

Westfield Selectboard/Budget Meeting Minutes
January 4, 2018– 8 a.m. – Town Offices

Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Listers, Scott Dunn and Danny Young (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 8:09 a.m.
2. **Additions and/or Deletions to the Agenda:** Add Sign Certificate of Highway Mileage to Other Business.
3. **Approve Minutes of the December 11, 2017 Selectboard Meeting:** Following a motion by Yves and a second by Jacques the minutes were approved unanimously with no changes.

A. Business from the Minutes: Scott mentioned the road name will be assigned for Freedom Drive after the subdivision is completed and the deed is sent to the Clerk for recording. Yves mentioned that Joseph Berchick is out of town for a couple of weeks and will sign the Town Health Officer paperwork when he returns. LaDonna mentioned the barricades were not in place on Reservoir Road.

4. **Listers Report:**

A. Bids for Town Wide Reappraisal: The Listers reported one proposal was submitted for the reappraisal. It was from NEMRC. The NEMRC proposal was emailed to the Selectboard in advance so they could review prior to the meeting. NEMRC's proposed cost is \$45,000 for reassessing the 456 active parcels in town. If additional parcels need to be assessed it will be at a cost of \$75 per parcel. The town currently has \$44,500 in CD's set aside for the reappraisal which is from the per parcel money the town is sent annually by the state to assist with this process. We will be receiving two more state payments before the assessment is completed in 2020. The first payment will be due to NEMRC in 2019. Yves asked if we could receive a discount for paying in advance. The Listers felt this was not a possibility. The work will begin during the summer of 2019. The last two reassessments were 2001 and 2009. Scott will check with PVR District Advisor, Doug Lay and Ed Clodfelter to see what the next step will be. The Listers will be working with the state on the upcoming statewide parcel mapping project. The Selectboard asked the Listers if they needed additional budget money due to having a new Lister to train and preparatory work for the reassessment. The Listers felt they would need a larger mileage allotment to attend trainings and additional staff hours to begin the preparatory work for the reassessment.

B. Discuss 2017 Equalization Study Results: The Listers work annually with the state to review the town's real estate sales which then form the Equalization Study. The study is based on sales statistics from the past three years. Westfield's 2017 CLA is 108.14% and the COD is 18.73%. A CLA below 80% or a COD over 20% necessitates a reappraisal. The Listers felt our numbers were within range and did not require filing an appeal with the state.

5. **Approve Warrants for Expenditures Dated 12/13/17, 12/27/17 and 1/3/18:** There was a motion by Anne and second by Jacques to approve the warrants as listed. The motion passed unanimously.

- 6. Tree at McAvinney's:** Vermont Electric Coop cut the tree along the road in the McAvinney's yard and left an eight foot stump. Yves will get a work crew together in the spring to remove the rest of the tree. He said this saved the town quite a bit of money.
- 7. Sheriff's Report for November:** The November report showed 14 hours of patrol time and no citations issued.
- 8. Community Center:**
- A. Estimate for Cellar Stairs:** Yves got an estimate from Poulin Lumber for materials. The cost of the materials and labor will come to \$610.82.
 - B. Total Cost for New Floor:** After the extra flooring materials were returned to Sticks and Stuff the total cost including labor for the new hardwood floor was \$17,227.
- 9. Update on Camera at Recycling Center:** There are currently three cameras working. The computer monitor is on backorder. The fourth camera will be set up in the spring after a ditch can be dug. Signs will be posted that there are cameras in use
- 10. Edward Jones:** We have not yet received the most recent \$10,000 check from the Good Neighbor Fund. When it arrives in January it will be combined with the other Good Neighbor CD's at the credit union and invested with Edward Jones.
- 11. Appointment of Constable:** John Hamlin has agreed to be the First Constable. There was a motion by Jacques and second by Anne to appoint John Hamlin as First Constable until Town Meeting. The motion passed unanimously.
- 12. Draft 2018 General Government & Highway Budgets:** The Selectboard drafted the general government and highway budgets. They included a cost of living wage increase of 2% for town employees bringing the hourly rate to \$13.77/hour. Additional adjustments were made for the following employees: Eric Kennison (Road Commissioner) \$18/hour; Mary Lou Jacobs (Town Treasurer) \$18/hour; LaDonna Dunn (Town Clerk) \$18/hour; Yves Daigle (Recycling Manager) \$17/hour; Auditor Chairperson \$15/hour and Lister Chairperson \$15/hour. The Planning Commission members will begin receiving a \$25/per meeting stipend. The Auditors will discuss if they want to propose an increase in the Selectboard stipend. The wage increases will be effective when the proposed budget is approved at Town Meeting.
- 13. Other Business:**
- A. Thank You Letter from Missisquoi Valley Ambulance Service:** Yves read a thank you note from the ambulance service thanking the town for the use of the Community Center for their fundraiser pancake breakfast.
 - B. Reminder:** The next meeting date to approve the Budget and Warning for Town Meeting is January 26th at 8 a.m.
 - C. Sign Certificate of Highway Mileage:** There was no change to the highway mileage. The Selectboard signed the certificate which the Clerk will mail to the State. Once the signed copy is received back from the state, it will be recorded in the land records.

D. Radar Sign: Mary Lou will get quotes on two solar powered radar signs including mounting poles, installation and the required state permits. This will be presented at Town Meeting, as a floor vote, allowing voters to decide if they want to spend funds to have a sign at each end of Route 100 to help slow down traffic through the village.

14. Adjourn: Following a motion by Anne and a second by Jacques all were in agreement to adjourn the Selectboard meeting at 2:40 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Jacques Couture

Anne Lazor