

**Westfield Selectboard Minutes**  
**July 3, 2017 – 6:00 p.m. – Town Offices**

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**Present were:** Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer Mary Lou Jacobs; Town Clerk LaDonna Dunn; 2<sup>nd</sup> Constable Mike Piper (for a portion of the meeting); Eric Kennison (for a portion of the meeting); and property owners John and Wendy Hamelin (for a portion of the meeting)

1. **Call Meeting to Order:** Yves called the meeting to order at 6:02 p.m.
2. **Additions and/or Deletions to the Agenda:** Kidder Hill Letter from the Public Service Board and Packet from MSK Regarding Wireless Telecommunications Facility on an Existing Silo at the O'Donnell Farm on the Loop Road were added to Other Business.
3. **Read/Approve the Minutes from the May 22, 2017 Selectboard Meeting:** It was decided that in the future the minutes will not be read aloud at each meeting. A new item, Business from the Minutes, will be added to future agendas to allow for follow-up discussion from the previous meeting. There was a motion by Anne and second by Yves to approve the minutes with one correction to Article 7. Motion passed.

**A. Business from the Minutes:** Yves mentioned the good return on the Edward Jones Investment of 10.57% and asked Mary Lou what percentage return was being paid on the CD's at the credit union. Mary Lou said the most recent one is paying 1.9% annually. Yves wondered if some of the money currently in CD's should be invested with Edward Jones. It was decided this will be added to the next agenda for further discussion and consideration.

4. **Continuing Discussion about ATV's on Town Roads (prior to meeting please review VLCT sample paperwork and ATV statutes distributed at 5/22/17 Selectboard meeting):** The dialog continued from the previous two meetings about the pros and cons of opening town roads to ATV's. Residents and ATV enthusiasts John and Wendy Hamelin were present to answer questions about VASA and share their knowledge of Vermont laws governing ATV's. The Selectboard discussed information received from VLCT regarding the difference in adopting a policy or resolution versus adopting an ordinance. VLCT strongly urges towns to have an ordinance. Yves asked John and Wendy if the Selectboard were to open roads to ATV's which roads they would like to see opened. They felt North Hill Road and possibly Corrow Basin Road. The Selectboard asked Eric Kennison his thoughts about opening roads to ATV's. Eric said he didn't think it hurt the roads with the exception of riding on the shoulder which can cause some erosion of the road. Eric felt it would be good for the local economy. Motion by Yves and second by Anne to adopt a policy to allow ATV's to drive on North Hill Road for a one-year trial period according to 24 VSA Chapter 59, 24 VSA 2291 and 23 VSA 3510. The motion passed unanimously. Signs need to be ordered and installed before people can begin driving ATV's on North Hill Road.

5. **Road Updates:**

**A. Discuss Retirement of Road Commissioner, Larry Kennison Effective 6/30/17:** Yves read Larry's letter of resignation due to retirement. It was noted Larry was the Road Commissioner for 23 years and worked for his Road Commissioner father, Junior Kennison, for numerous years prior to that.

**B. Appoint New Road Commissioner & Discuss Required Paperwork:** Yves explained in the past the Road Commissioner position was an elected position but many years ago the people voted to allow the Selectboard to hire this position. Yves asked about offering the person hired for this position a guaranteed length of employment. Jacques suggested continuing the way it's been working for the past

years with the road foreman being a hired position rather than a contract. There was a motion by Anne and second by Yves to appoint Eric Kennison to the position of Road Commissioner. Motion passed. Yves asked Eric to attend each Selectboard meeting to give a road report. Yves will get a key to Eric for the door at the Recycling Center. Eric was welcomed and congratulated on his new position.

**C. Discuss Reclassifying Loop Rd. from a Class 3 to a Class 2 Road:** Yves and Anne attended the Troy Selectboard meeting to gauge their interest in this reclassification. Troy is interested in pursuing this opportunity. There was a motion by Jacques to work with the Town of Troy to seek reclassification of Loop Road from a Class 3 road to a Class 2 road. Anne seconded the motion which passed unanimously. LaDonna will work with the Troy Town Clerk Terri Medley and Shane Morin at AOT District 9 to begin the process.

**D. Discuss Developing a Driveway Permit Application:** Yves explained to Eric why the Selectboard felt a driveway policy/permit was needed. After reviewing sample policies/permits from various towns it was decided to use the Town of Westmore's as a model. The permit will be valid for 60 days. If a culvert is needed the minimum size will be 18". A notation will be made on the current zoning permit application noting if a driveway permit is needed. The Road Commissioner will approve all driveway permits and once approved will be recorded in the town land records. LaDonna will draft the document and will get Eric's approval prior to the next Selectboard meeting.

**E. Follow-up on Flashing Speed Radar Sign Options:** Mary Lou said she spoke with the Lowell Town Office and they did not order the radar sign for the village of Lowell. It just appeared. Mary Lou is waiting to hear back from the Sheriff's Department. This will be discussed again at the August meeting.

**F. Schedule for Bridge Grant Work:** Eric has not been able to reach A.L. St. Onge yet. This will be discussed again at the August meeting.

**G. Discuss Email Regarding Better Roads Grant-North Hill Rd. Culvert:** The email the town received was in error. The North Hill Road culvert grant will be completed this year. Eric has applied for a grant on Buck Hill Road which he just learned can be funded this year. The Town is waiting for the grant paperwork for the Selectboard to sign.

**H. Sign Letter of Intent for Municipal Roads Grants-In-Aid Pilot Program:** The Selectboard signed a Letter of Intent for a grant opportunity for a new project to provide funding assistance for Municipal Road General Permit Compliance. The Selectboard signed the letter and LaDonna will email a scanned copy to NVDA to meet the July 5, 2017 deadline.

**I. Repairs to the Damaged Bench on the Common:** Jacques reported he has the damaged bench at his farm and is trying to locate the parts to repair it.

**6. Discuss Delinquent Dog Licenses-Constable Mike Piper:** Mike Piper said he and Normand Piette have been over to Owen Curvello's home in Alpine Haven three times and have left notices on different doors which have been removed by the next visit. He also made one more unofficial visit. To date he has not been able to talk with Mr. Curvello and has not seen the dog which he is trying to license. There have been numerous complaints about this dog by area residents. Mike asked the Selectboard how many times they want him to visit this home and what the next course of action should be. It was decided LaDonna and Mike will try to find out the hours Mr. Curvello might be home and then the Sheriff will be contacted to serve him papers. To date, he has been unresponsive to letters and phone calls.

## 7. Treasurer's Report:

### **A. Approve Warrants for Expenditures Dated 5/31, 6/7, 6/14, 6/21 and 6/28/17:**

There was a motion by Jacques and second by Anne to approve the warrants as listed and to add an additional warrant dated 6/29/17. Motion passed.

**B. Sign Paving Grant Paperwork for Partial Reimbursement:** The Selectboard signed the required paperwork to submit for a partial reimbursement on the North Hill Road paving grant.

**C. Mid-Year Budget Review:** Mary Lou passed out the six month budget status report for the general fund and the highway fund for the Selectboard to review.

**D. Set Municipal Tax Rate:** There was a motion by Jacques and second by Anne to set the Municipal Tax Rate at .5017/per \$100 assessed value. Motion passed. The 2017/18 homestead (residential) education tax rate set by the State will be \$1.3619 and the non-residential education tax rate will be \$1.4393/per \$100 assessed value.

## 8. Library Report:

**A. Parking Lot Striping:** Yves reported Frank Niles did the striping at no charge. The Selectboard expressed their appreciation.

**B. Parking Stops Installation:** The stops have arrived and Yves will install these using rebar to anchor them into the ground.

**9. Repair Work at Playground:** Yves reported the tire swing leg has been replaced with the help of Jacques's tractor removing the cement anchor. A new cement anchor was placed in the ground securing the swing in place. Some loose nuts were tightened and the new toddler swing was installed to replace the broken one. The Selectboard authorized Yves to purchase a load of mulch to be placed under the swings. Residents Andrew and Laura Emery have agreed to be the playground equipment monitors to report any equipment malfunctions or safety issues that may need attention.

## 10. Community Center Updates:

**A. Discuss Floor Replacement:** Yves contacted Westfield resident Pat Collins from Sticks & Stuff to seek a quote on the flooring materials. Yves feels it will be cheaper overall if the town purchases the materials and the installation is hired out. Yves drafted an ad for the newspaper, which he read to the Selectboard, seeking bids for the floor installation. The Selectboard felt the ad should be placed after the quote for materials is received. Yves will email the Selectboard the quote as soon as he receives it.

**B. Furnace Maintenance:** Not scheduled yet.

**C. Discuss Sewer Re-Work:** Work has not begun yet.

**D. Lions Club Purchase of Air Conditioner:** Yves reported the Lions Club has purchased a floor model air conditioning unit for use at the Community Center. The ceiling fans are due to be installed soon.

**11. Discuss Presentation of Service Award:** Mary Lou will email the Selectboard a couple of possible dates to deliver the award.

**12. Sheriff's Report from May:** There were 23 patrol hours reported for May with eight incidents. The incidents included one property damage report, one DLS & six traffic stops.

**13. Recycling Updates:**

**A. Westfield Hazardous Waste Day-July 1:** Yves said there were 264 gallons of paint and seventy five ballasts from fluorescent lights collected during Westfield's Hazardous Waste Day. Yves also reported on Green Up Day.

**14. Fill Town Officer Vacancies:** Yves read a letter of resignation from Lister Steve Dykeman. Replacement suggestions for the Lister vacancy as well as the Auditor position were discussed. Yves will talk to a couple of people and will report back at the next meeting.

**15. Other Business:**

**A. Update on Trash Clean-Up at Judd Residence-THO Mary Lou Jacobs:** The initial trash was cleaned up but it's beginning to accumulate again. Yves will stop by and offer a recycling lesson to the property owner.

**B. Kidder Hill Letter from the Public Service Board:** As a matter of public information this letter was read to the Selectboard by the Clerk.

**C. Packet from MSK Regarding Wireless Telecommunications Facility on an Existing Silo at the O'Donnell Farm on the Loop Road:** As a matter of public information this packet was made available for the Selectboard to review. The Clerk will file the document in the vault.

**16. Adjourn:** Following a motion by Anne and second by Jacques, the Board was in agreement to adjourn the meeting at 9:50 p.m.

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Minutes submitted by:

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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