

**Westfield Selectboard Minutes**  
**February 15, 2021 @ 5:00 p.m. – Westfield Town Offices & via Zoom**

Due to COVID-19 some people participated in person and some participated remotely via Zoom.

**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 Clerks, Heather Johnson and Karen Blais; Road Commissioner, Eric Kennison (for a portion of the meeting); Planning Commission Chair, Pat Sagui (for a portion of the meeting); and Lister Chair, Danny Young (for a portion of the meeting).

1. **Call Meeting to Order – Yves Daigle, Chair:** Yves called the meeting to order at 5:18 p.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** None
4. **Approve Minutes of the 1/25/21 Selectboard Meeting & Business from the Minutes:** There was a motion by Jacques and second by Anne to approve the minutes with one change. Motion passed unanimously.
5. **Listers Report – Danny Young, Chair:**
  - A. **Sign Errors & Omissions (emailed in advance):** Danny Young explained there was one error to report which was due to double entry reporting and three that were current use changes. The Selectboard signed Form PVR-4261-E.
  - B. **Sign Certificate of No Appeal (emailed in advance):** This is the annual form stating there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2020 Grand List. The Selectboard signed Form PVR-4155 upon the recommendation of the Listers.
  - C. **New Lister:** Danny said he has been trying to think of possible candidates for the open Lister position. The Selectboard will let Danny know if they think of a qualified candidate.
6. **Request to Rent Community Center-May 22, 2021:** LaDonna reported there is someone interested in renting the Community Center for a baby shower. The Selectboard agreed to rent the Center with the understanding that, due to Covid mandates, it may be necessary for them to rent the Lion's Club tent and hold the event outside. If this were to happen, the renters would still have access to the restrooms and kitchen.
7. **Roads: Eric Kennison, Road Commissioner:**
  - A. **Status of Speed Sign Calibration:** Jason Sevigny is working with Eric Kennison to get this resolved.
  - B. **Sign Certificate of Highway Mileage (emailed in advance):** The Selectboard signed the Document which the Clerk will submit to the state. Reservoir Road will be discussed at the annual AOT District 9 meeting.
  - C. **Updates to Letter of Understanding with Kennison & Son Excavating, Inc. (emailed in advance):** The 2021 Letter of Understanding was signed. Eric will provide an updated equipment fee schedule. He said the pricing will not change for 2021.
8. **Treasurer's Report – Mary Lou Jacobs, Treasurer:**
  - A. **Approve Warrants for Expenditures Dated:1/28/21 \$1,236.98 (bills); 2/3/21 \$16,619.85 (bills) & \$5,357.54 (payroll); and 2/11/21 \$1,233.71 (bills):** There was a motion by Anne and second by Jacques to approve the warrants as listed. Motion passed unanimously.

**B. Investing Good Neighbor Fund Check for \$10,000:** Mary Lou will double check to make sure all of the Good Neighbor Fund has been transferred out of the General Fund checking account and invested. It was agreed to invest the money in a CD at Community National Bank for 60 months. Community National Bank had the best rate.

**C. Review Budget Status Report:** The Selectboard reviewed the report.

**9. Discuss Agenda/Training for Online Town Informational Meeting 2/25/21 @ 6 p.m. via Zoom:** Pat and LaDonna will attend a VLCT training on virtual town informational meetings. Pat, LaDonna, Karen, Heather and Ellen Fox will hold a mock meeting to practice Zoom technology to ensure a smooth-running meeting.

**10. Recommendation for Health Officer:** The Selectboard will need to recommend someone to the Health Commissioner for this position. Possible candidates were brainstormed. Anne will talk with Andrew Emery or Laura Emery to see if one of them is interested.

**11. Review Auditors Management Report (emailed in advance):** The Board reviewed the Auditors Management Report. Under the Cash Disbursements Journal section (page 2) it was pointed out that payment for the overhead doors at the town garage was made to Troy Overhead Door. The overhead doors were included in the bid from Wind Starr. The Auditors state the \$6,360 for the doors should have been deducted from the payments made to Wind Starr. The Clerk was asked to draft a letter for Selectboard approval to Wind Starr discussing the overpayment of \$6,360 and possible resolutions to the problem.

Suggestions for the Auditor position were discussed. Bobbi-Jo Bathalon was suggested. Mary Lou will contact her to gauge her interest. During the audit, the Auditors discussed the possibility of having a professional CPA firm rather than town Auditors in the future. LaDonna explained to the Selectboard the process if this was pursued. She said it would require an article on the Town Warning and would need to be voted by Australian ballot. The Auditors feel it is difficult to get people who are interested in filling this position. The cost would be considerable to have an annual audit by a CPA firm.

**12. Discuss Landscaping RFP:** The Selectboard said they were pleased with the job Tommy Bathalon did with the landscaping, and they expressed appreciation for his willingness to step in after Tom Schrock passed away. They were hopeful that Tommy would put in a bid this year. LaDonna will place an ad in the newspaper by March 1<sup>st</sup>. The Clerk will update the Request for Proposal (RFP). In addition to the newspaper ad, the announcement/RFP will be posted on Facebook, the municipal website, and Front Porch Forum. The sealed bids will be opened at the March 15<sup>th</sup> Selectboard meeting as well as the landscaping contract awarded.

**13. Discuss Reopening Town Office to Assist with Early Voting/Absentee Ballot Distribution:** LaDonna requested the Town Office be reopened with mask and social distancing requirements in place. LaDonna said she felt it was important to make it as easy as possible for everyone to be able to vote on Election Day, March 2, 2021. She said she is encouraging people to take absentee ballots because of voting everything by Australian ballot there are 51 articles to vote on. The length of time to vote each ballot will be considerable compared to other years. The Selectboard agreed to reopen the office as long as Covid cases remain low, and people adhere to the mask and social distancing requirements. Due to the size of the vault, appointments will continue to be required to ensure only one person is in the vault at a time.

**14. Sheriff's Report for January:** Yves said the Sheriff's Department has a new reporting system which does not provide as much information as the past reports. No dollar amounts for fines show up on the new report. There were 40.75 patrol hours reported for January.

**15. Recycling Update:** Yves gave an update on the Chittenden County illegal dumping incident and reported on the fines that were issued. He also reported that the Waste Management District Supervisors have already voted the budget through for 2021.

**16. Other Business:**

**A. Jay/Westfield School Board Informational Meeting via Google Meet 2/23/21 at 6 p.m.:** The Selectboard was reminded about the upcoming School Informational Meeting.

**B. Correspondence from Orleans County Fair Association:** A thank you letter was read for the appropriation that was sent. The Fair Association said they held smaller events at the fairgrounds due to Covid. They said the appropriation helps them maintain the grounds, buildings and is a place for the community members to gather.

**C. Dates for AOT Annual Meeting:** It was decided that a Monday at 8 a.m. would be the best date/time for the Annual AOT District 9 meeting. This meeting will be a virtual meeting. The Clerk will make the arrangements.

**17. Adjourn:** Following a motion by Anne and second by Yves all agreed to adjourn the meeting at 7:45 p.m.

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Westfield Selectboard Approval: Date: 4/19/21 with 0 change(s)

*Yves Daigle*  
Yves Daigle, Chair

*Jacques Couture*  
Jacques Couture, Co-Chair

*Anne Lazor*  
Anne Lazor

Minutes submitted by: *LaDonna Dunn*  
LaDonna Dunn, Town Clerk & Selectboard Clerk