

FY'24 HIGHWAY BUDGET STATUS REPORT

Holly Delisle, Town Administrator, went over the FY'24 Budget Status Report in Greg Barrows' absence.

ROW WORK ON CAMBRIDGE ROAD

This was previously approved by the Selectboard in 2022 and Art Woolf had not yet done the work requested. He is now double checking the approval is still good. The board was happy with Art's request.

CANDIDATE INTRODUCTION

Julia Andrews and Brenda Steady, candidates for the VT House of Representative seat were both present to introduce themselves. Brenda Steady is currently a Selectboard member in Milton and previously served on the school board and other boards. She considers herself frugal. She supports the current vetoes by Governor Scott. Julia Andrews is the seated State Representative and was previously a Westford Selectboard member. She runs the Westford Food Shelf and sits on the board of the Westford Common Hall. At the State House, she currently sits on the Ways and Means Committee. She feels she's been an effective representative and hopes to earn the seat again.

REVIEW & UPDATE STONE SHORE MUNICIPAL CONSULTING CONTRACT

Ron Rodjenski signed a contract to do grant management with the Town last year when Melissa Manka departed; however, the town's needs expanded past grant management, and he has been doing a lot more project management work. The current contract does not cover this, so it is time to reevaluate his contract. Ron had provided a draft of a new contract which includes a cap for total hours and an increased per hour cost. Bill was happy with Ron's performance as he brings much knowledge to the table. If we hit the cap of hours, would Ron be done, or would we renegotiate? Ron explained there are two pieces to that. First is the day-to-day needs of Westford that Holly runs out of resources for. Because of Holly's capacity he does not expect to be working regularly, rather only on Holly's need. Secondly, he and Holly can monitor the cap and give the board regular updates. If there is a project the board sees as needing more attention, we could negotiate.

Pat thought Ron was invaluable. His worry is that at \$15,000 cap at \$70 per hour is only 4 hours a week, but our Selectboard meetings which Ron attends are often 4 hours. We will exhaust our funds quickly if he is attending Selectboard meetings. Ron explained that after every month that goes by Holly increases her experience. A new Admin needs two or three years of that cycle to get things in order. Secondly, he does not feel he needs to attend meetings and that Holly could address any questions to him beforehand. Based on this he feels \$15,000 as a cap would work.

Wendy asked about Harmony's position and any support she might need. Holly stated Harmony has used Ron as a resource several times, Ron has unique experience in the Planning and Zoning side of things. Harmony stated Ron has been an invaluable resource. Pat made a motion to approve the contract. Deb seconded motion passed. 4-0.

E911 ROAD NAMING & NUMBERING ON LEGAL TRAILS

Callie Hamdy, Town Clerk, explained that during updates being done to our GIS maps that some E911 errors had been found. E911 had brought these errors up to her and asked her to correct them as the Town's E911 coordinator. A recent error that needs correcting involves a potential Road/Trail name change which is in the Selectboard's jurisdiction.

There are two residences at the end of Machia Hill Road whose driveways come off the legal trail "Goodrich Trail." Their 911 addresses are currently that of Machia Hill Road, but E911 says this is not allowable since their driveways technically come off Goodrich Trail which indicates their addresses should be "Goodrich Trail". The Selectboard needs to choose to either keep the trail named "Goodrich Trail" and change the addresses of the residents or change the trail's name to "Machia Hill Road" so that the residents keep their addresses the same.

Bill did not like that the Town is forced to make these changes, but the e911 system is in place to help emergency vehicles find a residence. Kirsten Tyler from the Conservation Commission was present and thought that changing the trail name to "Machia Hill Road" could cause confusion because the trail is not a road, nor does it allow motor vehicles. Deb Jorschick wondered if we could reclassify the trail to be an extension of Machia Hill Road to a point past the driveways. That way the residents could keep the road name the same while the Goodrich Trail would remain "Goodrich Trail" after the driveways. She thinks this would hopefully prevent confusion. Callie was not sure if we could do this. The board's only jurisdiction is the roadway naming, not the e911 numbers or the reclassification. Callie and Holly will explore options and ask more clarifying questions from the E911 board before continuing.

SEYMOUR TRAIL KIOSK REQUEST

Kirsten Tyler, Conservation Commission, was present. They would like to put a kiosk on the Westford side of Seymour Trail. They needed Road Foreman approval as well as resident approval. They had spoken with Sean as well as Vicky and Fa Ross but had not heard from Norm Shultz. The kiosk will be in the ROW. Deb made a motion to approve the kiosk. Pat seconded. Motion passed 4-0.

SOLID WASTE CONTRACT REVIEW

Casey had wanted to contact those who had dumpsters and see who wanted a bigger one. Addresses with dumpsters were contacted, and only one wanted a larger one. Bill motioned to approve the contract for services. Deb seconded. Motion passed 4-0.

NEMRC ASSESSOR CONTRACT RENEWAL

This was supposed to be signed in January but had been sent to an email folder nobody looks at. Wendy moved to approve and authorize Bill to sign. Pat seconded. Motion passed 4-0.

DOG WARRANT

Deb motioned to approve the Dog Warrant and deliver it to Matt Bartholomew, the Dog Warden. Wendy seconded. Motion passed 4-0.

1705 UPDATE

The Town Attorney was contacted about access permits for private properties. Holly will pursue this if the Selectboard wishes. The River Conservancy and the State brownfield representative told Holly that if the town makes the purchase, then the town needs to be the BRELLA applicant. There are fees associated.

David Tudhope, the engineer for wastewater capacity, got back to us. He has been out to the site. His conclusion so far is that he does not see any possibility of a more than 490 gallons per day of capacity using a modern pretreatment system. The location he recommends is 390 feet behind the home on the property. The soil is not great, but that was expected. He is going to get together with another engineer to put together a full report.

The UVM archaeological team says that they could be out to the site and do their work if needed before the end of the summer. Holly had also reached out to the State archaeological people, and they needed a general site plan for the property which would let them know if they needed to assess it. Anything outside of the House envelope would be considered archaeologically sensitive. A wastewater system and the river access trails would fall into this category. Bill asked how this is paid for. Holly believes the town must pay for it.

Bill explained there had been no concrete progress on the property purchase. Pat discussed allowing Holly to go forward with the permits for accessing other properties. We want to know what our options are. Pat motioned to approve the attorney to produce a new authorization form for the town for access to private property. Wendy seconded. Motion passed 4-0.

FY'24 GENERAL FUND BUDGET STATUS REPORT

Holly Delisle, Town Administrator, went over the FY'24 General Fund Budget Status Report.

REVIEW AND APPROVE ACCOUNTS PAYABLE & PAYROLL WARRANTS

Holly Delisle, Town Administrator, went over the Accounts Payable & Payroll Warrants.

CORRESPONDENCE

Library Request to Meet with the Selectboard

The library board wants to meet with the Selectboard in September.

Planning Commission/Selectboard Joint Meeting Request

The board had wanted to open communications with the Planning Commission. There is a working meeting between the two boards on June 24th, 2024. Bill thinks we have a new direction of 1705 and that some of their Planning Commission's information may or may not be applicable. He wanted to give the Planning Commission direction for conducting a town survey. Wendy thinks there are two issues: 1705 which is important to move forward with that the Planning Commission has lots of information on, and the Selectboard needs to figure out how to work with the Planning Commission. Barb Peck was present. She thinks the Selectboard needs to decide what their focus is going to be when they talk to the Planning Commission. There had been a rumor that the Planning Commission was planning on taking the summer off and the Selectboard should understand more about why that is.

Harmony Cism, Zoning Administrator, was present. She clarified that the most recent town plan was adopted in 2021 and it is on an 8-year cycle, so there are a few years before it is to be updated. The first thing the Planning Commission wanted to work on was looking at the implementation plan and seeing what needed to change as that directs the town plan. The Planning Commission is not planning to take the summer off, they were merely discussing how to coordinate meetings around people's summer vacations.

Bill asked about doing a Town Plan ahead of schedule. Pat thought a survey was acceptable at this point. Maple Shade opened a lot of people's eyes, and it would be valuable, especially with the implementation plan, to understand people's opinions so that the decisions the Selectboard and the Planning Commission make are based on the survey of the people.

Maple Shade Town Forest Work: Security Deposit Return

Deb motioned to return the \$500 security deposit to Evan Aiken since he has finalized the work to be done in the Maple Shade town forest. Wendy Seconded. Motion passed 4-0.

COMMUNICATION

Report from Attendance at Westford Recreation Committee Meeting

Pat attended a Recreation Committee meeting. They did not have specific questions for the board, but they are struggling to find volunteers for the Recreation Committee. Current

members are at capacity. Regarding the 4th of July Celebration, they wanted more direction from the Selectboard on what the board wanted at the event. They also said the previous planner for last year's 4th of July, Meghan Orisko, put in 200+ hours to get the event going. They recommend hiring somebody to organize the 4th of July activities and suggested a \$500 stipend. They are asking the Selectboard for \$250 of that \$500. Bill did not have a problem with that. He thinks we are running out of volunteer power. Pat mentioned that the Recreation Committee is also struggling with managing the ice rink. They are likely not going to have the rink for 2025 as they struggle getting people together to put the rink up and the weather has not been cooperative. Deb knows there's individuals who have done good events in town and it might be worth talking with them for advice on how to organize our events. Deb motioned to allow a stipend for the Recreation Committee, \$250 for a rink master and \$250 for 4th of July planning funding. Pat Seconded. Motion passed 4-0.

Shredding Quotes

It will cost less than \$200 to shred the backlog of old documents at the Town Office. It would be much less than that annually to keep up with it. Wendy moved to shred anything within the legal time frame. Pat seconded. Motion passed 4-0.

Grant Opportunity for Covered Bridge Repairs

Covered bridges count as municipal buildings for the Historical Preservation Grant Program. This grant is a 50/50 matching grant of up to \$20,000. People were talking about raising money for the bridge, which could help with the matching funds. Bill motioned for Holly to apply for the grant. Deb seconded. Motion passed 4-0.

Open Meeting Law Updates July 1, 2024

Holly explained about the new Open Meeting Law updates. In addition, a municipal code of ethics mirroring the state code of ethics was passed into law. There were also changes made to the fees for livestock running at large.

EXECUTIVE SESSION

Bill moved to find that premature public knowledge of matters relating to property acquisition and personnel would put the town at a significant disadvantage. Wendy seconded. Motion passed 4-0.

Bill moved to enter executive session at 9:30 p.m. for matters of property acquisition and personnel and invited Holly Delisle and Sean Cushing to attend. Pat seconded. Motion passed 4-0.

Deb moved to exit executive session at 11:05 p.m. Pat Seconded. Motion passed 4-0.

No action was taken.

ADJOURN

The meeting adjourned at 11:05 p.m.

Respectfully Submitted,

Bill Cleary, Chair
Selectboard

Callie Hamdy
Minute Clerk

GUEST LIST

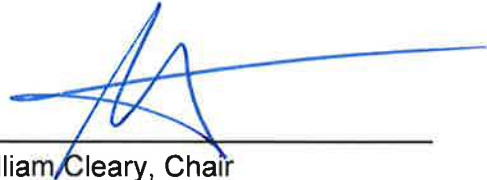
Julia Andrews
Brenda Steady
Lisa Menard
Dave Lavallee
Kim Guidry
Denise Hughes
Wendy Wilton
Sheila Franz

Ira Allen
Ben Bornstein
Dave Gauthier
Lori Johnson
Carol Winfield
Mark Letorney
Maura O'Brien

Kirsten Tyler
Harmony Cism
Ron Rodjenski
Martha Heath
Barb Peck
Erin & Basil Panattu
Sue Roediger

ADOPTED THIS 27 TH DAY OF JUNE 2024.

WESTFORD SELECTBOARD



William Cleary, Chair



Patrick Haller



Casey Mathieu



Deb Sawyer Jorschick

Wendy Doane