

**Westfield Selectboard Minutes**  
**April 10, 2017 – 6:00 p.m. – Town Offices**

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Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer Mary Lou Jacobs; Zoning Administrator and Emergency Management Coordinator Dennis Neumann; Lister Scott Dunn; Town Clerk LaDonna Dunn; and property owners Jason Gray and John and Wendy Hamelin.

- 1. Call Meeting to Order:** Yves called the meeting to order at 6:03 p.m.
- 2. Additions and/or Deletions to the Agenda:** Additions: Fans under Community Center as Article 14E; Letter to AOT for Structures Grant under Roads as Article 17D; under Other Business add Appoint Town Health Officer as Article 19B and Jay Town Plan as Article 19C.
- 3. Approve Minutes of the March 13, 2017 Selectboard Meeting:** Motion by Anne and second by Jacques to approve the minutes with one change to Article 9.
- 4. Sign Sheriff's Contract & Review Sheriff's Report:** The Sheriff was not able to attend but sent the contract to be signed. The Selectboard reviewed and signed the contract. The Clerk will return the signed contract to the Sheriff's office. There was no Sheriff's report to review.
- 5. Edward Jones Guest:** Karen Ward was unable to attend. Yves read a letter explaining how she became our account representative. She will attend next month's meeting.
- 6. Jason Gray – Four-Wheeling on Town Roads:** Westfield residents Jason Gray and John and Wendy Hamelin attended the meeting to ask the Selectboard to consider opening the town roads to four-wheelers. They said Lowell has opened their roads to four-wheelers and require people to sign a permission slip at the town hall and show proof of insurance. Newport Center recently voted to open their roads to residents and their guests only. They also must sign up at the Town Clerk's office and get a sticker. In other towns people register at the Town Clerk's office showing proof of liability insurance and proof of registration. It was mentioned that Albany, Montgomery and Brownington also allow four-wheelers on their town roads. Yves stated Westfield allows ATV usage on Balance Rock Road. Anne asked if there are rules set up for four-wheelers to follow. Jason stated each town sets up their own rules. Jacques asked Mary Lou to check with VLCT to see if there is any liability on the town and to get sample ATV ordinances. She will also check with the Town of Lowell to get a copy of their policy and see if they have encountered any problems. The Selectboard also felt it was important to check with Road Commissioner Larry Kennison to get his opinion of additional road maintenance that might be required. Jason, John and Wendy offered to help with any calls or research that might be needed. This will be discussed further once there is more information available for the Selectboard to consider.
- 7. Dennis Neumann:**
  - A. Planning Commission Meeting:** Zoning Administrator, Dennis Neumann explained he attended the last Planning Commission meeting and discussed with them some inconsistencies and ambiguities in the current Zoning Bylaws. It was decided that Dennis will keep a detailed list of these items and after the Town Plan is updated in 2018 these items will be addressed. Dennis mentioned the Zoning Permit Application will be updated shortly and expanded to include check boxes for state permits (i.e. Fire Marshal and highway access permit) and curb cuts. Dennis said he is concerned about the railroad storage/cargo containers that are showing up in people's yards and are currently not addressed in the Zoning Bylaws. Dennis said he considers them a temporary structure which would need a variance according to our Bylaws. There was discussion about what makes something a temporary structure.

Scott Dunn said the Listers current belief is: if it can be moved without disturbing the ground they would consider it a temporary structure. Jacques felt until this can be addressed in the Bylaws, the Town should make sure the minimum building setbacks are adhered to.

**B. Shelter Update:** Emergency Management Coordinator Dennis Neumann said the Red Cross is not totally out of the shelter business but because of funding changes they have changed how the Local Disaster Shelter Initiative (LDSI) program is working. Without additional volunteer training and vetting from the National Red Cross the town no longer qualifies for the LDSI program. At a previous meeting, the Selectboard agreed a local shelter was very important to maintain. Dennis confirmed with the Jay/Westfield Joint Elementary School that the Community Center is still the backup shelter for the school. He also spoke with the Lions Club and they have agreed to sponsor the costs of the kitchen/pantry portion of the shelter if it were to be activated. Dennis said there is really no way to budget for this. If the shelter was needed, the costs would be for cleaning and supplies (i.e. cots and blankets). These costs would come out of the Selectboard's budget. There was discussion about what type of personal information could be asked of people entering the shelter because of HIPA laws. Dennis will check with the town attorney, Bill Davies, for clarification. He will work on updating the forms needed to operate the shelter and will report back to the Selectboard.

#### **8. Treasurer's Report:**

**A. Approve Warrants for Expenditures Dated 3/8, 3/15, 3/29 and 4/5/17:** Motion by Jacques and second by Anne to approve the warrants as listed. So moved.

**B. Review Quarterly Budget Status Report (emailed in advance):** The Selectboard reviewed the first quarter budget status report. Mary Lou will look into what is in the community center maintenance and the town landscaping and maintenance categories to make sure the correct expenses have been posted in these areas. Otherwise, everything appears to be on track for the first quarter.

**9. Discuss Request for Proposals for Mowing:** LaDonna suggested a generic Request for Proposal be drafted for the upcoming mowing bids. She said she had a sample that Gordon Lesperance had helped her draft. She will finalize and email the document to the Selectboard. On the Bid Proposal document Spring clean-up, mowing and fall clean-up will be listed as separate bid items. Contractors can bid on one or all items on the same proposal form. It was discussed to place an ad in the Newport Daily Express for Friday, April 14<sup>th</sup> with a deadline to turn in sealed proposals by Thursday, April 27<sup>th</sup> at 4 p.m. The Selectboard agreed to meet on Monday, May 1<sup>st</sup> at 8 a.m. to open the bids.

**10. Letter from Local Emergency Planning Committee for Appointment to Committee (emailed in advance):** Mary Lou will check with our Fire Chief, Bobby Jacobs, to see if he is planning to attend this meeting and if he can serve as our representative. Bobby will be asked to report back to the Selectboard if there is anything they should be aware of.

**11. Dog License Update:** LaDonna reported there are 15 dogs left to license.

**12. Discuss Service Award:** There was discussion regarding an award for Richard Degre who served on the Selectboard for 29 years. Motion by Jacques and second by Anne to spend no more than \$150 on a plaque/gift certificate. So moved.

### 13. Library:

**A. Library Paving Project & Parking Bumpers:** Mary Lou updated the Selectboard on the costs of the parking bumpers for the library from S.D. Ireland and Econo Signs LLC. She will get additional information on shipping and will also get prices from Taplins in Derby and Calkins in Lyndonville as well as talk with Shane at AOT about other ideas. Yves will take measurements and report the foot span that needs to be covered to Mary Lou.

**B. Library Hours:** It was reported to LaDonna that people have been using the library after hours. The Selectboard was in agreement that no patrons are to be in the library after posted business hours without staff supervision.

### 14. Community Center:

**A. Wifi Usage during Mealsite Hours:** There have been a couple of instances when people have come into the community center to use the wifi (during the mealsite hours) that are not there to participate in the mealsite activities. These people have wanted to stay after the mealsite workers are ready to close up the building. The Selectboard was in agreement that people wanting to use the free wifi can either go to the library during business hours or sit in the parking lots at the community center or library to use the free wifi.

**B. Discuss Floor Replacement:** Yves has not had time to get the measurements and prices but will have this completed by the next Selectboard meeting.

**C. Furnace Maintenance:** Yves said Bill Driver is going to service all of the town furnaces.

**D. Stove Placement in Kitchen:** Yves spoke with Denny Lyster about this to see if it was a problem. Denny said he felt the workers at the mealsite could live with the situation as it is. The item was tabled.

**E. Fans:** Yves met with Jason from D & D Electric. Jason will provide a quote. The item will be on the next agenda for follow-up discussion.

### 15. Recycling Updates:

**A. Food Scrap Collection Implementation May 20, 2017:** The NEKWMD Board meeting was postponed until April 11<sup>th</sup>. Yves will have more information on this topic for the next Selectboard meeting.

### 16. Update on Ambulance Advisory Board:

LaDonna reported the Board met last month.

### 17. Road Updates:

**A. Route 58 Signage (tabled from March meeting):** LaDonna explained there have been people getting stuck this winter on Route 58 in Westfield. This is happening because GPS directs people to this road and people are not seeing the road closed signs at each end of Route 58. Montgomery and Lowell have experienced the same problem. LaDonna spoke with Eric Kennison and there is a plan in place for additional signage in the problem areas for the winter of 2017/18.

**B. Stolen Signs Re-order:** The road signs stolen from Buck Hill Rd., Kingdom Mountain Rd., Carmel Rd. and a right-hand curve sign from North Hill Rd. have been

reordered from the Prison print shop. Jacques offered to take over ordering road signs and sign hardware for future orders.

**C. Discuss Reclassifying Loop Rd. from a Class 3 to a Class 2 Road:** This was discussed at the March Agency of Transportation (AOT) annual district meeting. The guidelines from the Orange Book were reviewed. The Clerk will speak with Shane at AOT to see if we are in excess of the 25% mentioned in #4. If we are not, the Troy Selectboard will be contacted to discuss their interest in this project.

**D. Sign Letter to AOT for Amendment of Structures Grant for Loop Rd. Bridge #16:** LaDonna explained that Shane had requested a letter on Town letterhead making an official request to amend the Structures Grant for Bridge #16. The Selectboard reviewed and signed the letter. The Clerk will email it to Shane.

**18. Adopt Local Emergency Operations Plan (LEOP) Due 5/1/17 to NVDA (draft emailed in advance):** The Selectboard reviewed the revised document which is to be re-adopted and submitted to NVDA by May 1 each year. It was decided the Laraway Group Home contact information will be added to page 5. Motion by Jacques and second by Yves to re-adopt the LEOP. So moved. The Clerk will email the revised document to NVDA prior to the deadline.

**19. Other Business:**

**A. Thank You Letter from Northeast Kingdom Council on Aging:** Yves read a note thanking the town for the recent appropriation.

**B. Health Officer Appointment:** Motion by Anne and second by Jacques to reappoint Mary Lou Jacobs as the Town Health Officer. So moved. The Clerk will mail in the required paperwork to the Health Department.

**C. Jay Town Plan:** The Jay Town Plan was available for the Selectboard to review. The Clerk will pass it along to the Planning Commission Chair, Dianne Laplante.

**20. Adjourn:** Motion by Anne and second by Jacques to adjourn at 9:33 p.m. So moved.

Minutes submitted by: \_\_\_\_\_  
LaDonna Dunn, Town Clerk

**Westfield Selectboard Approval:**

**Date:** \_\_\_\_\_ **with** \_\_\_\_\_ **changes**

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Yves Daigle, Chair

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Jacques Couture

\_\_\_\_\_  
Anne Lazor