



### **ESTIMATES FOR CUTTING TREES ON WESTFORD MILTON ROAD**

Two quotes were received for the tree cutting on Westford Milton Road: DJ's Tree Service at \$40,000 and SavATree at \$49,835. The Board asked John to obtain a quote from Fellers Tree Removal in Fairfax. The Board will discuss the quotes at the next meeting.

### **ACCESS PERMIT**

An access permit application was received to relocate a driveway on Woods Hollow Road. John conducted a site visit; the driveway does not need a culvert and no brush cutting is necessary. Bill Cleary motioned to approve the access permit; seconded by Dave Baczewski. Motion passed: 3-0.

### **CCRPC ANNUAL REPORT AND OTHER ITEMS OF INTEREST**

Charlie Baker from CCRPC (Chittenden County Regional Planning Commission) was present to discuss their Annual Report. During FY'2022 CCRPC aided Westford on the VCDP Planning Grant, Westford Village Stormwater Treatment Assessment, Municipal Energy Planning, Chittenden County Brownfields Program, Emergency Management (LEMP), Water Quality Planning Assistance, Traffic Counts, Elders and Persons with Disabilities Transportation Program, and Technical Assistance along with a variety of regional programs.

The Board discussed with Charlie conducting another traffic study as the last one was done during COVID; therefore, residents thought the data was skewed. Charlie also discussed Communication Union Districts (CUD). Some Chittenden County towns have included an article on the General Election ballot to form a CUD. If those towns approve forming a CUD, then Westford will have an opportunity to join. Paul asked if there were any budgetary restrictions or limitations if the Town were to join a CUD. Charlie was not aware of any.

### **CCRPC 2022 CHITTENDEN COUNTY MULTI-JURISDICTIONAL ALL-HAZARDS MITIGATION PLAN**

Lee McClenny made a motion to adopt the 2022 Multi-Jurisdictional All-Hazard Mitigation Plan and Westford's All Hazard's Mitigation Plan, seconded by Bill Cleary. Motion passed: 3-0.

### **ESSEX CHIPS FY'24 BUDGET REQUEST**

Christina from Essex Chips was present to discuss their FY'24 Budget request. Christina explained what Essex CHIPS is, mostly after school programs for pre-teens and teens. Currently they are short staffed. They were requesting \$500 which is the same amount that has been requested for many years. Bill asked if Christina knows how many Westford kids attend programs at Essex CHIPS. Christina does not think they have any in the afterschool programs but have had some in the Summer Programs. She hopes that transportation accessibility in the future would make attending after school programs easier for Westford residents

Sarah Pinto stated she has children in the CHIPS age range and agreed the transportation is the biggest hurdle and asked what is being done to increase transportation. Christina explained it is a funding issue as the CHIPS program is offered at no cost to families. The ability to purchase or hire a van is currently out of reach. She thought a carpool would be the most feasible issue; Sarah agreed.

### **CONSERVATION COMMISSION FY'24 BUDGET REQUEST**

Sarah Pinto from the Conservation Commission was present to discuss their FY'24 Budget request. The Commission is requesting a level funded budget of \$4,000. They do not have

any major projects coming up but depending on the ARPA grant a good chunk of the budget will be used to outfit the shed they are hoping to get.

#### **BRICK MEETING HOUSE SOCIETY FY'24 BUDGET REQUEST**

John Doane and Greg Barrows were present to discuss the Brick Meeting House Society's FY'24 Budget request. The request is level funded at \$4,500. John and Greg explained the uses of the Brick Meeting House. There is not a fee for public events but there is for private events. The building is in need of maintenance and capital improvements. Bill felt that advertising the facility's ability to be rented out and what it can be used for could increase use. Front Porch Forum would be an excellent place to start.

#### **RECREATION COORDINATOR ADMINISTRATIVE DUTIES WHEN THERE IS A VACANCY**

Chuck Medick from the Recreation Committee was present to discuss Recreation Coordinator administrative duties when there is not a Recreation Coordinator. The recent vacancy in the Recreation Coordinator position called into question what duties needed to be performed for the Recreation Department in the absence of a Coordinator. The Committee's proposal was that in the event there is a vacancy of the Coordinator that Committee members be paid for the work done during the vacancy. It was noted that if the Board approves this request, that any Rec Committee member who will be compensated will be required to submit a W-4 and I-9.

Lee McClenny made a motion to approve the Recreation Committee's proposal to compensate committee members when performing Recreation Coordinator duties during an absence providing the compensation does not exceed the Coordinator's budgeted salary, seconded by Dave Baczewski. Motion passed: 3-0.

#### **RECREATION COMMITTEE APPOINTMENT RECOMMENDATION**

The Recreation Committee has recommended Deanna Norton for one of the open seats on the Recreation Committee. Deanna works at the Westford School as a para-educator. She has fond memories of the recreation activities she participated in with her peers as a person that grew up in a similarly sized small Vermont town.

Bill Cleary made a motion to accept the Rec Committee's recommendation of appointing Deanna Norton to the Committee, seconded by Dave Baczewski. Motion passed: 3-0.

#### **UPDATE ON PLANNING COMMISSION PROJECTS**

George Lamphere was present to provide an update of Planning Commission (PC) projects. There was activity on the brownfields at 1705 Route 128. The Town is fortunate to have the cleanup effort taking place as the Planning Commission wraps up the 1705 Project. Vermont River Conservancy has new leadership, so the PC has less pull with that agency. The Vermont House Agency is waiting to see what happens with the community wastewater system. They do not plan on having any further public meetings as there is no interest from the other parties at this point.

The community wastewater project has a significant upside and long-lasting importance to the community and is the PC's heavy focus right now. They are working on the funding stack and working with engineers and consultants on project timelines and milestones. Public outreach has continued, and they have a group of inspired citizens that believe in the project as they prepare for a bond vote. He thinks the Selectboard should think about the Wastewater Ordinance. The PC will be reaching out to the Selectboard for input and consideration.

Barb Peck stated that at the last PC meeting it was mentioned that the site plan for 1705 had to be done to close out the grant. She wants to be sure there are no plans to put buildings on that property. George explained that to close the grant agreement they must have the conceptual site plan completed; the plan will be posted on the 1705 website. The PC is not required to host or have a public hearing on the topic. The grant needs to see the work was completed but there is not going to be any action on it, so the work stops there. George clarified it is not a site plan it is a conceptual site plan; they are very different than an actual site plan.

### **NBRC/EDA GRANT AGREEMENT FOR TOWN CENTER DECENTRALIZED COMMUNITY WASTEWATER SYSTEM – DISPERSAL SYSTEM**

Mo Reilly from the Planning Commission (PC) was present. The Town has been awarded a Northern Borders Regional Commission Economic Development Grant. The scope of work has changed therefore the Board needs to approve and sign the grant agreement to reflect the change.

Bill Cleary made a motion to approve the amendment to the grant agreement, accept the compliance manual, and complete the ACH form for the Northern Borders Economic Development Grant Agreement, seconded by Dave Baczewski. Motion passed: 3-0.

### **TOWN WIDE REAPPRAISAL PROPOSALS**

The Town received two proposals in response to the Town Wide Reappraisal Request for Proposals. Since the last meeting, Vermont Appraisal Company has withdrawn their proposal; the remaining proposal is from NEMRC. Nanette requested and received an agreement for services from NEMRC in the event the Board does not go out to bid again. The Board would like more time to review the agreement before deciding.

### **BRIEF UPDATE ON ARPA PHASE II APPLICATIONS**

Dave Baczewski from the ARPA Committee was present. Next Thursday the Committee will review and score six applications that were submitted in for Phase II. The first round will focus on town submissions.

### **CORRESPONDENCE**

The Town received an email from Joe Franz regarding his concern of how traffic patterns may be affected if the proposed wastewater system is installed. Lee thought that the Planning Commission (PC) members could help address the concern. George suggested the email be forwarded to Melissa so the PC could discuss it at their next meeting. George thinks there is a certain amount of land that is available, and the Zoning Regulations already dictate growth and traffic more than wastewater would. Mo Reilly agreed. The wastewater on its own would not change in the town center or surrounding area.

Barb Peck was present she thinks the PC is not remembering that this subject came up already in written correspondence to the PC by herself. She asked if the PC had discussed with the Selectboard to investigate an audit of the traffic patterns and how they would change if wastewater passed, and calming methods were employed. This was done by J & L corners in Fairfax. She forwarded links and information, but the PC had still not investigated it. A statement saying wastewater will not change the traffic pattern through the "S" curve in town is an issue that has been discussed with no resolution.

The Town received correspondence from Kids Cancer Connection with a request that the Town make a proclamation that October 23-29 as Childhood Cancer Awareness Week in Westford. Lee thinks that while this is a worthy subject and group, he is skeptical it is the Town of Westford Selectboard's job to do proclamations about such as it is not central to Town business. Bill and Dave had no strong feelings.

### **COMMUNICATION**

Nanette and the Board discussed posting the open road crew job opening again. Bill was curious if we could run without a fourth road crew member until things stabilize in the workforce? Many places are looking for road crews and employees in general. Nanette will keep the job posted in free places. Dave thought we could do the paid advertisement on an occasional basis, so we do not bleed money out on the advertisement.

### **AUDIT RFP PROPOSALS**

The Town received two proposals for an annual audit for FY'23, FY'24 and FY'25: Sullivan, Powers & Company (and RHR Smith & Company. The proposals were comparable. Sullivan Powers is a Vermont based company. RHR Smith is based in Maine with a Vermont office. Lee McClenny made a motion to accept the proposal from Sullivan Powers & Company, seconded by Bill Cleary. Motion passed: 3-0.

### **REVIEW GENERAL FUND AND HIGHWAY FY'23 BUDGET STATUS REPORTS**

Greg reviewed the General Fund and Highway Budget status reports.

Greg reviewed a spreadsheet regarding funding the Contingency Fund. Based on the audited 2021 Fiscal Year and the unaudited 2022 Fiscal Year, the Town could transfer \$142,497.08 leaving the General Fund with an estimated balance of \$69,589.81. The Board discussed its options and would like to take this matter up later in the fiscal year due to the significant rise in costs.

Greg reviewed a spreadsheet regarding purchasing a new truck out of the budget cycle. Based on the FY'21 audited records and the anticipated surplus from FY'22 unaudited records, the Town is able to purchase the truck outright. If the Selectboard decides to do this, the projected balance for the Highway Fund as of October 7 is \$73,289. It was noted that the work for the 2017 Halloween storm is complete, therefore the Town anticipates receiving FEMA funds this fiscal year.

Dave Baczewski made a motion to purchase the pickup truck; seconded by Bill Cleary. Motion passed: 3-0.

### **ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board reviewed and signed the accounts payable and payroll warrants.

### **ADJOURN**

The meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Lee McClenny, Chair  
Selectboard

Callie Hamdy  
Minute Clerk

**GUEST LIST**

Dave Lavallee  
Francois Ross  
Vicky Ross  
Ben Bornstein  
Pat Hechmer  
Mo Reilly  
Michael Hechmer  
Paul Kiripolsky  
George Lamphere  
Juli Beth Hinds  
Pat Haller  
Sarah Pinto  
Chuck Medick  
Charlie Baker (CCRPC)  
Christina Corodimas (Essex CHIPS)  
Kati Anderson  
John Doane  
Barb Peck

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**September 23, 2022 – October 13, 2022**

Work to be done

- Grade roads when weather permits.
- Continue to get trucks ready for plowing.
- Service (oil and filter changes) on the trucks.
- Work on the screen.
- Munson will be changing the 2 culverts on Old Stage Road next week.

Work completed

- Graded Brookside Road, Cambridge Road, Huntley Road, a section of Osgood Hill Road, north end of Woods Hollow Road.
- Hauled in gravel for the roads.
- Installed 2 new driveway culverts on Huntley Road.
- Prepping trucks for plowing.
- Had suspension work done on '24 Western Star.

Approved at the 10/13/22 Selectboard Meeting.