

Westfield Selectboard Minutes
March 12, 2018 – 6:00 p.m. – Town Offices

Present were Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Guests, Chief Deputy Philip Brooks from the Orleans County Sheriff's Department and Commander Walt Smith from the Vermont State Police-Derby Barracks.

1. **Call Meeting to Order:** Yves called the meeting to order at 6:00 p.m.
2. **Additions and/or Deletions to the Agenda:** None
3. **Approve Minutes of the January 26, 2018 Selectboard Meeting:** There was a motion by Jacques and second by Anne to approve the minutes with no corrections. The motion passed.

A. Business from the Minutes: Yves asked if Mary Lou had followed up on Article 10 to see about the town's insurance coverage on Kennison & Son equipment on town property. LaDonna did not think she had, but will follow up before the next meeting.

4. **Oath of Office-Yves Daigle:** The Clerk administered the Oath of Office to Yves.

5. **Organizational Tasks/Appointments (24 V.S.A. §871):**

A. Elect Chair: There was a motion by Jacques and second by Anne to nominate Yves as Chair. The motion passed.

B. Elect Vice-Chair: There was a motion by Yves and second by Anne to nominate Jacques as Vice Chair. The motion passed.

C. Elect a Selectboard Clerk: There was a motion by Jacques and second by Anne to nominate LaDonna as Selectboard Clerk. The motion passed.

D. Establish Regular Meeting Dates and Times: There was a motion by Yves and second by Jacques for the Selectboard meetings to continue to be the second Monday each month at 6 p.m. at the Town Office. The motion passed.

E. Adopt Selectboard Rules of Procedure: There was a motion by Anne and second by Jacques to re-adopt the Selectboard Rules of Procedure with no changes. The motion passed.

F. Designate Posting Locations (3): There was a motion by Yves and second by Jacques for the posting locations to be the Town Clerk's office, Westfield General Store and the Westfield Post Office. The motion passed.

G. Select Newspaper of Record: There was a motion by Yves and second by Anne for the newspaper of record to be the Newport Daily Express, with The Chronicle as the secondary newspaper of record. The motion passed.

H. Appointment of Tree Warden: There was a motion by Yves and second by Jacques for the Selectboard to continue to serve as the Tree Wardens. The motion passed.

I. Appointment of a Poundkeeper: Yves will talk with Normand Piette about housing lost dogs.

6. Treasurer's Report:

A. Approve Warrants for Expenditures Dated 2/7, 2/14, 2/21 & 3/7/18: There was a motion by Jacques and second by Anne to approve the warrants as listed. The motion passed.

7. Planning Commission:

A. Appoint New Planning Commissioner to Fill Vacancy: The passing of Steve Dykeman created an open position on the Planning Commission. Pat Sagui submitted a letter of interest to the Selectboard. There was a motion by Yves and second by Jacques to appoint Pat Sagui as the new Planning Commission member. The motion passed. The Clerk will notify Pat Sagui.

B. Discuss Town Plan Update Due by December 9, 2018: The Planning Commission will be meeting soon for their organizational meeting, a variance hearing and to begin the update process for the Town Plan.

8. Update on Cemetery Map for North Hill Cemetery-LaDonna Dunn: LaDonna reported Denise at the Front Desk in Newport is making a cemetery template in excel. LaDonna will then be able to keep an up-to-date map by typing in the names of the new plots sold. Once a draft is made she will present it to the Selectboard for approval. After approval, a drafting size plat map will be printed to keep in the vault.

9. Sheriff's Contract & Report-Chief Deputy Philip Brooks: Chief Deputy Brooks brought the annual contract to be signed by the Selectboard. The Sheriff's contract provides the town with 22.5 hours per month (270 hours per year) of police protection in addition to the State Police. The Selectboard asked about ATV traffic enforcement on North Hill Road if issues arise. It was suggested the town talk to the town attorney about the pros and cons of having an ATV ordinance.

10. Vermont State Police-Derby Station Commander Lieutenant Walt Smith: Lieutenant Smith was present to introduce himself to the Selectboard. He has been the Commander of the Derby barracks for four years and said he is essentially Westfield's Police Chief. He stated in 2017 there were 61 cases in Westfield resulting in two arrests for DUI, six others for various crimes and 45 traffic stops. The Derby barracks has nine troopers who are responsible for 30 towns/gores covering upper Essex and Orleans counties. They are currently funded for up to 12 troopers. He stated the State Police don't handle ATV complaints. They have troopers on duty until 2 a.m. and on-call from 2 a.m. until 7 a.m.

11. Local Emergency Operations Plan (LEOP)-Due May 1st: The state has changed the formatting requirements for the LEOP. Yves asked Anne if she would work on this project. Anne agreed to update the old LEOP into the new format. She will have a draft for review at the next meeting. The deadline to submit is May 1 each year.

12. Discuss Permit/Purchase/Location/Installation of Radar Signs on VT Route 100: This was tabled to discuss at the AOT meeting later in the month.

13. Sign Liquor License for Westfield General Store: The Selectboard approved and signed the liquor license for the Westfield General Store. The Clerk will mail it to the Department of Liquor Control.

14. Town/Lions Club-Discuss Jointly Owned Equipment at Community Center-Connie LaPlume: This was tabled until the April meeting as Connie LaPlume was unable to be at the meeting due to a last minute conflict.

15. Road Updates:

A. Discuss ATV's on North Hill Road: This was discussed in detail earlier in the meeting with the Sheriff and State Police representatives. The Selectboard felt they would like to wait to determine if they would pursue drafting an ATV ordinance.

B. AOT Annual Meeting Reminder-March 28th at 7 a.m.: Yves reminded the Selectboard of the meeting. Anne will be available for the first hour of the meeting.

16. Library-Discuss Water Freezing: Yves told the Selectboard three times this winter the water has frozen in the downstairs wall at the Library. The wall downstairs where the pipe is freezing has styrofoam insulation which Yves feels is the contributing problem. Yves proposed putting a hole in the wall with a register with a duct so the hot air can circulate to the register. Jacques and Anne felt this was a good solution to the problem.

17. Other Business:

A. Variance Hearing for Michel Couture, Jr.: LaDonna informed the Selectboard there will be a variance hearing for this property because the proposed garage will be located in the 200' well head protection zone.

18. Adjourn: Following a motion by Jacques and second by Anne all were in agreement to adjourn the meeting at 8:33 p.m.

Minutes submitted by:

LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

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

Yves Daigle, Chair

Jacques Couture

Anne Lazor