

Westfield Selectboard Minutes

June 20, 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 (Remote, Partial Attendance); Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; Anne Lazor, Selectboard; Eric Kennison, Road Commissioner (Partial Attendance); Niki Dunn, Selectboard Clerk, Danny Young, Lister (Partial Attendance)

Others Present: Kai Nault (Partial Attendance), Janet Nault (Partial Attendance), Eddie Gosselin (Partial Attendance), Roger Gosselin, Representative Missisquoi Valley Ambulance Service; Denny Lyster, Lions Club (Partial Attendance)

1. Call Meeting to Order-Jacques Couture, Chair: Meeting was called to order at 5:06PM.

2. Public Comment – 5 Minutes: None

3. Additions and/or Deletions to the Agenda: Jacques cannot make the meeting as scheduled next month, so a new meeting date of July 11th at 5 PM was set.

4. Approve Minutes: Anne motioned to approve the minutes from the May 16th, 2022, meeting noting the spelling of the word “grader” in 6E was incorrect; Richard seconded. Selectboard signed the minutes.

5. Ambulance Report – Roger Gosselin: Roger updated the board on staffing at Missisquoi Valley Ambulance. They are good on the number of staff right now but there is still some burnout. Other agencies pay higher, so staff retention is difficult. There is one new paramedic, bringing the total to four right now. There is also one member currently taking EMT classes. All calls are being covered at this time, however response time at night is significantly longer than during the day. The response time is still faster than having another agency respond. There have been some renovations done to help bring the building to an acceptable place to house a person at night to help cut down on the response time, but it is not ready for someone to stay overnight yet. The IRS debt still needs to be paid to bring back the ability to become a 501c3 and get grants toward a new ambulance. They are waiting on the IRS to give them an exact payoff amount. There was discussion on how voting to help pay off this debt would work. A vote at town meeting could consist of voting for Westfield to pay ¼ of the debt owed, or to only pay the ¼ if all three other towns also vote to pay their ¼ share of the debt. There is a fundraiser being held to help raise money towards two new cardiac monitors (\$40,000 a piece).

A. Update on Dispatch/ Regional Communications Working Group Nomination: Roger Gosselin’s name was submitted for this.

6. Library Report – Librarian MaryLee Daigle: No report this month.

A. Library Survey: Anne added some questions that LaDonna had suggested to the survey and a short description of what being on the Library Board of Trustees would entail. LaDonna thought it would be a good idea to put in a spot for people who don’t use the library to explain why they don’t. Anne will add that to the survey. Surveys will go out in the tax bills this year.

7. Highway Update – Eric Kennison, Road Commissioner:

A. Update on Throwing Up Bathalon Farm Road: Jacques called Sara Davies, town lawyer, to make sure the process was being done correctly. She advised him that the first

step would be to have a hearing. The hearing needs to be posted at least 30 days prior, all landowners involved need to be notified by mail, the Planning Commission and a state agency will also need to be notified of the hearing. She can speak with LaDonna on how the notice should be worded. She also noted that there should be no cost to the town, all costs including any mailings, postings etc. should fall on the person/ persons requesting the road be thrown up. Jacques will speak with the Bathalons to make sure they are aware of the costs involved. Sara believed that if all parties involved agreed on where the road is then no survey would need to be done. There may need to be a zoning permit if a boundary line adjustment is needed. If the road is thrown up, each half of the road then belongs to the landowner on each side.

B. Estimated Date to Finish Dykeman Driveway: The driveway has been finished and a bill can be sent.

C. Sign FY2023 Better Roads Category B Grant Agreement (BR1017): Grant was signed.

D. Sign Letter of Intent for Grants in Aid Program SFY23 (due 6-24-22): This grant should be around \$11,000 this year. Letter was signed.

E. Hazard Mitigation Funding: LaDonna let the board know that there is extra money available for this and may be worth looking into for the projects that have plans engineered already.

F. Sand Pile at Town Garage: Jacques has noticed that when the wind blows the sand pile moves further and further back and is partially on his property now. Eric will try to pull it back where it goes as they use the sand.

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

A. Approve Warrants for Expenditures Dated 5/10/22 \$17,788.77 (bills) & \$4,720.18 (payroll); 5/12/22 \$1,991.93 (bills); 5/24/22 \$2,696.35 (bills); 5/25/22 \$4,555.49 (payroll); and \$394.22 (bills): Richard motioned to approve the warrants; Anne seconded.

B. Review General and Highway Fund Budget Reports and Balance Sheets (emailed in advance): The budget is looking okay right now. The Community Center maintenance budget is about 78% used up. If that budget line goes over then money could be used from the unanticipated expenditures fund.

C. Set and Adopt Municipal Tax Rate: Danny Young updated the board on the Municipal Tax Rate for 2022. The rate this year is 0.8686, which is up from last year mostly due to the town receiving less grants this year which raised the amount of money needed to be collected. The state has not yet published the Education Tax Rate which is needed to get the Veterans rate. Tax bills cannot go out until the state publishes this. Anne motioned to set the Municipal Tax Rate for 2022 at 0.8686, Richard seconded. Danny also let the board know that the state may be ordering the town to do another appraisal due to the high prices of home sales, and suggested setting aside some money to pay for the appraisals.

9. Review Updated Local Emergency Management Plan (LEMP) – Due May 1, 2022 – Anne Lazor (emailed in advance): LaDonna took care of getting this finished up. Richard motioned to accept the updated Local Emergency Management Plan; Anne seconded.

10. Community Center:

A. Request for Refrigerator Removal and Shelving from the Lions Club: Denny Lyster came from the Lions Club to request moving one of the refrigerators in the Community Center kitchen and having some extra shelving installed. The Lions Club uses the Community Center as a meal site and due to the setup in the kitchen it's difficult to move food to the oven without getting burned. There are two refrigerators currently in the kitchen so they would like to move one of them out into the main room, near the upright freezer. The tables are currently stored there and these could either be moved to the opposite wall or stored vertically using a strap to hold them in place. Roger Tetreault offered to build shelving for the kitchen and estimated that the materials would cost about \$560. Denny would like the town to pay half the cost of the shelving. Richard motioned to pay half the cost of the shelving and Anne seconded.

B. Repair Needed to Window/ Foundation on Danforth Side of Building: Jacques looked at this and thinks it could be plugged with some concrete for now.

C. Replace Cement Walkway on North Hill Road Door & Repair Cracked Cement on Parking Lot Side: The cement walkway is breaking up in places and needs to be replaced. There was discussion on whether to replace with cement or tar and the thought is that the tar could be done at the same time as other paving projects in town. The cement will need to be removed before the tar can be put down. Anne motioned to research the costs for the project Richard seconded. Jacques and Eric will work with Grays Paving to get an estimate on the cost.

D. Landscape Maintenance: Richard asked his stepdaughter, Michelle, for an estimate on weeding and putting paper and new bark down in some areas around the Community Center. The estimate for the Community Center and Town Clerks Office was \$500. LaDonna didn't think the Town Clerks Office needed bark this year. Jacques and Anne agreed to have Michelle do the work at the Community Center.

11. Recycling Update:

A. Recycling Workers Schedule for July: 2nd – Jacques with Richard as alternate, 9th – Maurice Doyon & Roger Tetreault, 16th – Anne, 23rd – Richard, 30th – Dennis Vincent with Richard as alternate. LaDonna put together a binder with useful information and the workers schedule for the month and she will be leaving it at the recycling center.

B. Tires: There is a load of tires ready to be picked up, Richard will get in touch with the person who picks them up.

12. Topics for Flyer Insert in Tax Bills:

A. ARPA, Timeline for Hearings for Zoning Bylaw Updates, etc.: There was discussion on what to include with tax bills. LaDonna noted that you can only put a few sheets of paper in the envelopes to keep the postage to one stamp. The library survey and zoning bylaw hearing information will go out with the tax bills. It was discussed whether or not to include information on proposed uses of the ARPA funds, such as digitizing the towns books, however there is still plenty of time to use these funds and so town meeting was thought to be a better time to do this. Roger Gosselin suggested possibly using some ARPA funds to upgrade the IT for the various town meetings. The board agreed this would be something worth looking into. Jacques mentioned the roof of the library needing to be replaced and

thought we might be able to use ARPA funds for that. LaDonna wasn't sure if you could since the funds needed to be used on things related to Covid in some way.

13. Sheriff's Report: There was no report this month.

14. Approve/ Sign Dog Warrant for Second Constable's Home Violation Visits: LaDonna let the board know that the people listed on the warrant have been contacted many times and through various methods (phone, email, letter, etc.) She would like to continue with the way this has been done in the past and have the Second Constable, Mike Piper, make the home visits. Anne motioned to approve the warrant; Richard seconded.

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

16. Other Business:

A. Backup Recycling Attendant Interview: Kai Nault came to the meeting interested in being a Recycling Attendant. Jacques let him know that there is no opening currently for an attendant, but that they would keep his contact information in case there was need for backup/ help on any given day.

17. Adjourn: Richard motioned to adjourn at 7:45pm, Anne seconded.

Westfield Selectboard Approval Date: 7/11/22 with 0 change(s)

WESTFIELD SELECTBOARD:

Jacques Couture
Jacques Couture, Chair

Anne Lazor
Anne Lazor, Vice Chair

Richard Degre
Richard Degre

Minutes Submitted by: Niki Dunn, Selectboard Clerk