

**SPECIAL MEETING**  
**Westfield Selectboard/Budget Minutes**  
**January 22, 2019 – 8:00 a.m. – Town Offices**

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- **Town officials present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Vice-Chair by phone conference for a portion of the meeting) and Anne Lazor; Town Clerk, LaDonna Dunn; Treasurer, Mary Lou Jacobs; Delinquent Tax Collector, Joyce Crawford; and Moderator, Pat Sagui
  - **Others:** Richard Degre
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1. **Call Meeting to Order:** Yves called the meeting to order at 8:00 a.m.

2. **Additions and/or Deletions to the Agenda:** LaDonna said Article 7A Discuss & Approve Kennison & Son Blade/Sander Charges and Equipment Increases for 2019 should have been Article 6A. Added Joyce Crawford-Delinquent Tax Collector as 2A.

**A. Joyce Crawford-Delinquent Tax Collector:** Joyce expressed her concern about the delinquent tax amount the Auditors reported in the 2017 Auditors Statement. She said the number they used did not match the report she submitted. She asked the Selectboard who had the authority to change the numbers reported in the Town Report. She also expressed her desire to have the delinquent tax records audited annually. The Selectboard suggested she contact the Auditors directly and schedule an appointment to get her questions answered.

3. **Approve Minutes of the January 7, 2019 Selectboard/Budget Meeting and January 7, 2019 Public Hearing for Town Plan:** There was a motion by Anne and second by Yves to approve both sets of minutes with one correction. Motion passed unanimously.

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

4. **Approve Warrants for Expenditures Dated 1/9 and 1/16/19:** There was a motion by Yves and second by Anne to approve the warrants as listed. Motion passed unanimously.

5. **Review Auditor's Report (emailed in advance):** The Selectboard reviewed the Auditors Management Report recommendations. Yves commented the Auditors were very thorough. Areas needing work before the next audit include:

- a better understanding of how the sweep account works in the checking account/general fund
- written policy of cash handling for the Treasurer/Clerks offices
- written inventory with photos of town equipment for the Library, Town Garage, Recycling Center, Community Center and Town Office
- updated Equipment Price Sheet for Kennison & Son Excavating with the effective date to be Town Meeting Day
- update Letter of Understanding with Kennison & Son Excavating to include understanding of Town Garage usage and equipment housed and when town pays for equipment moving (going forward, description on invoices of where equipment is moved to/from)
- a better understanding of how to carry over accounts payable in NEMRC from one budget year to the next (#2 under 2018 Audit Recommendations)

6. **Review and Approve 2018 General Government & Highway Budgets (emailed in advance):** Motion by Anne and second by Yves to approve the budget with corrections. Motion passed.

**A. Discuss & Approve Kennison & Son Blade/Sander Charges and Equipment Increases for 2019:** No decision was made.

**7. Review and Approve Warning for Town Meeting, March 5, 2019 (emailed in advance):**

**A. ATV Article as Australian Ballot Vote:** Pat Sagui asked the Selectboard to consider allowing the article about ATV travel on town roads to be voted on by Australian ballot. She felt it would allow voters who may not be able to attend Town Meeting the opportunity to vote on this public question. Pat explained as Town Meeting Moderator she was concerned about due process. Yves explained the Selectboards thinking when they initially voted to open North Hill Road to ATV travel. There was a motion by Anne and second by Jacques to have the ATV question be by Australian ballot. Passed unanimously. The Selectboard felt it was important to have a representative from Vermont ATV Sportsman's Association (VASA) at the Informational Meeting to answer questions in addition to any parties opposing the article. Jacques asked about opening up the meeting to the other questions on the Warning. The Clerk will check with VLCT for legal clarification. It was decided the Informational Meeting for Town Meeting Australian ballot questions will be Monday, February 25, 2019 at 6 p.m. at the Community Center.

**8. Other Business:**

**A. Public Hearing February 5, 2019, 6 p.m. at NVDA Conference Room, 79 Coventry St., Newport for Regional Plan Adoption of Westfield Town Plan:** Planning Commission Chair, Pat Sagui, plans to attend the meeting.

**9. Adjourn:** Following a motion by Anne and second by Yves, all were in agreement to adjourn the meeting at 10:50 a.m.

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Minutes submitted by:

  
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LaDonna Dunn, Town Clerk

Westfield Selectboard Approval: Date: 2/11/19 with 0 changes

  
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Yves Daigle, Chair

  
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Jacques Couture

  
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Anne Lazor