

Westfield Selectboard Minutes
August 14, 2017 – 6:00 p.m. – Town Offices

Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer Mary Lou Jacobs; Town Clerk LaDonna Dunn; 2nd Constable Mike Piper (for a portion of the meeting); Road Commissioner: Eric Kennison (for a portion of the meeting); Lister: Scott Dunn (for a portion of the meeting) and property owner: Carolyn Lyster (for a portion of the meeting).

1. **Call Meeting to Order:** Yves called the meeting to order at 6:04 p.m.
2. **Additions and/or Deletions to the Agenda:** Constable Mike Piper requested adding Dog Issues. Internet Issue was added under Library and Letter of Understanding was added under VLCT Building Inspection.
3. **Approve the Minutes from the July 3, 2017 Selectboard Meeting:** It was moved by Anne and seconded by Jacques to approve the minutes with no changes. The motion passed unanimously.
 - A. **Business from the Minutes:** Mike Piper discussed the ongoing dog problems in Alpine Haven and said there are still five outstanding dogs to be licensed.
4. **Guest Adam Fortier:** Yves explained that while Adam Fortier was not present, he had requested to be on the agenda to introduce himself as the person buying Degre's Auction House.
5. **Resident Carolyn Lyster – Discuss North Hill Rd. and Reservoir Rd.:** Carolyn Lyster expressed her concern for the increasing number of bikers, walkers and runners using North Hill Road because of the excessive speeding occurring along the road. She asked if an S curve sign could be placed at the top of the hill before her house to alert people of the sharp turns in the road. She also asked about using a radar sign on the road. She feels the worst speeding occurs during the morning hours. She also told the Selectboard some of the road signs are missing. She was glad to see the barriers were placed along Reservoir Road last winter and would like to see a stop sign at each end of the road. The Selectboard thought stop signs on Reservoir Road would be a good idea. Jacques will order signs.
6. **Listers Report:** Scott Dunn presented a draft of a Request for Proposal (RFP) for the upcoming town wide reappraisal which will be completed by 2020. He asked the Selectboard to review it and let him know if they had any suggestions or changes. The draft RFP was based on samples from four other towns. The pro's and con's of requesting bonding was discussed. Scott reported the Listers will be talking with other towns who have recently completed reappraisals to get suggestions/tips from them to ensure a smooth process. This will be on the September agenda for further comments on the RFP.
7. **Road Updates:**
 - A. **Discuss Reclassifying Loop Rd. from a Class 3 to a Class 2 Road:** It was decided the Clerk will work with Doug Morton at NVDA to set a joint meeting with Troy and Westfield Selectboards and Road Commissioners to discuss a traffic study and moving forward with the reclassification process.

B. Draft of Driveway Permit Application: The Selectboard reviewed the draft application. The Clerk requested there be a \$10 fee for the permit to cover the recording cost. The Selectboard was in agreement and felt a second page should be added with guidelines and restrictions. The Clerk will draft this for the Selectboard and Road Commissioner to review in September.

C. Follow-up on Flashing Speed Radar Sign Options: After continued discussion from previous meetings it was moved by Jacques and seconded by Anne to purchase a solar powered radar sign for Route 100. The motion passed unanimously. LaDonna reported the AOT District office has a radar cart which can be used up to three times per year at no charge to towns for a period of up to two weeks at a time. LaDonna has reserved it and Eric will pick it up for immediate placement on North Hill Road.

D. Update on Structures Grant – Loop Rd. Bridge Repairs: Eric reported he was pleased with the completed project. The town has not received the bill yet. Mary Lou will submit the paperwork for the 90% grant reimbursement.

E. Sign Better Road Grant Paperwork for TH19 Buck Hill Rd.: The Selectboard signed the grant paperwork to be submitted to the state. This grant is for stone ditching on Buck Hill (at Taft Brook) to Sniderbrook Rd.

F. Update on 2017 Better Roads Grant Work on North Hill Rd. (\$41,546): This work will be completed in September or October. The paperwork is due October 31, 2017.

G. Update on Street Sign Installation: Eric will work on completing this and will work with Jacques to order any new signs necessary including the stop signs for Reservoir Rd.

H. Clarification on Gorman Group Proposal: Eric reported that the Gorman Group owns the storage silo. The Selectboard felt it was fine for Eric to continue purchasing as needed. No contract was necessary at this time.

I. Repairs to the Damaged Bench on the Common: Jacques kindly purchased a new bench at his expense to replace the broken one. It was discussed to remove it from the Common or at a minimum move it more towards the center of the Common to keep it away from the plowing path.

J. Balance Rock Road Work: The road improvements will continue this fall on Balance Rock Road from Gary Sloan's property to Route 58. There is \$30,000 in the budget for this project.

K. Road Commissioner Health Insurance: After reviewing the options, Eric has decided to not take the town's health insurance but rather keep his personal existing health coverage. This will be a savings to the town. The Selectboard felt Eric should be reimbursed for the cost of his portion of his personal health insurance. There was a motion by Jacques and second by Anne to reimburse Eric to cover the cost of \$137 for his health insurance. The motion passed unanimously.

8. Treasurer's Report:

A. Update on Budget and Checking Account Balance: Mary Lou reported the grant money for the North Hill Road paving grant has been deposited into the general fund. She provided a budget update as well as an update on the towns CD and stock investments. Yves discussed taking some of the CD investments and investing that money into Edward Jones stocks because of the high rate of return received on the past Edward Jones investments. Mary Lou will investigate this and it will be discussed again at the September meeting.

B. Approve Warrants for Expenditures Dated 7/12, 7/19, 7/27 & 8/8/17: There was a motion by Anne and second by Jacques to approve the warrants as listed. The motion passed unanimously.

C. Sign Edward Jones Paperwork for Library Account: The new paperwork was signed adding Anne to the account.

D. Sign Sticks & Stuff Credit Application: The Selectboard signed the credit application. Selectboard members will be the authorized signers for this account.

E. Choose Date for Presentation of Service Award: The date was tentatively set for September 9th for presentation of this award. Mary Lou will make the arrangements and notify the Selectboard of the best time.

9. Library Report:

A. Parking Stops Installation: Yves stated these will be installed soon.

B. Sunday Hours: Tabled.

C. Internet Issue: Currently there is no internet at the Library. Comcast has been contacted for a service call to resolve the issue.

10. U.S. Census-LUCA Report: The Selectboard decided not to participate in this voluntary reporting.

11. VLCT Building Inspection-Thursday, August 17th at 11 a.m.: Yves will meet with the VLCT inspector, Jim Carrien, to inspect the town buildings on August 17th at 11 a.m.

A. Letter of Understanding with Road Commissioner, Eric Kennison and Kennison and Son: Mary Lou stated in preparing for the building inspections she realized we needed a new signed agreement with the new Road Commissioner. There are still a few unanswered questions before a new signed agreement can be put in place. This will be completed at the September Selectboard meeting.

12. Community Center Updates:

A. Discuss Floor Replacement Quotes: Yves presented a quote from Sticks & Stuff in the amount of \$8,589.56 for 3-1/4" prefinished maple flooring, pine mopboards, floor leveler, plywood underlayment and nails. The quote from Poulin Lumber was 8% higher. Any unopened products not used can be returned. Yves feels the cost to install the flooring will be \$8,000 to \$10,000. The Selectboard had a lengthy discussion about this being over the amount approved at Town

Meeting. In the end the Selectboard felt the project needed to be completed because of the condition of the current flooring. There was a motion by Jacques and a second by Yves to move forward with completion of the project this year. The motion passed unanimously. Yves moved and Jacques seconded to purchase the flooring materials from Sticks and Stuff. The motion passed unanimously. Ads will be placed in the August 18th Newport Daily Express and the August 23rd Chronicle to seek bids for flooring installation. The Clerk will also post on the website as well as the Town Facebook page to help spread the word. The deadline to submit sealed bids will be Wednesday, September 6th. Bids will be opened at the September 11th Selectboard meeting. Questions or site visits will be handled by Yves.

B. Furnace Maintenance: Yves reported Bill Driver, Jr. will be here next week to service all of the town furnaces.

C. Discuss Sewer: There was a motion by Jacques and second by Anne to get the sewer re-work completed as soon as possible. The motion passed unanimously.

13. Sheriff's Report for June: The Sheriff's report reflected 15.5 patrol hours with no breakdown of the citations issued. The Clerk will call the Sheriff's Dept. to see why we are getting so little information with the recent reports.

14. Recycling Updates:

A. Purchase Camera: Tabled

B. Tires: Yves reported the tires previously disposed of at Gates Salvage for \$100/ton are now being taken to the NEKWMD at \$120/ton. Gates is no longer accepting tires due to the loss of a piece of equipment.

15. NEMCI, Certified Vermont Clerk (CVC) and Certified Municipal Clerk (CMC) Designation-LaDonna Dunn: LaDonna told the Selectboard she has graduated from the three year NEMCI Institute program and will be receiving her CVC in September. She has also applied to the International Institute of Municipal Clerks to receive her CMC. The Board congratulated LaDonna.

16. Town Officer Vacancies:

A. Appointment of Auditor-Joseph Falworth: Jacques moved to appoint Joe Falworth to fill the vacant Auditor position until Town Meeting day 2018 when it will be voted on. Anne seconded the motion which passed unanimously. The Clerk will notify Joe as well as the rest of the Board.

B. Appointment of Lister-Sue Scott: There was a motion by Anne and second by Jacques to appoint Sue Scott to fill the unexpired Lister term of Steve Dykeman. The motion passed unanimously. The Clerk will notify Sue as well as the rest of the Board.

C. Resignation of 1st Constable-Normand Piette: Yves read a letter of resignation from Normand who has served as Constable for over twenty five years. The Board expressed their appreciation for his service. The Selectboard discussed possible replacements.

17. Sign Request to Cater Permit for Backus Wedding: There was a motion by Yves and a second by Anne to approve this request from Michaels on the Hill Restaurant. The motion passed unanimously. Rebecca Velazquez has requested permission to use the Community Center parking lot as overflow parking after the church lot is full. The Clerk granted permission.

18. Ambulance Advisory Committee Report-LaDonna Dunn: LaDonna reported that the ambulance service has reinstated their household subscription service. Jen Piette is the new President of Missisquoi Valley Ambulance Service. There was discussion about the possibility of paying appropriation installments in the future.

19. Other Business:

A. Municipal Day Training: Anne said she is planning to attend this training.

20. Adjourn: Following a motion by Jacques and second by Anne the meeting adjourned at 10:15 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Jacques Couture

Anne Lazor