

**Westfield Selectboard Minutes
November 13, 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; Listers, Danny Young and Scott Dunn (for a portion of the meeting); Librarian, MaryLee Daigle (for a portion of the meeting); and Emergency Management Coordinator Co-Chair, Dennis Neumann (for a portion of the meeting).

1. **Call Meeting to Order:** Yves called the meeting to order at 6:00 p.m.
2. **Changes to the Agenda:** Added Ballground Road Repairs as 6G; Move Benches on the Common as 6H; Certified Vermont Clerk Recognition as 18C; VLCT Service Award as 18D; and Budget Meeting as 18E.
3. **Approve the October 9, 2017 Selectboard Minutes (previously emailed):** Following a motion by Jacques and second by Yves the minutes were approved unanimously with no changes.

A. Business from the Minutes: None discussed.

4. **Library Programs-MaryLee Daigle:** MaryLee gave an update on her recent programs which included Halloween trick-or-treating with a spooky entrance at the Library as well as a 3-5 p.m. after school program with the kids from the Jay/Westfield Joint Elementary School. A teacher and an aide are present during the after school program event. She said she feels these programs are important because each time she offers a program it brings in more patronage to the Library. She said the Library is getting very busy. MaryLee asked the Selectboard if she could resume the Sunday hours she had previously discontinued. The Selectboard was in agreement to continue Sunday hours since the hours were already in the budget and it offers working families an opportunity to use the Library. She asked the Selectboard about the policy for using the Community Center. She would like the Library to sponsor a Westfield Holiday Gathering on December 1st which would include a potluck, skit, music and caroling. She said these activities would not be more than once a month. Some ideas might be a pizza and cookie decorating activity and a family and children's bingo. She feels the downstairs at the Library doesn't facilitate an elderly population, the stairs are dangerous and there is not a bathroom downstairs. Because of these challenges, she feels the Community Center is a more appropriate venue for some of her programs. The Selectboard was in agreement the Library could use the Community Center at no charge for these types of events.

A. New Window Installed -- Mini Blind Needed: Yves gave a grounds report stating the topsoil has been leveled out and the grass replanted around the new parking area. He also said the broken window has been replaced and he will be installing a new mini blind to replace a broken one. There are still a few repairs to complete from the VLCT insurance inspection.

5. **FEMA Meeting Update-Dennis Neumann:** Dennis reported he attended a FEMA meeting. The purpose of the meeting was to get towns in Franklin and Orleans Counties to remap flood hazard areas for updating flood insurance maps. There will be more meetings with the feedback from towns to be submitted by the end of March 2018. Dennis will forward any email correspondence to the Selectboard he receives from FEMA. The Selectboard agreed to view the flood maps online at home.

6. **Road Updates:**

A. 2018 Better Roads Grant Paperwork Due 11/17/17: Eric is working with District 9 to get the grant paperwork completed by the deadline.

B. AOT Information on Route 100 Radar Sign: Mary Lou requested this be tabled.

C. Discuss Possible Truck Signage for Reservoir Rd.: Resident Carolyn Lyster reported to Yves a tractor trailer truck had a difficult time maneuvering the turn on Reservoir Road recently.

She feels trucks should not be allowed on this road. Jacques will order signs for each end of the road that say No Tractor Trailers. The barricades will be in place soon for the winter.

D. Update on NVDA Grant Work on Ballground Rd.: LaDonna said Eric asked to postpone this work until 2018. LaDonna notified Doug Morton who will file the extension paperwork.

E. Review Draft of Narrative Work for Reclassifying Loop Rd.: LaDonna asked for assistance from Jacques on the narrative wording. They will meet on November 15th and the draft will be emailed to the Selectboard for their comments/approval. LaDonna will meet with Terri Medley, Troy Town Clerk, to complete the packet and submit by the December 1st deadline.

F. Cut Tree at the McAvinney's: The McAvinney's contacted Yves to request the tree in their front yard be cut down at the Town's expense. Yves has examined the tree and determined it is in the Town's right-of-way. The tree is rotted and split, creating a hazard. He will examine the situation closer to see if the electric wires cross or are close to the tree. If this is the case, it's a possibility that Vermont Electric Coop will agree to cut down the tree.

G. Ballground Rd.Repairs: The forester for the Bunting Family property asked for help fixing Ballground Road. The Selectboard was in agreement that the Town is not responsible for road repairs at the top of Ballground Road which is a class 4 road at that point.

H. Benches on Common: Jacques will move the benches on the Common for the winter.

7. Lister Update:

A. RFP for Town Wide Reappraisal: Danny and Scott reported the Request for Proposal (RFP) is ready to mail to the four contractors on the recommendation list from the State. The deadline to submit proposals will be December 22nd. The Listers will report back to the Selectboard in January once they receive the proposals.

B. Sign Tax Map Contract with Russell Graphics: Scott and Danny explained Russell Graphics requested the Property Map Maintenance Agreement be signed. The work is nearly complete on the new property tax maps. They are comfortable with the agreement which is for the 2017 and 2019 updates. The Selectboard signed the contract in the amount of \$1,725.00.

8. Edward Jones Investment Account: Mary Lou provided a handout showing the current value of the Edward Jones invests is \$50,464.70. The investment has realized an increase of \$4,666.20 this year. The Selectboard discussed increasing the investment with Edward Jones using some of the reserve money from the lower interest CD's currently invested at the North Country Federal Credit Union. The pros and cons of this decision were discussed. In the end it was decided to invest the money from the Good Neighbor Fund, which is currently at the credit union, into the Edward Jones portfolio. There was a motion by Yves to close the CD's named Good Neighbor Fund #1, #2 and #3 which are currently at the credit union, then combine this money with the check that will arrive in January for the 2017 Good Neighbor Fund and invest the sum of this money with Edward Jones. Anne seconded the motion and all were in agreement. The Selectboard felt they could get a better return on investment through Edward Jones. The Treasurer will make the arrangements as soon as the newest check arrives.

9. Treasurer's Report:

A. Approve Warrants for Expenditures Dated 10/18, 10/19, 10/20, 10/24, 11/2 & 11/8/17: There was a motion by Anne and second by Jacques to approve the warrants as listed. The motion passed unanimously.

B. Sign Better Roads-North Hill Rd. Grant Reimbursement Paperwork: The Selectboard signed the paperwork to submit for the final grant reimbursement.

C. Health Insurance Open Enrollment: After reviewing the options for the health insurance there was a motion by Jacques and second by Anne to continue with the current Blue Cross Blue Shield Platinum plan. The motion passed unanimously. The new premium rate will be \$751.92 with \$601.54 (or 80%) of this to be paid by the Town and \$150.38 (or 20%) to be paid by the employee. Currently LaDonna is the only employee on this policy.

10. Possible Constable Candidates: A few people have been asked but there is not a candidate at this time.

11. Community Center Update:

A. Flooring Replacement Schedule: B & D Builders will begin the work on November 18th. It is anticipated it will take one week to complete the job. Yves has removed all of the mopboards. Yves will take care of ordering the roll-off dumpster.

B. Piano: The piano has not been used at the Community Center for many years. LaDonna checked with the mealsite workers and no one is using it during the mealsite gatherings. There was concern about rolling it on the new floor and after consideration it was decided to re-gift the piano. There was a motion by Yves and second by Jacques to have LaDonna place listings on Craigslist and Facebook to look for a suitable new home for the piano. All were in agreement.

C. Cleaning Candidates: No one has applied for the position. Ideas of local candidates were discussed.

12. Sheriff's Report for September: There were 8.5 patrol hours and \$162 in fines for September.

13. Recycling Updates:

A. Camera Pricing: The pricing from D & D Electric was reviewed for the 4 camera security system for a one-time fee of \$1,200. There was a motion by Anne and second by Jacques to order the security camera system ASAP. The motion passed unanimously. LaDonna will contact D & D Electric to place the order.

B. 2018 Proposed Budget: Yves reviewed the budget for the waste management district. He asked the Selectboard to keep in mind a larger town recycling budget will be needed for the next budget year. The members of the waste management district now have to pay for the weekly recyclable pickups as well as the compost bin. He reported #5 plastics are now being accepted. Yves stated he recently learned the steel from the steel dumpster could be sold privately by the Town. He made arrangements for the sale of the steel and the Town has received its first check for \$58.25. In addition to the trash income, this steel money will help offset recycling expenses.

14. Date for Caroling on the Common (Jay's Tree Lighting Ceremony is 12/1/17): Westfield's date was set for December 15th at 6 p.m. Yves will work on getting a Santa since last year's Santa is not available.

15. Health Officer Replacement: Mary Lou Jacobs turned in her resignation as Town Health Officer but said she would continue until the Selectboard could find a replacement.

16. Alpine Haven Building Hazards – Town Health Officer, Mary Lou Jacobs: Mary Lou explained she had been contacted by an Alpine Haven resident who felt there were a couple of buildings in Alpine Haven creating a health hazard. Mary Lou explained she did not feel the situations constituted a health hazard. The Selectboard recommended she contact the complainant and suggest she contact the homeowners association. The Selectboard felt buildings in disrepair should be addressed by the Alpine Haven Property Owners Association rather than the Town.

17. Planning Commission-Variance Hearing-Roger Audet – 11/20/17 at 6 p.m.: LaDonna told the Selectboard of the upcoming hearing.

18. Other Business:

A. Letter from Vermont Center for Independent Living: Yves read a letter thanking the Westfield taxpayers for their appropriation.

B. Update on Trash Cleanup at Judd Residence: The property owner has been getting the trash cleaned up.

C. Certified Vermont Clerk Recognition: Yves read a letter he received from the Vermont Municipal Clerks and Treasurers Association stating LaDonna had recently received her Certified Vermont Clerk (CVC) status. The Selectboard congratulated LaDonna for her accomplishment.

D. VLCT Service Award: LaDonna shared that Yves had recently been honored by VLCT at their annual meeting for his 58 years of service to the Town of Westfield. All commended Yves for his commitment and service to the town.

E. Budget Meeting: The Budget Meeting dates were set for January 4th and January 26th at 8 a.m.

19. Adjourn: Following a motion by Yves and a second by Anne, all were in agreement to adjourn the meeting at 10:07 p.m.

Minutes submitted by:

LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Jacques Couture

Anne Lazor