

**Westfield Selectboard Minutes**  
**August 16, 2021 @ 5:00 p.m.**

Due to COVID-19 an electronic option was offered via Zoom.

**Town Officials Present:** Selectboard members: Yves Daigle (Chair), Jacques Couture (Vice-Chair), and Anne Lazor; Treasurer, Mary Lou Jacobs; Town Clerk, LaDonna Dunn; and Assistant Town Clerk, Karen Blais; Zoning Administrator, Will Young (for a portion of the meeting); and Road Commissioner, Eric Kennison (for a portion of the meeting).

**Community Members Present:** Sheriff Jennifer Harlow; Jeffrey King and Shelley Martin

1. **Call Meeting to Order – Yves Daigle, Chair:** Yves called the meeting to order at 5:05 p.m.
2. **Public Comment – 5 Minutes:** LaDonna congratulated Yves on his recent Resolution from the Vermont Legislature for his 56 years of service to the Town of Westfield. She said it was a well deserved honor.
3. **Additions and/or Deletions to the Agenda:** None
4. **Approve Minutes of the 7/19/21 Selectboard Meeting:** Motion by Jacques and second by Anne to approve the minutes with one change.

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

5. **Introduce New Town Tracking System – Sheriff Jennifer Harlow:** Sheriff Harlow explained the new online tracking system which allows towns (Selectboard and Town Clerk) to log-in and view when officers have been in town and what activities they performed while on patrol. LaDonna asked about getting the radar cart for North Hill Road and/or Buck Hill Road. There have been complaints about speeding on Buck Hill Road. LaDonna asked if it would be possible to have extra patrols and ticket writing on Buck Hill Road to encourage slower speeds.

**A. Sheriff's Report for June & July:** There were 26 patrol hours reported for June. The July report was not yet available.

6. **Meet the Applicants for Assistant Treasurer:** Mary Lou reported she and LaDonna interviewed Jeffrey King and Shelley Martin for the Assistant Treasurer position. Both are Westfield residents. The Selectboard interviewed both candidates asking about their qualifications for the job and their interest in becoming Treasurer after their training is complete. Mary Lou reported there is one more applicant to interview. She is currently out of town and will be interviewed next week. One of the three candidates will be hired after that.

**A. Executive Session to Discuss Hiring:** No executive session was needed at this point.

7. **Approval of Zoning Application Fees as Recommended by the Planning Commission – Will Young, Zoning Administrator:** Will discussed the new Zoning Application fees which the Planning Commission is recommending be adopted by the Selectboard. The new fees more accurately reflect the real costs to the town either for increases in advertising, staff time or recording fees.

The recommended new fees are:

- Zoning Permit – Current Fee: \$50; Proposed New Fee: \$55
- Permit Requiring Zoning Board of Adjustment Hearing or Site Plan Review by the Planning Commission – Current Fee: \$100; Proposed New Fee: \$150
- Driveway Permit – Proposed New Fee: \$15 (Recording Fee)
- Late Fee for Project Commencing or Built before Permit is Approved – Current Fee: \$100; Proposed New Fee: Double the Fee
- Agricultural Structure – Current Fee \$0; Proposed New Fee: \$15 (Recording Fee)
- Survey Plats – Proposed New Fee \$25 (Recording Fee)

- 8. Update on Appointment of Roger Gosselin as Town Representative to Missisquoi Valley Ambulance Service:** LaDonna reported Roger has agreed to be Westfield's representative and plans to attend the meeting on August 20<sup>th</sup>. He has agreed to be present at the Selectboard meeting with updates or provide a written report.
- 9. Roads – Eric Kennison, Road Commissioner:**
- A. Culvert at Debra Dykeman's Completed:** Eric reported the culvert work is complete at Debra Dykeman's. Mary Lou will bill Debra for the agreed upon amount of \$500. Eric will tar the driveway in the fall when he has other jobs ready.
  - B. Status of Cement Work for Rolloff:** After reviewing the quote it was decided Yves and Eric will meet at the Recycling Center to get a revised quote. The consensus was a ramp and a curb to the end of the ramp beyond the slab will be needed. The area will need to be dug out and graveled or put a frost wall. There was speculation the quote could double.
  - C. Tree Trimming:** Eric said some residents have reported areas where trees need to be trimmed. He stated trimming will take place after the leaves fall.
- 10. Treasurer's Report – Mary Lou Jacobs, Treasurer:**
- A. Approve Warrants for Expenditures Dated: 6/24/21 \$42,703.61 (bills) & \$5,045.27 (payroll); 7/7 \$5,686.38 (bills) & \$1,320.45 (payroll); 7/14 \$6,477.65 (bills):** Motion by Anne and second by Jacques to approve the warrants as listed. Motion passed unanimously.
  - B. Review Budget Status Report, Checking Account Balance & Investment Accounts (emailed in advance):** There were no questions on the budget status report emailed in advance. The general fund checking account reflects a current balance of 253,348.66. Mary Lou reported there is \$4,469.35 at North Country Federal Credit Union. Edward Jones accounts have a balance of \$167,106.34. Community National Bank certificate accounts have the following balances: Good Neighbor Fund \$31,817.50; Unexpected Expense Account \$10,028.17; Reappraisal Fund \$5,014.08; Grader Fund \$7,521.12; and Restoration fund \$5,211.45.
  - C. Review Trash Revenue vs. Trash Expense:** Upon reviewing the July 5<sup>th</sup> statement it appears we are up \$400 in revenue.
  - D. Discuss Oil Supply Prebuy Option (\$2.50/gallon for oil):** There was a motion by Jacques and second by Anne to purchase prebuy based on last years usage of 3638 gallons. Motion passed unanimously.
  - E. Update on Funds from American Rescue Plan Act (ARPA):** LaDonna said she is working on quotes for digitizing vault records and wants to visit some towns using Cott Systems and NEMRC. She will continue to report back to the Selectboard as she gets quotes. She said VLCT is encouraging towns to take their time to decide how to spend the money. There is a five-year timeframe to spend down the money.
- 11. Recycling Update:** Yves reported steel prices are up.
- 12. Executive Session:** There was a motion by Jacques and second by Anne to enter executive session to discuss a personnel issue. The motion included inviting Mary Lou and LaDonna into executive session. Motion passed unanimously. Motion by Anne and second by Jacques to exit executive session. Motion by Jacques and second by Anne for the Clerk to contact Town Attorney, Sara Davies, to explore available options about placing a property lien on a property. Yves abstained from voting.
- 13. Other Business:**
- A. Reminder: Board of Civil Authority (Selectboard/Justices of the Peace) Meeting on Tuesday, August 24<sup>th</sup> at 6 p.m. at the Community Center:** LaDonna reminded the Selectboard about the upcoming hearing.
- 14. Adjourn:** Following a motion by Jacques and second by Anne, the meeting adjourned at 7:35 p.m.

Westfield Selectboard Approval: Date: 9/29/21 with 0 change(s)

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Yves Daigle, Chair

Jacques Couture  
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Jacques Couture, Co-Chair

Anne Lazor  
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Anne Lazor

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