

**Westfield Selectboard Minutes**  
**June 11, 2018 – 6 p.m. – Town Offices**

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- 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; Planning Commission Chair, Pat Sagui; 2<sup>nd</sup> Constable, Mike Piper; Road Commissioner, Eric Kennison; and Librarian, MaryLee Daigle
- Citizens present: Hilda Daigle; Milton and Annette Willis; Yvan and Connie LaPlume; and Bill Salmon

**1. Call Meeting to Order:** Yves called the meeting to order at 6 p.m.

**2. Additions and/or Deletions to the Agenda:** Mike Piper asked to add Four-Wheelers and Side-by-Sides on Town Roads under Other Business.

**3. Approve Minutes of the May 14, 2018 Selectboard Meeting:** There was a motion by Jacques and a second by Anne to approve the minutes with no changes. The motion passed unanimously.

**A. Business from the Minutes:** None

**4. Planning Commission Update-Pat Sagui:** Pat said the plan is to have someone at the Recycling Center for the next few weeks to talk to people about the Community Survey. Yves said he has handed out many cards for the survey. Pat reminded the Selectboard that the Planning Commission needs their comments by June 18th. Alison Low from NVDA will be at the July 18th Planning Commission meeting at 5:30 to give her input on work to be done to complete the Town Plan by the December deadline. Pat asked what the process is to nominate a new Planning Commission member. The Selectboard said they are happy to take recommendation names from the Planning Commission for new members. She also asked *about* the removal process if a member of the Commission has not attended any meetings. The Selectboard asked Pat to contact the member and see if he would like to be replaced on the board. Pat agreed to do this and report back to the Selectboard. Pat thanked the Selectboard for their recommendation to the VLCT Policy Committee. She has been appointed.

**5. Letter from Rural Edge Regarding Scenic View Closure and Discuss Study Grant:** Yves read a letter from Rural Edge stating they will be permanently closing the facility on June 29, 2018. The letter will be recorded in the town land records. After discussion it was decided to set up a meeting with NVDA, town officials and representatives from Rural Edge to proceed with plans for a feasibility study to identify possible uses for the empty building. Rural Edge has already identified the possibility of low income senior housing. The target date for a meeting is within two weeks keeping in mind there is a September deadline for the Community Development Grants.

**6. Dogs:**

**A. Delinquent Dog Report-2<sup>nd</sup> Constable Mike Piper:** As of the meeting, there is one delinquent dog owner. She has been contacted by the Constable twice.

**B. Distribute 2018 Dog License List:** LaDonna distributed the new dog license list to the Selectboard for their use at home in case they receive calls about lost dogs.

**C. Review Current Dog Ordinance (emailed in advance):** Yves stated he's had two complaints from people walking their dogs that have been approached by aggressive dogs not on leashes. He wanted to review the current dog ordinance. As it stands now, the current dog ordinance and leash law only apply to the village district. The current dog ordinance has statutory references next to a section when it is a state law. The Selectboard's policy is for the aggrieved party to file a written complaint before the Constable will investigate a dog offense. Only written complaints will be investigated.

**7. Sign North Hill Cemetery Deeds for Gerald & Persis Paxman and Eric and Jessica Kennison:** The Selectboard signed the deeds which will be recorded in the land records.

**8. Roads:**

**A. Missing Road Signs:** Signs at the Town Garage which need to be reinstalled are Buck Hill Road, Trumpass Rd., Sugarhouse Road and Kingdom Mountain Road.

**B. Sign Notice of Intent for MRGP:** Yves signed the notice of intent form which is the first part of the 20 year permit process for the Municipal Roads General Permit (MRGP). Mary Lou will submit the application fees of \$240 along with the notice of intent form to the VTDEC-Watershed Management Division Stormwater Management Program by the July 31, 2018 deadline.

**C. Status of Radar Signs for VT Route 100-Mary Lou Jacobs/Eric Kennison:** Eric will look into precast concrete piers for the bases. Mary Lou will contact Jim Murphy to see if he can calibrate the signs.

**D. Update on Road Erosion Inventory for MRGP-Eric Kennison:** Eric said Frank from NVDA has completed the class 4 road section. The class 4 roads are in good shape. The class 3 road inventory will be completed this week.

**9. Library:**

**A. Clarification for Renting Basement:** MaryLee asked the Selectboard to establish a price for renting the downstairs at the Library keeping in mind there is not a bathroom available downstairs. There was a motion by Jacques and second by Anne to establish a fee of \$50 for renting the downstairs area of the Library during regular hours when the Librarian is on duty or \$50 during outside hours and, if the Librarian is not donating her time to be present, add the hourly rate of the Librarian. The motion passed unanimously. The Librarian must be on duty during all rental events.

**B. Letter from Connie LaPlume Regarding Library Equipment (emailed in advance):** Yves read a letter that was sent to the Selectboard by Connie LaPlume. Connie raised concerns about some items she saw being removed from the Library. All parties were given the opportunity to express their concerns, opinions and questions.

**10. Treasurer:**

**A. Approve Warrants Dated 5/16, 5/23, 5/30 and 6/6/18:** There was a motion by Jacques and second by Anne to approve the warrants as listed. Passed unanimously.

**B. Budget Review (emailed in advance):** Mary Lou gave a financial overview. She said there is approximately \$40,000 in the general fund. There is a little less cash on hand for this time of year because of abating the taxes due to the condominium fire in Alpine Haven.

**C. Unemployment Tax:** Mary Lou reported the bill received for unemployment taxes for Larry Kennison is correct because we are considered a reimbursable employer. Mary Lou will look into the process of transitioning before December to a taxable employer status.

**D. Porta Potty Rental:** It was discovered that Juddy's was charging \$125 which was an increase from last year's rate of \$95. Mary Lou cost compared with Taplin's who gave a price of \$85 for the same porta potty setup. She then contacted Juddy's who said the price of \$125 was a mistake in billing and price will remain the same for the season at \$95 per month.

**11. Community Center-Septic Rework:** The work needed is more extensive and expensive than first anticipated. The Selectboard decided the job will be reconsidered in the fall.

**12. Recycling:**

**A. 2018 Legislative Changes to Solid Waste and Bottle Bill Laws:** Yves reviewed the changes in the law. He noted the Northeast Kingdom has the highest percentage of recyclers in the state. He said there is currently a shortage of cardboard. The district currently has to pay to get rid of glass.

**B. Letter from NEKWMD Regarding Composting:** Skipped

**13. VLCT Inspection Update:** Yves reviewed the items from the inspection report which have been completed. They included: s hooks on the swings at the Playground have been closed to within the thickness of a dime; cement posts anchoring the swing set at the Playground have been covered with mulch; the step-up going to the upstairs at the Community Center has the recommended bright colored tape adhered to it; the Community Center and the Library have new fiberglass, 300 lb. weight rated step ladders; the railing in the walkout basement at the Library has been repaired; Eric is working on an inventory of the hazardous items so a cabinet can be purchased for them. It was noted that one of the support legs on the tire swing has a crack through it. The new leg arriving shortly and will be replaced. For safety reasons, the tire swing and support chains have been completely removed. The Clerk will report these updates to VLCT.

**14. Select Date to Meet with Karen Ward, Edward Jones:** A warned special meeting of the Selectboard will be held on June 28th to get an update on the town's investments with Edward Jones.

**15. Sheriff's Report for April:** The report reflected 14 patrol hours and \$190 in fines for April.

**16. Road Sign for Sugarhouse Ironworks-Bill Salmon (tabled from last month):** Bill Salmon asked about the possibility of putting up a sign to direct people to his business. Jacques said he can contact the Sign Division at the State and get information about their annual fee for a sign that has the business name and distance to the business. Jacques said they have a reasonably priced annual fee. Bill also asked about the possibility of putting up a sign on the class 4 road near his house. Westfield Zoning Bylaws allow for home business signage with the regulations/specifications printed in the Zoning Bylaws document. The Clerk or Zoning Administrator can provide the specification and it is available on the Town's website.

**17. Other Business:**

**A. ATV's-Mike Piper:** Mike told the Selectboard he is hearing that people think all roads in Westfield are open to four-wheeler and side-by-side travel. He said he wanted to bring this to the Selectboards attention.

**18. Adjourn:** Following a motion by Anne and second by Jacques, the meeting adjourned at 9:31 p.m.

Minutes submitted by: LaDonna Dunn  
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: 7/9/18 with 1 changes

Yves Daigle  
Yves Daigle, Chair

Jacques Couture  
Jacques Couture

Anne Lazor  
Anne Lazor