

**Westfield Selectboard Minutes**  
**March 16, 2020 – 5 p.m. – Town Offices**

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**Town Officials Present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Co-Chair) and Anne Lazor (via phone); Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Assistant Town Clerk, Karen Blais; Pat Sagui (via phone, for a portion of the meeting); and Road Commissioner, Eric Kennison (for a portion of the meeting)

**Others Present:** Sheriff, Jennifer Harlow (for a portion of the meeting)

1. **Call Meeting to Order:** Yves called the meeting to order at 5:12 p.m.
2. **Additions and/or Deletions to the Agenda:** Added 16C: ATV-Email from Borderline Ridge Riders; 16D: Waive Late Fees for Dogs; 16E: Dead Trees on the Common & Town Garage; 16F: List of Closures Due to COVID
3. **Approve Minutes of the February 10, 2020 Selectboard Meeting:** Jacques made a motion which was seconded by Anne to approve the minutes with no changes. Motion passed unanimously.
4. **Oath of Office – Anne Lazor:** Tabled.
5. **Organizational Tasks/Appointments (24 V.S.A. §871):**
  - A. **Elect Chair:** Jacques nominated Yves. Motion passed unanimously.
  - B. **Elect Vice Chair:** Anne nominated Jacques. Motion passed unanimously.
  - C. **Elect a Selectboard Clerk:** Jacques nominated LaDonna. Motion passed unanimously.
  - D. **Establish Regular Meeting Dates and Times:** It was decided to continue to meet the third Monday each month at 5 p.m. at the Town Office.
  - E. **Adopt Selectboard Rules of Procedure (emailed in advance):** There was a motion by Jacques and second by Anne to re-adopt the Rules of Procedure with no changes. Motion passed unanimously.
  - F. **Designate Posting Locations (3):** There was a motion by Yves and second by Jacques to continue posting at the Westfield General Store, Westfield Post Office and the Westfield Town Clerk's office. Motion passed unanimously.
  - G. **Select Newspaper of Record:** The Selectboard was in agreement to continue to use the Newport Daily Express as the Newspaper of Record.
  - H. **Appointment of Tree Warden:** There was a motion by Jacques and second by Anne for the Selectboard to continue serving as the tree wardens. Motion passed unanimously.
  - I. **Appointment of a Poundkeeper:** There was a motion by Jacques and second by Anne to appoint Normand Piette as the Poundkeeper. The motion passed unanimously.
  - J. **Appoint NEKWMD Supervisor and Alternate:** There was a motion by Jacques and second by Anne to appoint Yves as the Supervisor of the Northeast Kingdom Waste Management District. Motion passed unanimously. It was decided to leave the Alternate position empty until such time as an Alternate is needed.
6. **Sign Sheriff's Contract & Review January Sheriff's Report – Sheriff, Jennifer Harlow:** The Selectboard congratulated Sheriff Harlow on her recent appointment. She brought the annual contract for the Selectboard to sign which was approved by voters at Town Meeting. The contract was signed in the amount of \$13,875.49 which works out to 21.8 hours per month. The department submits a monthly reporting of hours. The hours that are reported as

administrative hours are for case paperwork. The report for January was for 37.5 hours with 2 fines amounting to \$181.

**7. Planning Commission – Chair, Pat Sagui:** Pat said the updates to the Zoning Bylaw are progressing well. She explained the difference between a Zoning Board of Adjustment (ZBA) and a Design Review Board (DRB). Westfield currently has a Planning Commission (PC) and a ZBA. The PC is in favor of changing to a PC and DRB model, which seems to be what many towns are using. Pat stated before drafting the proposed change to the Zoning Bylaw the PC wanted to discuss it with the Selectboard. She explained, when the draft of the proposed Bylaw is complete, it will be subject to public comment before it becomes law. The Selectboard saw no downside to incorporating the proposed change.

## **8 Road Updates:**

**A. Sign Municipal Roads General Permit Planning Report – Due 4/1/20:** Chair Daigle signed the annual report stating the Road Erosion Inventory has been completed.

**B. Adopt Kennison & Son Equipment Rate Sheet Effective 10/1/20 through 10/1/21:** There was a motion by Jacques and second by Yves to adopt Kennison & Son Equipment Rate Sheet effective 10/1/20-12/1/21 with a \$5 increase on dozers and the addition of the 5050 JD Tractor (attachments will be an additional \$10/hr.) The motion passed unanimously. Eric was asked to add the effective date to the document and submit a new copy to Mary Lou.

**C. Review/Sign Kennison & Son Letter of Understanding:** The document was reviewed with the following changes incorporated:

- change wording on the top of the second page to Eric, not Larry
- payroll should be: average 40 hours/week in the winter and 24/hours week in the summer
- retirement: Eric asked why he hasn't received any kind of reporting on how much has been put into his retirement account. Mary Lou will look into with VMERS and report back to Eric.
- insurance coverage should be 10,000,000 liability

**D. Reminder AOT Annual Meeting-March 30th at 7 a.m. at Town Office:** Due to COVID-19 this meeting will be rescheduled.

**E. Installation of Radar Signs:** Eric said as soon as the ground thaws more the signs will be installed.

**9. Discuss Request for Proposals for Mowing Contract 2020:** It was decided the mowing of the Common, Community Center, Town Clerks Office, Tennis/Basketball Court Recreation areas and the Playground area will be put out to bid by placing an ad in the Newport Daily Express. The Clerk will place the ad and update the RFP document and post it on the website. The bids will be opened and the contract will be awarded at the April 20<sup>th</sup> Selectboard meeting.

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

**A. Approve Warrants for Expenditures Dated 1/22 (\$27,534.22 bills), 2/19 (\$9,084.58 bills & \$996.17 payroll) & 3/4/20 (\$31,854.07 bills & \$7,410.24 payroll):** There was a motion by Anne and second by Jacques to approve the warrants as listed. All were in agreement.

**B. Bank Statement and Budget Update:** Mary Lou reported there is a total of \$37,221.98 in the general fund checking account (including the newest Equalization Payment) with \$12,856 in bills to pay. She reported there is \$7,616.51 in the credit union savings account. There are also two CD accounts: \$4866.84 (matures 4/20/20) and \$4359 (matures 4/15/21). Both of the CD's are earmarked reappraisal funds.

**C. Edward Jones Account Update:** Mary Lou said there is \$150,976 in the Edward Jones investment accounts. The account showed a loss of \$749.09 since 12/31/19.

**D. Scenic View RuralEdge Taxes:** Yves reported he received a phone call from the Delinquent Tax Collector, Joyce Crawford, regarding this account. Scenic View RuralEdge wrote to Joyce requesting a payment plan be established that would extend until November 2020 to catch up on their 2019 property taxes. While the Selectboard acknowledges it is solely at Joyce's discretion to accept a payment plan or not, the Selectboard was in agreement to make a recommendation to accept payments for April, May, June and July of 2020, with the balance to be paid by July. Further, the recommendation from the Selectboard is for this to be a one-time arrangement with the customary interest/penalties to continue to accrue. Yves will call and discuss the Selectboards recommendation with Joyce.

**E. Line of Credit Paperwork:** Mary Lou told the Selectboard she recently learned the line of credit is issued on a calendar year. The interest rate is 2.25%. There was a motion by Anne and second by Yves to sign the line of credit paperwork with Community National Bank for up to \$100,000. Motion passed unanimously. Since Anne was participating by phone conference, she will come into the office to sign the paperwork.

**11. Sign Quit Claim Deed for Paul & Lucille Longley:** The Selectboard signed the new deed for Paul and Lucille Longley which replaces the deed that was previously issued to Jean Longley. The Clerk will record the new deed and make notation on the previous deed in the land records.

**12. Update on Insurance Values on Town Buildings – Karen Blais:** Karen reported, per the Selectboards request, \$100,000 was added to the value of the Town Garage/Recycling Center due to the recent bay expansion. We are awaiting the new endorsement. Karen stated she confirmed that the grader is insured for \$156,000. VLCT will make site visits in 2022 to reassess the coverage on each town building.

**13. Local Emergency Management Plan (LEMP)-Due May 1st:** Anne agreed to make the necessary updates to the document. LaDonna will contact Bruce Melendy at NVDA to get the most recent template and will forward it to Anne electronically.

**14. Review Reply to Auditors Management Report:** The Clerk will use the last minutes as a reply to the Auditors Management Report.

**15. Appoint Representative for the NEK Community Broadband Communications Union District (CUD) and Sign Board Appointment Resolution:** Carrie Glessner reported on this topic at Town Meeting during the discussion portion of the meeting. LaDonna asked Carrie if she would be interested in serving as Westfield's representative. Carrie said she would until another person who may have more knowledge in this area can be found. There was a motion by Jacques and second by Anne to appoint Carrie Glessner, while an alternate is sought. Motion passed. The Selectboard signed the resolution appointing Carrie.

**16. Other Business:**

**A. Upcoming Informal Grievance Hearings and Formal Grievance Hearings:** LaDonna reported the dates are being worked out with NEMRC for the Grievance Hearings. Depending on the pandemic, they may need to be held electronically. It was also reported that Sue Scott is resigning as a Lister as soon as a replacement can be found. The Listers are working on some suggested names for the Selectboard to consider for appointment.

**B. Flyer from Scott Whitaker-Second Amendment Resolutions:** The Selectboard reviewed the document submitted by Scott Whitaker. No action was taken.

**C. Email from Borderline Ridge Riders-VASA:** The VASA map is currently being worked on and will be finalized before the next Selectboard meeting. The Borderline Ridge Riders Club wanted to make sure the Selectboard was going to be in agreement to allow usage of Kennison Road, Reservoir Road, North Hill Road, Cemetery Road and Loop Road again this year. If so, they will have the authorization form available

at the April Selectboard meeting. The Selectboard stated they had no complaints during the 2019 season and planned to proceed with signing the authorization in April.

**D. Waive Late Fees For Dog Licenses:** LaDonna reported the Rabies Clinic that was scheduled for March 21<sup>st</sup> was rescheduled for April 18<sup>th</sup> due to COVID-19 concerns. LaDonna said the law states all dogs must be licensed by April 1<sup>st</sup> each year and the town does not have the authority to change the due date of dog licenses. She suggested the Selectboard could waive the late penalty for dogs until May 1<sup>st</sup>, if they wished. The Selectboard was in agreement to waive the late fees until May 1<sup>st</sup>. Dog license fees are \$9 for Spayed/Neutered dogs and \$13 for unaltered dogs until May 1<sup>st</sup>.

**E. Dead Trees on the Common and Town Garage:** Yves said there is a dead tree on the Common and one at the Town Garage. He asked for authorization to ask Nathan Deslandes to pull out the trees and replant new trees. There was a motion by Anne and second by Jacques authorizing Yves to do this. Motion passed unanimously.

**F. List of Closures Due to COVID-19:** LaDonna reviewed with the Selectboard the following list of cancellations: Agency of Transportation District 9 Annual Meeting 3/30; Public Hearing for Hazard Mitigation Plan 3/31; the weekly Mealsite/Exercise Group; and the Rabies Clinic 3/21(rescheduled for 4/18)

**17. Adjourn:** Following a motion by Anne and second by Jacques, all were in agreement to adjourn the meeting at 7:54 p.m.

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Westfield Selectboard Approval: Date: April 20, 2020 with no changes

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Yves Daigle, Chair

Jacques Couture  
Jacques Couture, Co-Chair

Anne Lazor  
Anne Lazor

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Minutes submitted by: LaDonna Dunn  
LaDonna Dunn, Town Clerk