

**Westfield Selectboard/Budget Minutes  
January 4, 2017– 8:00 a.m. – Town Offices**

Present were: Selectboard members: Yves Daigle, Chair; Richard Degre and Jacques Couture; Treasurer: Mary Lou Jacobs; Town Clerk: LaDonna Dunn; Listers: Danny Young and Scott Dunn; Road Commissioner: Larry Kennison and Eric Kennison from Kennison & Son Excavating. Danny, Scott, Larry and Eric were present for a portion of the meeting.

1. **Call Meeting to Order:** Yves called the meeting to order at 8:00 a.m.
2. **Additions and/or Deletions to the Agenda:** There were no changes to the agenda.
3. **Approve Minutes of the December 12, 2016 Selectboard Meeting:** Motion by Richard and second by Jacques to approve the minutes with one change. So moved.

4. **Listers:**

**A. Discuss Equalization Study Results:** The Listers reported they have received the annual Equalization Study results which show our Common Level of Appraisal (CLA) is 106.65 and the Coefficient of Dispersion (COD) is 20.98. Pursuant to 32 V.S.A. §4041(a) a CLA below 80% necessitates a reappraisal. A COD over 20% necessitates a reappraisal. Our COD of 20.98 puts us in the statutorily mandated range for a town wide reappraisal. The last town wide reappraisal was done in 2009. The funds for this reappraisal would come from the per parcel money the town receives yearly from the state. The Listers feel the current Equalization Study numbers are a fair and accurate representation of the Grand List. The Listers are working with their District Advisor at Property Valuation and Review (PVR) to determine the validity of all sales in the study. The Listers have until the end of January to appeal the equalization study results. They will keep the Selectboard apprised of their progress and inform them of the new study results after the appeal.

**B. Budget Amount for Updating Tax Maps:** The tax maps are updated every two years. The Listers reported this is the year to budget for map updates. The quote from our current cartographer, Russell Graphics, is \$1725. The Listers suggested budgeting \$1725 but they are looking into other companies that may be able to do the updates. They will report back to the Selectboard when they have additional quotes.

5. **Appointment of Loren Petzoldt to Planning Commission:** Yves reported Loren was interested in the open position on the Planning Commission. Motion by Jacques and second by Richard to appoint Loren Petzoldt to the Planning Commission. So moved.

6. **Approve Warrants for Expenditures Dated 12/14, 12/21 and 12/28/16:** Mary Lou added a warrant for 12/31/16. Motion by Jacques and second by Richard to approve the warrants as listed. So moved.

7. **Draft 2017 General Government & Highway Budgets:**

**A. General Government Budget:** The Selectboard prepared the proposed budget setting the general government expenses at \$271,055.55 with anticipated income of \$88,770. When Mary Lou was making the adjusting entries after the first budget meeting, she discovered a discrepancy of \$250 in the Jay Food Shelf appropriation. The corrected general government expenses are now \$271,305.55. The anticipated amount

to be raised from taxes will be \$182,535.55. Motion by Jacques and second by Richard to give town employees a 3% cost of living adjustment. So moved. The increase will be effective when the proposed budget is approved at Town Meeting. New wages will become: Larry Kennison \$17.50/hour; LaDonna Dunn and Mary-Lou Jacobs \$16.50/hour; all other town employees \$13.50/hour; Constables \$310/stipend per year; Zoning Administrator \$38/flat rate per zoning permit issued. The Recycling Center helper will continue to receive minimum wage.

**B. Highway Budget:** The Selectboard worked with Larry and Eric Kennison to draft the Highway Budget. The total revenue was projected to be \$124,935 and projected expenses were set at \$309,355. The anticipated amount to be raised from taxes will be \$184,420.

**8. Set Meeting Date to Approve Warning and Proposed Budgets for Town Meeting:** The next meeting was set for January 25, 2017, 7 a.m. at the Town Office.

**9. Other Business:** There was no other business discussed.

**10. Adjourn:** Motion by Richard and second by Jacques to adjourn the meeting at 1:15 p.m. So moved.

Minutes submitted by:

LaDonna Dunn  
LaDonna Dunn, Town Clerk

**Westfield Selectboard Approval:**

Date: 1/25/17 with 0 changes

Yves Daigle  
Yves Daigle, Chair

Richard Degre  
Richard Degre

Jacques Couture  
Jacques Couture