

Westfield Selectboard Minutes

April 18, 2022 @ 5:00 p.m. In-Person Meeting at the Westfield Town Office, 38 School St.
with Zoom Option

Town Officials Present: LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; and Anne Lazor; Selectboard; Eric Kennison, Road Commissioner; and Niki Dunn, Selectboard Clerk

Others Present: Mike Montgomery (Partial Attendance), Sheriff Jennifer Harlow (Partial Attendance), Dan Pellerin; Edward Jones (Remote) (Partial Attendance), Steve Roberts (Partial Attendance), Ethan Bathalon (Partial Attendance), Joanne Bathalon (Partial Attendance)

1. Call Meeting to Order-Jacques Couture, Chair: Meeting was called to order at 5:10 pm.

2. Public Comment – 5 Minutes:

A. Steve Roberts came to discuss the right of way to his property. Other property owners were not present at the meeting at that time (Bathalon) so he left his contact information with LaDonna if the need comes up to discuss this further. Later in the meeting Ethan and Joanne Bathalon came to further discuss the road/ right of way issue. They would like the current Class 4 road (Bathalon Farm Road) that their property is on turned into a private road and then they can proceed with giving Mr. Roberts the right of way to his property They are hoping this will end the amount of unnecessary traffic using this road and turning around in the fields at the end of the road. Jacques, and Richard will discuss the logistics of this at their AOT meeting Wednesday morning.

B. Letter from Connie Laplume: She requests to have inventory taken of all articles at Hitchcock Memorial Library, including photographs of articles (not including books). Letter was read to Selectboard and acknowledged. It was noted that this is something that should be done yearly.

3. Additions and/or Deletions to the Agenda: Additions made; Letter from Connie LaPlume; Underground Easement; and Appoint NEK Broadband Representatives.

4. Approve Minutes: Richard motioned to approve the minutes of March 21, 2022; Anne seconded. Motion carried.

5. Sign Sheriff's Contract – Sheriff Jennifer Harlow: Richard inquired about the over hours charge of \$55 per hour. Sheriff Harlow clarified that those hours would be approved by the Selectboard before any duties performed and are typically for things like fairs, parades, etc. Contract is for a total cost to the town of \$14,822.40 for period beginning April 1, 2022, through March 31, 2023. Richard motioned to approve the contract as written, Anne seconded. Motion carried.

6. Adopt Selectboard Rules of Procedure (emailed in advance): Anne would like to have a set finish time for the meetings, no more than three hours. The board will try to limit meetings to three hours but did not make an official change to the Rules of Procedure. Board will revisit this issue in the future if the meetings continue to last longer than three hours. Richard motioned to adopt the Rules of Procedure as written; Anne seconded. Motion carried.

7. Open Sealed Mowing Bids and Award Mowing Contract: Three bids were received. Bidder #1 was Green Mountain Treescape with a total bid of \$10,020. Bidder #2 was Mike Montgomery Tractor Works LLC with a total bid of \$5350. Bidder #3 was Precision Cut Lawncare with a total bid of \$3100. Anne motioned to hire Precision Cut Lawncare, Richard seconded. Motion carried.

8. Library Report – Anne would like to go back to having a five-member Library Board of Trustees. Board of Trustees would hire the Librarian and make all financial decisions. 2012²⁰¹⁵ is when the Selectboard took over the library finances and there was no longer a Board of Trustees. Jacques had concerns on finding enough people willing to serve on the board and whether or not it would be a paid position. LaDonna asked Anne if she would like the Board of Trustees to take back control of all their finances? Anne thinks they should and that they would have to ask for appropriations if they needed more money. Richard would like to send out a survey to the townspeople to see if there is any interest in serving on the Board of Trustees. LaDonna thought maybe the State Board of Libraries could help us out with how to transition from the Selectboard having control back to having a Board of Trustees in control. Anne noted that the State Board of Libraries told her that they would be able to help out once we have a Library Board of Trustees set up. Then they could offer training to the Trustees and Librarians. LaDonna would like to have people write a letter of interest explaining why they want to be on the board, then they could be appointed and put up for re-election at Town Meeting. Board agreed on doing a survey. Anne will put together the survey and bring it to the next meeting. Richard would still like the Selectboard to oversee the finances. He is concerned that if the library funds are not used in a fiscally responsible way it would not take long for the funds to dry up, then the responsibility would fall back on the town to raise the funds back up through taxes. Jacques would like to know how places like The Goodrich Library are funded, do they raise all the money themselves or does the town appropriate funds to them. LaDonna looked it up and found that the Town of Newport does appropriate around \$100,000 a year for the library.

9. Highway Update – Eric Kennison, Road Commissioner:

A. Designs for Culverts from Orleans County Natural Resources Conservation District: Selectboard was sent the designs. The Board can pick from any of the designs. Orleans County Conservation will then figure out the funding amount. Three culverts are needed on one brook, two needed on Snider Brook. If the town doesn't like the funding amount given we don't have to proceed. We may be able to use structures grants to meet the rest of the funding needed.

B. Price Increase from the Gorman Group: Chloride price is going up; increase was not specified. Eric stated we only use ⁸⁰⁰⁰ gallons a year.

C. Discuss Explanation on Kennison & Son Bills: Stone from Calkins is sometimes noted on Kennison & Son bill, sometimes sent on bill from Calkins themselves. Eric explained that sometimes when loads are purchased instead of having them billed directly to the town they will be put on Eric's account, which is why he then bills the town for them on the Kennison & Son bills. Bills are being marked summer roads and winter roads, not broken down like that in the budget. This is something that used to be needed, Jacques will check at the AOT meeting on Wednesday to see if we still need to keep track of this. Jacques also clarified that the hourly price being charged on the bills will be different depending on who is doing the work, Eric or one of his employees.

10. Treasurer's Report – Lisa Deslandes, Town Treasurer:

A. Approve Warrants for Expenditures Dated 3/1/22 \$13,799.36 (bills), \$3,809 (payroll) & \$316 (transfer); 3/14/22 \$5,961.31 (payroll), \$19,038.83 (bills), 3/29/22 \$4,797 (payroll); and 3/30/22 \$236 (transfer) & \$20,787.88 (bills): Richard motioned to approve the warrants; Anne seconded. Motion carried.

B. Review Budget Reports and Balance Sheet (emailed in advance): No questions on this.

11. Continuing Discussion about Internet on Kennison Rd.: Jacques would like to get ongoing updates from CUD to see how far along they are. They have a meeting coming up so maybe we will have a better idea of their timeframe after that.

12. Resignation of 1st Constable: John Hamelin resigned as 1st Constable.

A. Appoint New 1st Constable: Richard motioned to appoint Jerry Bouchard Jr.; Anne seconded. Motion carried. Town will provide the PPE he requested to carry out the job.

13. Discuss Increasing Cemetery Plot Prices: Tabled until next month. LaDonna will get pricing comparison from other cemeteries.

A. Sign Quit Claim Deed for Krueh Family: Board signed.

14. Recycling Update:

A. Discuss Purchasing Sign for Steel Bin Alerting People Steel is the Property of the Town of Westfield: Can't prosecute without sign. Problem may have been taken care of, will wait for now.

B. Recycling Workers Schedule for May: 7th – Jacques Couture; 14th- Maurice Doyon, Roger Tetreault and Richard Degre; 21st- Dennis Vincent; and 28th-Anne Lazor

C. Discuss Compost Violation #2 Letter: The Town has received a second violation letter. Jacques feels the recycling teams have been doing a good job educating people that no recyclable plastic is allowed, no k-cup pods, and no paper stickers on fruit or vegetables are allowed. Compost materials may be put in paper bags and placed in the compost bins covered with sawdust. Jacques feels violators have been identified and educated so the problem is being corrected.

D. Illegal Dumping of Paint: Paint has been picked up by the violator. No further action needed at this time.

E. Procedures for Green Up Day – May 7th: Town takes green bags for free on Green Up Day only. Green bags can be picked up at Town Clerks Office.

F. Hazardous Waste Day for Westfield – August 20th: Will need more people staffing recycling center that day.

G. Set New Tire Prices to Cover Pick Up Costs: Richard motioned to raise the price to \$5 per tire. Anne seconded. Motion carried. Lisa would like to review garbage pricing; it is not currently covering all the costs. LaDonna and Lisa will figure out how much money is needed to cover costs so the board can decide what amount of increase is needed at the next meeting.

H. Green Up Tires from the Town of Jay: Not Discussed

I. Illegal Dumping Letters to Violators: Not needed at this time.

J. Donated Tree to Honor Yves Daigle from NEKWMD: Board would like the tree to be a Christmas tree that can be planted on the Common for future Christmas on the Common celebrations. Richard got pricing for removing the two maple trees on the Common that need to be moved for plowing reasons. \$150 to remove the trees, \$100 to replant them. Jacques would like to think about where we want to move them; prefer not to have them at the cemetery.

15. Appointing Deputy Registrars for Issuing Burial Transit Permits (BTP): LaDonna will ask Karen Blais. Anne is willing to do it if Karen cannot.

16. Review Updated Local Emergency Management Plan (LEMP) – Due May 1, 2022: Anne did not have time to work on this last month, tabled until next month.

17. Town Attorney's Suggestions about how to Proceed if ARPA Funds are Used to Pay Off IRS Ambulance Debt: The attorney thought the town may be better off using general funds to pay off debt and use ARPA funds for other town expenses. She also had concerns about the ambulance company not having had a recent audit; should have one before the debt is paid off. All towns should vote, co-mingled ballots, on whether to pay off the debt or not. Money should be paid directly to IRS. Jacque noted that they can't get their 501(c)(3) status back until debt is paid off. Once they get that back they can apply for grants for things like new ambulances. LaDonna will send the town attorneys suggestions in writing to Missisquoi Valley Ambulance Service.

18. Executive Session (if necessary): Not needed.

19. Other Business:

A. Annual District 9 Agency of Transportation (AOT) Meeting, 4/20/22, 8 a.m. at the Town Office (in person) Informational.

B. Letters from Sandra Snyder (emailed in advance): Acknowledged; LaDonna sending her a letter. Selectboard signed.


C. Underground Easement: 320 School Street, LaDonna drafted letter as discussed at last month's meeting; Selectboard signed.

D. Appoint NEK Broadband: Annual Mtg, May 10th. Board appoints Carrie Glessner Young, Laura Emery as alternate. Richard motioned to accept the appointments; Anne seconded. Motion carried.

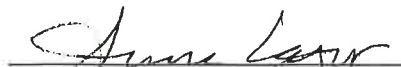
20. Adjourn: Anne motioned to adjourn at 8:29 pm; Richard seconded. Motion carried.

Westfield Selectboard Approval Date: _____ with _____ change(s)

WESTFIELD SELECTBOARD:



Jacques Couture, Chair



Anne Lazor, Vice Chair



Richard Degre

Minutes Submitted by: Niki Dunn, Selectboard Clerk