

**Westfield Selectboard/Budget Meeting Minutes
January 25, 2017– 7 a.m. – Town Offices**

Present were: Selectboard members: Yves Daigle, Chair; Richard Degre and Jacques Couture; Treasurer: Mary Lou Jacobs; Town Clerk: LaDonna Dunn; Listers: Danny Young and Scott Dunn

- 1. Call Meeting to Order:** Yves called the meeting to order at 7:15 a.m.
- 2. Additions and/or Deletions to the Agenda:** LaDonna asked to add “Delegate Designation Form for VLCT” and “Request for Public Infrastructure Projects by NVDA” to Other Business.
- 3. Approve Minutes of the January 4, 2017 Selectboard/Budget Meeting:** Following the reading of the minutes there was a motion by Yves and second by Richard to approve the minutes with no changes. So moved. As a follow-up to the January 4th meeting, Yves asked LaDonna to send a letter to Loren Petzoldt to notify him of his appointment to the Planning Commission.
- 4. Discuss Equalization Study-Listers:** Scott and Danny reviewed with the Selectboard the discussion they had with their District Advisor from Property Valuation and Review (PVR). After careful scrutiny, it appears if two questionable sales are removed from the Equalization Sales Study the Coefficient of Dispersion (COD) would become 20.19 still leaving the COD in the statutorily mandated reassessment range. After discussion there was a motion by Jacques and second by Richard to not appeal the Equalization Study. So moved. The Listers said the State has a list of approved contractors that will be contacted to get quotes for a town-wide reassessment. The preliminary estimate from speaking with their District Advisor is \$45,000-\$50,000 or \$75/\$80 per parcel depending on what work is requested of the vendor. The Listers will work on a draft Request for Proposal (RFP) next quarter and will report back to the Selectboard for their input.
- 5. Approve Warrants for Expenditures Dated 1/11/17 (A/P & Payroll) and 1/24/17:** Mary Lou added a warrant for 1/17/17. Motion by Jacques and second by Richard to approve the warrants as listed. So moved.
- 6. Sign Certificate of Highway Mileage:** The Selectboard reviewed the report which reflects 6.57 miles of Class 2 roads; 16.16 miles of Class 3 roads; 8.594 miles of State Highways; 2.16 miles of Class 4 roads and 7.67 miles of Legal Trails in the Town of Westfield. There were no changes to road mileage during the year. The Selectboard signed the Certificate of Highway Mileage which the Clerk will mail to the State for their approval. Upon receiving the signed document back from the State, it will be recorded in the Town Land Records.
- 7. Sheriff’s Report for December 2016:** The Sheriff’s report reflected 23.5 patrol hours.
- 8. Review Auditor’s Report:** The Selectboard reviewed the Auditors Annual Report. The Selectboard asked the Clerk to post information about the Auditors duties in the Clerk’s office, The Westfield General Store, Westfield Post Office and on the Town’s Facebook page to peak interest about the open position being vacated by Gordon Lesperance. Gordon has agreed to help out if the position is not filled at Town Meeting.

9. Review and Approve 2017 General Government and Highway Budgets: Mary Lou reviewed the revised budget with the Selectboard. One change was made adjusting the general government income from \$88,770 to \$98,770. Motion by Jacques and second by Richard to approve the budget as revised with General Government expenditures of \$216,635 plus Appropriations of \$64,670.55 and Highway Fund expenditures of \$235,600. So moved.

10. Review and Approve Warning for Town Meeting, March 7, 2017: The Selectboard reviewed the Warning. LaDonna said the Westfield School Board has approved the School Warning and Moderator Pat Sagui has reviewed both the School and Town Warnings. Motion by Yves and second by Richard to approve the Town Meeting Warning. So moved. The document was signed and given to the Clerk for recording.

11. Other Business:

A. Delegate Designation Form for VLCT Special Meeting: LaDonna said that last year Pat Sagui had attended VLCT's annual meeting and the Selectboard designated Pat to vote on behalf of the Town. The Selectboard signed the delegate form giving Pat voting powers at the 2017 VLCT meeting. They asked the Clerk to have Pat attend an upcoming meeting to have a discussion about delegate voting.

B. Request for Public Infrastructure Projects by NVDA: LaDonna said NVDA sent an email stating the U.S. House of Representatives is expecting the new Congress to act and address the rebuilding of crumbling infrastructure in the U.S. in the coming year. They are asking towns to identify public infrastructure projects in Northeastern Vermont by January 27, 2017. The Selectboard felt that due to the short time frame we would not be able to submit the required project and budget summaries. The Selectboard did identify the Taft Brook/Buck Hill Road culvert as a possible project for the future.

12. Adjourn: Motion by Richard and second by Jacques to adjourn the meeting at 9:00 a.m. So moved.

Minutes submitted by:

LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Richard Degre

Jacques Couture