

**Westfield Selectboard Agenda**  
**April 13, 2015 – 6 p.m. – Town Offices**

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Present were: Selectboard Members: Yves Daigle, Richard Degre, Jacques Couture; Treasurer Mary Lou Jacobs; Zoning Administrator Dennis Neumann; Eric Kennison, Roads; Town Clerk LaDonna Dunn; and Guest: Chief Deputy Philip Brooks, Orleans County Sheriff's Department

1. **Call Meeting to Order:** The meeting was called to order by Yves Daigle at 6:00 p.m.
2. **Additions and/or Deletions to the Agenda:** Add to 5.A.: Elect Vice Chair and add to Other Business: Appoint two members to the Missisquoi & Trout River Scenic Designation Committee.
3. **Approve Minutes of the February 9, 2015 Selectboard Meeting:** Motion by Yves and second by Jacques to approve the minutes with no corrections. Passed unanimously.
4. **Oath of Office-Yves Daigle:** LaDonna administered the Oath of Office to Yves.
5. **Organizational Tasks/Appointments (24 V.S.A. § 871)**
  - A. **Elect Chair & Vice Chair:** Motion by Jacques and second by Richard to elect Yves as Chairman of the Selectboard. Passed unanimously. Motion by Yves and second by Richard to elect Jacques as Vice Chair. Passed unanimously.
  - B. **Elect Clerk of the Selectboard:** Motion by Jacques and second by Yves to elect LaDonna as Clerk of the Selectboard. Passed unanimously.
  - C. **Adopt Regular Meeting Schedule:** Motion by Richard and second by Jacques to continue having the regular monthly meetings the second Monday of each month at 6 p.m. at the Town Offices noting if the meeting needs to be held on a different date or time it will be properly warned. Passed unanimously.
  - D. **Adopt Selectboard Rules of Procedures (from VLCT Model):** Motion by Jacques and second by Richard to adopt the Town of Westfield Selectboard Rules of Procedures document. Passed unanimously. The Selectboard signed the document.
  - E. **Select Newspaper of Record:** Motion by Jacques and second by Richard to select the Newport Daily Express as the newspaper of record. Whenever timing allows additional postings will be put in the weekly Chronicle Newspaper. Passed unanimously.
  - F. **Appointment of Poundkeeper (Normand Piette):** Motion by Richard and second by Jacques to appoint Normand Piette as the Poundkeeper. Passed unanimously.
  - G. **Appointment of Tree Warden (1); Fence Viewers (3); Inspectors of Lumber (1); Weighers of Coal (1):** Motion by Jacques and second by Richard for the Selectboard to fill these four positions. Passed unanimously.
  - H. **Appoint Town Service Officer (Louis Berthiaume) & Sign Paperwork:** The Selectboard signed the paperwork appointing Louis Berthiaume to the position of Town Service Officer.

**6. Sign Sheriff Contract and Review Monthly Reports:** Chief Deputy Philip Brooks from the Orleans County Sheriff's Department reviewed the contract with the Selectboard. The Selectboard signed the yearly contract in the amount of \$11,992.51. There will be four installment payments of \$2,998.13. Yves reviewed the February Sheriff's report which showed 23.25 patrol hours and three fines totaling \$507. The Selectboard asked Chief Deputy Brooks about closing Reservoir Road in the winter. He suggested drafting an ordinance which would list the closure time frame and weight restrictions on the road or possibly adding it to an existing Road Ordinance.

**7. Zoning Administrator-Dennis Neumann:** Dennis told Selectboard members he has encountered several inconsistencies while working with the Zoning Bylaws. He will be reviewing the bylaws and making a list of these items for the Planning Commission to consider when they next update the Zoning Bylaws.

**8. Complete and Adopt Financial Plan Packet for Annual Meeting at District 9:** The annual meeting is scheduled for April 15<sup>th</sup> at 7 a.m. at the Town Offices. The financial packet will be completed at the meeting. The Selectboard signed the Certificate of Compliance for Town Roads. Mary Lou Jacobs provided the Selectboard with the numbers needed for the financial packet. Yves reported that all Class 2 roads are now mandated by statute to have centerline striping. LaDonna will contact Mark Haughwout at VTrans to provide the necessary information.

**9. Update on CLiF Library Grant and Search for New Librarian:** Yves reviewed the grant that LaDonna wrote for the Library. LaDonna reported that Rachel Gunn has taken a full-time job elsewhere and will be leaving her position as Librarian mid-June. There was discussion about how to increase usage of the Library. The Selectboard will consider adjusting the hours to accommodate patrons who may be in school or working during the current daytime hours. LaDonna expressed her opinion that the new Librarian candidate should have a strong background in children's programming to encourage more activities at the Library. All agreed the library is an under-utilized resource. LaDonna will post a flyer in town to look for a local Librarian. She will also contact the North Troy Library to see if there is a possibility of sharing staff.

**10. Upcoming Fire District Bond Informational Meeting 5/19 & Bond Vote 5/26:** Yves reviewed the last minutes from the Fire District Informational Meeting highlighting the problems with the newly drilled well. The Fire District is going to have a Bond Vote on May 26. LaDonna reported that Gordon Lesperance spoke with her and said their lawyer is doing all the required paperwork, ads and postings for the election. He has asked if the Town or the Fire District pays for the actual election day costs. The Fire District is asking the Town Clerk to run the election, provide the required ballot clerks and do the counting/reporting results. Motion by Jacques and second by Richard for the Town not to pay for the election costs because the Town and the Fire District have always acted as independent municipalities. Passed unanimously. LaDonna will notify Gordon Lesperance and suggest that the election be held at the Town Office to save on payroll expenses. The Town will bill the Fire District for the ballot clerk's payroll costs.

**11. Sign Liquor License for Westfield General Store:** The Selectboard approved and signed the liquor license for the Westfield General Store.

**12. Treasurer, Mary Lou Jacobs:**

**A. Investing Money:** Yves shared updated CD interest rate information from all the local financial institutions. There is currently money to invest for the Good Neighbor Fund, Grader Fund and Reappraisal Fund. Mary Lou will make the investment with the North Country Federal Credit Union who is offering the best interest rate of 2.25%.

**B. Worker's Comp Insurance:** Mary Lou said she has learned our workers comp insurance does not cover elected officials and volunteers. She is going to investigate this further and get a quote for coverage if necessary.

**C. Health Insurance Renewal—Old Premium \$582 + \$20/Monthly Broker Fee; New Premium \$624 + \$20/Monthly Broker Fee (up \$42):** The policy will be rolled over as is. During the next open enrollment period we'll investigate eliminating the broker option which will allow us to enroll directly through Vermont Health Connect.

**13. Update on Regional Adoption of Town Plan-LaDonna Dunn:** LaDonna said we are waiting on a date for the Regional Planning Commission Public Hearing which will be a joint meeting with Newport. She will notify the local Planning Commission and the Selectboard when NVDA has set a date.

**14. Recycling Updates:**

**A. Planet Aid 'Yellow Box':** The Yellow Box has arrived and is located at the Community Center. Yves has received positive feedback about this new recycling opportunity. He has been handing out flyers at recycling to promote its usage.

**B. Westfield Hazardous Waste Day-June 13:** Yves has been promoting this date at recycling and it is on the website.

**C. Green Up Day-May 2:** LaDonna will call to see when the Green Up bags will be arriving.

**15. Mystery Parcel-Note from Listers-LaDonna Dunn:** The Selectboard reviewed a letter from the Listers stating they would feel more comfortable having Town Attorney Bill Davies do a title search to confirm the owner of the mystery parcel. LaDonna will contact Bill for an appointment.

**16. Update on Reservoir Rd.:** After discussion, it was decided Richard will order two signs for Reservoir Road that say No Trucks. Eric will be asked to purchase barricades to close the road at the first snowfall.

**17. Recycling Center Lighting:** Yves asked for extra lighting at the Recycling Center in the ceiling towards the door. All were in agreement to install the extra lighting.

**18. Adopt Local Emergency Operations Plan (LEOP) & National Incident Management System (NIMS) & Discuss ICS 100 Course:** Yves reported he passed the ICS 100 online course required by FEMA before the LEOP can be adopted. Motion by Jacques and second by Richard to adopt the LEOP and the NIMS documents. Passed unanimously.

**19. Other Business:**

**A. Area Agency on Aging Letter:** Yves read a letter from Lisa Viles, Executive Director of Area Agency on Aging thanking the Town of Westfield for the appropriation at Town Meeting.

**B. Appoint two representatives to the Implementation Committee for the Missisquoi & Trout River Scenic Designation Committee:** Motion by Richard and second by Yves to appoint Jacques Couture and Dianne Laplante to be the Westfield representatives for this committee. Passed unanimously.

**20. Adjourn:** Motion by Richard and second by Jacques to adjourn the meeting at 9:25 p.m. Passed unanimously.

Minutes submitted by:

\_\_\_\_\_  
LaDonna Dunn, Town Clerk

**Westfield Selectboard Approval**  
**Date:** \_\_\_\_\_ **with** \_\_\_\_\_ **changes**

\_\_\_\_\_  
Yves Daigle, Chair

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Richard Degre

\_\_\_\_\_  
Jacques Couture