he feels the Board should wait on deciding on implementing a policy and take things as they come. Bill Cleary made a motion to authorize Allison Duquette and Julia Andrews to participate in the Fourth of July Parade in Westford, seconded by Lee McClenny. Motion passed: 2-0.

WARRANT FOR UNLICENSED DOGS

A warrant and a list of unlicensed dogs were provided to the Selectboard. The warrant authorizes the Dog Wardens the ability to enforce the Dog Ordinance for licensing dogs. It was noted that the language for the warrant comes directly from State Statute and includes that a dog may be destroyed in a humane way, however Westford has not done that in the past.

Bill Cleary made a motion to approve the warrant authorizing the Dog Wardens to take action and collect fees from owners of unlicensed dog, seconded by Lee McClenny. Motion passed: 2-0.

DOG WARDEN EQUIPMENT & SUPPLIES WISHLIST

The Dog Wardens mentioned that they would like equipment to help them fulfill their duties in a more easy and safe manner. The list is extensive and whatever items are purchased would be housed at Elisabeth's house, as that is where the town dog boarding facility is.

Barb Peck was present. Why not ask for donations for the Dog Warden supplies instead of worrying about the cost? Barb would be willing to give money towards this expense. It is a difficult job and worthy of asking for public donations. Bill and Lee were agreeable to the idea of donations. Nanette will post about the donations and investigate what items are a more immediate need for the Wardens as those items would be given priority.

FY'23 TAX RATE

This needs to be set prior to July 15th as that is the latest the Tax Bills can go out and Maintain the August 15th due date for the first quarterly payment. She would like to set the tax rate the week of July 4th.

CORRESPONDENCE

Nanette got an application from Barb Peck for Fence Viewer and sent a follow up email wondering about its status. She is the only person who has expressed interest. It was Lee's understanding that this was an outdated position which several towns have gotten rid of. If we were to keep fence viewers we require three. We currently have two. Barb was present. If you do not have fence viewers than any fence disputes fall to the Selectboard, and the statues are clear between the differences between a boundary dispute and a fence dispute.

Bill made a motion to appoint Barb to the Fence Viewer Position. Lee seconded. Motion passed 2-0.

Lee and Nanette had drafted a letter to Governor Scott on behalf of the town being interested in participating in getting better cell service. Bill made a motion to approve the letter and send it along to the appropriate people. Lee seconded. Motion passed 2-0. Nanette will finalize the draft and have it available for the Selectboard to sign.

Nanette and Dave have been sitting in on meetings regarding CUDs.

COMMUNICATION

Nanette will put out the Front Porch Forum post about Dog Warden Supplies Donations and will advertise the Zoning Position if it comes to that.

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.

ANNUAL FINANCIAL MANAGEMENT FORM

Greg went over the Annual Financial Management Form. This was something done yearly and was about our procedures surrounding financial dealing in the office. Bill motioned to approve the Financial Management Form. Lee seconded. Motion passed 2-0.

FY'22 HIGHWAY BUDGET STATUS REPORT

John was not present at the meeting, so Greg went over the FY'22 Highway Budget Status Report.

EXECUTIVE SESSION

Bill motioned to find that premature general public knowledge of legal advice and the Town's position in contract negotiations would clearly place the Town at a substantial disadvantage by disclosing confidential attorney-client communications and disclosing the Selectboard's strategy and position in the contract negotiations. Lee seconded. Motion passed 2-0.

Bill motioned to enter executive session at 7:40 p.m. to consider contracts and confidential attorney-client communications made for the purpose of providing professional legal services to the Selectboard and the Town under 1 V.S.A. § 313(a)(1)(A) and (F). Lee seconded. Motion passed 2-0.

EXECUTIVE SESSION

Bill motioned to go into executive session for the matter of personnel at 8:00 p.m. Lee seconded. Motion passed 2-0.

Selectboard Meeting
June 23, 2022
Page 4

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
June 10, 2022 – June 23, 2022

Work to be done

- Grade roads when weather permits.
- Continue ditching and stone lining on Old Stage Road.
- Haul in winter sand.

Work completed

- Graded a section of Old Stage Road, a section of Woods Hollow Road, Huntley Road, Manly Road, Common Road, Maple Tree Lane, Stoney Ridge Road, Brookside Road, Kilburn Lane, Cowie Road, and Phelps Road.
- Continued ditch/FEMA work on Old Stage Road.
- Started hauling winter sand.

Approved at the 6/23/22 Selectboard Meeting.