

Westfield Selectboard Minutes
March 11, 2019 – Special Time 5:00 p.m. – Town Offices

- **Town officials present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Vice-Chair) and Anne Lazor; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Treasurer, Mary Lou Jacobs; and Road Commissioner, Eric Kennison
1. **Call Meeting to Order:** Yves called the meeting to order at 5:05 p.m.
 2. **Additions and/or Deletions to the Agenda:** Change Sheriff's Report to January and February.
 3. **Approve Minutes of the February 11, 2019 Selectboard Meeting:** There was a motion by Jacques and second by Yves to approve the minutes with no corrections. Motion passed unanimously.
 - A. **Business from the Minutes:** LaDonna said the meeting has been set for April 30th at 6 p.m. with Casella. It was decided to meet at the landfill for a tour. The Clerk will make the arrangements.
 4. **Oath of Office-Jacques Couture:** The Clerk administered the Oath of Office to Jacques.
 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 unanimously.
 - B. **Elect Vice-Chair:** There was a motion by Anne and second by Yves to nominate Jacques as Vice-Chair. The motion passed unanimously.
 - C. **Elect a Selectboard Clerk:** There was a motion by Anne and second by Jacques to nominate LaDonna as Clerk. The motion passed unanimously.
 - D. **Establish Regular Meeting Dates and Times:** It was decided to change the regular meeting date to the third Monday (previously second Monday) each month at 5 p.m. (previously 6 p.m.).
 - E. **Adopt Selectboard Rules of Procedure (emailed in advance):** There was a motion by Jacques and second by Anne to re-adopt the Selectboard Rules of Procedure with no changes. The motion passed unanimously.
 - F. **Designate Posting Locations (3):** The Westfield General Store, Town Clerk's office and the Westfield Post Office will continue to be the three posting locations.
 - G. **Select Newspaper of Record:** There was a motion by Jacques 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 unanimously.
 - H. **Appointment of Tree Warden:** The Selectboard will continue to serve as the Tree Wardens.
 - I. **Appointment of a Poundkeeper:** There was a motion by Jacques and second by Yves for Yves to talk with Normand Piette to ask if he is willing to house and feed any dogs that the Constables pick up. Normand would be paid for this service. The motion passed unanimously.
 6. **Road Updates:**
 - A. **Road Closure Request-O'Donnell Wedding 7/6/19 (2 p.m. – Midnight) - Karen O'Donnell:** Yves reported he went to the AOT District 9 office to discuss the town's liability if the Selectboard decided to reconsider the road closure previously denied at last month's meeting. He learned that while the Selectboard does have the legal right to close the road it would shift the liability from the

O'Donnell's to the Town. Other considerations include notifying all emergency agencies as well as postings in the newspapers and it would set a precedent for others who may want the town to consider closing a road for their event. District 9 said other towns don't close roads for parties. AOT's suggestion was to allow the O'Donnell's to post signs at the road entrances/exits saying "slow down – wedding ahead". Yves said the statute states roads can be closed for emergencies or road construction. He said closures have to benefit the whole town. Yves visited the O'Donnell's and explained his findings to them. They have rescinded their request. Yves stated his main concern is the responsibility shifting to the town and the liability that would place on the town if there was a medical emergency during the time of the road closure.

B. ATV Permit and Ordinance: The Selectboard discussed the pros and cons of having/not having permits and/or ordinances. They felt if a permit was issued a fee should be charged. They were emailed sample permits/ordinances from Troy, Lowell, Newport Center and Montgomery prior to the meeting. There was a motion by Anne and second by Jacques to follow Troy's format, running it by VASA officials to get additional suggestions before sending a draft to the town attorney. A \$10 permit fee will be charged. They would like, if possible, a draft by the next Selectboard meeting. The motion passed unanimously.

C. Progress on Radar Signs: Mary Lou said she has been in contact with the Town of Woodbury to get pointers from them since they recently went through this process. We need to send in Part C to Nathan Covey at the State. Mary Lou said she needs to work with Eric Kennison this week to get this submitted. Once this step is approved by the State the signs can be ordered.

D. Adopt Kennison & Son Equipment Rate Sheet Effective 3/5/19 until Town Meeting 2020: Yves asked why the rate for the truck Eric Kennison ran was less than the other trucks. It was explained that when he is running the truck he is on the payroll for the Town. There was a motion by Jacques and second by Yves to adopt the new rate sheet. Motion passed unanimously.

E. Sign 2019 Kennison & Son Letter of Understanding: There was a motion by Anne and second by Yves to approve the amended Letter of Understanding. Motion passed unanimously. All parties signed the document.

F. Discuss Town Garage Expansion/Community Facilities Loan and Grant Program: Yves reviewed the bids received for \$71,475 and \$70,933. He stated the buildings will be remeasured to make sure the setbacks are met. Jacques reported there is a USDA grant that the Town may qualify for that would give 15% towards the Town Garage expansion as well as the Town Clerk's office roof. There was a motion by Jacques and second by Yves to apply for the USDA grant. Jacques will work with LaDonna to get the grant paperwork going. The deadline for the next round of grants is April 2019.

G. Reminder AOT Annual Meeting-March 25th at 7 a.m. at Town Office: All are planning to be in attendance.

7. Listers Report:

A. Sign Certificate of No Appeal or Suit Pending-PVR 4155- Lister Danny Young: Tabled

8. Discuss Request for Proposals for Mowing Contract 2019: Yves said he felt Tom Schrock was doing a good job mowing the Town Clerk's office, Community Center and recreation area. He did not feel the need to put the mowing out to bid this year. Jacques and Anne were in agreement.

A. Discuss Mowing the Common as Part of the Mowing Contract: Yves read an email from Lynn Danforth stating she no longer wants to mow the Common. There was a motion by Anne and second by Jacques to ask Tom Schrock to provide a quote for mowing, including the Common. The motion passed unanimously.

9. Treasurer's Report:

A. Approve Warrants for Expenditures Dated 2/13, 2/20, 2/27 & 3/6/19: There was a motion by Yves and second by Jacques to approve the warrants as listed. The motion passed unanimously.

B. Financial Update: Mary Lou reported the general fund is lower than normal for this time of year due to the early and long-running winter expenses. A state payment for the highway fund will be coming in April. She will also check to see if the education fund was overpaid. She will forward via email a cash flow estimate to the Selectboard.

C. Edward Jones Account Update: Mary Lou reviewed the monthly financial report from Edward Jones. Some money may be transferred to the general fund until cash flow improves.

D. CD Rates for Grader: It was decided to not invest the grader money at this time.

E. Review County Assessment (Budgeted \$10,500): The county assessment was reviewed. Payments will be due in July and November.

10. Sheriff's Report for January and February: There were 14 patrol hours with \$316 in fines for January and 7.5 patrol hours with \$521 in fines reported on the Sheriff's reports.

11. Approve 3% Employee Increase Effective 3/5/19 as Presented in the Budget: There was a motion by Jacques and second by Yves to approve the three percent employee increase approved by the voters on Town Meeting Day in the general government and highway fund budgets. The motion passed unanimously.

12. Local Emergency Management Plan (LEMP)-Due May 1st: Anne agreed to help update the document. The Clerk is waiting to hear back from NVDA to find out where the updated document is to be sent.

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 the application and check to the Department of Liquor Control.

14. Planning Commission Report (written): The written report was submitted via email to the Selectboard prior to the meeting. Yves said he was asked by a member of the public if there were term limits for Planning Commission members. The Clerk will check the bylaw documents and report back. The Planning Commission will not meet in March so the next report to the Selectboard will be in May.

15. Other Business: None discussed.

16. Adjourn: Following a motion by Anne and second by Jacques, all were in agreement to adjourn the meeting at 8:25 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: _____ with _____ changes

Yves Daigle, Chair

Jacques Couture

Anne Lazor

UNAPPROVED