

Westfield Selectboard Minutes
December 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; and Road Commissioner, Eric Kennison
1. **Call Meeting to Order:** Yves called the meeting to order at 6:05 p.m.
 2. **Additions and/or Deletions to the Agenda:** Added Update on Municipal Planning Grant as Article 13C and Fire Proof Cabinet as Article 4C.
 3. **Approve Minutes of the 11/12/18 Selectboard Meeting:** There was a motion by Anne and second by Jacques to approve the minutes with no changes. Motion passed unanimously.
 - A. **Business/Discussion from the Minutes:** None
 4. **Roads:**
 - A. **Update on Roger Tetreault's Yard:** Yves reported Roger Tetreault agreed to have large rocks placed on the corner of Route 100 and Cemetery Road as a barrier keep cars out of his yard that miss the turn. Eric will work out the details in the spring. The town is paying for the rocks. The rocks will be placed seven feet off the road, out of the right-of-way.
 - B. **Addition to Town Garage for Kennison & Son Truck:** Yves talked with Jason Belisle who works with B & D Builders to discuss the best way to expand the town garage bay to accommodate the larger truck. Jason suggested that a new stall would be the best solution. The driveway may need to be reconfigured. Jacques suggested that 2 or 3 estimates are obtained before the budget is set. Yves would like to see a separate entrance door for the 24' x 48' expansion. The new bay is for a ten wheeler Truck/sander to be used on Buck Hill this winter. If the expansion were to go out of the back of the existing garage it would be 30' x 10'. Yves will figure material and concrete estimates. The dirt work will come out of the regular road budget. The Selectboard discussed getting estimates from Ethan Bathalon and B & D Builders.
 - C. **Fire Proof Cabinet:** Yves reported he has a cabinet on a 24 hour hold at Sears. It is on sale for \$399.99. This locked fire proof cabinet is required by our insurance company for storing aerosol cans and paint. Jacques and Anne were in favor of purchasing the cabinet.
 5. **Planning Commission Update – Pat Sagui, Chair:** Pat said Joe Falworth is not able to consider serving on the Planning Commission at this time. Pat will speak to another interested party and report back to the Selectboard. The Planning Commission voted unanimously to recommend to the Selectboard the appointment of Ellen Fox. The Selectboard reviewed her letter of interest and resume. Pat reported she learned that as long as the majority of the members of the board are residents of the municipality we can non-residents serve on this board. Ellen was formerly a resident of Westfield but now resides in Troy. There was a motion by Yves and second by Anne to appoint Ellen Fox to the Planning Commission. The vote was unanimous. Pat will notify Ellen of her appointment.

The Selectboard Public Hearing for the Town Plan will be at 6 p.m. on January 7, 2019 at the Westfield Community Center. If there are no major objections the Selectboard will vote to adopt the Town Plan on January 7th. Pat said only one person showed up at the Planning Commission Public Hearing. A

written list of questions has been submitted by that person. The Planning Commission will consider those questions/suggestions and determine which are germane to the Town Plan. The Zoning Bylaws will be the next document to be revised following the adoption of the Town Plan. Pat asked Alison Low at NVDA to look into available funding for the zoning bylaw revisions.

6. Approve Contract for Town Report Printing: LaDonna stated the two-year contract with Repro, who has printed the Town & School Report for many years, has expired. The new contract for Repro is \$790 for a one year contract for a quantity of 230, 72 page books or \$725/year for a two year contract for a quantity of 230, 72 page books. LaDonna also got an estimate from Vermont Correctional Industries of \$683.10 for the specs above. Her recommendation was for the small difference to stay with the Repro. There was a motion by Yves and second by Anne to sign a two-year contract with Repro for \$725/year. All were in agreement and Yves signed the contract.

7. Update on Caroling on the Common-12/13/18, 6 p.m.: Yves said everything is ready for Thursday's event. There will also be roasted marshmallows this year. The tent that protects the sound equipment is broken. Yves will purchase a new 8' x 10' tent is \$50 from Walmart.

8. Treasurer's Report:

A. Approve Warrants Dated 11/14, 11/21, 11/26 & 12/5/18: There was a motion by Jacques and second by Anne to approve the warrants removing the 12/5/18 warrant. The motion passed unanimously.

B. Financial Update: Mary Lou stated there is \$140,600 in general fund checking account. Mary Lou reported the PILOT's check was received. The additional funds have been invested with Edward Jones. The breakdown is as follows: No. Hill Cemetery CD \$12,000 (3.25%); Westfield Cemetery CD \$43,000 (3.25%); Good Neighbor Fund CD \$43,000 (3.25%); Grader Fund CD \$47,000 (3.25%); and Money Market Investment \$1650.22 (1.4%). This makes the total investment at Edward Jones \$146,650.22

C. Unemployment Actual Expense vs. Non-Taxable: Mary Lou said the letter has gone in the mail, certified return receipt requested, to change our status to a taxable employer. Municipalities have the choice of being taxable or non-taxable.

9. Quote on Roof for Town Clerk's Office: The estimate from Robert Carroll came in at \$16,200. Jacques will get additional bids before the budget meeting.

10. Community Center:

A. Update on Oil Tank Replacement: Pick & Shovel 639.00. Robert from fuel supply said he would put in 100 gallons. Robert said the tank needs replacing very soon. Robert gave a price of \$560 for a 275 gallon tank or \$585 for a 330 gallon tank. Robert is offering the tank at his cost. He will deliver it to the cellar door but will not put it in place. The town will have to find people to get the tank into the cellar. The tank needs to have 14" legs. It was decided to get the 330 gallon tank from Oil Supply.

11. Sheriff's Report for October: 19 patrol hours with no citations issued was reported for October.

12. Recycling Update: The camera is hooked up. There are four channels. Yves will receive training on how to look back on the cameras.

13. Other Business:

A. Reminder: The Selectboard Public Hearing to adopt the Town Plan will be January 7, 2019 at 6 p.m. at the Westfield Community Center. The Selectboard Budget Meeting will be January 7, 2019 at 8 a.m. at the Town Offices.

B. Appropriation Thank You Letter from American Red Cross: LaDonna read a thank you note from the American Red Cross for the 2018 appropriation.

C. Update on Municipal Planning Grant: LaDonna told the Selectboard we received notification from the Vermont Department of Housing and Community Development that we did not receive a FY19 Municipal Planning Grant for a feasibility study to determine the need for low income senior citizen housing in Westfield. Before talking to Rural Edge about other options, the Selectboard asked LaDonna to contact Alison Low at NVDA for her suggestion of other grant opportunities and/or reapplying for the next cycle of Municipal Planning Grants.

14. Adjourn: Following a motion by Anne and second by Jacques, all were in agreement to adjourn the meeting at 8:10 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: _____ with _____ changes

Yves Daigle, Chair

Jacques Couture

Anne Lazor