

Westfield Selectboard Minutes
September 8, 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 Chair; Richard Degre, Selectboard; LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; Niki Dunn, Selectboard Clerk (Partial Attendance); Ellen Fox, Planning Commission Consultant (Partial Attendance); Pat Sagui, Planning Commission Chair (Partial Attendance)

- 1. Call Meeting to Order - Jacques Couture, Chair:** Meeting was called to order at 4:59 PM.
- 2. Public Comment – 5 Minutes:** None
- 3. Additions and/or Deletions to the Agenda:** 8D – Dishwasher Repair at Community Center
- 4. Approve Minutes from August 15, 2022:** Richard motioned to approve the minutes; Jacques seconded.
- 5. Highway Update – Eric Kennison, Road Commissioner:**
 - A. Quotes for Buck Hill Paving:** Prices have gone up for both Pike and Gray’s Paving, no quotes have been received so exact amounts are unknown at this time. Quotes need to be received to move forward with this.
 - B. Cost of Exchanger for New Bay at Town Garage – Richard Degre:** The cost will be more than \$6,000, actual cost not known at this time. Richard will follow up to get a more accurate price.
 - C. Wild & Scenic Infrastructure Grant on Loop Road – Reporting Deadline September 30th 2022:** Eric mentioned at the last meeting that he would get this done before September 30th.
 - D. Application for 2023 River Community Grants (Due October 1, 2022):** Not applying for this one.
- 6. Treasurer’s Report – Lisa Deslandes, Town Treasurer:**
 - A. Approve Warrants for Expenditures Dated 8/2/22 \$7,464.86 (bills) & \$4,174.30 (payroll); 8/10/22 \$1,768.50 (bills); 8/24/22 \$23,184.93 (bills) & \$3,856.67 (payroll); 8/17/22 \$226.27 (bills); 8/24/22 \$2,326.07 (bills); and 8/31/22 \$4,168.13 (bills) and \$5,569.61 (payroll):** Richard motioned to approve the warrants; Jacques seconded.
 - B. Review General and Highway Fund Budget Reports and Balance Sheets (emailed in advance):** Lisa is working with NEMRC to correct an issue with the school taxes and the general ledger.

C. Review and Select Audit Firm: Two quotes came in; \$18,000 for Sullivan and \$7,900 for Telling and Associates in Middlebury, VT. Neither company could promise a report in time for the town report. Newport Center had the same issue, and the auditors wrote a letter stating that the audit was done but that the report could not be generated in time to make it in the town report, and once the report was ready, they put it on the town website. This should only be an issue for the first year. Richard motioned to select Telling and Associates as the town auditor, Jacques seconded.

D. Signatures for Edward Jones: Board signed.

E. Update Employee Handbook & Town Policy: Lisa would like the board to read what is in the handbook currently and see what changes they think should be made. There are areas specifically she would like looked at including vacation time and holidays. She has a handbook from another town that can be referred to. LaDonna would like to have it be a handbook/ policy book so that everything is in one place. Currently policies are recorded in the selectboard meeting minutes and to reference them you need to look back through the meeting minutes.

7. Planning Commission Update – Ellen Fox, Zoning Bylaw Consultant, Pat Sagui (15 minutes): Ellen and Pat discussed where they are in terms of updating town ordinances and bylaws. There are some simple layout changes that are finished; however, they are still working on changing the language on some bylaws. They should have documents available for the selectboard to review at next month's meeting. The potential date for the hearing would be sometime in November, subject to change if need be. Ellen will plan on going over some of the changes with the board at October's meeting.

8. Community Center:

A. Repair Needed to Window/Foundation on Danforth Side of Building: Should get a price for the next budget for the window. The foundation can be fixed when the walkway is repaired.

B. Replace Cement Walkway on North Hill Roadside & Repair Cracked Cement on Parking Lot Side: Still waiting on a quote from Richard McAllister.

C. Cost to Replace Upstairs Door: Quote from Poulin for the door, includes push bar and self-loader, not installation is \$1303.23. Will need to find someone to install. Richard thinks it will take 5-6 hours to complete. Jacques motioned to order the door; Richard seconded. Richard will place the order in the next couple days.

D. Dishwasher Repair: The dishwasher is leaking. Nadeau's has repaired this in the past, LaDonna will call to have them come look at it.

9. Recycling Update:

A. Recycling Workers Schedule for October:

October 1st- Maurice Doyon, Roger Tetreault

October 8th- Richard

October 15th- Jacques

October 22nd- Dennis Vincent

October 29th- Richard or Jacques

Jacques would like to get one more team together to help with recycling.

B. E-Cycling Updates: They are taking these recyclables again.

C. Clothing Recycling Opportunity: Jacques would like to ask for a box. Could put it at the recycling center, near the end of the building. LaDonna will email them to request the box.

D. Foam recycling: Jacques heard it is going well so far. Not all foam types are accepted currently. They are still not opening up foam collection to other towns at this point, but Jacques would like to try it when they do open it up. Prices on some recyclables have gone down, however the budget still seems to be okay.

10. Request from Pat Sagui to be the Town Delegate at VLCT's Annual Meeting (Deadline 9/16/22): Pat has been the delegate in the past. Jacques motioned to appoint Pat Sagui as the town delegate at VLCT's Annual Meeting, Richard seconded.

11. Discuss Request from Homeschoolers to use Community Center as Monthly Meeting Place: The request is to use the Community Center twice a month for a few hours each time, from September to mid-May. There are currently 4 adults and 4 kids in the group. Richard motioned to allow the use on a trial basis (until May), with the same rule's renters follow and they need to make sure it is cleaned when they are finished with it. The use of the building is at the discretion of the selectboard and can be revoked at any time. Jacques seconded.

12. Executive Session (If Necessary): Richard motioned to enter Executive Session at 6pm to discuss employee personnel issues/ handbook; Jacques seconded.

13. Other Business:

A. Cemetery Building: Gerry Bouchard informed ^{Jacques} Richard that on one side of the building dirt had built up and was rotting the wood. He put in a piece of plywood to attach the siding to, he did not do anything with the interior of the building. Also, the materials he ordered did not come in the correct sizes and he had to order more material. The cost of this project may end up being more than was planned on. Jacques noted that the cemetery has investment money that could be used to cover the additional costs if needed.

14. Adjourn: Richard motioned to adjourn at 7 pm; Jacques seconded.

