

Westfield Selectboard Minutes
December 11, 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; 911 Coordinator, Scott Dunn (for a portion of the meeting) and Road Commissioner, Eric Kennison (for a portion of the meeting).

- 1. Call Meeting to Order:** Yves called the meeting to order at 6:05 p.m.
- 2. Changes to the Agenda:** Added under Road Updates: Taft Brook and Balance Rock Road; under Community Center: Stairs to Cellar, Oil Tank and Painting; under Other Business: Dennis Neumann, Zoning Administration and ANR Pilot Payment
- 3. Approve the November 13, 2017 Selectboard Minutes (previously emailed):** Following a motion by Anne and a second by Jacques the minutes were approved unanimously with no changes.

A. Business from the Minutes: None discussed.

- 4. New 911 Road Name for Audet/Prue Property Location-Scott Dunn, 911 Coordinator:** Scott explained the 911 rules state if there are three properties on one road then the road must be named. He has discussed this with the property owners and two names have been proposed, Audet Drive and Freedom Drive. Two of the property owners favor the name, Freedom Drive. The Planning Commission recently approved the subdivision which will create three separate parcels off the current private driveway. There was a motion by Jacques and second by Anne to name the private road Freedom Drive. The motion passed unanimously. Scott will assign the new addresses and make the notifications to the property owners as well as to the State.

5. Road Updates:

A. 2018-19 Better Roads Grant Application: Eric did not apply for a grant for the 2018-19 grant cycle. For the 2019-20 round of grants, he will apply for a grant for ledge blasting at Taft Brook. The work to be completed for the 2018 Better Roads grant will be on Buck Hill Road from Taft Brook to Paul Gagne's property.

B. Route 100 Radar Sign Update-Mary Lou Jacobs: Mary Lou recently received a new contact person at the State to work with to get required information. Yves asked Mary Lou to look into the total costs involved to install one of the signs. Mary Lou said she has learned there is an application fee of \$2500 and we'll need a traffic impact study. Mary Lou said she will get more information and email it to the Selectboard.

C. Barricades on Reservoir Rd.: Yves asked Eric to get the barricades in place on each end of the road as soon as possible.

D. Status of Reclassification of Loop Rd.: We received notification that the Loop Road didn't reach the threshold for reclassification. We can reapply in the future if we feel traffic volumes or usage of the road changes.

E. Update on Tree Removal at the McAvinney's: Jacques and Yves looked at the tree and determined the center of the tree is rotted and needs to be removed from the top down. Yves spoke with Ben Farney who will come out to give a quote to remove the tree. Vermont

Electric Coop will also send out a crew to look at the tree. Jeremy Tinker will get back to us once he determines if this is something the Coop will consider removing.

F. Review Costs for New Municipal Roads General Permit (MRGP): According to an email received from Doug Morton at NVDA, towns need to budget the following MRGP annual fees: \$400.00 application fee (once every permit cycle); \$240.00 administrative processing fee (once every permit cycle); and \$2,000.00 annual operating fee. The first MRGP fee of \$2,640.00 will be due July 31, 2018.

G. Taft Brook: Eric discussed the danger of turning the plow around at Taft Brook and Buck Hill Road. He would like to see Taft Brook closed at Buck Hill in the future. A number of years ago this was discussed. The Selectboard felt this was a good idea and plans to implement the closure in the near future.

H. Balance Rock Road Update: This year's work is almost complete. Eric is requesting another \$30,000.00 for the 2018 budget year.

6. Update on Cleaning Position Applicants for Community Center and Town Office:

MaryLee told LaDonna she has decided want to keep the cleaning position at the Community Center and Town Office. Connie LaPlume has also expressed an interest in the job if MaryLee no longer wants it. Yves will instruct MaryLee on the proper cleaning instructions for the new hardwood floor at the Community Center. LaDonna has purchased a new mopping system for the hardwood floor and Mary Lou will purchase a new mop for the kitchen/bathroom areas.

7. County Meeting & Budget-December 12th at 4 p.m., County Courthouse: The Selectboard reviewed the warned budget of \$510,960.00 for the upcoming County meeting.

8. Ambulance Board Report-LaDonna Dunn: Yves reported that LaDonna has submitted a letter of resignation for her Selectboard appointed position on the Missisquoi Valley Ambulance Board of Directors. LaDonna stated she feels the position requires more time than she is able to commit at this point in time. She was the Westfield representative on the Board. LaDonna will notify Jen Piette at the ambulance of her resignation.

9. Treasurer's Report-Mary Lou Jacobs:

A. Approve Warrants for Expenditures Dated 11/15, 11/22, 11/29, 11/30 & 12/6/17:

There was a motion by Yves and second by Jacques to approve the warrants as listed. The motion passed unanimously.

10. Possible Constable Candidate: Yves has asked a few more people about filing the Constable position and all have declined. More suggestions were discussed and Yves will ask these people.

11. Community Center Update:

A. New Floor Wrap-up Report: Yves said the floor has been completed and he is very pleased with the work done. Once all the bills and material return credits are available there will be a cost update for the next meeting.

B. Piano: Yves reported the piano was gifted to Westfield residents, the Brownfields, for their daughter who enjoys playing the piano.

C. Stairs to Cellar: It was pointed out by the flooring contractor that the stairs leading into the cellar are worn and need new treads. Yves said he could do the work if the Selectboard wished. Jacques suggested Yves get a quote on materials for the budget meeting.

D. Oil Tank: Yves said a new oil tank is needed in the cellar. Mike Piper recommended a 330 gallon tank (holds 300 gallons) for \$525.00. A 275 gallon tank (holds 250 gallons) is \$475.00. Yves will take measurements to make sure the 330 gallon tank will fit through the bulk head before purchasing. This will be discussed further at the January budget meeting.

E. Painting: Mary Lou said the walls need to be repainted. LaDonna has also had comments from people renting the Community Center that it could use some freshening. This will be discussed again at the budget meeting.

12. Sheriff's Report for October: There were 21 patrol hours and four VIN inspections reported for October.

13. Recycling Updates:

A. Update on Camera Installation: Three of the four cameras are ready to be installed. Yves is waiting for dig-safe to be able to lay the lines for the fourth camera.

B. Changes to Accepted Plastic Items: Yves reported that plastics numbered one through five are now being accepted. No black plastics, no motor oil containers and no containers over 2.5 gallons are being accepted at this time. Black trash bags are also no longer being accepted. LaDonna will update the signs to be posted inside the Recycling Center.

14. Caroling on the Westfield Common-December 15th at 6 p.m.: Yves said everything is organized for the evening. Dave Murphy from Missisquoi Valley Ambulance Service has agreed to be Santa and has his own Santa suit.

15. Ideas for Health Officer Replacement: Yves said Joseph Berchick has agreed to be the Town Health Officer. There was a motion by Jacques and second by Yves to recommend Joseph Berchick to the Commissioner of Health to replace Mary Lou Jacobs as Town Health Officer. The motion passed unanimously. LaDonna will give Yves the paperwork for Joseph Berchick to fill out and will draft the letter of recommendation from the Selectboard.

16. Town Meeting/Town Report-LaDonna Dunn: LaDonna said she was approached at the last Town Meeting by a resident saying she felt the Town Annual Meeting should be first followed by the School Annual Meeting. LaDonna suggested since the largest portion of the property tax is for education and we've had productive and engaging conversations relating to the schools for many years, it is important to have as many people as possible at the school portion of the meeting. The Selectboard was in agreement and felt it should remain as it has been with the School Annual Meeting first followed immediately by the Town Annual Meeting. The Selectboard felt if people don't want to participate in the school meeting they have the option to arrive later in the morning. LaDonna also asked if the question being put before the voters relating to ATV's on North Hill Road should be an Australian ballot or floor vote article. The Selectboard felt a floor vote article would be appropriate.

17. Other Business:

A. Letter from Rural Fire Protection: Yves read a note thanking the Westfield taxpayers for the appropriation.

B. Resignation of Zoning Administrator, Dennis Neumann: Yves reported that Dennis Neumann has given his resignation from this position. He will stay until a replacement is found. LaDonna will post a help wanted notice in Town. The Selectboard will try to think of possible replacements.

C. ANR Pilot Payment: The Selectboard reviewed the December 3, 2017 letter from the State of Vermont Department of Forests, Parks and Recreation showing the start forest lands in Westfield being valued at \$3,962,200.00 which will bring an estimated Payment In Lieu of Taxes (PILOT) of \$24,141.90 for FY18.

D. Good Neighbor Fund Payment: Yves asked Mary Lou when the payment is normally received. Mary Lou said the payment is received each January.

18. Adjourn: Following a motion by Anne and a second by Jacques, all were in agreement to adjourn the meeting at 9:20 p.m.

Minutes submitted by: _____

LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Jacques Couture

Anne Lazor