

**SELECTBOARD MEETING
NOVEMBER 3, 2011**

Present:	Bob Bancroft Ira Allen	Nanette Rogers Charlotte Vincent
Guests:	Mark Letorney	Joan Donaldson

The meeting was called to order by Bob Bancroft, Chair at 7:00 p.m.

PLANNING COMMISSION – FY’13 BUDGET REQUEST

Mark Letorney presented the Planning Commission’s budget request. The Commission feels they can conduct business on a level funded budget of \$7,150. The budget includes matching funds to hire consultants in connection to a municipal planning grant for the Town Center Revitalization Project.

Mark reiterated for the record the Commission’s recommendation to publish legal notices in a paper other than the Burlington Free Press to save on costs. The Board advised they have researched this matter, and based on a legal opinion, they feel the Burlington Free Press is the best suited paper to meet statutory requirements.

DEVELOPMENT REVIEW BOARD – FY’13 BUDGET REQUEST

No one from the DRB attended to present their proposed budget.

TOWN OFFICE AIR QUALITY

A hose will be purchased for the dehumidifier located in the boiler room to drain the water directly into the system installed a few years ago. If this does not improve conditions the Board will explore other options.

ZONING ADMINISTRATOR RESIGNATION

Ira Allen made a motion to accept Maurice Rathbun’s resignation, seconded by Bob Bancroft. Motion passed: 2-0.

PEAC (PARENTING EDUCATION ADVISORY COMMITTEE)

PEAC has been notified by the school they can no longer use the school’s EIN (Employer Identification Number) if they make donations to non-school organizations. PEAC was referred to the town to determine if they can use the town’s EIN. If they do, the treasurer will need to be on the account and all transactions and registers will need to be kept at the town office.

CONSERVATION COMMISSION APPOINTMENT

The Board met with Joan Donaldson to discuss her interest in serving on the Conservation Commission.

Ira Allen made a motion to appoint Joan Donaldson to the Conservation Commission, seconded by Bob Bancroft. Motion passed: 2-0.

ROAD CREW

Bob has been advised that the road foreman is considering working only part time beginning late fall 2012. The Board discussed logistics of hiring a full time crew member while retaining the road foreman. This will be discussed in more detail during budget discussions.

HIGHWAY MITIGATION GRANT ASSISTANCE

Gary has found a highway technician, formerly a technician for the State of Vermont, to assist with a mitigation grant application for Machia Hill Road. He feels the consultant could produce a convincing application. The cost is estimated to be \$795.00.

Ira Allen made a motion to engage with Smith Technical Services to assist with the hazard mitigation grant application for Machia Hill Road, for an estimated cost of \$795.00, seconded by Bob Bancroft. Motion passed: 2-0.

TOWN CHARTER

A new revision was distributed. The Board will wait until the next meeting when all three members are present to discuss the changes.

ADJOURN

The meeting adjourned at 7:49 p.m.

Respectfully Submitted,

Robert L. Bancroft, Chair
Westford Selectboard

Nanette Rogers
Town Clerk