

Westfield Selectboard Agenda
September 11, 2017 – 6:00 p.m. – Town Offices

Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer Mary Lou Jacobs; Town Clerk LaDonna Dunn; Road Commissioner: Eric Kennison (for a portion of the meeting); Lister: Scott Dunn (for a portion of the meeting); Librarian: MaryLee Daigle (for a portion of the meeting) and 2nd Constable: Mike Piper (for a portion of the meeting)

1. Call Meeting to Order: The meeting was called to order at 6:07 p.m. by Yves.

2. Changes to the Agenda: Added Fire Extinguisher Servicing and Prices for Propane under Other Business.

3. Approve the August 14, 2017 Selectboard Minutes (previously emailed):

Following a motion by Anne and second by Yves the minutes were approved unanimously with no changes.

A. Business from the Minutes: None.

4. Library Report:

A. Computer Issue: MaryLee said she has been having problems with the older public access computer at the Library. She requested that the \$646 in her donations account be put towards a new computer to replace the problematic one. LaDonna provided a quote from PC Med in the amount of \$497.20 for a new Dell Inspiron with an Intel i3 processor, 1TB hard drive, 6GB of memory and Windows 10. LaDonna recommended purchasing the delivery and installation package for an additional \$75. It is recommended by PC Med that an administrator account be set up on the new computer. There was a motion by Jacques and a second by Anne to authorize the purchase of the above mentioned computer and installation package with the total expenditure not to exceed \$572.20. The motion passed unanimously.

B. Sunday Hours: MaryLee told the Selectboard she will not be able to open on Sundays as her employment situation has changed. She said if she has a special fall/winter event she will still open on either Saturday or Sunday to accommodate working families. Pumpkin carving will be her next activity. She will continue to be open on Tuesdays and Thursdays from 1 p.m. to 5 p.m.

5. Listers-Follow-up Feedback on Request for Proposal for Reappraisal: As a follow-up to last month's meeting, Scott Dunn asked the Selectboard if they had any changes for the town-wide reappraisal request for proposal document. Scott reported the Listers District Advisor, Doug Lay, had made some suggested extractions to make the document more concise. The Selectboard had no suggested changes. Scott asked their opinion about sending it to the town attorney for review. They did not feel that step was necessary. Scott reported the Listers will keep the Selectboard apprised of their progress as the reappraisal process moves forward.

6. Road Updates:

A. Sign Letter of Understanding with Eric Kennison: The updated letter of understanding was signed. Mary Lou will forward it to Jim Carrien at VLCT after Larry Kennison signs it.

B. Draft of Driveway Permit Application: The Selectboard reviewed the newly drafted Restrictions and Conditions page. There was a motion by Jacques and second by Anne to approve the new permit and second page with the two changes. Passed unanimously. The Clerk will make the changes and put the documents on the Town website.

C. Update on Radar Signs on North Hill Rd.: Eric reported the AOT radar sign was put in place last month. Someone stole the speed limit sign which was directly behind the radar sign. Mary Lou will get in touch with Jason at the AOT district office to get permit and purchasing information for the radar sign to be purchased by the Town for Route 100.

D. Update on Street Sign Installation: Eric will put up the missing signs. Jacques has ordered new stop signs and a yield sign.

E. Discuss Reclassifying Loop Rd. from a Class 3 to a Class 2 Road: The Town needs to start working on the narrative portion of the application. Doug Morton will be working on the traffic study at the end of September/October.

F. Update on NVDA's Visit for Municipal Roads Grant-in-Aid Pilot Program: Eric reported he met with Doug Morton and the site selected will be Ballground Road. This grant will be for water mitigation work and has been approved by Doug.

G. Top Soil & Tree at Library: Yves got a load of top soil from Kennison & Son to level off where the new tar is abutting the Falworth property. Yves said there is a tree leaning towards the library that needs to be cut. The Selectboard was in agreement to have Yves cut the tree and take the wood.

H. Load of Mulch for Playground: Yves reported he needs a load of mulch to cover the exposed cement posts on the swing set.

I. Yield Sign in Front of Wursthorne's House on Common: The sign has been ordered and Mr. Wursthorne said it can be installed on his grass.

J. Wrap-up Report on Loop Road Bridge: The Selectboard signed the final form to submit to the State for grant reimbursement.

7. Treasurer's Report: Mary Lou provided a current budget status report for the Selectboards review.

A. Approve Warrants for Expenditures Dated 8/16, 8/23 and 9/6/17: There was a motion by Anne and second by Jacques to approve the warrants as listed. Passed unanimously.

B. Helper at Recycling: Mary Lou provided a monthly recycling center revenue comparison which showed recycling revenues are up by an average of 25% since January 2016. She suggested consideration be given during budgeting to hire a person who would be stationed in view of the dumpsters and would collect the trash/tire fees. This would allow Yves to focus on the many other tasks required during the hectic Saturday mornings at recycling.

8. Sign Cemetery Deeds for Rebecca Carpenter and Jess and Eric Kennison: The Selectboard signed the Quit Claim Deeds for the cemetery plots sold at the North Hill Cemetery.

9. Cemetery Mapping: Yves explained we need a better/larger map to mark the plots sold at the North Hill Cemetery. LaDonna is working with two companies to get quotes to present at budget time. Jacques suggested enlarging the current map at one of the office supply companies and drawing in four foot plot markings to create a more usable map. It was also suggested this would be a good high school project. Mary Lou will call the high school/career center to see if this is a project they would consider undertaking.

10. Review VLCT Building Inspection Report Recommendations: The report was reviewed. Yves and Normand will oversee the suggested repairs. As the repairs are made, the Clerk will notify VLCT.

11. Community Center Updates:

A. Open Flooring Installation Bids: The Selectboard opened the two sealed proposals that were submitted. The first was from B & D Builders, Inc. in Derby in the amount of \$5,823 plus \$250 if the sub-floor needs to be screwed. The second was from Valor Builders & Renovations, LLC in Lowell in the amount of \$14,896.

B. Award Flooring Installation Contract: There was a motion by Anne and second by Jacques to hire B & D Builders, Inc. for the proposal amount of \$5,823 plus \$250 for the screwing of the sub-floor. All were in agreement. Yves felt B & D Builders, Inc. would be available to do the work in October and would need the Community Center to be closed for a week. The Town will provide the roll-off for the disposal of the old flooring. The Clerk will send notification letters to the bidders.

C. Furnace Maintenance: Yves said we are waiting for Bill Driver, Jr. to come and service the town furnaces.

D. Update on Sewer Rework: Yves will coordinate with Rondeau's Plumbing and Eric Kennison to be able to complete the work in one day.

12. Sheriff's Report for July: 17.5 patrol hours were reported for July. LaDonna contacted the Sheriff's Department to ask for a more detailed report and was told beginning in August they will be reverting back to the old reporting system.

13. Recycling Updates:

A. Purchase Camera: Yves will get pricing for a surveillance camera to help curtail the illegal dumping of trash that has been occurring.

14. VLCT Annual Meeting: LaDonna asked the Selectboard if they wanted to have a designated person attend the VLCT Annual Meeting with voting rights. The Clerk will see if Pat Sagui is attending this year.

15. Dog Issues in Alpine Haven: Mike Piper discussed the most recent dog complaints with the Selectboard. It was decided the Clerk will find out when the Alpine Haven Homeowners Association meetings are held and request to be put on their agenda. Mary Lou will call VLCT, look at the Big Book of Woof, contact the Secretary of State's office and possibly Town Attorney, Bill Davies, to see what else we can do to get this problem under control. The possibility of appointing a Constable from Alpine Haven was discussed.

16. Other Business:

A. Fire Extinguisher Servicing: Mary Lou said we are being charged a service call fee for each of the four town buildings that fire extinguishers are being serviced at. She will see if the fire department can certify the extinguishers in the future.

B. Blue Flame: There was a letter that came from Blue Flame regarding pre-buying propane. Mary Lou will investigate this further.

C. Cleaning at Town Buildings: MaryLee Daigle said she will no longer be able to provide cleaning services at the Community Center and the Town Office beginning the first of the year.

17. Adjourn: Following a motion by Anne and second by Yves all were in agreement to adjourn the meeting at 9:10 p.m.

Minutes submitted by:

LaDonna Dunn
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

Date: 10/9/17 with ∅ changes

Yves Daigle
Yves Daigle, Chair

Jacques Couture
Jacques Couture

Anne Lazor
Anne Lazor