

**Westfield Selectboard Minutes  
And Zoning Bylaw Amendment Public Hearing  
June 17, 2019 – NEW TIME 5:00 p.m. – Town Offices**

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Selectboard members: Yves Daigle (Chair), Jacques Couture and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; Road Commissioner; Eric Kennison; and Planning Commission Chair, Pat Sagui

1. **Call Meeting to Order:** The meeting was called to order 5:10 p.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Roger Tetreault-Rock Barrier in Front Yard was added as 7F and Town Flag Poles as 13B.
4. **Approve Minutes of the 4/15/19, 5/7/19 and 5/20/19 Selectboard Meeting:** Jacques made a motion to accept the minutes as corrected. Anne seconded. All were in favor.
  - A. **Business from the Minutes:** Bruce Melendy will be attending the July 15<sup>th</sup> Selectboard meeting to discuss the joint Hazard Mitigation Plan with Jay. Anne, LaDonna and Bruce Melendy will meet on June 20th at 1 p.m. to work on the LEMP document. The Selectboard will review and adopt the LEMP document at the July meeting.
5. **Review Requirements for Municipal Facilities Grant for Clerk’s Roof/Chimney & Radar Signs:** Part of the paperwork for the grant has been submitted and Jacques will keep following up. Jacques stated we need to acquire a second quote for asphalt roofing because the town received one quote for asphalt shingles and one quote for standing seam roofing. The grant requires a minimum of two quotes. Jacques recommended a person from Lowell that does masonry work that could construct the chimney and recommended a quote be obtained. Yves will take care of getting the second quote.
6. **Treasurer’s Report – Mary Lou Jacobs:**
  - A. **Approve Warrants for Expenditures Dated 5/22, 6/5 and 6/12/19:** There was a motion and second to approve the warrants as listed. Motion passed unanimously.
  - B. **Financial Update and Budget Review:** The Treasurer reported the mutual fund value has decreased slightly at Edward Jones for the month of May. The month end value of the investment is \$198,626.29. Mary Lou submitted a comparative budget report for the Selectboard to review. Jacques suggested paying off the line of credit once tax money starts coming in, to minimize interest liability.
  - C. **Financial Management Questionnaire per Statute:** Mary Lou read aloud the Financial Management Questionnaire with the Selectboard. The questions that they did not know the answers to were reviewed and answered. The Selectboard and the Treasurer signed the form per statute. It will be filed with the minutes and the Treasurer.

**MOTION TO RECESS SELECTBOARD MEETING TO OPEN PUBLIC HEARING:** Jacques made a motion to recess the Selectboard meeting at 6 p.m. Anne seconded and all were in agreement.

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**Zoning Bylaw Amendment Public Hearing Minutes**

1. **Call Public Hearing to Order:** Yves called the public hearing to order at 6 p.m.

**2. Hearing Procedure:** Yves read the Current Bylaw Amendment as well as the Proposed Amendment and explained the hearing was to take public comment on the proposed change to the Bylaw.

**Current Bylaw:**

§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:**

§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, located outside flood hazard areas 4. Dwelling, one family 5. Dwelling, two family*, 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.

**3. Public Comment –** Yves asked if anyone had any comments. Planning Commission Chair, Pat Sagui, stated the Planning Commission voted unanimously to approve the amendment and said it could be tweaked upon formal updating of the Bylaw. Jacques asked that anyone can apply for a permit under these proposed amendments through the Administrative Officer.

**4. Motion/Second to Amend or Adopt Bylaw Change:** Anne made a motion to adopt the Proposed Amendment as read by Yves in Article 2. It was seconded by Jacques and passed unanimously.

**Adjourn Public Hearing –** Jacques has made a motion to close the Public hearing at 6:07 p.m. Anne seconded. Motion passed unanimously.

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**MOTION TO RESUME THE SELECTBOARD MEETING:**

Yves made a motion to resume the Selectboard meeting at 6:08 p.m. Jacques seconded, noting that during the public hearing the Selectboard adopted the bylaw change as worded in Article 2 above. The motion passed unanimously.

**7. Road Updates:**

**A. Update on ATV Permits Issued:** 66 permits have been issued, of which only 8 have been issued to Westfield residents. Dan Hale, from VASA, has given LaDonna a sample of the state highway signs that will be posted once the state approves ATV travel on Route 100 from the Westfield General Store to Cemetery Road. A request has been made to the State from VASA to have access to Route 100 from the General Store to Cemetery Road. LaDonna asked for an update from VASA and he replied many towns have applied for access to State Highways. It can take several months to get approval. Once approved, the signs will be put up by the State and/or VASA officials. Until such time ATV riders do not have access to Route 100. VASA will provide police enforcement for this Connector through Westfield.

**B. Progress on Radar Signs:** Denny Lyster stated the radar sign on North Hill Road was for one afternoon only. LaDonna said she has not seen a report from the Sheriff's office. LaDonna will call the Sheriff's office to request the radar sign be brought back to Westfield. Mary Lou will send the specifications from information about the type of Radar Sign the town would like to

purchase to Nate Covey and ask him what to include in the application. Jacques asked if Mary Lou could ask if Eric Pope can help her through the process. Mary Lou stated she will call him or stop in.

**C. Sign NVDA Grants-in-Aid Letter of Intent:** Westfield has received the grant on North Hill Road in the amount of \$5,700 with a town match of \$1,425 for a total grant award of \$7,125. Yves signed the letter of Intent which the Clerk will forward to the Regional Planning Board. Erik said the grant is for North Hill Road near Kingdom Mountain Rd. Heather or LaDonna will take the necessary before pictures. Eric will take the during and after pictures required for the grant reporting.

**D. Sign Structures Grant for Balance Rock Road \$112,500:** This project is a 90/10 match. The Town has been awarded \$112,500 beginning July 1, 2019 with an end date of December 31, 2020. Jacques made a motion to move forward with the Structures Grant for \$112,500. Anne seconded and all were in favor. Yves signed the grant which the Clerk will forward to the State. Heather said we can use in-kind work from Eric towards the towns ten percent.

**E. Discuss Town Garage Expansion:** Jason Belisle and Ethan Bathalon will wait until the end of August to begin construction.

**F. Roger Tetreault-Rock Barrier in Front Yard:** Eric Kennison will work with the property owner to place a few large rocks in his yard, running parallel to Cemetery Road, to deter drivers from spinning out into his yard.

**8. Sign Quit Claim Deeds for Westfield Cemetery (Catudal-1 plot):** Selectboard signed the Quit Claim Deed. Jacques requested we research what other towns charge for cemetery plots. LaDonna will contact local cemeteries to get their pricing.

**9. Update on Delinquent Dog Licenses and Dog Complaint from Dianne Laplante:** There is one owner that has not licensed because he is waiting for a July 7 vet appointment for vaccinations. Dianne Laplante's dog complaint was voiced to the Selectboard. The Board feels the dogs described are not causing a problem and because there is no leash law on Buck Hill, no law is being broken. No action will be taken.

**10. Sheriff's Report for April:** There were eight patrol hours and 1 administrative hour reported for April with four violations issued totaling fines of \$500.00. Jacques would like to know how many hours were reported per quarter. Mary Lou will go back through the reports to confirm how many hours they have for this quarter. Jacques made a motion to have Mary Lou confirm how many hours the department worked for 2019 and for the town to pay them, per hour, according to the contracted hourly rate. This is to be based on the hours the Sheriff's Department reports according to their monthly reporting. Yves seconded. All were in favor.

#### **11. Recycling Update:**

**A. Westfield's Hazardous Waste Day 6/22/19 – 8 am until Noon:** Yves distributed 80 or 90 flyers throughout the month reminding people of the upcoming Hazardous Waste Day in Westfield. Since there have been many changes to what the waste management district accepts for recyclables, Yves will work with LaDonna to update Westfield's recycling flyer. Even though a recyclable container is labeled as such, if it is over a gallon and a half and/or a cat litter bucket, it is non-recyclable. Yves mentioned the biggest cost to the waste management district is disposing of glass.

**12. Land Records Recording/Restoration Fund Fees Law Effective 7/1/19 (H.526)–LaDonna Dunn:** LaDonna informed the Board of statutory recording fee changes. Beginning July 1, 2019 recording fees change from \$10 per page to \$15 per page for most documents; \$15/flat fee per property transfer tax return; and \$25 for a plat map. The new law requires that four dollars per recorded page and four dollars per property transfer tax return be put into a separate restoration fund for record preservation. It can also be used for digitizing recorded documents.

**13. Other Business:**

**A. Communication from Sandy Snyder:** LaDonna explained Sandy has contacted her to discuss a concern she wanted mentioned to the Selectboard. Sandy told LaDonna she hired a land surveyor to check the survey recorded in the land records against her deed and compare it to the town tax map. Sandy said her surveyor does not believe the tax map and the deed are in agreement for a portion of her property. LaDonna explained to Sandy this is a Lister issue and she should contact them with her concern. The Selectboard was in agreement with LaDonna’s suggestion to Sandy.

**B. Flagpole:** The flag at the Community Center was getting tangled in the trees which are now the same height as the flag. Rather than putting up a new flagpole. Yves is thinking of using the parts from the Community Center flagpole to repair the flagpole at the Library. He will check to see if the parts are interchangeable.

**C. Library Window Coverings:** Mary Lou asked if the windows have been measured so she can order the necessary replacement blinds. Yves said he will take care of it soon.

**14. Adjourn:** Following a motion by Yves and a second by Anne, all were in agreement to adjourn at 7:50 p.m.

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Minutes submitted by: \_\_\_\_\_  
Heather Johnson, Assistant Clerk

**Westfield Selectboard Approval:**

**Date:** \_\_\_\_\_ **with** \_\_\_\_\_ **changes**

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**Yves Daigle, Chair**

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**Jacques Couture**

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**Anne Lazor**