

Westfield Selectboard Minutes
August 10, 2015 – 6 p.m. – Town Offices

Present were:

Selectboard members: Yves Daigle, Chair; Richard Degre and Jacques Couture
Treasurer: Mary Lou Jacobs; Lister: Scott Dunn; Town Clerk: LaDonna Dunn;
Property owner: Steve Dykeman and Guest: Ellen Bowen

1. **Call Meeting to Order:** The meeting was called to order at 6:04 p.m. by Yves.
2. **Additions and/or Deletions to the Agenda:** Steve Dykeman requested adding Culvert on North Hill Road (4A). Scott Dunn would like to discuss the upcoming changes to the town tax maps (Other Business). LaDonna Dunn would like to add Library Zoning Permit application (Other Business).
3. **Approve Minutes of the July 13, 2015 Selectboard Meeting:** Motion by Richard and second by Jacques to approve the minutes as read with three changes. Passed unanimously.
4. **Guest Ellen Bowen, Employee Assistance Program (EAP):** Ellen Bowen explained that the Employee Assistance Program is a free benefit available to anyone on the Towns employment including those receiving a stipend. This benefit is available through the VLCT/PACIF membership. The EAP provides confidential, short-term counseling, information and resources. Ms. Bowen said some of the service topics include legal, stress, relationship, workplace conflict, depression, finances, elderly parent and childcare issues. The master or doctorate level short-term counseling services are free for all town employees and their household members. She provided materials for the Treasurer to put in payroll envelopes. The Selectboard thanked her for informing them of this program.
- 4A. **Steve Dykeman:** Steve discussed the drainage issues he and his neighbor have experienced because the North Hill Road culvert has not been fixed yet. Steve feels that the Town should clean up the dirt/sand in Mr. Zelano's yard. The Selectboard will speak to Larry Kennison about the culvert so this gets resolved.
5. **Cemetery:**
 - A. **Sign Quit Claim Deed for Lara Starr-Westfield Cemetery:** The Selectboard signed the deed.
 - B. **Sign Quit Claim Deed for Sheila Murphy (Marta Vantubergen)-North Hill Cemetery:** Yves commented the size of the North Hill Cemetery lots should be 4' x 10' for a single and 8' x 10' for a double (not 4' x 8' and 8' x 8'). The Westfield Cemetery lots are 4' x 8' and 8' x 8'. LaDonna will make corrective deeds for the North Hill Cemetery deeds signed at the July Selectboard meeting. The Selectboard signed the deed for Sheila Murphy with the handwritten correction of 8' x 10' for the lot size.
 - C. **Land Purchase-North Hill Cemetery:** The Selectboard discussed the possibility of adding land to the North Hill Cemetery. Yves said now would be the time to open a dialog with Merlin and Luke Backus about purchasing more land to enlarge the cemetery. Richard and Jacques were in agreement. Yves will talk to Merlin and Luke to see if they are interested in discussing this and then a meeting will be set up with the Selectboard. If it all works out, the

possible purchase of additional land for the North Hill Cemetery will be on the Warning for the next Town Meeting.

6. Sign Dry Hydrant Grant Paperwork: The Selectboard signed two copies of the grant paperwork. The Clerk will mail these to the grant administrator for their signature and then the work can begin. Eric Kennison has been notified.

7. Discuss/Sign Cargil Contract (Salt): Motion by Jacques and second by Richard to accept the Cargil contract at \$84.73/ton for an estimated 75 tons. Passed unanimously. The contract was signed.

8. Sheriff's Report for July 2015: There was \$570 in fines with 26.5 patrol hours in July.

9. Library:

A. Update on Accessible Ramp: Yves reviewed the quote received from John Hamelin to install the galvanized handrails on the handicap accessible ramp. The cost for the materials will be \$5690. John will pick up the piping, sleeves and install the handrails for \$1000. The total cost for materials and installation will be \$6690. Motion by Jacques and second by Richard to hire John Hamelin for the quoted price of \$6690 which includes materials and installation. Passed unanimously. Yves said he found the iron pin on the corner of his property and that boundary will be used to measure to the Library side. It was noted that the costs for the ramp will exceed the \$20,000 budget amount. Motion by Richard and second by Jacques to take the additional \$7,000 from the Library Fund investment at Edward Jones. Passed unanimously.

B. Other Library Updates: The CLiF grant book order will be turned in soon. LaDonna has been getting prices for a new laser copier. She felt one could be purchased for \$150 to \$200. It was mentioned the price per page charged to library patrons should be adjusted when the new copier is online. Motion by Jacques and second by Yves for LaDonna to purchase an appropriate copier for the library. Passed unanimously.

10. Town Garage:

A. Floor Drain Update: Yves found the floor drain and confirmed that it does daylight. LaDonna read correspondence from the State regarding regulations. Richard will check with the State Garage and see how they are handling their floor drain and the Selectboard will visit the Jay Town Garage. The compliance date is May 7, 2016.

B. Water Heater Update: The new water heater has been installed at the Town Garage. The Clerk will fill out and submit the registration paperwork.

11. Recycling Update: Yves reported that the cables on the trash dumpsters have been repaired bringing us into compliance with the recent site inspection report. He also spoke with the Waste Management District and we will be provided stickers for the e-waste bin. The District is now accepting plastics marked 1, 2, 3 and 4.

12. Community Center-Doors and Windows: Yves said Normand Piette has been assisting him with the basement window and door replacement/repairs at the Community Center. He said it has been a big job because the casings were all different sizes. A lot of shims have been installed. There is one more door to install.

13. Discuss Vermont Public Safety Broadband Community Survey: The Selectboard reviewed the survey questions and felt this does not pertain to our town. LaDonna will contact the State and ask how to respond to the survey under these circumstances.

14. Other Business:

A. Updates to Tax Maps: Scott Dunn explained that there are many discrepancies with the acreage listed on the tax maps. The maps are updated every two years with this being the year to update. He contacted the map maker and it will be an additional \$750 to fix these problem areas. The Selectboard was in agreement if the corrections are necessary they should be made. Scott pointed out that there may be many people who get a change of assessment notice due to minor adjustments in acreage. The Selectboard suggested that the Listers ask the map maker for a sample explanatory letter that could be sent with the notice of assessment change to make it easier for property owners to understand.

B. Planet Aid: Yves noted that the Planet Aid “Yellow Box” has been picked up.

C. Library Zoning Permit: LaDonna needs the setback measurements to complete the zoning permit. Yves will get the measurements and complete the form.

15. Adjourn: Motion by Jacques and second by Richard to adjourn the meeting at 8:25 p.m. Passed unanimously.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Richard Degre

Jacques Couture