

Westfield Selectboard Minutes
September 14, 2015 – 6 p.m. – Town Offices

Present were:

Selectboard members: Yves Daigle, Chair; Richard Degre and Jacques Couture; Road Commissioner, Larry Kennison and Town Clerk, LaDonna Dunn

1. **Call Meeting to Order:** The meeting was called to order at 6:06 p.m. by Yves.
2. **Additions and/or Deletions to the Agenda:** Added *Water Bars left on Ballground Rd. (6E)* and *Cutting of Trees on Balance Rock Rd. (6F)*.
3. **Approve Minutes of the August 10, 2015 Selectboard Meeting:** Motion by Jacques and second by Richard to approve the minutes as read with 2 changes to Article 5C. Passed unanimously.
4. **Cemetery:**
 - A. **Sign Corrected Deeds for North Hill Cemetery-10' instead of 8' Depth on Plots:** The Selectboard signed 4 corrected deeds which will be recorded in the land records.
 - B. **Expansion of North Hill Cemetery:** The Selectboard met with Merlin Backus who would like to donate land for the expansion of the cemetery. Merlin would like to see a different type of fencing around the cemetery. Yves will set up a meeting with Merlin to discuss wording for an agreement.
5. **VLCT/PACIF Action Plan Report/Recommendations:** The Selectboard reviewed the report prepared by Fred Satink of VLCT. There was discussion about VLCT's suggestion to have a written agreement with Kennison & Son Excavating. In the report it stated that Larry Kennison did not work full time as a Town employee. Fred was sent a message to correct this as Larry is a full time Town employee. Mary Lou Jacobs was not able to be present at the meeting but requested tabling this discussion until the October meeting. In the meantime, she will clarify this with Fred Satink and have a draft Letter of Understanding for the Selectboard to look at. The rest of the report was reviewed and work will begin to correct the hazard areas indicated.
6. **Town Roads:**
 - A. **Better Back Roads-Completion of North Hill Culvert Work:** Tar work still needs to be completed. As soon as the tarring bill arrives, the grant can be submitted for reimbursement. The Structures Grant project on Buck Hill Road was also discussed. The deadline for this grant is December 31, 2015. The culvert has been ordered.
 - B. **Dykeman Tree/Zelano Driveway Cleanup:** The Dykeman's spoke with Yves about removal of a large hemlock. They feel the tree is unsafe because some of the roots were cut to enlarge the ditch along the right-of-way. They also indicated that Mr. Zelano would like the sand/dirt cleaned up in his driveway. Yves will get an estimate to have the tree removed and it will be discussed further at the next Selectboard meeting. Yves will talk to Eric about cleaning up Mr. Zelano's driveway.

C. Update on Town Signs-Richard: The Selectboard was in agreement that Reservoir Road will be closed each year by December 1st, or sooner depending on snowfall, by placing large cement barricades at each end of the road. Larry will look into the costs/sizes of the barricades. Richard will order signs to replace the stolen/missing signs around town.

D. Trees at Michel Coutures: Yves said there is a tree in the right-of-way near Marylee Daigle's house that needs to be removed. Jacques will look at it and see if he can remove it. The land owner will remove the wood.

E. Water bars left on Ballground Rd.: There have been complaints from residents that the logger working on the Bunting Family LLC property left water/road bars straight across the road which is impeding traffic. Eric Kennison inspected the road and felt the logger should fix the problem. Yves also inspected and said the bars were knee deep. After discuss, the Selectboard felt the simplest solution would be to have the Road Commissioner fix the road.

F. Cutting of Trees on Balance Rock Rd.: LaDonna spoke with the forester, Andy Carlo, from Fountain Forestry. They manage the Huang Equity Corporation property on Balance Rock Road where the trees are slumped over and hanging into the road. The forester requested the trees be marked, then they could look at the situation and decide the best course of action. Since there are approximately 100-150 trees needing to be marked for removal, the Selectboard felt taking pictures would be a more efficient first step. LaDonna will take pictures and email them to the forester.

7. Update on Dry Hydrant Grant: LaDonna spoke with Troy Dare and he said the work can begin on the project even though we don't have the signed paperwork yet. Eric Kennison has been informed.

8. Authorization of e-Signature for New State of Vermont Grant Agreement

Documentations: LaDonna explained the money that comes to the Town from Property Valuation & Review (PVR) for the PILOT Program, Reappraisal, Lister Education, Hold Harmless and the Equalization Study will now be in the form of an electronic grant. When the State electronically sent the grants to towns they inadvertently listed the personal name of the Treasurer, rather than the municipality as the grantee. The State contracted with an outside company to do the e-grant paperwork and they would have had to redo 1,100 grants to correct this error. LaDonna read a portion of a letter from Douglas R. Farnham, Director of PVR, explaining how the paperwork should have been drafted. It stated, *"In block 11, the Agreement refers to a municipal clerk or treasurer as the "grantee." The grantee is in-fact the municipality and the agreement is written with the intention that a clerk, treasurer or other authorized municipal official will sign on behalf of the municipality in his or her official capacity."* Motion by Richard and second by Jacques to authorize Mary Lou Jacobs to sign the e-grant documents. Passed unanimously. Yves stated the PILOT amount the town will receive was increased to \$1,780.00, reflecting a 5.5% increase over the initial state estimates.

9. Library:

A. Update on Accessible Ramp: Yves and Joe Falworth have staked the boundary corners of the property. Zoning Administrator, Dennis Neumann, told Yves a State Access Permit would be required. Yves has started the required paperwork with the State. As soon as the permit is obtained Gosselin will begin working.

B. CLiF Grant Kickoff Event-October 19, 10 a.m.-Jay/Westfield Joint Elementary School: LaDonna asked the Selectboard members if they could be in attendance for the presentation at the School.

10. Health Insurance Broker Fees: LaDonna called the State and we can remove the broker from our policy at any time. This would be a savings of \$40/month for the Town. Motion by Yves and second by Jacques to cancel the broker from our health insurance. Passed unanimously.

11. Town Garage Floor Drain: Richard looked at the setup the State Garage uses for their floor drain. The Selectboard will continue to investigate their compliance options.

12. New Town Service Officer to Replace Louis Berthiaume: Yves suggested the Selectboard fill this position. Motion by Jacques and second by Richard for the Selectboard to fill the position of Town Service Officer. Passed unanimously.

13. Increase Amount on Debit Card Account: LaDonna requested the debit card account used for purchasing town and library supplies be increased from \$250 to \$500. Motion by Richard and second by Jacques to increase the account to \$500. Passed unanimously.

14. Recycling Update:

A. NEKWMD Variance for Yard Waste: Yves reported the NEKWMD has applied for a variance on behalf of 12 towns. Westfield is one of the towns. Due to the rural nature of the NEKWMD, they feel it is unnecessary to require additional leaf and yard waste collection at these 12 recycling centers. Yves said compost is another issue that will have to be dealt with in the future. The NEKWMD has partnered with Wise Worm Compost to come up with a program for composting.

15. Sheriff's Report: There were \$418 in fines with 13 patrol hours in August.

16. Edward Jones Value Summary: Yves reported that \$7,000 has been taken out of the Edward Jones Library investment account to be put towards the handicap accessible ramp. He also said that in 5 years the investments at Edward Jones have yielded a profit of \$17,534.47. He read a letter introducing a new partner, Karen Ward, who is joining the company and will be opening an office in the area in the near future.

17. Vt. Electric Coop Street Lighting: Yves asked the Clerk to call and see if all of the new lighting has been installed.

18. Other Business:

A. Thank you Card from Joan Berthiaume: Yves read a thank you note from Mrs. Berthiaume for the flowers the Town sent.

19. Adjourn: Motion by Richard and second by Jacques to adjourn the meeting at 8:50 p.m. Passed unanimously.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:
Date: _____ **with** _____ **changes**

Yves Daigle, Chair

Richard Degre

Jacques Couture

UNAPPROVED