

Westfield Selectboard Minutes
August 13, 2018
5:30 p.m. - Walk Around Downtown
6 p.m. – Meeting at the Town Office

5:30 p.m. - Prior to the Selectboard meeting, town officials walked around the downtown (Scenic View to the Library) with Richard Amore, Planning & Project Manager, Community Planning + Revitalization, from the Vermont Department of Housing and Community Development and Alison Low, Senior Planner with NVDA. They asked/answered questions about Westfield to determine if the Village Center Designation Program would be beneficial to Westfield.

- **Town officials present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Vice-Chair) and Anne Lazor; Town Clerk, LaDonna Dunn; Treasurer, Mary Lou Jacobs; Planning Commission Chair, Pat Sagui; Constable, Mike Piper; Road Commissioner, Eric Kennison; and Zoning Administrator, Tom Schrock
 - **Others present (for a portion of the meeting):** Alison Low, NVDA; Richard Amore, Vermont Department of Housing and Community Development; and Peter Fina, Representing Alpine Haven Holdings, Inc.
1. **Call to order:** Yves called the meeting to order at 6:07 p.m.
 2. **Additions and/or Deletions to the Agenda:** Add Community Center Oil Tank Replacement as 9D; add Stump Removal as 8E; add Possible Dates for Board of Abatement Hearing as 13B; add Warrant 8/13/18 to 9A; and add Dishwasher at Community Center as 13C.
 3. **Approve Minutes of the July 9, 2018 Selectboard Meetings:** Motion by Jacques and second by Anne to approve the minutes with no corrections. Motion passed unanimously.
 - A. **Business/Discussion from the Minutes:** None
 4. **Village Center Designation Program Presentation – Richard Amore, Vermont Department of Housing and Community Development (30 minutes):** Richard explained this program is one of five village center designation programs in the state. This program was started in 2003 and is statute based. There are 145 designated village centers throughout the state. There are 19 designated village centers in the Northeast Kingdom. The boundaries of the center would be determined with NVDA. Some of the benefits include: technical assistance; state grants priority; state buildings priority; downtown and village center tax credits; and eligible for neighborhood development area designation. Buildings have to be built before 1983 that are located in the designated area to be eligible for tax credits in this program. Application are due the first Monday of every month with approval by the end of that month. Designation is good for 8 years. There is no cost to participate in the program. The Selectboard felt participation would only bring positive results for Westfield. They will discuss the application process at their September meeting. Richard Amore and Alison Low were thanked for taking their time to attend the meeting.
 5. **Planning Commission Update – Pat Sagui:** Jens Hilke will meet with the Planning Commission at 5:30 p.m. on Wednesday, 8/22/18 at the Town Office. Pat encouraged the Selectboard to attend the meeting. Jens will be talking about the forestry section of the Town Plan. Pat reported Loren Petzoldt, the Planning Commission Co-Chair, is currently reviewing the first draft of the Town Plan. The first week of September the Selectboard will get the draft to review. LaDonna asked about the Community Solar project

which was discussed at the July meeting. Pat will forward the quote from Vermont Electric Coop to the Selectboard.

6. Cemeteries:

A. Repairing Headstones at Cemetery – Debra Dykeman: Debra reported about 86% of the stones are damaged or abandoned at the Westfield Cemetery on Cemetery Rd. Debra contacted Heritage Memorials, Inc. to get a quote for repairs/cleaning. Heritage Memorials generously offered to repair all of the veteran's stones at no charge. Debra provided the Selectboard with a quote for repairs/cleaning. She said she can get a grant for repairing some of the stones from the Vermont Old Cemetery Association (VOCA). Debra has already received some donations totaling \$325 and she will donate \$1,000 in honor of her husband to go towards the project. The Bianchi's who own Heritage Memorial will donate \$2,000 towards the project as well. After the donations and grants the cost to clean and repair the entire cemetery (347 tablets and monuments) will be \$11,640. The Selectboard was in agreement that this should go before the citizens at Town Meeting to make this decision. The Selectboard thanked Debra for the work she has done to begin this process.

B. Number of Grave Markers per Plot – Yves Daigle: Yves reported that Sandra Kennedy asked how many memorial markers can be placed in one 4' x 8' plot. Sandra's family wants to place them in a plot, in memory deceased relatives. Yves explained the way the new flat memorial stones lay on the ground. He took measurements and three stones fit leaving small gap in between each marker. He asked the opinion of the other two Selectboard members. They were in agreement to allow no more than three grave markers per 4' x 8' plot.

C. Sign Quit-Claim Deed for Steven J. Dykeman (Westfield Cemetery): The Selectboard signed the deed which will be recorded in the land records.

7. Update from Zoning Administrator – Tom Schrock: Tom reported that Alpine Haven Holdings, Inc. has completed the cleanup of the site due to the condo fire. They are, unfortunately, still in violation because the ground has not been returned to grade due to the way the foundation was built. There are areas that are 8 feet above grade which is creating a safety hazard at the site. Tom has spoken to the town attorney about this. A new zoning application has been submitted to rebuild the condos. The permit is being denied due to §403: Non-Conforming Uses.

- Peter Fina, representative for Alpine Haven Holdings, Inc., asked to give the Selectboard an update. He stated he will put in a request to be grandfathered because the bylaws didn't exist when the building was built. The edge of the building is 24' from the center of the road. The setback is now 50' from the road. He will also be asking for the penalty to be removed and the foundation be grandfathered. He said there are 10" thick concrete walls. What remains above grade is part of the foundation. The debris has been removed. Peter said the intention is to rebuild. The expectation is to rebuild 16 units with sale prices between \$150,000 to \$200,000 per unit. The plan is to sell them to individual owners generating approximately \$4000 in annual property taxes per unit. This would generate approximately 60,000 in annual property taxes. They want to build on the same footprint and the same foundation.

Jacques said the Planning Commission will need to decide to give a variance to grandfather. Yves said he thought in past zoning bylaws people were grandfathered to rebuild. Tom said he is following what is printed in the bylaws with guidance from the town attorney, Bill Davies.

8. Roads:

A. Missing Road Signs (Kettle Farm Rd., Kingdom Mountain Rd., Buck Hill Rd. and yield sign in front of David Wursthorne's house): Eric Kennison stated the Kettle Farm sign will be up this week.

B. Status of Radar Signs for VT Route 100 - Mary Lou Jacobs/Eric Kennison: Mary Lou reported the traffic study has been completed. Nathan Covey from the Highway Dept. is back from vacation as of today. He will help with the permit process. There is a quote for \$11,308 for two solar radar signs, posts and bases from Trevor at Johnson Farm & Garden.

C. Update on Road Erosion Inventory for MRGP - Eric Kennison: Eric reported Lane Road and Reservoir Road didn't pass because they were under width. He said they would have to be reclassified. A class 3 road has to be passable by a pleasure vehicle year round. LaDonna/Mary Lou will speak with Frank at NVDA for clarification.

D. Follow-up Report on Grants-in-Aid Grant on Ballground Rd.: We are waiting for the check from NVDA.

E. Stump removal: The McAvinney's tree and the library tree have been cut down. Yves suggested having Roger Morin grind the stump at the McAvinney's. The Selectboard was in agreement.

9. Treasurer's Report:

A. Approve Warrants Dated 7/11, 7/25, 7/31 and 8/8 and 8/13/18: There was a motion by Jacques and second by Anne to approve the warrants as listed. The motion passed unanimously.

B. Monthly Financial Update: The monthly budget update was distributed. Mary Lou said there is approximately \$98,000 in the general fund. She told the Selectboard now that tax money is coming in she will transfer the \$10,000 Good Neighbor Fund money out of the general fund and put it into a CD at the credit union. She will also be transferring another \$10,000 to the credit union to replace the money borrowed from a CD to cover expenses while waiting for tax revenue.

C. Pre-buy on Oil: The Selectboard was in agreement to not invest in the pre-buy.

D. Replacement of Oil Tank at Community Center: Yves told Oil Supply not to fill the oil tank because it needs to be replaced. Yves will measure the opening to the basement to determine what size tank will fit.

10. Recycling Update: The company the glass is being sold to changed what types of glass they are accepting. Flyers are being distributed each week at recycling to educate people. Yves has received 59 more tires since the last batch was sold. He spoke with officials responsible for the Jay/Troy Recycling Center and they agreed to take up to 200 tires from Westfield at a fee of \$2/tire. Mary Lou reported the trash hauler said they are not making any money on the trash pickup from us. The hauler asked that we make sure the lids on the dumpsters are closed so we are not getting rain water into them thereby increasing the weight in the dumpsters. Yves said there's a recycling training in Lyndonville that he will be attending in September.

11. Political Signs on Town Property: VLCT's recommendations were reviewed. It has been reported that someone is illegally removing political signs from the Common. Yves has been finding them in the dumpsters at the Recycling Center. The Sheriff's Department will be notified of the problem. The Selectboard will consider adopting a town policy or ordinance to provide clarification.

12. Sheriff's Report for June and July: The June report reflects 19 patrol hours with one citizen assist and four traffic citations totaling \$863.00. The July report reflects 28.50 patrol hours with eight incident assists and nine traffic citations totaling \$1791.00.

13. Other Business:

A. Dry Hydrant in Alpine Haven: LaDonna spoke with Troy Dare about the deadline for the last round of grants this year. He said we can still turn in the grant application.

B. Possible Dates for Board of Abatement Hearing: There has been a tax abatement request from the property owners whose chalet burned down in Alpine Haven on April 25, 2018. LaDonna polled the Selectboard for possible hearing dates which included September 5th or 7th at 6 p.m. at the Town Office. The other members of the Board will be contacted and the meeting will be scheduled for September in order to meet the property tax deadline.

C. Dishwasher at Community Center. Yves thinks the leak is from a drain pipe. He will get the necessary parts and repair it.

14. Adjourn: Following a motion by Anne and second by Jacques, the meeting adjourned at 9:05 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: _____ **with** _____ **changes**

Yves Daigle, Chair

Jacques Couture

Anne Lazor