

**Westfield Selectboard Minutes**  
**April 19, 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 (Vice-Chair) and Anne Lazor (via Zoom); Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; Assistant Town Clerks, Karen Blais (via Zoom); Road Commissioner, Eric Kennison (for a portion of the meeting); Librarian, MaryLee Daigle (for a portion of the meeting); and Planning Commission Chair, Pat Sagui (for a portion of the meeting)

**Members of the Public Present:** Jordon Antonucci

1. **Call Meeting to Order – Yves Daigle, Chair:** Yves called the meeting to order at 5:00 p.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Added 19B Exercise Class Resume Date; and 19C Community Center Rental 5/22/21.
4. **Approve Minutes of the 2/15/21 Selectboard Meeting; 2/25/21 Informational Meeting; and 3/15/21 Selectboard Meeting:** Motion by Jacques; second by Anne to approve the three sets of minutes with one change to the 2/15/21 Minutes. Passed unanimously.

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

5. **Children at Play Sign for North Hill Road – Jordon Antonucci:** Jordon, a resident on North Hill Road, asked the Selectboard to install a sign that says 'Children at Play' in both directions near his driveway. He said, in addition to his two-year-old and baby on the way, there are other children in the neighborhood. There was a motion by Jacques and second by Anne for the Town to order, pay for, and install the signs within 200' of his driveway in both directions. Motion passed unanimously. The Selectboard talked to Jordon about the open Town officer positions. Jordon will consider one of the positions and will stop by the office for more information.

6. **Librarian's Report – MaryLee Daigle:**

- The library received a \$50 donation in memory of Mr. Quintal. Mary Lee is planning to use the money for outdoor games.
- A community summer picnic gathering is being considered for the library.
- Anne asked MaryLee about purchasing new books. MaryLee stated she just purchased new books.
- Karen commented about the necessity of purchasing outdoor games verses library reading programs. MaryLee replied that libraries have had to reinvent themselves and she felt it was important to provide outdoor activities and games for the children.
- Anne asked if MaryLee would be willing to talk to other libraries about what strategies they are using to encourage patronage and the types of programs they are offering.
- MaryLee said she will go to the Jay-Westfield Elementary School to encourage reading.

7. **Suggestions for Open Offices (Lister, Auditor, Health Officer):** Yves said Richard Degre asked if the Selectboard has the authority to appoint an Auditor from outside of the town if the voters approve it. The Clerk will check with VLCT.

8. **Planning Commission Report – Pat Sagui, Chair:** Pat reported Ellen Fox presented to the Planning Commission a draft of the timeline. To stay on track, they will meet twice a month into September. Pat explained the Town Plan drives the changes for the Zoning Bylaw. Pat asked how the Planning Commission should report to the Selectboard. The Selectboard agreed that the Planning Commission should use their energy to focus on the Bylaws rather than a lot of detailed reporting. Yves stated they trust Pat and feel she is doing a good job.

Some new topics not currently in the Bylaws the Planning Commission is investigating include:

- Encouraging turning single family homes into 2 or 3 units to help with much needed housing.
- Helipads

- Drones are being used more and more in ag. Drones are noisy and are becoming more common as toys. The Planning Commission is supportive of farm use of drones. Jacques suggested finding out what other towns are doing and report back to the Selectboard.

**9. Roads: Eric Kennison, Road Commissioner:**

- Jacques spoke with the radar sign technician who gave some suggestions. He checked all of the suggestions. Jason from D & D Electric is going to check the battery.
- Eric is meeting with Frank Mahoney from NVDA today on Monteith Road to discuss the Grants-in-Aid project.
- Lafayette will be installing the anchors in the guardrails on Buck Hill Road. Eric said he has been cleaning under all of the guardrails as part of the spring cleaning.
- Mary Lou asked Eric who was going to be the designated person he mentioned last year that will take care of the town projects such as installing road signs, etc. Eric said it would be him.
- Jacques reported the Town of Westfield has been approved for a \$5,000 Wild and Scenic Grant. More information will be mailed in the days to come.
- Eric said the truck rates for Kennison and Son were not increasing but he was planning to increase the machine rates. After discussion, it was decided since he had not discussed this during the budget hearings, there will be no increase in pricing for 2021.
- Yves asked Eric to lower the rolloff at the Recycling Center by a foot so it will be easier for people to drop their trash into the rolloff. Eric agreed to make the adjustment by Saturday.

**10. Treasurer's Report – Mary Lou Jacobs, Treasurer:**

**A. Approve Warrants for Expenditures Dated: 3/18/21 \$14,367.17 (bills); \$2,992.11 (payroll); 3/25/21 \$4,406.86 (bills); 3/31/21 \$10,124.07 (bills); \$5,207.32 (payroll); 4/8/21 \$2,355.28 (bills); and 4/15/21 \$14,927.38 (bills); \$3,558.38 (payroll):** There was a motion by Anne and second by Jacques to approve the warrants as listed. Yves agreed.

**B. Review Budget Status Report, Checking Account Balance & Investment Accounts (emailed in advance):** The budget status reports for the highway and general fund were emailed in advance of the meeting for review. There were no questions. Mary Lou reported there is \$236,604.80 in the general fund checking account. There is \$4806.20 in the restoration fund savings account; \$7,508.25 in the grader fund CD; \$5,005.50 in the reappraisal fund CD; \$10,011.00 in the unexpected expense CD; and \$31763.23 in the Good Neighbor CD. As of 3/31/21 the Edward Jones investment account is valued at \$164,065.16.

**C. Review and Sign Internal Financial Control (emailed in advance):** The Selectboard signed the annual review.

**11. Discuss Porta-Potty Rental for Recreation Area:** Feeling confident Covid numbers were going in the right direction, the Selectboard agreed to order the porta-potty for the season. Mary Lou will call and order it from Juddy's.

**12. Sheriff's Report for March:** There were 33.75 hours reported for March.

**13. Review and Re-adopt Purchasing Policy and Conflict of Interest and Ethical Conduct Policy (emailed in advance):** Motion by Jacques and second by Yves to re-adopt both documents. Passed unanimously.

**14. Municipal Planning Grant Reimbursement and Update on Scenic View Project:** LaDonna reported the final project report has been submitted to the state requesting reimbursement. LaDonna said the best possible outcome from the housing study has been realized with Scenic View announcing at the last steering committee meeting they plan to repurpose the facility into 10 efficiency apartments and one two-bedroom apartment. Once local and state permitting is in place RuralEdge hopes to start construction this summer. RuralEdge already has the funding in place for this project.

**15. Sign CUD Resolution Appointing Representatives to the Governing Board (emailed in advance):** The Selectboard signed the resolution reappointing Carrie Glessner (Representative) and Laura Emery (Alternate) to the NEK Community Broadband Communications Union District.

**16. Discuss Progress on Updating the Local Emergency Management Plan (LEMP) – Anne Lazor:** Anne and LaDonna are working on updating the LEMP on Wednesday. The final version will be available by the next meeting.

17. **Update on Letter to Jason Belisle (emailed in advance):** Yves reported after Jason received the letter from the town he spoke with Yves and said he thought the garage doors had been deducted from the bill (\$6,720.00). The Selectboard asked Mary Lou to speak with Jason about arranging for the town to be reimbursed for the \$6,720.00 discrepancy. Ideally, a payment in full would be arranged but payments are an option, if necessary. Mary Lou will send a letter confirming the agreed upon arrangement.

18. **Recycling Update:**

**A. Discuss New Trash Arrangement:** Yves reported Dave's Rubbish Removal gave two weeks' notice stating they would no longer be able to pick up the town's trash. Yves negotiated with Dave's to bring a rolloff which will be picked up once a week. Instead of the town paying 2/3's of the trash money collected to Dave's Rubbish, the town will now pay the trash fee based on the weight at the dump plus a rolloff rental fee of \$100/per week. This is on a trial basis, subject to change without notice. Yves shopped around prior to this offer and the other haulers were considerably more. The Selectboard agreed to raise the trash fee by 50 cents per bag effective May 1, 2021.

• **New Trash Rates Effective May 1:**

- 13-gallon bag \$2.00
- 30-gallon bag \$3.50
- 50-gallon bag \$4.50

19. **Other Business:**

**A. Update on Rozelle's Project:** LaDonna gave the Selectboard an update on the storage building being built by Rozelle's on Route 100 (near Buck Hill).

**B. Exercise Class Resume Date:** The Selectboard agreed to allow the Exercise Class to resume meeting on Tuesdays and Thursdays, effective May 13<sup>th</sup>. They will have cleaning, mask wearing and social distancing protocols in place. Pat Sanders told LaDonna most of the regular participants have received both doses of the Covid-19 vaccine.

**C. Community Center Rental:** The Selectboard agreed to allow an indoor Baby Shower at the Community Center on May 22<sup>nd</sup> with the participants following the Governor's mandates. If the Covid count were to increase, the backup plan would be to have an outdoor tent.

20. **Adjourn:** Following a motion by Anne and second by Jacques all agreed to adjourn the meeting at 7:50 p.m.

Westfield Selectboard Approval: Date: 6/21/21 with 0 change(s)

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Yves Daigle, Chair

Jacques Couture  
Jacques Couture, Co-Chair

Anne Lazor  
Anne Lazor

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