

Westfield Selectboard Minutes  
November 12, 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; Zoning Administrator, Tom Schrock; and Road Commissioner, Eric Kennison
  - **Others present:** Frank Maloney, NVDA; and Marion Muller-Powell, Property Owner
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1. **Call Meeting to Order:** Yves called the meeting to order at 6:04 p.m.

2. **Additions and/or Deletions to the Agenda:** None

3. **Approve Minutes of the 10/8/18 Selectboard Meeting:** There was a motion by Jacques and second by Anne to approve the minutes with no changes. Motion passed unanimously.

**A. Yves reported on Business/Discussion from the Minutes:**

- The steel box has been removed from the library and taken to recycling (Article 5).
- The brush has been removed from the North Hill Cemetery. Roger Moran ground down the stumps (Article 7).
- The tires were not able to be picked up as part of the Jay/Troy \$2/tire special this year. Yves will bring all the tires to Jay next year to take advantage of their yearly special (Article 12).

4. **Roads:**

**A. Review Road Inventory for Municipal Roads General Permit (MRGP)– Frank Maloney, Planner at NVDA:** Frank reported he completed the road inventory this summer of all hydrologically connected road segments in Westfield. We have 177 road segments with 93 of those fully meeting the MRGP standard. 48 of the 177 segments do not meet the standard. We have until the year 2020 to have the road inventory completed so we are well ahead of things. The road segments that don't meet the MRGP standards will get prioritized. The higher the slope of the road the higher the priority. 14 of our segments are very high priority. We have until 2025 to get those 14 segments in compliance with the standard. There is not an official standardized document from ANR yet for reporting. NVDA has provided the Town with a spreadsheet showing all of the inventoried road segments with their assigned priority. We can apply once a year for the Grants in Aid Program through NVDA to get money to repair the necessary segments. The grant announcement letter comes from NVDA in the spring. Reservoir Road is a very high standard section. We have five years to come up with a solution for Reservoir Road. Frank suggested getting a slope meter (approximately \$100 from Amazon) and a tablet for Eric to use in the field (approximately \$500 from Amazon). These items will be considered during budget planning.

**B. Status of Better Roads Grant FY20 – Eric Kennison:** Eric reported the grant has been submitted. They will be reviewed in the next few weeks and we probably won't hear if we've been awarded for a few months.

**C. Barriers on Reservoir Road:** Eric said the barriers will be in place on December 1<sup>st</sup>.

**D. Status of Radar Signs for VT Route 100 – Mary Lou Jacobs:** Mary Lou reported Nate Covey from VTrans gave a list of ten new questions that need to be answered. It was suggested by Nate Covey that Topco should be used because it is an easier process to get approved. Mary Lou will talk with Andrea from Danville because they have used Topco for their signs. Mary Lou said we are looking at spring before we get this project completed.

**E. Update on Roger Tetreault's Lawn:** Yves said someone missed the corner again and went into Roger Tetreault's yard. Roger was wondering if the town would build a guardrail so cars missing the turn would stay out of his yard. It was suggested to put some very large stones on the corner in his yard. Eric suggested the stones should be placed out of the town right-of-way- 7' off the road. Yves will talk to the property owner and see what he thinks about this. Eric said he could get guardrails from the state garage. Jacques felt stones would be the first choice so we're not repairing guardrails all the time. This will be discussed further after the property owner is consulted.

**F. Update on Balance Rock Road Work:** Eric said it's possible the annual work won't get done on Balance Rock Road this year because of the early snow. Eric suggested carrying over the \$30,000 from this year's budget until the spring and still raising another \$30,000 in next year's budget. The Selectboard will consider this when preparing the 2019 budget.

**G. Trash on Balance Rock Road:** More trash was dumped on Balance Rock Road. Eric knew who was dumping it and returned the last load of trash to them.

**5. Proposed Wedding Business on Loop Road – Property Owner, Marion Muller-Powell:** Marion explained she wants to start a wedding destination business using her renovated farm building. She said she is aware that she needs a local zoning permit to proceed and is currently working with the Zoning Administrator. She wanted to meet with the Selectboard to make them aware of her plans and to seek their guidance. She showed a short video about her farm. The farm building is not used for farming any longer and is not in current use. Supports have been added to the cow barn and new flooring has been put upstairs in the hay loft. She is exploring how to change the use from agriculture to commercial. She will soon be meeting with the Act 250 people. She plans to hire out the catering portion of the business and rent out the building for events. Marion said she plans on making this a wedding destination. She feels it would help local restaurants, B & B's, gas stations, general stores, etc. by bringing out of state people to the area. She had a perk test done recently and learned she will most likely need a mound system for the septic. This will be a seasonal, weekend business, from May to September. She also met with the state fire marshal. The Selectboard thanked her for sharing about her proposed business. They said their goal is to help people start new businesses in Westfield.

**6. Planning Commission Update – Chair, Pat Sagui:** Pat said, per statutory requirements, adjoining towns have received an electronic version of the proposed Town Plan changes. To date, there have been no comments from the abutting towns. The Town Plan Amendment changes will be posted on November 20<sup>th</sup> on the municipal website. Photos will be added to the file before posting to the website. Pat said she felt the concerns expressed in the community survey were addressed in the amendment changes.

**7. Zoning Administrator Concerns – Tom Schrock:** Tom said he had some questions about the sequence of actions necessary regarding applying for a zoning permit and Board of Adjustment Hearings. He expressed his interest in having the Zoning Bylaws more clearly spelled out in certain areas. He asked about amendments to the Bylaws versus a complete overhaul which may take over a year to complete the process. He shared a possible amendment he may present to the bylaws. He asked about when he should contact the town attorney and if he should work through the Planning

Commission Chair or directly with the attorney. He was told to work directly with the town attorney on items specific to his needs such as violation letters.

## **8. Treasurer's Report:**

**A. Approve Warrants Dated 10/10, 10/17, 10/18, 10/31 and 11/7/18:** Motion by Yves and second by Jacques to approve the warrants as listed. Passed unanimously.

**B. Financial Update:** Mary Lou reported the general fund checking account has a balance of \$184,328 as of 11-8-18. We have \$16,000 due from a Better Roads Grant.

**C. Bank Rate CD Update:** Yves discussed the various rates he investigated at the local banks. There is approximately \$23,000 in savings at the Credit Union from Good Neighbor Fund payments. Mary Lou said there are eight cd's at 2.1% at the Credit Union. The earliest ones mature June 2019 and July 2019. There was a motion by Yves and second by Anne to move the Grader Fund cd's, Good Neighbor Fund cd's and the funds in savings (Good Neighbor Fund) from the North Country Federal Credit Union to Edward Jones cd's at 3.25% for three years. Passed unanimously. Mary Lou will email the Selectboard prior to investing if anything changes.

**D. Unemployment Actual Expense vs. Non-Taxable:** Mary Lou said based on our payroll this year we would have paid \$812 in unemployment tax if we were a taxable employer. In Mary Lou's opinion it is better for us to be a taxable rather than reimbursable employer as we've done in the past. Mary Lou will write a letter on December 5th requesting to change our status to taxable.

**E. PILOT Program:** \$3,269 PILOT on State Land; \$29,423 Current Use

**9. Town Clerk's Office and Recycling Center Roofing Needs:** Yves provided a quote of \$2,386.48 from Poulin Lumber for roofing materials for the Town Clerk's office. Yves estimates it will cost approximately \$2,500 to remove the old shingles. Different types of roofs were discussed. After discussion the Selectboard was in agreement to explore purchasing a standing seam roof which will last 30 plus years. LaDonna was asked to get a quote from Bob Carroll in Derby for a standing seam roof. The quote should include removal and disposal of the old shingles. This will be discussed again when preparing the budget. Yves will make the necessary repairs to the roof at the Recycling Center.

## **10. Community Center:**

**A. Update on Oil Tank Replacement:** Yves said he will purchase a 275 gallon tank from Pick and Shovel for \$639.

**B. New Stairs to Cellar:** The new stairs are finished and have skid pads for extra safety.

**11. Sheriff's Report for September:** 10.5 patrol hours and \$455 in fines were reported for September. LaDonna reported Deputy Jacobs stopped by the office to express his concern about the missing signs on North Hill Road and along Route 100 which reverts the speed limit to 50 mph in those sections. LaDonna reported this to Eric Kennison who will contact VTrans to correct the signage on Route 100, if necessary. Eric said as quickly as the signs on North Hill Road are replaced, someone steals them.

**12. Other Business:**

**A. Schedule Date for Caroling on the Common (Jay's Tree Lighting is 12/7/18, 6-7 p.m.):** December 13, 2018 at 6 p.m. was selected for the date. Mary Lou will ask Dave Murphy if he's interested in playing Santa again this year.


**B. Appropriation Thank You Letter from Vermont Symphony Orchestra:** A thank you note for the 2018 appropriation award was read.

**C. Appropriation Thank You Letter from Vermont Center for Independent Living:** A thank you note for the 2018 appropriation award was read.

**D. Appropriation Thank You Letter from Rural Fire Protection Program:** A thank you note for the 2018 appropriation award was read.

**13. Adjourn:** Following a motion by Jacques and second by Anne, all were in agreement to adjourn the meeting at 8:59 p.m.

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Minutes submitted by:   
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: 12/10/18 with 0 changes

  
Yves Daigle, Chair

  
Jacques Couture

  
Anne Lazor