

Westfield Selectboard Minutes
April 15, 2019 – 5:00 p.m. – Town Offices

Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Lister, Danny Young, Zone Administrator, Thomas Schrock, and Planning Commissioner, Pat Sagui.

1. **Call Meeting to Order:** Yves called the meeting to order at 5:00 p.m.
2. **Public Comments:** Pat Sagui made reference to Vermont Electric Coop's Community Solar Project which she discussed at an earlier meeting with the Selectboard. She offered to line up a speaker to come and talk at a future Selectboard meeting. Pat said she had some comments about the ATV ordinance which she would like to add later in the meeting. She also stated, on behalf of the Planning Commission, she completed a VLCT energy survey.
3. **Changes to the Agenda:** Added under 17 C Website Hosting Change.
4. **Approve the April 1, 2019 Selectboard Minutes (previously emailed):** Following a motion by Anne and a second by Jacques the minutes were approved unanimously with no changes.

A. Business from the 3/11/19 Minutes: Appointment of a Poundkeeper: Yves reported he spoke with Normand Piette and he will house dogs collected by the constables. He stated, if Normand is on a trip he will need a backup. Jacques offered his property if Normand is unavailable.

5. **Guest-John Little, Update on Upper Missisquoi and Trout Rivers Wild and Scenic Rivers Committee:** Tabled until the next meeting.
6. **Proposed Amendment to Zoning Bylaw – Tom Schrock, Zoning Administrator:** Tom Schrock shared with the Selectboard that as the Zoning Bylaw currently reads, the only zoning permit he can issue without site plan approval from the Planning Commission is for single/double family homes. Tom stated he has investigated how to make an amendment to the bylaw and he is planning to get 5% of the voters to sign a petition and then will present the bylaw amendment to the Planning Commission. Pat Sagui stated she liked the idea and recommended if the Amendment were to move forward it should occur sooner than later. Tom said this fix was to make everyone's life easier. Pat said the Planning Commission meets next week and will move the amendment forward. Everyone was in agreement that Tom could stand at the Recycling Center on Saturday to collect voter signatures on the petition. The Selectboard asked Tom about also including an amendment for the setback from the center of the road. This will be investigated further.

- **Current Bylaw Reads:**

§606.01 No zoning permit shall be issued by the Administrative Officer for any use or structure, except one-family and two-family dwellings, until the Planning Commission grants Site Plan approval. The Planning Commission shall conform to requirement of 24 VSA §4416 before acting upon any application, and may impose appropriate conditions and safeguards.

- **Proposed Amendment to Read:**

§606.01 No zoning permit shall be issued by the Administrative Officer for any use or structure, except: 1. Accessory use/structure 2. Agriculture 3. Dwelling, accessory 4. Dwelling, one family 5. Dwelling, two family, until the Planning Commission grants Site Plan approval.

7. Discuss Zoning Variance for Town Garage Expansion: The Selectboard asked Zoning Administrator, Tom Schrock, if there was a municipal exemption for setbacks from a state highway. Jacques and Yves measured the proposed expansion site and it fell three feet short of meeting the setback. The possibility of applying for a variance was discussed. Pat Sagui said all the statutory criteria have to be met for the Planning Commission to be able to issue a variance. Jacques asked if the board can pursue a municipal exemption for zoning and Tom stated he would check. Jacques made a motion to create a second bylaw amendment (to add on to Tom's original amendment) to change the Village District to a forty (40') frontage setback from the road right of way. Anne seconded with the vote passing unanimously.

A. Roof on Town Office/Chimney: Since it had been months since the initial quote, Yves talked to Ethan Bathalon and asked for an updated quote for the roof and chimney work needed at the Town Offices. There was a motion by Jacques to hire Ethan Bathalon to replace the roof and build the chimney not to exceed the budgeted amount of \$11,500.00. Anne seconded and the motion passed unanimously. Yves will call Ethan to let him know and schedule the work.

8. Sign Mowing Contract: Following a motion by Yves and a second by Anne the Selectboard was in agreement to accept Tom Schrock's contract in the amount of \$1,700 for mowing services including the areas around the Community Center and adjoining playground, the Common, the Clerk's office and abutting recreation area. The Selectboard reviewed and signed the contract provided by Tom. The contract amount does not include spring cleanup. Currently the spring cleanup is being completed by Don Berthiaume.

9. Listers Report: Sign Certificate of No Appeal or Suit Pending – PVR 4155: Lister Danny Young stated each year the Listers need to certify this information. There was a motion by Jacques, and a second by Anne concurring with the Listers that there are no lawsuits or appeals pending. The motion passed unanimously. The Selectboard signed the PVR 4155 form. Danny also stated the reappraisal home visits will begin in July. Danny said the contract is for each home to be visited. Pictures will be taken of the properties. A tablet has been ordered for the Listers field work. A question was asked about who decides what neighborhoods are valued the highest. The answer was the reappraisal team.

10. Road Updates:

A. ATV Permit and Draft Ordinance: A lengthy discussion ensued about the specifics to be put in an ordinance and about the pros and cons of issuing a town permit. Pat Sagui brought up good points about the language in the draft ordinance which included:

1. People are in bed before 10 p.m.
2. She had a concern for wildlife that travel in the evening at dusk.
3. She had a concern for safety at dusk – as it is riskier and harder to see.
4. Vote was very close – as a friendly reminder to the Selectboard.

The Selectboard had a discussion about all town roads designated for ATV use and stated they would agree to all town maintained roads which would only include class 1, class 2, and class 3 roads in order to minimize damage to class 4 roads/legal trails which the Town does not maintain. It was decided the Town Clerk's office would issue permits at no charge and would distribute copies of the proposed ordinance as well as a map of the roads.

B. Progress Report on Radar Signs: Mary Lou stated she received a quote from Johnson Hardware for \$12,810. She will submit her questions to Nate Covey this week to see what the next requirement is.

- C. Hisman Trees in Power Lines on School Street:** The trees on the Hisman property are not on town property – 2 huge pine trees. Eric stated when he plows the blade touches the trees. Mary Lou will call the electric company to see if they will consider removing the trees because the trees are around the power lines. The property owners are in agreement to remove the trees.
- D. Discuss Town Garage Expansion/Community Facilities Loan and Grant Program:** Jacques and LaDonna are working with the grant coordinator to meet the deadline requirements.
- E. Gagne Fence-Buck Hill Rd.** Yves spoke with the Gagne's. He stated a new fence is being re-erected and they expressed a concern about the tar being torn up on their driveway. Yves suggested putting up a stake to indicate where the fence is located.

11. Treasurer's Report-Mary Lou Jacobs, Treasurer:

A. Approve Warrants for Expenditures Dated 3/6, 3/13, 3/20, 3/27 & 4/3/2019: Following a motion by Anne and second by Jacques all were in agreement to approve the warrants as listed.

B. Financial Update: Mary Lou gave a financial update to the Selectboard and stated we have received the State Aid to Highways money. Additional funds will be needed to pay the bills until the tax money begins to come in. Jacques asked if the Auditors reconciled the money deposited to the money spent. Mary Lou said it was complicated because of how the money gets entered into NEMRC. He also asked if all of the money for the town wide reappraisal has been deposited into the credit union account. Mary Lou stated there is one payment of approximately \$4000 needs to be transferred from the general account to the credit union account.

C. Line of Credit with Community National Bank: It has been determined the Selectboard can establish a line of credit with Community National Bank at 2.5% in anticipation of tax revenue. The money would be drawn upon as needed and the interest is only paid on what is borrowed. The Selectboard can determine the amount of the line of credit. There was a motion by Yves and second by Anne to establish a line of credit for \$100,000 at 2.5% interest at Community National Bank. The motion passed unanimously.

D. Edward Jones Investment Account Update: Mary Lou reviewed the monthly statement with the Selectboard stating there is approximately \$190,000 invested with Edward Jones.

12. Sign Cemetery Contract for Cleaning/Repairing of Headstones at the Westfield Cemetery: The Selectboard signed the agreement as approved by the voters at Town Meeting.

13. Sheriff's Report for March: Tabled due to no report.

14. Library-Replace Window Blinds and Flagpole Repair: Yves will look at the flagpole to see what is required. Many of the window blinds at the Library have broken. Jacques made a motion to approve new window blinds to be installed at the Library. Anne seconded the motion which passed unanimously. Yves will take measurements and the pull down blinds like at the Community Center will be ordered.

15. Sign Reappointment Form for Vermont Town Forest Fire Warden- Jimmy D. Crawford:
The Selectboard signed the form reappointing Jimmy Crawford effective July 1, 2019 until June 30, 2024.

16. Local Emergency Management Plan (LEMP) – Due May 1st: LaDonna is to call Bruce Melendy at NVDA for an appointment to work on the new format of the LEMP. Anne has agreed to assist.

17. Other Business:

A. Community Center Funeral Request: The Selectboard approved waiving the fee for the burial luncheon for long-time resident, Jeannine Meunier.

B. Letter from Northeast Kingdom Council on Aging: LaDonna read a letter thanking the town taxpayers for their recent appropriation at Town Meeting.

C. Website Hosting Change: LaDonna explained the company that has been hosting the website for years (Clearbearing) is no longer going to be providing web hosting services. They referred her to GoDaddy. LaDonna asked if the Selectboard felt we should continue with the website. She said it is hard to determine exactly how many people are using it but felt many people calling the office have visited the site prior to the call. The Selectboard felt it is important to have a web presence and for people to have access to town boards agendas, minutes and legal notices on the website. There was a motion by Jacques and second by Yves to purchase from GoDaddy the three year hosting package for \$179.64, \$99.99 for migration services plus \$35.88/year for backup services. The motion passed unanimously.

D. Recycling Workshop: Yves reported he attended a recycling workshop recently. He said the national average for recycling is 30%.

18. Adjourn: Following a motion by Anne and a second by Jacques, all were in agreement to adjourn the meeting at 8:45 p.m.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

Date: _____ **with** _____ **changes**

Yves Daigle, Chair

Jacques Couture

Anne Lazor