

**Westfield Selectboard Minutes
February 11, 2019 – Town Offices
Special Time: 5 p.m.**

- **Town officials present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Vice-Chair) and Anne Lazor; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Treasurer, Mary Lou Jacobs; Road Commissioner, Eric Kennison; and Planning Commission Chair, Pat Sagui
- **Others:** Emily Irwin, Orleans County Conservation District

1. Call Meeting to Order: Yves called the meeting to order at 5:00 p.m.

2. Additions and/or Deletions to the Agenda: Add Radar Signs as 8E; Add Chimney at Town Clerk's office as 13A; Add Recycling as 13B

3. Approve Minutes of the January 22, 2019 Selectboard/Budget Meeting: There was a motion by Anne and second Jacques by to approve the minutes as presented. Motion passed unanimously.

A. Business from the Minutes: None

4. Planning Commission Report - Chair Pat Sagui: Pat reported the NVDA Town Plan review committee went well. NVDA will make a recommendation to their full Board for regional adoption of our Town Plan. Pat said she recently learned there is a mandatory review at four years. It is a check-in process with NVDA to make sure there have been no significant changes which would prompt an update of the plan. The Board of Adjustment hearing for Marion Muller-Powell is scheduled for February 20, 2019. Pat consulted with Alison Low at NVDA. Alison feels this can be considered a commercial accommodation which would be a permitted use. The Planning Commission has begun work on the update to the Zoning Bylaw. There are 30-50 possible new bylaws to write from the Town Plan update. There will be grant money in the fall for writing bylaws.

5. Treasurers Report - Mary Lou Jacobs:

A. Approve Warrants for Expenditures Dated 1/23 and 2/6/19: There was a motion by Yves and second by Anne to approve the warrants as listed. Motion passed unanimously.

B. Update on Edward Jones Accounts: Mary Lou said there is \$5,375 to invest for the grader fund. She reviewed with the Selectboard the rates available at Edward Jones (2.25% to 3.10%) and North Country Federal Credit Union (2.0%). Yves made a motion to invest the money with Edward Jones for a five-year term at 3.10%. The motion was seconded by Anne and passed unanimously.

6. Discuss Format for Informational Meeting 2/25/19 - Town Meeting Australian Ballot Article 10/ATV Travel on Town Roads: It was decided that Jacques will Chair the Informational Meeting. The meeting will be held at 6 p.m. at the Community Center. Eric Kennison will be present to answer any questions that may come up on road maintenance. Yves said people from VASA will be present.

7. Required Agricultural Practices (RAP) Presentation (15 Minutes)-Guest Emily Irwin from Orleans County Conservation District: Emily Irwin works for the Orleans County Conservation District. She made a presentation on Required Agricultural Practices (RAPs). Highlights of her presentation included:

- Conservation districts established in 1939; Orleans district established in 1947
- Orleans County Conservation District is one of 14 districts in Vermont.
- It functions like a non-profit, led by local landowners.
- The office is located in the USDA Service Center in Newport.
- They coordinate resources locally to support conservation land use practices.
- Current focus is to support communities and landowners in their efforts to improve water quality.
- RAPs establish practices and management strategies to which all types of farms must be managed to reduce the impact of agricultural activities to water quality. She stated all farms are required to comply with the RAPs.
- She encouraged the Selectboard to take the RAP quiz which is an online educational course that reviews the elements of the RAPs most relevant to producers, service providers and community members.
- The RAP quiz can be found at <http://www.vacd.org/rapquiz>.

8. Roads:

A. Sign MRGP Annual Report-Heather Johnson: Yves signed the Municipal Roads General Permit Annual Report which will be submitted to the State with the required \$900 fee.

B. Request to Close Loop Rd. for O'Donnell Wedding 10 a.m. 7/6/19 to 10 a.m. 7/7/19: Yves read a note from Karen O'Donnell about her daughter's upcoming wedding on July 6th. Yves explained he held events at this location in the past with 400 to 3,000 people in attendance and did not have any problems or need to close the road. If the road was closed it would mean re-routing traffic and making notifications such as ambulance, fire and police services. In addition, the town does not have road closed signs. After much discussion there was a motion by Yves that it would not be appropriate for the Town to close the road for the occasion. The motion was seconded by Anne with the vote passing unanimously. Yves said he would personally talk with Karen O'Donnell to explain the Selectboards thoughts.

C. Sign Certificate of Highway Mileage: The Selectboard signed the certificate indicating no mileage change. The Clerk will mail it to the State and once approved by the Agency of Transportation it will be recorded in the land records.

D. Discuss Equipment Repairs & Maintenance vs. Hourly Equipment Rate: Mary Lou reviewed what items were in the 2018 equipment repairs and maintenance account which totaled \$3,387.93 in the road budget. Eric Kennison suggested at the January meeting eliminating this account for the Town and Kennison & Son Excavating would take over the expense of equipment repairs and maintenance. In exchange the town would see an added \$5/hour for plow/wing and \$10/hour for the sander on future invoices for winter roads. The current town sander, which is in need of work, would become a spare. There was a motion by Jacques and second by Yves to authorize Kennison & Son Excavating to add an additional \$5/hour for plow/wing and \$10/hour for the sander on future invoices. The motion passed with all in agreement.

E. Radar Signs: Mary Lou will be contacting another town, who recently installed radar signs, for technical assistance. She said she will email the Selectboard with an update.

9. Auditors:

A. Prospective Auditor Candidates: Yves asked if Selectboard members had thought of any candidates for the Auditor position. No names were suggested. It was decided the Clerk will talk with Kay Courson to see if the Auditors have any suggestions. If no names are suggested a notice will be posted in town advertising the position.

B. Audit Management Report: The Management Report submitted to the Selectboard by the Auditors was carefully reviewed. The following was decided:

- Town property inventory: The Town Clerk and the Assistant Town Clerk will photograph all town equipment and make a written inventory to be completed by the end of the year.
- Monies received by town employees: The Town Clerk will create a written policies and procedures document describing how money is received and processed by the end of the year.
- Kennison and Son Excavating: The Selectboard will approve the rate sheet submitted by Kennison and Son Excavating each March after Town Meeting and that rate sheet shall remain the current rate sheet until the following Town Meeting. A date will be added to the rate sheet to make it less confusing. If the town is charged to move equipment, Eric Kennison will be asked to note on the invoice where the equipment was moved to/from. The Selectboard, as has been the tradition, allows the Road Foreman to use the Town Garage at no charge. The Selectboard will also annually review the Letter of Agreement with Kennison & Son Excavating, following Town Meeting.
- The Treasurer will look into creating an accounts payable for the December bills that are not paid until January. It was noted that a better system has already been put into practice so the Treasurers records and the Delinquent Tax Collectors accounts balance.

10. Appoint Town Deputy Registrars: The State sent the annual review form for Town Deputy Registrars. It was decided Yves and LaDonna will continue to serve in this capacity.

11. Sheriff's Report for December 2018: The report showed 14 patrol hours and zero fines issued for December 2018.

12. Discuss Possible Meeting with New England Waste Services of Vermont, Inc.: Yves updated the Selectboard about a tour he went on at the landfill in Coventry. Yves read a letter from Casella asking for a meeting with the Selectboard. The Board thought it was a good idea to meet. It was suggested to have a second meeting to address questions from the public. The Clerk will call to schedule a meeting time and will email the Selectboard with the date and time.

13. Other Business:

A. Chimney at Town Clerk's Office: Yves wanted to check to make sure money was put in the budget for this item. Mary Lou said it was included.

B. Recycling Update: Yves reported a bill will be introduced in the legislature to make wine bottles and hard cider bottles returnable items. All the cameras are now working at recycling.

14. Adjourn: Following a motion by Jacques and second by Anne, all were in agreement to adjourn the meeting at 7:24 p.m.

Westfield Selectboard Approval: Date: 3/11/19 with Ø changes


Yves Daigle, Chair


Jacques Couture


Anne Lazor

Minutes submitted by: 
LaDonna Dunn, Town Clerk