

**Westfield Selectboard Minutes
July 13, 2015 – 6 p.m. – Town Offices**

Present were:

Selectboard members: Yves Daigle, Chair; Richard Degre and Jacques Couture;
Treasurer: Mary Lou Jacobs and Town Clerk: LaDonna Dunn

- 1. Call Meeting to Order:** Yves called the meeting to order at 6:10 p.m.
- 2. Additions and/or Deletions to the Agenda:** LaDonna requested adding 'Planet Aid letter' to Other Business.
- 3. Approve Minutes of the June 8, 2015 Selectboard Meeting:** Motion by Jacques and second by Richard to approve the minutes as read with no corrections. Passed unanimously.
- 4. Cemetery:**
 - A. Approve rewording of the Quit Claim Deed:** Yves explained there have been numerous cemetery plots sold recently and in reviewing the quit-claim deed he felt there needed to be some changes to the document. Yves and LaDonna revised the document. After reviewing the new wording there was a motion by Richard and second by Jacques to accept the revised document. Passed unanimously. The Selectboard reviewed the Westfield Cemetery map and Yves pointed out there are very few plots left at this cemetery. Jacques asked about the possibility of adding a row of smaller plots for people who want to bury an urn. This will be considered.
 - B. Sign Quit Claim Deeds for both cemeteries, North Hill and Westfield, for plots sold:** The Selectboard signed 3 quit-claim deeds for three double lots sold (each 8' x 8') at the North Hill Cemetery. They will be recorded in the land records.
- 5. Treasurer's Report:**
 - A. Set tax rate and schedule mid-year review of budget:** The total to be raised from taxes is \$336,114.76. The municipal tax rate was set at .4728 for 2015. A mid-year budget status report was distributed to Selectboard members for their review.
 - B. Review FY2016 Education Tax Rate:** Westfield's non-residential education tax rate for FY 16 will be 1.5471 and the homestead (residential) rate will be \$1.5149 according to a notice received from the Vermont Department of Taxes.
 - C. Review/Sign Financial Management Questionnaire pursuant to 32 VSA § 163(11):** Mary Lou will have this document available for the Selectboard to review when they sign the next warrants.
- 6. Review Hold Harmless Estimate-FY16:** The Town will be receiving a \$37,335 hold harmless payment for land enrolled in Current Use for FY16 according to a document received by Property Valuation and Review.

7. Review Estimate PILOT on State Owned Property FY16: The estimated Payment-In-Lieu-Of-Taxes (PILOT) payment on the State owned property (three state garage buildings) for FY16 will be \$1,687.

8. Sheriff's Report for May 2015: There were \$631 in fines with 16 patrol hours in May and no fines with 20 patrol hours in June.

A. Review 35 mph signs for North Hill Rd.: Yves will speak with Larry Kennison about the missing speed limit signs on North Hill Road. The Sheriff's Department can't enforce speeding without proper speed limit signage in place.

9. Library:

A. Policy for removal of museum items and books: LaDonna asked the Selectboard for clarification on how and when museum items may be removed from the Library. Yves also mentioned how to decide which books should be discarded. The Selectboard was in agreement that if the Librarian and/or community members felt items should be removed from the Library it should be brought before the Selectboard. The Selectboard asked LaDonna to draft a policy statement for their consideration at the next meeting.

B. Equipment-printers/phone/copier: LaDonna & Scott have worked in the Library computer lab to get the computer printers working. All three seem to have a print head error message. The large photocopier in the back storage room needs a new drum. LaDonna's recommendation is to purchase a new 3-in-one printer and have only one printer at the Library. The Selectboard felt this was reasonable but would like to see a 3-in-one printer that uses only black ink rather than color to cut down on ink cartridge costs. LaDonna will investigate pricing/equipment options. A new handheld phone was purchased and installed so the Librarian now has a phone available at the desk.

C. Review ramp quotes: The Selectboard reviewed the ramp quotes and map for the new handicap accessible ramp at the library. Motion by Jacques and second by Richard to hire Roger Gosselin to do the work for the quoted prices of \$8,900 (excavating work) and the \$11,100 (concrete work) and to talk to John Hamelin about a quote for the galvanized pipe handrails. Passed unanimously. The paving will be done next year.

10. Decision on Town Garage floor drain: LaDonna reported she has been in contact with the Agency of Natural Resources (ANR) to get information about what we need to do about the floor drain at the Town Garage. The Selectboard will confirm that the drain daylights. ANR is updating their 2009 "Practice Regarding Discharges to Floor Drains Receiving Snow Melt and Limited Vehicle Wash Water" and will be emailing it to us. The Town of Jay has a similar set up at their garage. The Selectboard may visit them and look at their state approved system. We have until May 7, 2016 to resolve this.

11. Update on Recycling Act 148: Yves reported that recycling has been very busy with about 20 new recycling customers the past few weeks. He mentioned that some customers have been giving him monetary tips which he has always put into the town money bag. Recently some customers have asked him where the tip money is going because they feel it should go directly to Yves. Jacques and Richard were in agreement that any tip money belongs to Yves.

12. Update on Rural Fire Hydrant Grant: The Selectboard reviewed the design documents submitted by Troy Dare for the dry hydrant on Buck Hill Road. Motion by Richard and second by Jacques to request the final grant paperwork and move forward with the project. Passed unanimously.

13. Other Business:

A. Letter from Planet Aid: LaDonna read a letter from Planet Aid saying they need to remove the Planet Aid box as soon as possible because the cost of servicing the boxes is higher than the revenue they get from selling the collected clothing. The box will be removed by the end of July.

B. Pre-buy for Winter Fuel: Mary Lou asked if the Selectboard wanted to pre-buy winter fuel. They said no.

14. Adjourn: Motion by Jacques and second by Richard to adjourn the meeting at 8:45 p.m. Passed unanimously.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval

Date: _____ **with** _____ **changes**

Yves Daigle, Chair

Richard Degre

Jacques Couture