

member could read the road schedule instead of Sean, freeing up Sean's time. Sean explained that attending meetings is not typically a burden, however there was a snow event during the last meeting that prevented him from attending. Holly reminded everyone that the past road schedules are now on the Town Website for viewing anytime. Bill thought the road schedule should be read at every meeting. The Selectboard proposed reading the road schedule each meeting, having Sean attend every other meeting, as well as any meetings where road related items needing Sean's attention will be discussed. The Road schedule itself also does not need to be motioned and approved.

FY'25 HIGHWAY BUDGET STATUS REPORT

Greg Barrows, Treasurer, went over the FY'25 Highway Budget Status Report.

TOWN OFFICE RAMP & STAIRS – DISCUSS CONTRACT

Eric Mootz & Dave Burton from Land & Rock Works were present to review the draft contract. Eric questioned the prohibition of hiring subcontractors. They might sub-contract the railing installation. Bill was ok with that and suggested striking the prohibition on subcontractors. Holly noted there's another version of the contract that allows subcontractors. If subcontractors are allowed there are conditions that go along with it. The primary contractor is responsible for the work and paying the subcontractors, etc. Pat thinks we should add that language back in. That was agreeable to Eric. Eric presented a rendering of the design. The board will review the amended contract before approving.

1705 UPDATE

Engineering Update

The highway crew dug 8 test pits with Krebs & Lansing (K&L) in a new location at 1705. They were pleased with the depth of soil, but the soil is not suitable for an in-ground system. This means we would need to build a mound system, which we expected. 490 gallons per day seemed reasonable and maybe more. Pre-treatment would double the available capacity, but the price would also double. K&L is still crunching numbers and will have a memo with three options available for the January 9th meeting. Pat asked if we could add pre-treatment later. Holly was not sure, but it is likely more cost effective to build it all at once. Deb noted that if we added pre-treatment later, we would likely have to get a new permit. Down the line, the rules & restrictions might be different so adding pre-treatment later could be a risk. Holly expects K&L's memo to show three options: a mound with no pre-treatment, a mound with pre-treatment, and the maximum capacity possible regardless of cost.

CCRPC approved paying for the Phase 1 ESA update. LE Environment is already working on it. Now that we have more information, the joint meeting with the Planning Commission will take place during the January 13th Planning Commission meeting. The two boards will discuss priorities for public engagement regarding the future of 1705.

Holly reminded the board that Wiemann & Lamphere (WL) has been asked to provide a floor plan/footprint for a single-story town office on 1705/combined parcel with the town. They are struggling to keep the footprint outside the wetland buffer. Their initial idea puts the footprint in the area of contamination. K&L suggests the same thing, keep it out of the wetlands. It is possible to get an exception to build in wetland buffers, but it's difficult. WL did not use the space the Pigeon House sits on which is outside of the wetland buffer.

Carol Winfield was present. She wondered if K&L would estimate cost for the system. Holly expects cost estimates to be included in the memo K&L will provide. That memo will be put on the website when available. Carol suggest that if the cost is reasonable we might decide to go for pretreatment up front.

INSURANCE UPDATE: WINTERFEST CHILI COOK-OFF

The town's insurance through VLCT does not require that we get insurance for the Chili Cook-Off, but outside vendors must provide proof that they have their own insurance. The board was in favor of moving forward with the Chili-Cook-Off. Wendy noted that although we are sponsoring the Chili Cook-Off it is not a town owned event. Holly thinks it would be a good idea to have the sponsorship rely on the existence of volunteers and that sponsorship does not assume responsibility for the entire event.

Wendy said that she had heard concerns that the Winterfest funds are in the organizer's personal bank account. Wendy thinks it would be better if it had its own account. Holly suggested a reimbursement model where the donated money is provided after receiving a request for reimbursement. Carol Winfield, the main organizer of Winterfest, stated that Winterfest is not an entity. The town organizations that participate do so on their own. Setting Winterfest up as an official organization is more than Carol is willing to do. The bank cannot open an account in the name of a group of volunteers. It has to be a business or an individual. She opened a separate individual account with "Winterfest" as the title of the account. She is sorry to hear anybody has expressed concerns to the board. Wendy thanks Carol for her explanation; she was happy to hear there is a separate account to keep things cleaner.

FORESTRY REQUEST TO USE SCHULTZ TRAIL

Evan Aiken requested to use a portion of Schultz Trail for forestry work. Evan is doing some logging work for the Andersons. Holly noted it involves motor vehicles on the trail which is why it came to the selectboard. The Conservation Commission had already approved of the work and use of the trail. The board had a lot of trust in Evan and his work. Bill motioned to approve. Deb seconded. Motion passed 5-0.

GRAND LIST ERRORS & OMISSIONS

This was an annual item. This year it is a net gain to our grand list. Pat motioned to approve. Casey seconded. Motion passed 5-0.

REVIEW FY'25 GENERAL FUND BUDGET STATUS REPORT

Greg Barrows, Treasurer, went over the FY'25 General Fund Budget Status Report.

REVIEW AND APPROVE ACCOUNTS PAYABLE AND PAYROLL WARRANTS

Greg Barrows, Treasurer, went over the Accounts Payable & Payroll Warrants.

CORRESPONDENCE

Wayne Brown thinks we should have already made progress on our repair of the Covered Bridge. We are waiting to hear back about a grant we applied for. Holly expects news soon. Our bridge has some unique features and very few other bridges have those features in Vermont.

The Town of Colchester has large solar arrays and will exceed the State's cap on net metering. They want to sell some of their excess to another town. We don't use nearly the amount Colchester is looking to sell, but Pat believes we should still look into it. The board discussed this possible benefit. Pat would attend a conversation with Colchester if Holly set one up. Dave Gauthier wondered if the civic buildings could be included to get us to that kilowattage that Colchester is looking for. Pat supposed that might be possible, but it would not add a lot to our total.

Security Concern at the Town Office

Harmony, Zoning Administrator, sent an email regarding a circumstance at the town office where she was here after hours, and somebody was pounding on the door. She asked for

security measures for staff. Pat was happy that Harmony mentioned this and takes it seriously but was also curious what a professional in workplace safety would recommend. VLCT does have a service for this. The town office staff was already exploring blinds and cameras. Lori Johnson suggested a cordless doorbell system to use as an alert/panic button for the downstairs office. Carol Winfield suggested a closed/open sign in addition to posting the hours downstairs. Bill thought it was upsetting that some bad actors change how we deal with things.

COMMUNICATION

There were no communications other than Happy Holidays.

EXECUTIVE SESSION

Bill moved to enter executive session for matters of personnel and invited Holly Delisle to attend. Deb seconded. Motion passed 5-0.

Bill moved to exit executive session at 8:41 p.m. Casey seconded. Motion passed 5-0.

Bill moved to increase the Bookkeeper's salary by \$1. Deb seconded. Motion passed 5-0.

ADJOURN

The meeting adjourned at 8:42 p.m.

Respectfully Submitted,

Bill Cleary, Chair
Selectboard

Callie Hamdy
Minute Clerk

GUEST LIST

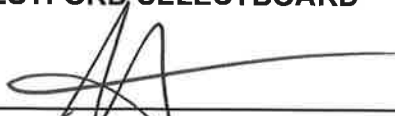
Dave Gauthier
Dick Lavalley
John Doane
Stacia McIntosh
Maura O'Brien

Ben Bornstein
Carol Winfield
Barb Peck
Eric Mootz

Sheila Franz
Luane Pigeon
Lori Johnson
David Burton

ADOPTED THIS 9 TH DAY OF JANUARY 2025.


WESTFORD SELECTBOARD



William Cleary, Chair



Patrick Haller



Casey Mathieu



Deb Sawyer Jorschick



Wendy Doane