

WESTFIELD SELECTBOARD BUDGET MEETING
January 23, 2020 – 8:00 a.m. – Town Offices

Town Officials Present: Selectboard members: Jacques Couture (Co-Chair) (via conference call) and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; and Road Commissioner, Eric Kennison (for a portion of the meeting)

1. **Call Meeting to Order:** Yves called the meeting to order at 8:05 a.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** The following additions were added to Other Business: A. Letter from Eric Snyder; B. FEMA DR4474 Halloween Storm 10/31/19; C. Review Town Report Cover and Selectboard Report; and D. Next Selectboard Meeting
4. **Approve Minutes of the January 8, 2020 Selectboard/Budget Meeting:** Motion by Jacques and second by Anne to approve the minutes with one change. All were in agreement.
 - A. **Business from the Minutes:** None
5. **Treasurers Report – Mary Lou Jacobs:**
 - A. **Financial Update:** Mary Lou explained she discovered there was a bill from the Junior High School that the Town had not been billed for in the amount of \$165,896.79. 2019 was the first year we were to pay the Junior High directly for tuition. There was an error in the paperwork from the Supervisory Union which did not trigger notification to the Town. Mary Lou said once this payment is made there will be \$64,144.12 left in the general fund. This will mean the Town will have to use a line of credit in 2020. After careful consideration, there was a motion by Jacques and second by Anne to add \$60,000 as a line item “Retire the 2019 Deficit” on the 2020 proposed budget. The motion passed unanimously.
 - B. **Approve Warrants for Expenditures Dated 1/8/20 (\$1,356.67 bills, \$3,191.93 payroll) and 1/15/20 (\$4,476.85):** Mary Lou added an additional warrant dated 1/22/20 in the amount of \$27,534.22 (bills) and \$9,025.84 (payroll). There was a motion by Anne and second by Jacques to approve the warrants as listed. Motion passed.
6. **Sign Certificate of Highway Mileage (Due 2/20/2020):** The Selectboard signed the Certificate of Highway Mileage with no changes to the mileage. LaDonna made a call to the State to confirm that creating a dead-end road at Taft Brook and Buck Hill would not affect the highway mileage.
7. **Sheriff’s Report for December:** There were 32.5 patrol hours, 18.75 administrative hours, and two citations resulting in \$399 in fines reported.
8. **Discuss Hazard Mitigation Committee Request from NVDA:** Pat Sagui (Chair, Planning Commission), Jacques Couture (Selectboard), Anne Lazor (Selectboard), Yves Daigle (Selectboard), LaDonna Dunn (Town Clerk), Mary Lou Jacobs (Treasurer) and Eric Kennison (Road Commissioner) will serve on the committee. LaDonna will contact the following people to provide information and an invitation to join the committee: Dan Backus/Dennis Neumann (Emergency Management Managers); Kitty Edwards (Farmer); Mike Jacobs or Bobby Jacobs (Fire Department); and Sister Benedict (Monastery along the Missisquoi River waterway). This will be a joint committee with the Town of Jay.

9. Review Auditor's Report: The Selectboard reviewed the Auditors Statement and Management Report.

The following comments/suggestions were made to address the Auditors concerns:

- Jacques suggested signing a Conflict of Interest Policy at the March Organizational Meeting.
- The Purchasing Policy will be signed each year at the March Organizational Meeting of the Selectboard.
- Mary Lou said she will balance the checkbook each month, as soon as the statement is available.
- LaDonna stated the Listers are working on an assessment for each town building as part of the town-wide reassessment. Mary Lou and LaDonna will work on this and report back to the Selectboard once a comparison can be made of the assessed value vs. the insured value.

There was a motion by Jacques and second by Anne to acknowledge receipt and review of the Auditors report for 2019. All were in agreement. The Auditors will be contacted to provide a signed copy of their reports.

10. Review and Approve 2018 General Government & Highway Budgets (emailed in advance):

Final adjustments were made to the budget including:

- Decreasing income from \$54,000 to \$52,000 for State Aid to Highways on the Highway Budget to make it more in line with the actual in 2019 (\$51,979.16).
- Removed the income for Interest on Grader CD because this is a balance sheet item not money available for use in the general fund.

Mary Lou will send a final version to the Selectboard prior to submitting to LaDonna for the Town Report.

Eric discussed with the Selectboard the parking problem he is experiencing some Recycling Saturdays when there is road work being done. Eric requested signs be put up on the four Town Garage bays. He offered to purchase the signs himself, which would read: No parking in front of garage doors. He also requested putting up saw horses in front of the bay doors until people get used to the idea of not parking there. He stated it is a liability issue for Kennison and Son Excavating as well as the Town. He said there have been indications that people have been on the equipment in the garage. He said this is also a liability issue. The Selectboard was in agreement to put up the signs, saw horses and lock the door between the Recycling Bay and the Town Garage when the Recycling Center is not open.

11. Review and Approve Warning for Town Meeting, March 3, 2020 (emailed in advance):

Following review and calculation of the numbers for Article 6 and Article 7 of the Warning, there was a motion by Yves and second by Jacques to approve the Warning. Motion passed. LaDonna is waiting on the final school articles to complete the School Warning.

12. Other Business:

A. Letter from Eric Snyder: The Selectboard reviewed the letter regarding Second Amendment Sanctions. Anne commented that all Town Officials take an oath to uphold the Vermont Constitution. No action was required.

B. FEMA DR4474 Halloween Storm 10/31/19: It was decided Anne will attend the state-wide Applicant Briefing in Morristown. The application for assistance deadline is February 14,

2020. Anne will either complete the application at the meeting or work with LaDonna and Mary Lou to meet the deadline.

C. Review Town Report Cover and Selectboard Report: The 2019 Town Report cover will feature the newly expanded Town Garage and Recycling Center. Anne thought it would be nice to feature Yves standing next to the sign since he was instrumental in starting and running the Recycling Center. Yves drafted the 2019 Selectboard report. Once edits and formatting are completed, LaDonna will email it to the Selectboard for their approval.

D. Next Selectboard Meeting: Due to a scheduling conflict, the next meeting will be February 10, 2020 at 5 p.m.

13: Adjourn: Following a motion by Jacques and second by Anne, all were in agreement to adjourn the meeting at 11:30 a.m.

Westfield Selectboard Approval: Date: _____ **with** _____ **changes**

Yves Daigle, Chair

Jacques Couture, Co-Chair

Anne Lazor

Minutes submitted by: _____
LaDonna Dunn, Town Clerk