

**TOWN OF WESTFORD  
TOWN BOARD MEETING  
August 3, 2020**

At 7:03 p.m. the Westford Town Board Meeting was called to order.

Flag Salute was recited.

Present: Town Supervisor Walter Heinrich, Councilman Feil, Councilman Ritton and Councilman Zerby and Councilman Huntington

Other Town Officials: Highway Superintendent Ritton, Town Assessor Dyn-Gohde, Town Justice Fay, and Town Clerk Eileen Ten Eyck.

The sign-in sheet is on file with the Town Clerk.

Corrections to July 6, 2020 minutes:

Under corrections – Corrected date from July 6, 2020 to June 1, 2020

Under Correspondence #3 changed from “mowing of the cemetery” to “mowing of the town Cemetery.”

Under Old Business- #3 corrected dust oil amount from \$11,000 to 1,500 feet sold

Under Committees- changed “all monuments” to “27 monuments” have been repaired and added “as per the grant.”

Motion by Councilman Zerby to accept the minutes as corrected, seconded by Councilman Ritton.

Unanimous ayes.

**OLD CORRESPONDENCE:**

- 1). Fiber Optics- OEC has begun installing for the town. There is an issue with switching over the phone service for the Town Judge and Clerk. Supervisor Heinrich is exploring options.
- 2). Jonah Meiser held a dedication ceremony for his Eagle Scout project with a great turn out of 75 to 100 people attending.

**NEW CORRESPONDENCE:**

- 1). Department of Labor- Regarding the protest of penalties accrued in 2019 – Supervisor Heinrich was successful in getting these penalties cancelled saving the town \$1,600.
- 2). Patricia Brockway- submitted a request for the Town of Westford’s Comprehensive Plan. The last one that was completed (approximately 10 years ago) is on the town’s website. Supervisor Heinrich will respond to her request.
- 3). IRS- Supervisor Heinrich submitted a penalty waiver form requesting a refund for \$3,78087 for the town. He is awaiting a response.
- 4). Preservation League- the application for the Preserve New York Grant Program was unable to fund the Hamlet of Westford’s Cultural Resource Survey.
- 5). A request was submitted for use of the Town Hall for September 12, 2020. Supervisor Heinrich will respond to the request and go over the cleaning of the hall upon completion of its use.
- 6). Road Sand Bids – Seward Sand and Gravel, Kaiser Sand and Gravel, Cobleskill Stone and Advance Concrete bids were all received. For the benefit of the town, the board will be choosing Kaiser because they had historically had a better product. Highway Superintendent Ritton will assess the quality of the

product at Kaiser Stone and Gravel and inform the Town Clerk of his decision. Letter regarding the decision will go to all businesses that submitted bids and set out by the Town Clerk.

Motion by Councilman Ritton that, pending an on-site inspection by the Highway Superintendent, the bid will go to Kaiser Stone and Gravel, seconded by Councilman Huntington. Unanimous ayes.

**COMMITTEES:**

- 1) Fire Department: Hoses and ladders will be tested next week and that will complete the periodic testing for the year.
- 2). Cemetery – no update at this time.
- 3). Highway: Highway Superintendant Ritton will contact the company who assists with dust oil to get a start date for this service. He will be submitting paperwork regarding the abandonment of Thomas Road. The Highway Department will be sealing roads (as weather allows) in the upcoming weeks. Superintendent Ritton requested that the roller, currently owned by the town, be made available for auction. He will be pricing new, used and rentals. The town is tentatively looking at renting this equipment.

Motion by Councilman Ritton to allow the 1980's roller be put up for auction, seconded by Councilman Huntington. Unanimous ayes.

**OLD BUSINESS:**

- 1). Dust Oil- Superintendent Ritton will contact the company that assists with dust oil and see when they are available and decided if this project should proceed.

**NEW BUSINESS:**

- 1) Town Supervisor Heinrich has been in contact with the new bookkeeping firm, Evening Start, who are based in Schoharie, NY. New W-4's will need to be completed by all board members and other town officials. The new bookkeeping firm will come at a cost of \$6,000 - \$7,000.
- 2). AUD reports – the current bookkeeper is currently working on numbers from 2017. Supervisor Heinrich will be in contact with her to see how many years she can get through as transferring the reports to the new firm will be expensive.
- 3). Discussion about making Town Hall available for school aged children as a “homework spot” are on-going. Supervisor Heinrich will be in contact with Diana Brady to discuss issues that were brought up including liability, water safety and supervision of the kids while they are in the building.

**TENTATIVE BUDGET:**

Following discussions of how the budget was broken down, Supervisor Heinrich proposed to the board that the (P) personal and (C) contractual lines for Salaries, Repair and Snow Removal be combined. The tentative budget does not include any raises at this time. Supervisor Heinrich went over the budget line by line.

The State has not given a percentage rate yet. The Town Budget is approximately 5%. Supervisor Heinrich suggested the board go by percent rather than dollar amount when looking at raises.

The Preliminary Budget meeting is scheduled for next month (September).

**BUDGET MEETING:**

General - #224 - #231 - \$2,880.14

Highway - #194 - #200 - \$62,213.77