

Westfield Selectboard Minutes  
April 9, 2018 – 6:00 p.m. – Town Offices

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Present were Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Treasurer, Mary Lou Jacobs; Lister, Scott Dunn; 2<sup>nd</sup> Constable, Mike Piper; Residents, Connie LaPlume, Yvan LaPlume, Sandra Kennedy and Peter Katz; Guests, Jennifer Harlow-Jacobs and David Jacobs

- 1. Call Meeting to Order:** Yves called the meeting to order at 6:00 p.m. followed by self-introductions.
- 2. Additions and/or Deletions to the Agenda:** Added under Other Business: Resignation Letter from Planning Commission Member Bill Millar; Department of Health Appointment of New Town Health Officer, Joseph Berchick; Nomination for 2019 VLCT Legislative Policy Committee-Pat Sagui; and Good Neighbor Fund Investment.
- 3. Approve Minutes of the March 12, 2018 Selectboard Meeting:** There was a motion by Jacques and second Anne by to approve the minutes with no corrections. The motion passed unanimously.
  - A. Business from the Minutes:** None
- 4. Sign for Sugarhouse Ironworks-Bill Salmon:** Tabled as Bill Salmon was not in attendance.
- 5. Town/Lions Club Jointly Owned Equipment at Community Center-Connie LaPlume:** Connie explained the VLCT insurance inspector had encouraged the Town to have a breakdown of who owns each piece of equipment at the Community Center specifically the equipment co-owned by the Town and the Lions Club which is used to run the meal site. Connie presented a list to the Selectboard with the ownership breakdown and she had previously discussed this at a Lions Club meeting. Connie said the Lions Club would like to give the Town all the large appliances the club has ownership in at the Community Center. The Lions Club proposal would give the Town one upstairs freezer, one downstairs freezer, two kitchen refrigerators, one gas stove, one convection oven and one dish sterilizer. Anne made a motion, followed by a second from Jacques, to accept the gift of the appliances. The motion passed unanimously. Going forward, if the equipment breaks, the Town will be responsible to repair or replace it. The Lions Club retains ownership of the white tables, all dishes, pots and pans, small appliances (coffee pots, mixers, etc.), silverware and items in the locked kitchen cabinets, a wooden storage cabinet in the basement made by the Boy Scouts for the meal site, Christmas decorations in the basement, and one white table at the Recycling Center.
- 6. Orleans Country Sheriff Candidate-Jennifer Harlow-Jacobs:** Ms. Jacobs said she is visiting towns to introduce herself. She is running against Kirk Martin as a second republican candidate for the Orleans County Sheriffs position. She has been a Police Officer for 22 years and would like to be a working Sheriff. The Selectboard thanked her for visiting and introducing herself.
- 7. Sign Contract for Reappraisal (emailed in advance)-Listers:** The Selectboard signed the Reappraisal Agreement hiring NEMRC for the town wide reappraisal beginning in 2019.

**8. Corrow Basin Rd.-Sandra Kennedy:** Sandra Kennedy asked the Selectboard for whatever help the Town could give with plowing and sanding on Corrow Basin, especially when it is icy or there is too much snow to push back. She explained she has her disabled mother and her disabled fiancé living at this location. Her driveway, approximately ¼ mile in from Balance Rock Road, is on the class 4 portion of Corrow Basin. She said she is looking for a safe road the ambulance would be able to drive down. The Selectboard explained that the Town is not responsible to plow, sand or do road maintenance on a class 4 road. Jacques suggested that whoever plows for them should also have a sander. Jacques suggested the Selectboard could discuss it further and see if there is a solution. Sandra explained they don't have an objection to pay to have a safe road but they can't seem to get on a plow drivers schedule that has a sander. Yves said the town will do what they can to help.

**9. Treasurer's Report:**

**A. Approve Warrants for Expenditures Dated 3/21, 3/28 and 4/4/18:** There was a motion by Jacques and second by Anne to approve the warrants as listed. The motion passed.

**B. Follow up-Kennison Equipment in Town Buildings:** Eric Kennison said he has coverage for all of his equipment. He has a fire liability policy for coverage of equipment off site. Eric would like to see the town reciprocate with the same coverage for his equipment if the accident should be the towns fault. Mary Lou stated we currently pay \$17,986 all insurance coverage for all the town buildings per year. She will discuss this further with VLCT to clarify our coverage.

**10. Discuss Request for Proposal for Mowing Contract:** An ad will be placed in the Newport Daily Express running on Friday, April 13th with the deadline to turn in bids being Tuesday, April 24th by 4 p.m. The date to open the bids will be April 25th at 8 a.m.

**11. Review/Adopt Local Emergency Operations Plan (LEOP) due 5/1/18-Anne Lazor:** The draft of the LEOP document was reviewed with additions/corrections being made. A revised copy will be emailed prior to the April 25th meeting. It will be adopted at that time to meet the May 1<sup>st</sup> deadline.

**12. Dog License Update-LaDonna Dunn:** LaDonna stated there are 18 delinquent dogs left to be licensed as of 4 p.m. on April 9<sup>th</sup>.

**13. New Fax/Copier Contract-LaDonna Dunn:** LaDonna said the fax machine needs to be replaced because it is not able to feed papers into the machine properly. Rather than purchasing another separate piece of machinery she proposed upgrading the current copier to a newer model that has a built in fax board. The current copy machine lease is up in one year and can be upgraded now for approximately \$10 more per month which includes the fax service and service contract. There was a motion by Jacques and second by Anne to approve a new 60 month contract for a Canon imageRunner Advance 4535i for \$89/month and a service contract which includes service calls, toner, travel, drum replacement and 2,500 copies per month for \$22.25/month. The motion passed unanimously. Copy overages will be billed on a quarterly basis.

**14. Trash Dumping on Balance Rock Road:** Pat Sagui sent an email reporting there was a large amount of trash dumped on Balance Rock Road across from Kettle Farm Road. Some papers were retrieved with names. Yves will contact the Sheriff to see what can be done about this and he will clean up the garbage.

## 15. Community Center Updates:

**A. Bench Donation by Jade Tuttle:** A young lady named Jade Tuttle has raised money to donate a bench, in honor of her mother, to the Town of Westfield. Jade's mother liked to attend the Texas Holdem Tournaments held at the Community Center. Jade wanted to raise money to have a bench placed near the Community Center honoring her mother who passed away in 2017. The Lions Club will place a plaque on the bench with the mothers name (Kelsey Blanchard-Rollo) if the Town accepts the gift. There was a motion by Yves and second by Anne to accept the gift on behalf of the Town. The motion passed unanimously. Jacques offered to get prices on benches. The Clerk will be in touch with the family to make the arrangements.

## 16. Road Updates:

**A. Approve NVDA's Proposal to Complete Road Erosion Inventory for MRGP:** An email was read from Frank Maloney at NVDA. He was confirming that NVDA can provide the Town with a Municipal Roads General Permit (MRGP) compliant Road Erosion Inventory in 2018 at no cost to the Town. NVDA received grant money to do the road inventory and approached Westfield and Jay with this proposal. NVDA has partnered with Northwoods Stewardship Center and it's possible the Town can get some class 4 road remediation through this inventory. This would be a savings to us while making those segments of class 4 roads compliant with the new MRGP regulations. There was a motion by Jacques and a second by Anne to work with NVDA to complete the Road Erosion Inventory. The motion passed unanimously. The work is scheduled to begin in early June.

**B. Corrow Basin:** The Selectboard had further discussion about Sandra Kennedy's request for help them with plowing and sanding Corrow Basin. The Selectboard felt the best solution would be for whoever plows the road for them to also have sanding capabilities. The Selectboard will try to find some suggestions of people who have the equipment to plow and sand and pass them along to Sandra.

**C. Solar Radar Speed Limit Signs on Route 100:** This was to be discussed at the annual AOT District 9 meeting which took place in March and the discussion did not take place. Mary Lou will contact Eric Pope to figure out how to get things rolling so we can get the two signs approved at Town Meeting ordered and installed this year.

**17. Sheriff's Report for February:** There were 16.5 patrol hours and \$386 in fines reported for February.

## 18. Other Business:

**A. Thank you Letter from Northeast Kingdom Council on Aging:** A letter from Meg Burmeister, Executive Director, was read thanking the residents and Selectboard of Westfield for the continued support of their work.

**B. Thank you Letter from Country Riders Snowmobile Club:** A letter from Ron Merrill, Trail Coordinator/Groomer Manager, was read thanking the Town of

Westfield and especially Eric Kennison for allowing them to utilize the town roads for snowmobile travel.

**C. Resignation Letter from Planning Commission Member, Bill Millar:** Bill Millar has submitted his letter of resignation due to the fact he will be moving out of the state soon. The Selectboard will consider who to replace him.

**D. Department of Health Appointment of New Town Health Officer, Joseph Berchick:** The Commissioner of Health has appointed Joseph Berchick as the new Town Health Officer beginning April 1, 2018 and ending March 31, 2021. The Clerk will notify Joseph and ask him to come to the May Selectboard meeting where he will be presented with his certificate.

**E. Nomination for 2019 VLCT Legislative Policy Committee-Pat Sagui:** Pat submitted an email expressing her interest in being Westfield's representative on one of the Legislative Policy Committees for VLCT. The Clerk was asked to contact Pat to see what type of financial commitment this would be for the Town. It will be discussed again in May.

**F. Good Neighbor Fund Investment:** Yves said Karen Ward from Edward Jones will be invited to the May meeting to discuss possible investment opportunities for the Good Neighbor funds which are currently invested in CD's at the credit union.

**G. Zoning Administrator's Report-Tom Schrock:** Tom said he is working on various new zoning permits. There will be a Planning Commission Variance Hearing on April 16th for Michel Couture, Jr.

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

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Minutes submitted by:

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LaDonna Dunn, Town Clerk

**Westfield Selectboard Approval:**

**Date:** \_\_\_\_\_ **with** \_\_\_\_\_ **changes**

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Yves Daigle, Chair

\_\_\_\_\_  
Jacques Couture

\_\_\_\_\_  
Anne Lazor