

SELECTBOARD MEETING
October 8, 2009

Present:	John Quinn Robert Bancroft David Tilton	Nanette Rogers Charlotte Vincent Charlotte
Guests:	Melissa Manka Richard & Linda Mathieu David Burke	Joan Farmer Mike Russell

The meeting was called to order by John Quinn at 7:02 p.m.

RICHARD AND LINDA MATHIEU

John Quinn advised that due to the pending violation appeals, all comments should steer clear of what could be considered testimony.

Mike Russell spoke on behalf of Richard and Linda Mathieu. The Mathieus would like to request that they interact with Melissa instead of Maurice Rathbun, the Zoning Administrator, with regard to any zoning and planning matters because they have a better working relationship with her and her office hours are more accommodating. Maurice has limited office hours and the communication between the Mathieus and him is strained.

The Board appreciates that the Mathieus would like to work with Melissa however Maurice is the Zoning Administrator. The Board will look into the concerns.

SEPTIC APPEAL VIOLATION PUBLIC HEARING DATE

The Board scheduled the public hearing for Tuesday, October 27th at 7:00 p.m. The Town will find out if the meeting can be continued to allow the Mathieu's engineer time to prepare. If the meeting can be continued it will be held on Thursday, December 3rd and both parties will present stipulations to be considered on Thursday, October 22nd.

HUNTLEY ROAD CULVERT

The Regional Planning Commission (RPC) and Metropolitan Planning Organization (MPO) have agreed to assist with a Pre-Disaster Mitigation (PDM) Grant application regarding replacement of the Huntley Road culvert. The application requires preliminary engineering work. The MPO and RPC have awarded the project to Dubois & King. The MPO will use Technical Assistance funds to assist with the cost. The match will be covered by in-kind services. If the Town is not awarded the PDM grant, the engineering study will be of assistance with a State grant.

Dubois & King will need to look at the Drinkwine and Bisson culverts as part of the project. Detrimental damage will occur to the Town's culvert if the Drinkwine culvert washes out. Junior Drinkwine has given permission for the engineer to go on his property to conduct a site visit. Dave Bisson has not been contacted yet. Melissa would like permission to contact him to ask for permission. The Board approved. There may be funds available to assist with replacing the Drinkwine and Bisson culverts.

CAPITAL BUDGET

The RPC has submitted a draft budget. Items need to be prioritized; figures need to be added and comments if necessary. Melissa, Bob and Charlotte will work on it.

BILLS

Bills were approved.

EXECUTIVE SESSION

Bob Bancroft made a motion to enter Executive Session at 8:15 p.m. to discuss a personnel matter, seconded by Dave Tilton. Motion passed: 3-0. People in attendance were John Quinn, Dave Tilton, Bob Bancroft, Melissa Manka, Nanette Rogers and Charlotte Vincent.

The Board exited Executive Session at 8:26 p.m. No action taken.

STATE POLICE CONTRACT

The Board reviewed the State Police contract for October 2009 – September 2010. The computation of hours and the fee for service did not seem correct. The Board discussed allotting \$7,500 to the State Police and \$7,500 to the Sheriff's Dept. Nanette will contact the State Policy to clarify the computation and hours.

DRUG & ALCOHOL POLICY

Bob Bancroft made a motion to approve the Drug & Alcohol Policy as amended, seconded by Dave Tilton. Motion passed: 3-0.

PERSONNEL POLICY

The Board reviewed the amended language. The language with regard to reimbursing for the purchase of office supplies needs to be corrected.

EVALUATION FORMS

The Board reviewed draft copies of evaluation forms for all non-elected employees. Changes will be made and presented to the Board for approval. The Board decided to include all elected officials who qualify for benefits under the Personnel Policy in the evaluation process with regard to setting wages and/or salaries.

ROAD SCHEDULE

Bob Bancroft made a motion to approve the Road Schedule for October 9, 2009 through October 22, 2009, seconded by Dave Tilton. Motion passed: 3-0.

ACCESS PERMIT

The Board approved an access permit for Timothy Blair for property located on Plains Road.

EXCESS WEIGHT PERMIT

The Chair approved an Excess Weight Permit for Hendee Excavating.

UTILITY LINE REQUEST

The Board approved two requests submitted by Eustis Cable to install a utility line along Old Stage Road and under Rollin Irish Road. Work to be completed between October 12, 2009 and October 16, 2009.

CORRESPONDENCE

An email was received from Eric Milano asking if dirt bikes or "dual sport" motorcycles are permitted on Town trails without permits. The Board considers dirt bikes to be recreational vehicles, similar to ATVs, therefore a permit will not be needed and the ordinance will be amended. Permits will be required for "dual sport" motorcycles.

TRAVEL ON TRAILS ORDINANCE

Tim Budell would like clarification on needing a permit for a tractor used for property maintenance and for plowing and maintaining his driveway. His questions will be forwarded to the Town's attorney.

The Board would also like the Town's attorney to comment on the residents off Seymour Trail that have been using and maintaining a portion for several years and amending the language to consider abutters who have a license agreement.

MINUTES

Bob Bancroft made a motion to approve the minutes of September 24, 2009 as amended, seconded by Dave Tilton. Motion passed 3-0.

EXECUTIVE SESSION

Bob Bancroft made a motion to enter Executive Session at 10:00 p.m. to discuss a litigation matter, seconded by Dave Tilton. Motion passed: 3-0. People in attendance were John Quinn, Dave Tilton, Bob Bancroft and Nanette Rogers.

The Board exited Executive Session at 10:21 p.m. No action taken.

ADJOURN

Dave Tilton made a motion to adjourn, seconded by Bob Bancroft. Motion passed: 3-0.

The meeting adjourned at 10:2105 p.m.

Respectfully Submitted,

John Quinn, Chair
Westford Selectboard

Nanette Rogers
Town Clerk