

Town Of Westford
Town Board Meeting
January 7th 2019

At 7:00 p.m. Councilman James Feil signed his Oath of Office.

At 7:05 p.m. the Town board reviewed and signed the following bills for payment:

General Fund #1- #10 = \$ 4,487.06 as set forth in Abstract 1G
Highway Fund #1- #9 = \$ 36,784.29 as set forth in Abstract 1H

Supervisor Larrabee called the organizational meeting of the Westford Town Board to Order at 7:15 P.M., The Pledge of Allegiance to the Flag was recited in unison.

Present: Supervisor Bryan Larrabee, Highway Superintendent Jason Ritton, Councilmen Robert Huntington, Ralph Ritton and Jim Feil.

Other Town Officials Present: Town Clerk Lynda May, Town Justice Michael Fay

Absent: Councilman Phillip Strong

Special Guest: County Representative Pete Oberacker

Guests: Sign-in sheet on file at Town Clerk Office.

Proposed 2019 appointments were presented for review. The board discussed changing the official paper from The Hometown Advantage back to The Daily Star since we need to be able to place legal notices in a daily paper. Motion was made to accept 2019 appointments as amended by Councilman Feil. Seconded by Supervisor Larrabee. Motion carried

A roll call vote was taken to accept. Ayes: Supervisor Larrabee, Councilman Ritton, Councilman Feil and Councilman Huntington. Nos: none Appointments for 2019 were ratified as follows:

Town Meeting Place: The Westford Town Hall
Town Meeting Time: First Monday of month at 7:00 p.m.
Official Paper: The Daily Star
Official Bank: Community Bank, NA
Registrar of Vital Statistics: Lynda A. May
Deputy Registrar of Vital Statistics: Louisa M. Platt
Town Attorney: Marvin Parshall
Health Officer: Dr. William Fredette

Dog Pound and Shelter: Contract with Susquehanna Animal Shelter
Dog Control Officer: Jen Larrabee
Town Historian: Mary Kay Harvard
Town Assessor: Pam Dyn-Gohde
Land Use Zoning Officer: Pam Dyn-Gohde
Town Code Enforcement Officer: Otsego County Code Enforcement Officer
Planning Board Chairman: Lyle Morrison

Members: Psalm Wyckoff
Steve Zerby
Donald Burton

Board of Assessment Review Chairman: Richi Dee Horne

Members: Mary Fay
Terry Clapper

Zoning Board of Appeals Chairman: Douglas Godhe

Members: Joan Martindale
Jo Spencer
Scott Brady
Isabella Bonadies
Douglas Gohde

Procurement Policy:

\$ 0.0 - \$2,000.00 = Buy at Highway Superintendent's discretion
\$2,000.00 - \$5,000.00 = 3 Verbal Quotes (noted in notebook on final bill
for item)

Over \$5,000.00 = 3 written Quotes brought to Town Board for vote.

Investment Policy: Same as previously adopted and filed.

Supervisor may pay bills upon receipt: Utilities, Telephone, Insurance, Internet
Service, Post Office Box Rent.

Supervisor Larrabee closed the Organizational meeting at 7:20 p.m.

Supervisor Larrabee called the regular meeting of the Westford Town Board to order at 7:20 p.m.

Minutes of the December 3rd, 2018 Town Board meeting were read.
Councilman Huntington motioned to accept minutes. Seconded by
Councilman Ritton. Motioned carried.

Supervisor Larrabee welcomed County Representative Oberacker to the meeting. County Representative Oberacker addressed the board and townspeople about some concerns that were stated in the previous month's minutes. He then gave a brief overview of the county's proposed agenda for the year 2019.

Committees:

1. Fire Department: Councilman Ritton stated that the fire department has bought the insulation and has started insulating the outside wall of the firehouse. It should be finished in the next week.
2. Highway Department: Had a major truck break down but its been replaced.

Unfinished/Old Business:

1. Supervisor Larrabee spoke with Bobby Burton about the monies for the transfer station. He will drop it off at the end of the month.
2. Clerk Lynda May brought up concerns about a drop box for Fed Ex and Ups in the vestibule.
3. Clerk Lynda May will check with Diana about the new vacuum Cleaner.
4. Supervisor Larrabee stated the transfer station decals will be in this week.

New business:

1. Supervisor Larrabee stated he had his meeting with the insurance company. He and Highway Superintendent Ritton will be meeting this week to go over the policies. Councilman Huntington suggested possible raising the deductible to save the town money.
2. Supervisor Larrabee stated that the insurance policy for the town to indemnify against losses was currently at \$50,000 the standard is now \$100,000. The policy will be increased the new standard.
3. Supervisor Larrabee informed the board that Councilman Feil would like to donate last years salary of \$1200.00 to The Westford Cemetery Association. Motion made by Councilman Feil to donate his salary. Seconded by Councilman Ritton. Motion carried.
4. Supervisor Larrabee informed the board that Town Justice Michael Fay's books need to be audited next month.
5. Supervisor Larrabee received the new town contract from the SPCA. There are no changes. Supervisor Larrabee motioned to accept the contract. Councilman Huntington seconded the motion. Motion carried.

6. Supervisor Larrabee brought up concerns about the roof leaking. He and Clerk Lynda May will periodically check for leaks.

Since there is no further business to come before this meeting, motion by Councilman Feil to adjourn. Seconded by Councilman Huntington. All in favor. Meeting adjourned at 0817 p.m.

Lynda A. May
Town Clerk