

SELECTBOARD MEETING

July 14, 2022

Minutes

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

Guests: See attached list

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

CHANGES TO AGENDA

Added Conservation Commission resignation, request from Recreation Committee to open an account under treasurer and authorize a member of the Board to sign warrants.

PUBLIC COMMENT

There was no public comment.

MINUTES

Bill Cleary made a motion to approve the June 23, 2022 minutes as written, seconded by Lee McClenny. Motion passed: 3-0.

Bill Cleary made a motion to approve the July 1, 2022 minutes as amended, seconded by Dave Baczewski. Motion passed: 3-0.

Bill Cleary made a motion to approve the July 6, 2022 minutes as written, seconded by Dave Baczewski. Motion passed: 3-0.

ROAD SCHEDULE

John Roberts, Road Foreman, reviewed the June 23, 2022 through July 14, 2022 Road Schedule. Bill Cleary made a motion to approve the Road Schedule, seconded by Dave Baczewski. Motion passed: 3-0.

UPDATE ON PLANNING COMMISSION PROJECTS

George Lamphere, Planning Commission (PC) Chair, was present to give an update on the Planning Commission's projects. The new Zoning Administrator and Planning Assistant is now on board.

There have been inquiries about updating the Westford Land Use and Development Regulations, which were last revisited in 2021, although on a limited scope. Typically, the regulations are reviewed and amended every three to five years. The next review will be a full overhaul and early discussions on that timeline will begin in 2023. Staffing constraints have continued to impact the PC's ability to work through various projects and tasks, so they appreciate patience.

The PC received a draft Engineering Servicing Agreement (ESA) from Stone Environmental for the wastewater project. A proposal for additional subcontractor work has been drafted for administrative support on this project.

George feels the 1705 Property project is at substantial risk. The issue is the appraisal; the landowner and Vermont Housing Conservation Board (VHCB) have valid reasons, but they are

at somewhat of an impasse. The PC is working to find common ground between the parties. In the meantime, it will not slow down progress or prevent them from taking their next steps. The VHCB recently asked for a wastewater timeline and funding stack. They want to support the project moving forward. The Vermont River Conservancy and PC are working closely on funding. The application deadlines are now in October. They have a working draft of the conceptual site plan and some renderings to go with it. The PC will be reviewing those at their next meeting.

ADMINISTRATIVE OFFICER & PLANNING ASSISTANT POSITION

Harmony Cism was hired as the new Administrative Officer & Planning Assistant. So far Harmony's training is going well. The PC did not have any changes to the draft job description.

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

Nanette noted that the Selectboard needs to formally appoint Harmony as the Zoning Administrator and recommended that they make the appointment to fulfill the remainder of the current term which expires in March 2023. The Board can then reappoint in March which will match the annual appointments.

Bill Cleary made a motion to appoint Harmony Cism as Zoning Administrator until March 2023 at which time they will reevaluate the next 3-year term, seconded by Dave Baczewski. Motion passed: 3-0.

DRAFT RFP FOR TOWN WIDE REAPPRAISAL

When towns reach a certain percentage of the Common Level of Appraisal (CLA) they are required to reappraise the entire town. Westford's CLA is around 85%. Nanette drafted a Request for Proposals (RFP) using ones from other towns for the Board to review. Appraisal firms are scheduling work out a couple of years therefore a reappraisal would not occur until the 2024 or 2025 Grand List.

Bill would like to put off the reappraisal for as long as possible and thought maybe it would give the CLA time to self-correct itself. Due to the lengthy process, Dave prefers not to put it off. It was noted that the CLA is based on the past three years of sales. It is probable that Westford's CLA will drop below the threshold that triggers a reappraisal.

CONSERVATION COMMISSION RESIGNATION

Sarah Pinto, Conservation Commission member, was present. Dale Rodgers would like to step down but still assist the Commission. Chris Cunningham has expressed interest in the position. He has attended meetings and done some trail work. The Town also received interest from Kati Anderson. The process for filling a vacancy on a board, commission, committee, etc. was reviewed. Dale will be asked to submit a formal letter of resignation and the position will be advertised.

RECREATION COMMITTEE RESIGNATIONS

Maureen Carpenter submitted her resignation from the Recreation Committee. Maureen is willing to stay on for a bit while a replacement is found. Bill Cleary made a motion to accept Maureen's resignation with thanks for fourteen years of service, seconded by Dave Baczewski. Motion passed: 3-0.

Ashley Sliker submitted her resignation from the Recreation Committee. She would like to be done by the end of July. Bill Cleary made a motion to accept Ashley's resignation from the committee and thanked her for her time and service, seconded by Dave Baczewski. Motion passed: 3-0.

CORRESPONDENCE

There was no correspondence.

COMMUNICATION

The vacant positions on the Conservation Commission and Recreation Committee will be advertised.

ACCOUNTS PAYABLE & PAYROLL WARRANTS

Greg Barrows, Treasurer, reviewed the FY'23 General Fund and Highway budget status reports. The Board signed the accounts payable and payroll warrants.

REQUEST FROM RECREATION COMMITTEE TO OPEN ACCOUNT

The Rec Committee is requesting a checking account be opened for deposit only. This account would ease the process of taking fees for registration. Registrants could then use Venmo or other applications to submit their fee.

If an account were opened, the Rec Committee would not have access to checks and Nanette and Greg would be signers. Greg advised that the fees would be deposited in the account and then they would be transferred to the Town's main checking account. Reimbursements or expenses would be paid from the Town's checking account but coded in a manner to fall within Rec's General Fund account in NEMRC. The revenue (registration fees) would also be applied to Rec's account in NEMRC. There was discussion on how the fees would be matched up to the registrations. The Rec Committee will be responsible for this rather than town office staff.

AUTHORIZATION TO SIGN WARRANTS

The Selectboard will only be meeting once in July, but bills will still need to be processed. Board members will come individually to the office the week of July 25 to review and sign the warrants.

EXECUTIVE SESSION

At 7:35 p.m., Bill Cleary made a motion to enter Executive Session to discuss a personnel matter, seconded by Dave Baczewski. Motion passed: 3-0. People in attendance were Lee McClenny, Dave Baczewski, Bill Cleary, and Nanette Rogers (only a portion). The Board exited Executive Session at 8:20 p.m. No action taken.

ADJOURN

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Lee McClenny, Chair
Selectboard

Callie Hamdy
Minute Clerk

GUEST LIST

Lori Johnson
Dave Lavallee
George Lamphere
Sarah Pinto
Kati Anderson
Chris Cunningham
Ben Bornstein

TOWN OF WESTFORD HIGHWAY DEPT.

ROAD SCHEDULE

July 1, 2022 – July 14, 2022

Work to be done

- Grade roads when weather permits
- Continue ditching on Old Stage Road
- Continue hauling winter sand
- Landscapers are installing trees per the site plan next week

Work completed

- Graded a section of Old Stage Road, south end of Woods Hollow Road, section of Pettingill Road, Huntley Road, Brookside Road, section of Osgood Hill Road, Allen Irish Road, and Rollin Irish Road
- Repaired lights on the 2017 and 2014 Western Star trucks
- Continued ditch/FEMA work on Old Stage Road
- Repaired/replaced several signs
- Did some welding on the excavator bucket
- Had a plumbing company replace several water valves in the furnace room

Approved at the 7/14/22 Selectboard Meeting.