

Westfield Selectboard Minutes
September 10, 2018
6 p.m. – Town Offices

- **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 (for a portion of the meeting); and Constables Mike Piper and John Hamelin (both for a portion of the meeting)
 - **Others present:** None
1. **Call Meeting to Order:** Yves called the meeting to order at 6:05 p.m.
 2. **Additions and/or Deletions to the Agenda:** Delete Sheriff's Report (17); Added Dogs (Other Business); Pressure Washing Front of Garage (12B); and Paint Sign Posts at Town Garage (12C).
 3. **Approve Minutes of the August 13, 2018 Selectboard Meeting:** There was a motion by Jacques and a second by Anne to approve the minutes with no changes. The motion passed unanimously.
 - A. **Business/Discussion from the Minutes:** Yves asked if the check from NVDA for the Grants-In Aid had been received. Mary Lou said yes. Yves asked about the status of the unemployment account. Mary Lou said she will be requesting to become taxable employer for unemployment tax. Yves asked about the Good Neighbor Fund money. Mary Lou stated the money has been put into a CD and a savings account at the credit union.
 4. **Planning Commission Update – Pat Sagui:** The hope was to have a draft of the Town Plan by the end of last week. NVDA will have the draft ready by next week. The first draft will have all pictures removed. The draft will be emailed to the Selectboard. It will be around 50 pages. The Selectboard will have two full weeks before it is released to the neighboring towns to review the document. A tentative meeting was scheduled with the Selectboard for 6 p.m. on Monday, October 1st to discuss the proposed changes to the Town Plan. If all goes according to schedule the draft copy will be sent to neighboring towns on October 4th.
 5. **Library Report – Mary Lee Daigle:** In Mary Lee's absence LaDonna read her report which included: opening on Saturdays beginning Oct. 20th through May instead of Sundays; Pumpkin Carving and Decorating Party on October 20th from Noon to 2 p.m.; Library will host Halloween handout of candy and prizes on Halloween night; Jay Focus Group donation of \$200 towards Halloween activities; Jay Peak may also donate Waterpark and Theatre passes; good summer with lots of camper and tourist visits; continuing to build local reader patrons; patrons are utilizing movie borrowing; and attempting to organize/facilitate one family-friendly activity per month.
 6. **Roads:**
 - A. **Missing Road Signs (Kettle Farm Rd., Kingdom Mountain Rd., Buck Hill Rd. and yield sign in front of David Wursthorne's house):** Some signs are still missing. Eric Kennison was not able to attend the meeting. There was discussion about how to best implement getting the signs up.
 - B. **Installation of Post/Sign for Field Side Lane:** Tabled.
 - C. **Status of Radar Signs for VT Route 100 – Mary Lou Jacobs/Eric Kennison:** Mary Lou reported the go ahead was given by VTTrans to submit the application for installing the radar signs. The cost of the two signs is approximately \$12,000 (size: 24 x 30) plus \$2500 for Eric Kennison to install the signs and hire the flaggers.

D. Update on Dry Hydrant in Alpine Haven: LaDonna reported she spoke with John Zartarian, Assistant Fire Chief in Montgomery. He said he has already applied for a grant with Troy Dare. Troy said since the Montgomery Fire Department covers that area they can apply for a grant on behalf of Westfield. The property owner recently called John and said the pond is being rebuilt and there is some kind of problem. He indicated the pond may not be able to be rebuilt so the project is currently on hold.

E. Road Inventory: Clarification is needed about the need to reclassify two roads. The Selectboard requested having Frank from NVDA attend a Selectboard meeting to discuss this. The Clerk will extend the invitation.

7. Purchase Cabinet for Hazardous Materials at Town Garage: Yves asked the Selectboard if they would like him to get pricing for the metal storage cabinet required for hazardous materials storage. This was one of the items on the VLCT insurance report that we are required to do before the next inspection. John Hamelin said a UL rated fire cabinet is needed. MSC or Granger sells flammable storage cabinets. The cabinet needs to have doors so the hazardous materials can be secured. There was a motion by Jacques and second by Anne to have Yves get pricing. Motion passed. Yves will check with Eric to make sure it is not already on order.

8. Village Center Designation Program Update: There was a motion by Anne and second by Yves to submit an application for Village Center Designation. Vote passed unanimously. This recommendation will need to be in the upcoming Town Plan.

9. Pick and Shovel Authorized Purchasers: Yves said he was recently at Pick and Shovel and they asked if the same people were authorized to purchase on account. There was a motion by Jacques and second by Anne to update the account listing Yves and LaDonna as the authorized purchasers. Motion passed unanimously.

10. Sign Quit Claim Cemetery Deed for Deanna Buchner (North Hill Cemetery): The Selectboard signed the deed which will be recorded in the land records.

11. Treasurer's Report:

A. Approve Warrants Dated 8/15, 8/22 and 9/5/18: There was a motion by Yves and second by Jacques to approve the warrants as listed. The motion passed unanimously.

B. Monthly Financial Update: Based on the current bank statement there is approximately \$90,350 in the general account checkbook.

C. Purchase of New Computer for Treasurer: Mary Lou reported her computer is approximately seven years old and doesn't have enough memory to run NEMRC and the new check scanner. It is very slow. She provided a quote of \$789.99 from PC Med for a Dell Inspiron business desktop workstation which includes: Microsoft Windows 10 Professional; quad-core i3-7100 processor; 8GB DDR4 Memory; 1TB 7200RPM Serial ATA hard drive; DVD RW burner; keyboard & mouse; Wireless 802.11 b/g/n; 1 year warranty; and delivery and setup. The original quote included an additional \$184 for Microsoft Home and Business 2016, which it was decided, was not necessary. There was a motion by Jacques and second by Anne to authorize the purchase of the new computer from PC Med. Motion passed. It was suggested to have the old computer wiped of sensitive information and then sell it. Mary Lou will talk to PC Med about this.

12. Town Garage:

A. Dead Maple Tree: Yves asked if the Selectboard wanted to plant a new tree to replace the dead one along the road. The decision was to cut the dead one down and see if it sprouts in the spring. If there isn't a viable sprout the Selectboard will consider replacing the tree.

B. Pressure Wash Town Garage: Yves said the spiders are making the front of the building dirty and stained. He suggested pressure washing it as in past years. Jacques said Eric LeBlanc can bug spray which will help keep the building cleaner. Jacques also suggested using bug free lighting. Yves will look into these suggestions as well as pressure wash the garage.

C. Paint sign posts at Town Garage. Yves said the sign posts need to be painted. The Selectboard was in agreement to have Yves scrap and paint the posts.

13. Signs on the Common: Yves asked if the Town needs an ordinance or policy to enforce if signs are removed from the Common without the Selectboards permission. He said if signs are allowed on the Common then the Town has to allow all signs without discrimination. LaDonna will be attending VLCT's Planning Forum and one of the workshops is on sign ordinances vs. policies. She will report back what she learns.

14. Recycling Update: Yves attended a recent recycling workshop regarding new changes. Glass is now going to Canada. Beverage bottles and food containers are the only glass being accepted. The lids must be removed. The company is charging the waste management district a contamination fee of \$150 if violations are found. Mary Lou will contact our trash hauler to see if we can get a cover for the dumpster missing it's lid. Yves said he's learned that 30% of people in the US are recycling. Televisions, copiers, radios, printers and computers are the only electronics accepted. He said people think things like coffee makers and toasters are electronics but they are not. Those items are considered trash.

15. Community Center:

A. Oil Tank Replacement at Community Center: Yves measured and the tank is 27". The door is 29". A 275 gallon tank is \$550 and a 330 gallon tank is \$590 if we buy our own tank. They don't come painted, just primed. They recommend painting them to protect the tank. Our current tank is $\frac{3}{4}$ full. There was a motion by Jacques and second by Anne to purchase a 275 gallon tank. Motion passed unanimously. Yves will price tanks.

B. Dishwasher: The dishwasher has been leaking and not heating properly. Nadeau's worked on the dishwasher in the past so they were called to service the machine. There was a question if the machine is a dishwasher or a sanitizer. It is a commercial dishwasher which washes, rinses and sanitizes. Nadeau's says there are other things in the machine that need work. There is calcium build-up inside that is keeping it from sanitizing. There is a special solution that eats the calcium. This process needs to be done once a month. The parts were ordered so the necessary repairs can be made. The cost of a new dishwasher is approximately \$4,000.

16. Polling Place Accessibility Survey Report – LaDonna Dunn: LaDonna reported Disability Rights Vermont conducted an accessibility survey at our polling place in June. Disability Rights Vermont received funding for this survey through the federal Help America Vote Act. There were a few suggested corrections to the accessible parking area, ramp and entrance to the building. These will be discussed further when the budget is drafted.

17. Sheriff's Report for August: Deleted.

18. Appoint Delegate for VLCT Annual Meeting: Pat Sagui indicated she would like to attend the annual meeting and be the voting delegate for Westfield. There was a motion by Anne and second by Yves to elect Pat Sagui as Westfield's delegate. The motion passed unanimously. The Clerk will submit the required form to VLCT.

19. Other Business:

A. Dogs: The Constables reported there is a dog on School Street that has been receiving complaints about barking and the dog is now six months of age and not licensed. The dog's owner has been issued a violation notice and has not taken care of licensing yet. The girlfriend stopped by the office and asked the process to license the dog. There were two beagles that were found on Cemetery Road. It was discovered the dogs lived in Troy. The dogs were returned to their owners by the people who found them.

20. Adjourn: Following a motion by Anne and second by Jacques, the meeting adjourned at 9:07 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: _____ with _____ changes

Yves Daigle, Chair

Jacques Couture

Anne Lazor