

DUE TO COVID-19 TOWN CLOSURES, THE MEETING WAS HELD REMOTELY VIA ZOOM.

Town Officials Present: Selectboard members: Yves Daigle (Chair), Jacques Couture (Co-Chair) and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Assistant Town Clerks, Karen Blais and Heather Johnson; Road Commissioner, Eric Kennison (for a portion of the meeting); and Lister, Danny Young (for a portion of the meeting)

Members of the Public: Tom Schrock, Tom's Lawn Care (for a portion of the meeting)

1. **Call Meeting to Order:** Yves called the meeting to order at 5:04 p.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Added Radar Signs, Dykeman Culvert, and Additional Wild and Scenic River Grant under Road Updates; added Recycling Updates under Other Business.
4. **Approve Minutes of the March 16, 2020 Selectboard Meeting:** Jacques made a motion which was seconded by Anne to approve the minutes with no changes. Motion passed unanimously.

A. Business from the Minutes: None

5. **Road Updates – Road Commissioner, Eric Kennison:**

A. Update on FEMA Progress-Heather Johnson: Eric will work with Jason Sevigny to get the longitude and latitude coordinates needed and calculate the cubic yards of gravel. Eric will coordinate with Heather to finalize the paperwork.

B. Discuss Essential Road Work Permitted During the Stay Home, Stay Safe Order Until 5-15-20: It was discussed that street sweeping can be done if the crews are in groups of no more than two and are wearing masks while adhering to the six foot social distancing practice. Don Berthiaume will be working with Eric to clean up the Common. Due to COVID-19 no grant work can be done at this time.

C. Radar Signs: Eric stated he can't get concrete until the end of the week to install the radar signs. Yves said he knew the locations that the state had specified for the radar sign installations. He said there is no need for the state to come out again.

D. Dykeman Culvert: Debra Dykeman's culvert installation was discussed. Eric stated the damaged 12" culvert should be replaced with an 18" culvert. Eric estimated the 18" culvert cost to be \$400 plus tarring, bringing the estimated cost to \$600-\$800. Yves will visit Debra next week and discuss the details with her as a follow-up to the November 2019 Selectboard meeting. The work will be done in the spring.

E. Sign Highway Forms in Lieu of Annual AOT Meeting with District 9: LaDonna said due to COVID-19, VTrans has decided they will not be making personal visits to towns this year to complete the annual paperwork. The Selectboard reviewed the Annual Financial Plan-Town Highways form which was completed by LaDonna with the assistance of Jason Sevigny at AOT District 9. They also reviewed the Certificate of Compliance for Town Roads and Bridge Standards and Network Inventory. They were in agreement to sign the documents and will sign following the meeting at the Town Office.

F. Additional Wild and Scenic River Grant and Signs Available: Jacques said there is an additional round of grants available from the Upper Missisquoi and Trout Rivers (UMATR) Wild & Scenic Committee River Community Grants Program. The grants are \$1,000 up to \$5,000 with a 10% match and are specifically for damage from the October 31, 2019 Halloween Storm. Eligibility includes

improving water quality or mitigation. Eric and Heather will work together to draft a grant proposal before the May 11th deadline. Heather will send the draft to the Selectboard for approval. Jacques also mentioned there are signs available from UMATR to be placed where there are road crossings at the Missisquoi River (Loop Road and Lane Road). Sign posts can be provided or the town can purchase and be reimbursed.

6. Treasurer's Report – Treasurer, Mary Lou Jacobs:

A. Approve Warrants for Expenditures Dated: There was a motion by Yves and second by Anne to approve the warrants as listed below. All were in agreement.

- 3/18/20 (\$16,014.24 for bills; \$3,213.86 for payroll = \$19,228.10)
- 4/1/20 (\$4,904.40 for bills; \$4,940.09 for payroll = \$9,844.49)
- 4/8/20 (\$7,113.06 for bills)
- 4/15/20 (\$8,076.47 for bills; \$2,194.58 for payroll = \$10,271.05)
- 4/15/20 (\$3,021.88 for federal deposit for payroll taxes)

B. Budget Status Update (emailed in advance): Mary Lou reported there is \$6,151.60 in the general fund checking account. Jacques asked if the agreement discussed at last month's meeting was in place with Scenic View RuralEdge for delinquent taxes. It was reported that the Delinquent Tax Collector, Joyce Crawford, has a payment plan in place and says the taxes will be paid in full by June. There are two accounts left on the delinquent tax list. Lister, Danny Young, reported the reappraisal is on schedule with the Lister pre-grievance/grievance hearings scheduled for the end of May. Danny said the tax bills will most likely be sent out on schedule which means cash flow from property taxes will begin in August. Eric asked about the \$23,621 in the expense budget column for Transfer to Road Reserve. Mary Lou said that should not be there. He also asked about an expense for a ladder. Yves said that was a recycling expense not a town garage expense. Mary Lou reported we have received \$2500 (half of the grant award) from the Wild and Scenic Grant for Loop Road. We received the annual \$10,000 for the Good Neighbor Fund which went into the general fund and will be moved to an investment/cd after tax money starts coming in. The Equalization Fund money that was received also went into the general fund checking account and was used to offset the monthly NEMRC payment for the reappraisal. The balance of that money (approximately \$700) will be transferred to savings at a later date. The grant money from the NVDA Grants in Aid grant is still outstanding from 2019. Mary Lou will continue to monitor the status of the payment. Mary Lou reported we have not had to use the line of credit yet.

C. Investment Account Update (emailed in advance): The Edward Jones investment is valued at \$145,791.65 (March 31, 2020) down from \$150,976 (February 29, 2020). There are two North Country Credit Union Certificate of Deposits totaling \$9,241.96. One matures April 20, 2020 and the other April 15, 2021. These are earmarked for reappraisal expenses.

7. Award Mowing Contract (emailed in advance): LaDonna reported there were two bids submitted. The first from Westfield resident Tom Schrock, Tom's Lawn Care, in the amount of \$1,450 for mowing/\$250 for fall cleanup totaling \$1700. The second was from Newport Center resident Hunter Prue, NEK Landscaping LLC, in the amount of \$2,287 for mowing/\$250 for fall cleanup totaling \$2537. The Selectboard commented they have been pleased with the service provided by Tom Schrock over the past two years. There was a motion by Yves and second by Jacques to award the 2020 Mowing Contract to Tom Schrock. Motion passed unanimously. Yves thanked Tom for the nice job he's done in the past keeping the town grounds looking good.

8. Sign Road Consent for VASA (emailed in advance): LaDonna reported VASA representative Jerry Bouchard, Jr. could not be present at the meeting. Jerry emailed the form for the Selectboard to sign, to give VASA consent to use Kennison Road, Reservoir Road, North Hill Road, Cemetery Road and Loop Road for ATV travel. VASA officials suggested to the Selectboard that they could place in the minutes wording that the agreement could stay in place in perpetuity. The Selectboard discussed the pros and cons and decided to continue to sign the agreement on an annual basis. There was a motion by Jacques and second by Yves to continue to sign the agreement every year allowing VASA to use the above mentioned roads for ATV trail system. All were in

agreement. The Selectboard will continue to monitor ATV concerns for the next couple of years and if there are no problems may give a broader consent to VASA at a later date.

9. Update on Municipal Planning Grant Request for Qualifications – LaDonna Dunn: LaDonna reported two planners have submitted qualifications. There may be two more by the deadline. LaDonna will check with Alison Low from NVDA to see what the next steps will be and report back to the Selectboard.

10. Approve Extending Waiving Dog License Penalties until July 1 – LaDonna Dunn: Since the veterinarian cancelled the Rabies Clinic, LaDonna requested that the Selectboard extend waiving the late fees for dog licensing until July 1st. This will allow people who were planning to attend the rabies clinic time to get a veterinarian appointment after the Stay Home, Stay Safe order is lifted. There was a motion by Anne and second by Yves to waive the delinquent dog penalty fees until July 1, 2020. The motion passed unanimously.

11. Sheriff’s Report for February & March: There were 8.5 hours of patrol time and no citations/fines issued in February. There were 19.75 hours of patrol time with three citations resulting in fines totaling \$554 in March.

12. Other Business:

A. Recycling Updates: Yves said we are once again getting paid for the steel pick up. The Recycling Center will reopen on May 2nd. Yves will be wearing a mask, gloves and asking patrons to bring exact change for trash fees. Two people will be allowed at a time in the recycling building to ensure the six foot social distancing requirement can be met. People will be asked to sort their own recycling in order to minimize exposure to the recycling attendants. Green Up Day has been postponed from May 2nd until May 30th. The Recycling Center will distribute Green Up bags mid-May.

13. Adjourn: Following a motion by Anne and second by Jacques, all were in agreement to adjourn the meeting at 6:30 p.m.

Westfield Selectboard Approval: Date: 5/18/20 with Ø changes

Yves Daigle
Yves Daigle, Chair

Jacques Couture
Jacques Couture, Co-Chair

Anne Lazor
Anne Lazor

Minutes submitted by: *LaDonna Dunn*
LaDonna Dunn, Town Clerk