

**Westfield Selectboard Minutes**  
**September 16, 2019 – 5 p.m. – Town Offices**

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**Town Officials Present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Co-Chair) and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Heather Johnson; and Road Commissioner; Eric Kennison (via phone conference)

1. **Call Meeting to Order:** Yves called the meeting to order at 5 p.m.

2. **Public Comment – 5 Minutes: None**

3. **Additions and/or Deletions to the Agenda:** Added FEMA Flood Insurance Study as 17D and Westfield School District Special Meeting/Election as 17E.

4. **Approve Minutes of the 7-15-19 Selectboard Meeting:** Following a motion by Jacques and second by Anne, all were in agreement to approve the minutes with no changes.

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

5. **Library Report – Librarian MaryLee Daigle:** The Library has been open the last couple of years on Saturdays, Sundays or both. Currently, the Library is open on Tuesdays and Thursdays until 5 p.m. Marylee is requesting extending the hours on Tuesday and Thursday until 7 p.m. and not be open Saturday or Sunday, unless there is a special function. MaryLee said special events such as pumpkin carvings, Easter Egg Hunts, or special programs will still be on a Saturday or Sunday to ensure good attendance. Jacques said he didn't have a problem extending evening hours if there's still payroll hours available in the Library budget. Anne asked; what kind of patronage MaryLee expected during the increased hours. MaryLee replied the afterschool program, more working families would be able to visit, and more computer usage. Anne asked if MaryLee has a read aloud story time program and she replied she does not because it is hard to get a large group together. Anne said she was curious about the turnover in books and asked if they could be set out at Recycling Center when they are given away so they would be under cover and out of the elements. MaryLee stated there are certain series that are older that she has discarded. Anne also asked if she ever got the book mobile to visit, because they bring a lot of new books. MaryLee said she hasn't used the book mobile. Yves stated that the Cliff grant program is still available for the opportunity to receive \$2,500 worth of books from a private organization. The Town has received it before. The kids that attend the afterschool program are 1<sup>st</sup> through 6<sup>th</sup> grade. Anne asked if the kids get an opportunity to use the Card Catalog to learn how to use the Library. Mary Lou asked how the Library keeps track of the books. MaryLee stated she has the Library set up by sections such as, cookbooks, fiction, non-fiction, and new releases. Mary Lou asked if she got a book would she get a library card. MaryLee stated it's not necessary because she knows everyone who checks out the books. MaryLee has an old file drawer outside by the front door that people put books being returned into. Jacques asked how many books go out in a week. She said it is about a dozen and she said a lot of DVDs go out for use also. Anne is interested in learning about the process of how the books are organized. The Selectboard agreed the new hours will be Tuesdays and Thursdays 1 p.m. to 7 p.m. beginning October 1. Yves mentioned from a previous VLCT inspection, the step to get into the basement needs to be widened. Jacques agreed to bring his tractor to push the old step out of the way and Yves will make a new step to meet the suggested requirements.

6. **Adopt and Sign Resolution For FY20 Municipal Planning Grant:** There was a motion by Anne and second by Jacques to adopt a resolution for the Town of Westfield to apply for a Municipal Planning Grant to conduct a feasibility study to determine the need for low income senior citizen housing in Westfield. The motion passed unanimously. The Selectboard signed the FY20 Municipal Resolution for submission with the grant application.

**7. Update on Village Center Designation & 9/23/19 Hearing in Montpelier:** Yves stated the Village Center Designation application has been completed. There is a meeting on 9/23/2019 starting at 1 p.m. in Montpelier before the Downtown Board of the Vermont Department of Housing and Community Development (VDHCD). LaDonna, Pat Sagui and Alison Low from NVDA plan to be in attendance. Richard Amore, Planning and Outreach Manager at VDHCD reviewed the initial downtown proposed area and he suggested it be changed to a more concise area. At his suggestion it was changed to the apartment house in front of Rural Edge to D & D Electric and then to Berry Creek Farm including both sides of the road. Allison Low said if the Town had Village Center Designation we would have a better chance of receiving a Municipal Planning Grant.

**8. Road Updates:**

**A. Progress on Radar Signs:** The radar signs are being shipped from Colorado and will be delivered to the Town Garage. Eric will need to contact DIG SAFE in order to install. Yves proceeded to read the permit that has been approved by Department of Transportation.

**B. Sign Vermont Electric Coop-Town Road ROW Occupancy Request for Andrew Emery:** The document was signed by the Selectboard.

**C. Sign Town Road and Bridge Standards – Heather Johnson:** The Selectboard reviewed the states handout about the changes to the new standards. They signed the Town Road and Bridge Standards. The Clerk will submit the signed copy to the Agency of Transportation as well as record it in the land records.

**D. Discuss SFY20 Municipal Highway & Stormwater Mitigation Grant – Heather Johnson:** Heather said after investigating this grant it doesn't appear it will be helpful to us at this time.

**E. Snow Removal Near 2872 Balance Rock Road:** LaDonna reported she received a call from this property owner who inquired about the policy for snow removal because he had a lot of snow banked in his yard during the winter and damage to his lawn in the spring due to plowing. Eric stated the snow removal was within the right of way. He didn't recall anything exceptional but will look at the lawn damage.

**F. Request to do Roadside Mowing in September/October:** LaDonna stated a resident asked why the roadside mowing had been done so early in the summer. The resident felt it should be completed in the fall so the wildflower pollination process was not disturbed. Eric said he did one pass of mowing in July to help with roadside visibility of people coming out of driveways. More mowing will take place in September/October.

**G. NVDA Grant Work Status:** Eric has completed the grant work on Kingdom Mountain Road. Heather has completed and submitted the grant paperwork to Frank Maloney at NVDA. The next step is for Frank to complete the final site visit before we can expect reimbursement. Frank felt he could complete the site visit within a week.

**9. Treasurer's Report – Mary Lou Jacobs:** Mary Lou said the line of credit is paid off. Yves asked what percentage of taxes have been paid. Mary Lou stated approximately 3/4 of the taxes have been paid. Jacques inquired about the Westfield Cemetery cleaning expenses and asked if the money had been transferred from the investments for the expenses. Mary Lou explained that Deb Dykeman had applied for the VOCA grant in her name rather than the Town applying for the grant. The Selectboard felt in the future, for auditing purposes, it would be best to have everything in the Towns name. The Selectboard commented how generous it was that Deb Dykeman coordinated the project and had made such a nice donation towards it in memory of her husband, Steve.

**A. Approve Warrants for Expenditures Dated 7/22, 7/29, 8/1, 8/8, 8/15, 8/22, 8/29, 9/4 & 9/11:** Anne made a motion which was seconded by Yves to approve the warrants as listed. The motion passed unanimously.

**B. Financial Update and Budget Review:** The balance in the general fund account is \$152,135.11. Mary Lou told the Selectboard she asked other town treasurers about their towns' lines of credit when she was at two recent trainings. She said most have to use them each year in excess of \$50,000.

**10. Broken Gate at Tennis Court & Discuss Resurfacing of Tennis Court:** Yves will take the gate off and repair it. Jacques said it may be time to resurface the tennis court. He and Yves will look at it and if needed it will be budgeted for 2020.

**11. Update on Roof and Chimney at Town Office:** It has been determined that due to the location of the septic, installing a power venter to push the exhaust smoke from the heater away from the building at the Town Office is better than installing a chimney. The new roof has been completed and paid for (\$8,200).

**12. FY20 Hold Harmless (Current Use) and State Building PILOT Estimates:** The estimated payment for Hold Harmless (Current Use) will be \$33,934 and the Payment In Lieu of Taxes (PILOT) for state building will be \$3,994. The Hold Harmless payment is designed to hold the municipality harmless from loss in municipal revenue resulting for the assessment of property at use value 32 V.S.A. §3760. These amounts are anticipated on or before October 31, 2019.

**13. Sheriff's Report for June & July:** The report reflected 26 patrol hours and \$550 in fines issued for June and 19.5 patrol hours with \$547 in fines for July. Mary Lou did not pay the Sheriff's bill because they were behind in their contracted hours. She called Mary Anne from the Sheriff's office to assess their hours. Mary Lou stated there are 68 hours that were not recorded. Mary Lou can pay them \$3,300, with a letter that states the contract should be met quarterly. Mary Lou owes them for the 2<sup>nd</sup> quarter and they owe us 40 hours. The Selectboard was in agreement to pay them by the hour. Mary Lou will pay them hourly based on the monthly reports. Mary Lou is going to Sheriff about the man who dumped the garbage at the Recycling Center but did not pay.

**14. Recycling Update:** Yves reported about 400 tires will be brought to the Jay Recycling Center Tire Drop-off at \$2/tire.

**A. Purchase Pressure Washer:** Yves said he did not purchase the pressure washer yet. The best buy was a 2800 psi washer for \$354.00 at Pick and Shovel.

**15. Sign Cemetery Deed for Dottie & Russell Deslandes – North Hill Cemetery:** The Selectboard signed the deed which will be recorded in the land records.

**16. Cleaning of Headstones at North Hill Cemetery – Estimate \$500:** The Selectboard received a quote from Heritage Memorials, Inc. for \$500.00 to clean the old cemetery section at the North Hill Cemetery. Jacques requested we budget for the North Hill Cemetery cleaning next year. Anne was in agreement. Yves stated they need to look at the old stones that are heaved and determine what repairs should be made. The Selectboard agreed to budget for this expense next year and to start putting the money from the sale of cemetery plots into a separate account. LaDonna will inform Heritage Memorials of the board's decision.

**17. Other Business:**

**A. 23 Towns in 23 Weeks in The Newport Daily Express:** LaDonna brought to the Selectboards attention the article about Westfield in the Newport Daily Express.

**B. Letters from Sandra Snyder:** The letter from 7/24/2019 from Sandy is a response from the letter that the Listers had sent. The Town has no responsibility to maintain impassable trails.

**C. Health Officer Report: Correspondence from Town Health Officer:** The Town Health Officer, Joe Berchick, brought a copy of the letter he sent to Sandra Snyder and David Sadowsky to share with the Selectboard. He notified David Sadowsky of a mosquito complaint brought against him by Sandra Snyder. Joe also made a report with the Department of Health. In the letter to Sandra Snyder the Health Officer informed Sandra that the items collecting water on the property that were creating the mosquito issue have been removed and the property owner is now in compliance with his clean up request.

**Needle Found on Kennison Road:** LaDonna reported Jess Kennison called because there was a needle found on the side of the road on Kennison Road. The Health Officer was called to retrieve the needle and safely dispose of it. After discussion with the Health Officer and the Sheriff's Department it was decided that in the future the Sheriff's Department will be notified to pick up roadside needles. The Sheriff's Deputies have sharp containers and special gloves in their cruisers and are trained in the safe handling of needles.

**D. FEMA Flood Insurance Study:** Heather updated the Selectboard that a study being conducted by FEMA will not include the Town of Westfield according to a letter sent to the Town.

**E. Westfield School District Special Meeting/Election in November:** LaDonna updated the Selectboard about a special vote that will be taking place in November because the Jay-Westfield school agreement has been updated. She said we are waiting to hear back from the Supervisory Union District to know if it will be a voice vote at a special meeting or voted by Australian ballot. There will also be an Informational Meeting.

**18. Adjourn:** Following a motion by Anne and a second by Jacques all were in agreement to adjourn the meeting at 8:35 p.m.


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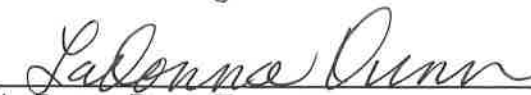
Westfield Selectboard Approval: Date: 10/25/19 with 0 changes

  
Yves Daigle, Chair

  
Jacques Couture, Co-Chair

  
Anne Lazor

Minutes submitted by:   
Heather Johnson, Assistant Clerk

Reviewed/Edited by:   
LaDonna Dunn, Town Clerk