

Westfield Selectboard Minutes

**August 15, 2022 @ 5:00 p.m. In-Person Meeting at the Westfield Town Office, 38 School St.
with Zoom Option**

Town Officials Present: Jacques Couture, Selectboard; Richard Degre, Selectboard; Eric Kennison, Road Commissioner (Partial Attendance); Niki Dunn, Selectboard Clerk; LaDonna Dunn, Town Clerk; and Lisa Deslandes, Treasurer

Others Present: Barbara O'Brien (Partial Attendance)

1. Call Meeting to Order - Jacques Couture, Chair: Meeting was called to order at 5:02 PM.

2. Public Comment – 5 Minutes:

A. Barbara O'Brien came to discuss plastic bags and caps not being accepted at the Recycling Center. She wanted to know why they are not accepted anymore. Jacques let her know that what is accepted is not up to our town. The plastic caps are currently not accepted due to them falling out of the bales of recyclables. Plastic bags (soft plastics) will be allowed again soon on a pilot basis with lots of education regarding what plastics are acceptable.

B. LaDonna informed the board of an issue with a private road and a culvert the state is concerned with. She was wondering if Wild and Scenic grants could be given to private citizens. Jacques thought they could and that if there is water nearby that goes into the Missisquoi River then they would probably be more likely to give a grant. He noticed there was some ditch work being done at the site and thought maybe that would take care of the issue.

3. Additions and/or Deletions to the Agenda: Jacques wanted to remind Eric that the Wild and Scenic grant needs to be completed by the end of September.

4. Approve Minutes from July 11, 2022: Richard noted that in 15A the siding of the cemetery building needs to be done, not the roof. Richard motioned to approve the minutes; Jacques seconded.

5. Ambulance Report – Roger Gosselin: Roger was not in attendance; No report this month.

6. Update on Library Surveys: Nine surveys have been received. There is one person who has shown interest in the Librarian position and a couple people who have shown interest in being on the Board of Trustees. Once the Board of Trustees is established, they can hire the Librarian. Jacques and Richard wanted to wait to make any further decisions until Anne is able to be at a meeting.

7. Highway Update – Eric Kennison, Road Commissioner:

A. Update on Throwing Up Bathalon Farm Road: Jacques has not heard from the Bathalon's since he spoke to them after last month's meeting. Until they decide to move further with this no other action is needed.

B. Buck Hill Paving: Eric received two quotes, Gray's Paving and Pike Industries. The quote from Pike was \$67,680, Gray's was a couple thousand less (quote was not available during the meeting for an exact number). Eric will need to do some culvert work before the paving can be done. Jacques motioned to have Eric use whichever company is able to do the work during a timeframe that works with Eric's schedule; Richard seconded.

C. Update on Federal Grants for Culverts – Email from Sarah Damsell (emailed in advance): Sarah emailed regarding the grants discussed last month. America the Beautiful Challenge grant had too short of a timeline and could still be pursued next year. Restoring Fish Passage through Barrier Removal grant didn't match up with the projects being pursued using the grant funds. She is looking into the funds that may be available through the Missisquoi Basin phosphorous reduction projects. She believes focusing on getting funds for one project a year may be the best route.

D. Update on Quarterly Highway Aid moneys (emailed in advance): Informational, selectboard read email.

8. Community Center:

A. Repair Needed to Window/ Foundation on Danforth Side of Building: Windows could be done next year, door upstairs most important issue.

B. Replace Cement Walkway on North Hill Road Door & Repair Cracked Cement on Parking Lot Side: Eric got a quote from Richard McAllister for \$1300, however it did not include the full area that needs to be replaced. Jacques would like to have Richard come back and look at the area again and get a new quote. Eric explained that the issues near the base of the steps are caused from the heating of the ramp, so the board would like to look into having some type of gap or barrier between the steps and the walkway to help avoid this area buckling and breaking apart too quickly in the future.

C. Update on Get Quotes for Painting Downstairs and Bathroom at Community Center: Jacques thinks the bathroom is the area most in need of being painted and that the money could be put in the budget to have it completed next year.

D. Repair Large Gap on Door Upstairs: Lisa let the board know that the budget for maintenance on the Community Center is currently at \$5,000 of \$6,000 used. She noted that money could be used from the unanticipated expenses fund. Richard will get a price on a door from Poulin's so that the purchase can be voted on at next month's meeting. Jacques noted that installing a new door will save quite a bit on heat. He also would like to keep in mind that the siding of the building is wooden and will need to be repainted in

the next few years. Lisa suggested getting pricing on replacing the windows and the painting so that it can possibly be added to next year's budget.

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

A. Approve Warrants for Expenditures Dated 7/6/22 \$9,859.10 (bills) & \$5,109.26 (payroll); 7/19/22 \$10,230.58 (bills); 7/20/22 \$5,111.86 (bills); and 7/25/22 \$4,174.30 (payroll): Richard motioned to approve the warrants and expenditures; Jacques seconded.

B. Review General and Highway Fund Budget Reports and Balance Sheets (emailed in advance): Jacques noticed the VMERS budget line is already at 118%. Lisa looked into it and will be fixing it. Richard noticed that none of the budget for the town garage capital improvements has been used and wondered if we could use that for the door for the Community Center. Jacques noted that money was budgeted for painting and a heat exchanger, and the heat exchanger really needs to be purchased and put in before winter. Richard will call to get that ordered. Lisa also updated the board on a delinquent tax sale that will be happening on one property in town.

C. Update on Auditor Quotes: Lisa has put in two calls to Jay towns auditor but has not heard back yet. She is going to look into who Lowell uses. She has heard from Troy town that they use Sullivan and really like them. The quote for the first year from Sullivan is \$18,000, however the cost will be less for consecutive years. The audit is usually done in December and needs to be done before town reports go out in February. The board will revisit this at next month's meeting.

D. Signature for Edward Jones: Currently Edward Jones forms require all 3 selectboard members plus Lisa to sign. The board would like to change this by adding LaDonna as an approved signer and requiring only 3 out of the 5 approved signers in the case that somebody is unable to sign at any given time. A board resolution will probably need to be made to change this.

E. Discuss Oil Supply Pre-Buy Letter: The commercial pre-buy price offered by Oil Supply is \$3.57 per gallon for #2 fuel. Richard motioned to prebuy fuel from Oil Supply, Jacques seconded.

10. Recycling Update:

A. Recycling Workers Schedule for September: 3rd – Dennis Vincent, 10th – Maurice Doyon & Roger Tetreault, 17th – Jacques, 24th – Jacques. There may be a couple people who could help out on the 17th and 24th, Richard can be a backup if not.

B. Tree Presentation by Paul Tomasi (NEKWMD) Honoring Yves Daigle 9/7/22 on the Common: LaDonna will check with the family to see if this day works. If it does the time will be 5:30 pm and Paul will be bringing the Balsam tree. Jacques will see if Debbie Breault can help with refreshments, cookies, donuts and hot apple cider. LaDonna

can bring the plaque dedicated to Yves to the ceremony on the Common and will put flyers together once the date has been confirmed.

C. E-Cycling Update: They are waiting for trucks, should be available in the next couple weeks.

11. Sheriff's Report for June & July: June Report: 1 Warning, 2 Fines (\$220); 18.75 Billed Hours. July Report: 1 Warning, 1 Fine (\$447), 1 Arrest; 13.75 Billed Hours.

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

13. Other Business: None this month.

14. Adjourn: Richard motioned to adjourn at 6:33 pm, Jacques seconded.

Westfield Selectboard Approval Date: 9/8/22 with 0 change(s)

WESTFIELD SELECTBOARD:



Jacques Couture, Chair

Anne Lazor, Vice Chair



Richard Degre

Minutes Submitted by: Niki Dunn, Selectboard Clerk