

Westfield Selectboard Minutes
April 11, 2016 – 6:00 p.m. – Town Offices

Present were: Selectboard members: Yves Daigle, Chair; Richard Degre and Jacques Couture; Treasurer: Mary Lou Jacobs; Town Clerk: LaDonna Dunn and Orleans Country Sheriff Kirk Martin (for a portion of the meeting).

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:** Add Vice Chair to Article 5 and Road Signs to Other Business.
3. **Approve Minutes of the March 14, 2016 Selectboard Meeting:** Motion by Jacques and second by Richard to approve the minutes as read with one change to Article 5B. So moved.
4. **Oath of Office-Jacques Couture:** Jacques was administered his Oath of Office.
5. **Organizational Tasks/Appointments (24 V.S.A. §871):**
 - A. **Elect Chair & Vice Chair:** Motion by Richard and second by Jacques to nominate Yves as Chairman of the Selectboard. So moved. Motion by Richard and second by Yves to nominate Jacques as Vice Chair. So moved.
 - B. **Elect a Selectboard Clerk:** Motion by Richard and second by Yves to appoint LaDonna as Clerk of the Selectboard. So moved.
 - C. **Adopt Regular Meeting Schedule:** Motion by Jacques and second by Richard to continue holding the regular monthly meetings the second Monday of each month at 6 p.m. at the Town Offices. So moved.
 - D. **Adopt Selectboard Rules of Procedure:** Motion by Jacques and second by Richard to re-adopt the Selectboard Rules of Procedures with no changes. So moved. The Clerk will be posted the document on the municipal website.
 - E. **Select Newspaper of Record:** Motion by Richard and second by Jacques to select the Newport Daily Express as the newspaper of record. So moved.
 - F. **Appointment of Tree Warden:** Motion by Richard and second by Jacques for the Selectboard to serve as the Tree Wardens. So moved.
 - G. **Appointment of a Poundkeeper (Normand Piette):** Motion by Yves and second by Jacques to appoint Normand Piette as the Poundkeeper. So moved.
6. **Sign Sheriff's Contract:** Sheriff Kirk Martin updated the Selectboard about possible legislative changes being introduced to protect end users so the Department of Public Safety would not be able to give up e-9-1-1 dispatching without legislative approval. The new Sheriff's contract approved at Town Meeting is in the amount of \$12,328.20 with quarterly payments of \$3,082.05. The Selectboard signed the contract. Yves reported there were 26.25 patrol hours and \$561 in fines for March.
7. **Treasurer's Report:**

A. Approve Warrants for Expenditures dated 3-23-16 and 4-6-16: Motion by Jacques and second by Richard to approve the warrants as listed. So moved.

B. Letter of Understanding with Larry Kennison: Mary Lou reviewed the revised version of the Letter of Understanding which had been emailed to the Selectboard prior to the meeting. She will check the liability coverage limits to ensure they are correct. Larry will be given a copy of the letter to review and he will be asked to attend an upcoming Selectboard meeting to sign the document.

C. Update on Liability Insurance Coverage for Town Volunteer Workers: Mary Lou discussed this with the VLCT auditor during the towns recent payroll audit and learned that volunteers are covered under the town insurance anytime they are performing a town function such as volunteering at recycling or working at the polls.

8. North Hill Cemetery:

A. Fencing: Yves reviewed that after discussing this at Town Meeting John Elliott and Rob Brewster both expressed a desire to have the fence. John wanted half of the fence for the Troy Schools new pre-school building and Rob wanted the entire fence. After discussion, the Selectboard felt it would be best to have one person remove the entire fence. They felt it was important for the tractor to stay on the outside of the fence so no damage would be done to the tombstones. Richard Degre offered to give the fence at the Auction House to the new pre-school in Troy once the school moves out of his location. Motion by Richard and second by Jacques to give the entire fence at the North Hill Cemetery to Rob Brewster who will be responsible for removing the fence. So moved. Yves will contact Rob to work out the details and he will also supervise the removal of the fence.

B. Letter from May & Davies (*emailed in advance for review*): The deed has been completed, signed and recorded in the land records. Per Bill Davies recommendation zoning permits are being worked on for the Town and the Backus brothers for the subdivision. These will also be recorded in the land records.

9. Roads:

A. FY2017 Better Roads Grant – Deadline 4/15/16: Yves attended a meeting at District 9 with about 30 others to discuss changes to the Better Roads program. Much of the meeting was spent discussing culverts. It is recommended that towns have a culvert policy. The Selectboard felt they had a verbal policy in place and asked the Clerk to check with Larry Kennison to see if he had a written policy. They also would like to look at sample policies from other towns and thought it would be a good idea to talk with Jason Sevigny at District 9 to see if he has samples. Eric is working with Jason to complete the Better Roads grant paperwork.

B. Status of Floor Drain Work at Town Garage – Deadline 5/7/16: Eric will order the filter and install it in the floor drain. The current grader bay will be designated as the work bay.

C. Change of Class 4 to Class 3-End of Ballground Road for Salmon: William Salmon spoke with Yves and made a request for the Selectboard to

reclassify the end of Ballground Road from a class 4 road to a class 3 road. The Selectboard expressed concern that there are many class 4 roads in town and they don't want to show preferential treatment to one landowner over another. Motion by Jacques and second by Richard to not reclassify the end of Ballground Road from a class 4 road to a class 3 road. So moved. The Clerk was asked to draft a letter to the property owner explaining the Selectboards decision.

10. Review Updated Local Emergency Operations Plan (LEOP) and Adopt (due 5/1/16): (emailed in advance for review) The LEOP document was reviewed and a few more updates will be made prior to submitting to NVDA. Motion by Yves and second by Jacques to adopt the LEOP document. So moved.

11. Plowing/Mowing/Cleaning Bids: There was discussion about who plows, mows and does the spring and fall clean-up at the Town Clerk's office, Community Center and the Common. The Selectboard felt the mowing done at the Community Center, Town Clerk's office and playground/recreation areas should be put out to bid. The Clerk will place an ad in the Newport Daily Express seeking bids for the season with bids to be submitted by 4 p.m. on Monday, April 25. The Selectboard will meet that night to open and award the bid. The Clerk will draft a letter to Don Berthiaume informing him of the bid process and asking him to submit a bid.

12. Recycling Report: Yves had nothing new to report.

13. Dog License Update: LaDonna reported there are two dogs left to be licensed.

14. 2016 Dry Hydrant Grant Program: LaDonna has been in contact with John Zartarian, Montgomery Fire Department Assistant Chief. The Montgomery Fire Department will be applying for a Rural Fire Protection Program dry hydrant grant to put a dry hydrant in Alpine Haven on the Westfield side. The Selectboard was in favor of this and were in agreement to pick up the costs over and above what the grant will pay. LaDonna will be in contact with John Zartarian to see if they need anything from the Town of Westfield to proceed with the grant application.

15. Resolution to the Public Service Board: (emailed in advance for review) This was discussed a few months ago. Yves read a portion an email from Paula Pearsall requesting the Town of Westfield signing the Rutland Town Resolution. The Selectboard stood by their earlier decision to take no action on this issue.

16. Other Business:

A. CLiF Final Event-May 6th, 10 a.m. at the Jay/Westfield Joint Elementary School: LaDonna invited Selectboard members to attend the final event. LaDonna will not be able to attend so Mary Lou Jacobs and MaryLee Daigle will be present to work with the presenter. They will take CLiF officials and the guest presenter on a tour of the Library following the presentation at the school.

B. Connie's request re: Flowerbeds at the Office, Comm. Center and Library: At the request of Connie LaPlume this item was removed from the agenda. Yves reported the school will be bringing some children to plant flowers at the Library.

C. Thank you from NEK Council on Aging: Yves read a thank you note from the NEK Council on Aging for the appropriation approved at Town Meeting.

D. Road Signs: Yves reported the road sign and post from Bessette Road are missing. Richard will order a new road sign.

17. Adjourn: Motion by Yves and second by Richard to adjourn at 8:45 p.m. So moved.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Richard Degre

Jacques Couture

UNAPPROVED