

Westfield Selectboard Minutes  
May 14, 2018 – 6 p.m. – Town Offices

Town officers present were Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Treasurer, Mary Lou Jacobs; Planning Commission Chair, Pat Sagui; and Road Commissioner, Eric Kennison  
Guests: Trish Sears (Rural Edge Board); Patrick Flood (Interim CEO, Rural Edge); Sandra Snyder (property owner); and Briana Bocelli (The Chronicle)

1. **Call Meeting to Order:** Yves called the meeting to order at 6:00 p.m. Yves asked for self-introductions.
2. **Additions and/or Deletions to the Agenda:** Added Article 9D: Municipal Roads Grants-In-Aid Program Letter of Intent; Article 9E: Dusty Roads on Buck Hill Rd.; Article 9F: Grader. Article 13 was deleted as it was a duplicate of Article 8.
3. **Approve Minutes of the April 25, 2018 Selectboard Meeting:** There was a motion by Jacques and second by Anne to approve the minutes with no corrections. The motion passed unanimously.
  - A. **Business from the Minutes:** None
4. **Scenic View Rural Edge-Patrick Flood (15 minutes):** Rural Edge Interim CEO Patrick Flood said he was present to explain about the closing of Scenic View Rural Edge Community Care Home. He stated the facility will lose \$400,000 this year which is causing a serious problem for Rural Edge's mission statement to provide affordable housing. Mr. Flood said Rural Edge does housing development and had no previous experience running a residential care home/assisted living facility. He said he was sorry they had to make the decision to close the facility. The staff is assisting residents to find new facilities. Scenic View will be closing the middle of June. They feel all residents will have new homes by their closing date. They offered the staff a one month retention bonus if they stayed until all residents were placed in new facilities. To date, all staff members have agreed to stay. The housing costs for all residents, except for one, were paid for by the state reimbursement program. Mr. Flood stated there have been no offers to buy the facility. He asked the Selectboard for suggestions of types of uses the town would like to see in the facility. He said the suggestion of single occupancy housing for seniors had been raised. Mr. Flood suggested the town could apply for a Community Development Block Grant to pay for a planning grant/marketing study to see how the building could best be utilized. The grant cycle comes up in September for the block grant. Rural Edge Board Member, Trish Sears, talked about the Town of Jay's revolving loan fund which has \$150,000 and can be used by any municipality or business in the Northeast Kingdom. The town would have to apply for these types of grants. It was suggested the town speak with NVDA for guidance on how to proceed with the different types of grants. The Selectboard thanked Mr. Flood and Ms. Sears for updating them and Mr. Flood said he would be happy to work with the town on this project.
5. **Road Sign for Sugarhouse Ironworks-Bill Salmon:** Tabled as Bill Salmon was not present.
6. **Discuss Planning Commission Timeline and Financial Requirements for Town Plan Update-Pat Sagui (15 minutes):** Pat Sagui explained the tight timeframe for completing the Town Plan by the December 2018 deadline. The goal of the board is to have a draft of the revised Town Plan by the middle of September. Pat has been working with Alison Low at NVDA. Alison will be coming to a Planning Commission meeting in July to work with the Board. Pat said the committee wanted to move forward with a community survey to get as many opinions as possible on what is important to have in the new Town Plan. Ideally, a postcard would be mailed to all Westfield property owners (approximately 457 taxable parcels) with a web address link to a survey monkey survey. The Planning Commission members would like to come and speak with people at the recycling center to promote the survey which can also be taken on paper for those who do not utilize a computer. The paper surveys will be available at the Westfield General Store and the Town Clerk's office. Pat requested authorization to spend \$300 on the postcard mailing. There was a motion by Jacques and a second by Anne to authorize \$300 to cover expenses for the community survey to insure input from the community. The motion passed. Pat said the survey will follow the Craftsbury, Irasburg and Glover survey samples provided by NVDA and customized for our community. A draft of the survey questions will be sent to the Selectboard as well as the Town Clerk, Zoning Administrator and the Listers. Pat will come to future Selectboard meetings with monthly updates as the Town Plan proceeds.

- 7. Certificate of Appointment for Town Health Officer-Joseph Berchick:** Yves presented Joe with his certificate of appointment from the Commissioner of Health. Yves thanked him for accepting the position. Past Health Officer Mary Lou Jacobs, gave Joe her file. Joe attended a recent training and felt it was helpful.
- 8. Sign Mowing Contract Awarded to Thomas Schrock:** The Selectboard signed the contract which they voted to accept at last month's meeting, noting an \$80 contract cost reduction due to spring cleanup that was already completed.
- 9. Roads:**
- A. Missing Road Signs:** Eric reported the missing speed limit signs on North Hill Road are now up. Eric wants to have dig safe come out and mark the road before he puts up the yield sign in front of Dave Wursthorne's property.
- B. Review Town Garage Loss Control Report from VLCT (emailed in advance):** The suggested items will be fixed and pictures will be taken and submitted to Jim Carrien at VLCT as they are completed.
- C. Status of Radar Signs for VT Route 100-Mary Lou Jacobs:** Mary Lou received another quote from Elan City. She will do a cost comparison with Johnson Hardware. Eric said he can install the signs. The guarantee and calibration cost Mary Lou will check on.
- D. Municipal Roads Grants-In-Aid Program Letter of Intent:** NVDA sent an invitation letter to participate in the Municipal Roads Grants-in-Aid program. The Selectboard felt we should try for any grant money available to help bring our roads into compliance with the upcoming Municipal Roads General Permit (MRGP). The deadline to submit the letter of intent is June 22<sup>nd</sup>. This grants date for work completion is June 30, 2019. There was a motion by Jacques and second by Yves to sign and submit the letter of intent to participate. The motion passed.
- E. Dusty Roads on Buck Hill:** Yves has had some complaints about the dusty roads on Buck Hill. Eric stated some of the frost is not all the way out so it is too soon to put chloride on the roads. Eric said they will be putting chloride on the roads in the next couple of weeks.
- F. Grader:** Eric discussed the cost of replacing the grader. A new grader is in the \$367,000 less a governmental discount. Eric said the trade in with wing would be in the \$70,000 range. Right now we are putting \$25/hour per each one hour the grader is used away in savings towards the new grader fund. The grader is now 15 years old. Eric said he would recommend increasing the hourly rate put into savings for the grader fund. Last year the grader was used 88 hours. This will be discussed again at budget time.
- 10. North Hill Cemetery Clean-up & Shrub Trimming:** Normand Piette and Yves have the spring cleanup completed at the North Hill Cemetery. There are two cedar bushes that are overgrown and covering a headstone. Attempts to locate the family of the decedents have failed. The Selectboard was in agreement to cut down the bushes. Yves will take care of the shrub removal.
- 11. Sign Service Agreement with NVDA for Road Erosion Inventory for MRGP (emailed in advance):** The Selectboard signed the agreement voted on at the April meeting. Eric will work with Frank Maloney at NVDA to complete this work.
- 12. Approve Warrant Dated 5/2/18:** There was a motion by Anne and second by Jacques to approve the warrant. The motion passed.
- 13. Sign Community Center Equipment Agreement with the Troy & Area Lions Club (emailed in advance):** The Selectboard signed the agreement voted on at the April meeting. The Town now owns all of the large kitchen equipment at the Community Center which was previously either owned or co-owned by the Lions Club. The Clerk will record the document.
- 14. Edward Jones Investment:** Tabled until Karen Ward is able to attend a meeting.

**15. Donated Bench:** Jacques gave an update on the bench donated by Jade Tuttle in honor of her mother Kelsey Blanchard-Rollo. He said when he placed the order he learned the website price was incorrect. The company would not honor the price on the website. LaDonna will contact Jade's family to discuss the matter with them. Based on the correct pricing, the donated money will only cover the cost of a four foot bench.

**16. Delinquent Dog List for the Constable:** LaDonna reported she has sent a reminder letter, as well as made a follow up phone call, to the delinquent dog owners. There was a motion by Jacques and second by Anne to turn over the delinquent dog list to Constable Mike Piper who will make home visits. There will be a \$25 for each home visit until the dog license fee is paid.

**17. Update on Alpine Haven Condo Debris Removal:** It has been reported the debris has not been removed from the condominium fire in Alpine Haven. LaDonna spoke with property manager, Peter Fina, who stated the property owners are seeking bids for debris removal. The Zoning Administrator will continue to monitor compliance with the one year removal rule as defined in the Westfield Zoning Bylaws. The fire took place in August 2017.

**18. Review PILOT for State Owned Buildings:** The Selectboard reviewed the letter sent by the State of Vermont for the Payment In Lieu of Taxes (PILOT) values placed on state buildings which for FY19 is \$799,320. This includes the state garage on the Loop Road. The Listers were also given a copy.

**19. Recycling:**

**A. Update on Green Up Day:** Yves reported 55 bags were given out prior to Green Up Day. Approximately 40 trash bags and 12 tires were returned to the Recycling Center.

**B. Permanent Helper at Recycling:** Yves will look for a permanent worker by winter.

**21. Other Business:** None

**22. Adjourn:** Following a motion by Anne and second by Jacques, the meeting adjourned at 8:27 p.m.

Minutes submitted by:

  
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LaDonna Dunn, Town Clerk

**Westfield Selectboard Approval:**

Date: 6/14/18 with 0 changes

  
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Yves Daigle, Chair

  
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Jacques Couture

  
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Anne Lazor