

WESTFIELD SELECTBOARD MEETING
May 27th, 2024 @ 5:00 p.m.
Westfield Town Office, 38 School Street

Town Officials Present: Jacques Couture, Selectboard Chair; Dennis Vincent, Selectboard; Richard Degre, Selectboard; LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; Niki Dunn, Selectboard Clerk; Mike Piper, Constable

Others Present: Samuel Douglass, State Senator Candidate; Dan McAvinney; Roger Gosselin (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques called the meeting to order at 5pm.
2. **Public Comment – 5 Minutes:** Samuel Douglass spoke regarding his campaign for State Senator. He is concerned with Vermonters struggling economically and the property tax hikes. He feels there is not enough balance in Montpelier currently. He would vote for fiscal responsibility and would vote against bills that raise taxes.
3. **Additions and/or Deletions to the Agenda:** None
4. **Approve Minutes:**
 - A. **Selectboard Meeting Minutes 4-15-24: (emailed in advance)** Richard motioned to approve the minutes of the April 15th selectboard meeting, Dennis seconded. Motion passed.
5. **Wastewater Project Update – Pat Sagui: (emailed in advance)** Jacques noted that when he read the last proposal, he did not notice many changes in regard to the excess costs the project may incur. Dennis and Richard agreed. LaDonna noted that the state is currently reviewing the proposal so there is no update at this time.
6. **Development Review Board Update – Pat Sagui & Ellen Fox: (emailed in advance)** The board reviewed the previously emailed information. LaDonna explained that the Development Review Board will be having a regular standing meeting the second Tuesday of each month. If they need a hearing, they will hold it, unless no meeting is needed that month. There was some discussion on the Development Review Board Clerk, however further discussion was tabled until Pat is available to be at a meeting.
7. **Library:**
 - A. **Librarian Update: (emailed in advance)** Jennifer emailed her report in advance and the board reviewed it.
 - B. **Collections Assessment for Preservation Program (CAP) – Sign Agreement: (emailed in advance)** Jacques noted that there is a match to the grant of \$4,000. In-kind money could be used towards the match. LaDonna explained that this money would go towards caring for the dioramas, preservation and climate control. The grant hires a consultant to come in and see what needs to be done. If the full \$4,000 cannot be made up with in-kind money, then the town needs to cover any extra. Beau sent a note explaining that they will need to pay for the assessor's hotel or Airbnb and that cost (even if donated) could go towards the match. He may be able to get a grant to pay for that also. Dennis motioned to approve and sign the Collections Assessment for Preservation Program Agreement (CAP), Richard seconded. Motion passed.
 - C. **State Register of Historic Places Acceptance:** Jacques noted that this is a significant distinction.

8. Highway Update – Eric Kennison, Road Commissioner:

- A. Grants In Aid Award (\$7,000): (emailed in advance)** Board reviewed the award.
- B. Kennison Road/ Luke Backus Property Beaver Dam:** Lisa explained that the dam is getting bigger every year and can now be seen from the road. She is concerned that if it breaks it could wash out the road. She thinks it should be checked out before that happens.
- C. Current Grants:**
 - i. BR1104 Better Roads Grant (TH2/ Route 58) \$15,000 – Needs to be completed by 9/30/24**
 - ii. GA0461 Grants In Aid \$12,500 – Needs to be completed by 9/30/24**
 - iii. GA0695 Grants In Aid \$10,000 – Needs to be completed by 9/30/24**
 - iv. FY25 Grants In Aid \$6,000 – Work needs to be done between 7/1/24 and 9/30/25**
- D.** Jacques noted that the Wild and Scenic grant is also due this year.
- E.** The board agreed that Eric should attend the meetings. Not much can be decided upon when he is not there. LaDonna explained that she does not have the location of some of the grants yet. Jacques agreed that Eric should let LaDonna know the locations of the grants once the sites are picked. Richard spoke with the O'Donnell's about replacing a culvert to prevent dirt washing into their field every year. They were okay with having that done. Eric told Richard he could use grant money to do that work.

9. Treasurers Report – Lisa Deslandes:

- A. Approve Warrants 4/10/24 \$17,433.87 (bills), \$9,102.72 (payroll); 4/16/24 \$1,645.76 (bills); 4/23/24 \$7,952.51 (bills), \$6,486.36 (payroll): (emailed in advance)** Dennis motioned to approve the warrants, Richard seconded. Motion passed.
- B. Review General & Highway Fund Budget Status Reports (emailed in advance):** Board reviewed.
- C. Review Investments (emailed in advance):** Board reviewed. Lisa renewed the grader CD for another 2 years.
- D. Mandatory Child Care Contribution (Starts 7/1/24): (emailed in advance)** Lisa explained the two choices to the board. The board can cover the full 0.44% tax for their employees, or they could cover 0.33% of the tax and pass the remaining 0.11% of the tax on to the employees. Dennis motioned to cover the full 0.44% tax for every employee, Richard seconded. Motion passed.

10. Update on ARPA Funds:

- A. Quote from Poulin Lumber Re: Community Center Windows: (emailed in advance)** Both window quotes are for 9 upstairs windows and 4 downstairs windows. The Poulin quote is only for windows, not labor. Richard will get a quote for the labor for the next meeting. The quote from Anderson is with labor and was for \$55,890. Richard also got two quotes for painting. Annette Patenaude would be hand brushing two coats of paint for \$17,000. Peck would be spraying two coats for \$16,080. Both people could get it done this summer if given enough notice. The windows may end up being covered through the MERP energy grant, although that money may not be available until next year. The board agreed to get the painting done now and wait until the next meeting to further discuss the windows. Richard noted that since Annette won't need to paint the upstairs windows her quote may be lower. Richard will get a quote for the labor for the windows by the next meeting and will check with Annette about possibly getting a lower quote on the painting. Dennis motioned to hire Annette

Patenaude to do the painting, Richard seconded. Motion passed. The board all agreed that having the painting done by hand rather than being sprayed on would result in a better end product.

- B. Remaining ARPA Funds Need to be Under Contract by 12/31/24:** ARPA funds need to be committed by 12/31/24. This will be further discussed at future meetings.

11. Need for IT Help:

- A. Discuss and Sign Beloin Computing Contract: (emailed in advance)** LaDonna explained that towns are getting hit with ransomware lately and the office has nobody checking the computers regularly to keep an eye on this. She contacted other computer repair shops and had no luck finding anyone willing to come out. The contract Dennis Beloin proposes would be \$2,000 for the year to check on the computers monthly. Any other work would be billed by the hour. He would also be available within 24 hours for any problems that come up. LaDonna also explained that all the computers in the office, except for the scanning computer that was recently purchased, will need to be upgraded. Dennis Beloin will get a quote together for the replacement of the computers. Richard motioned to hire Dennis Beloin; Dennis seconded. Jacques recused himself from the vote due to a familial connection with Dennis Beloin.

12. Recycling Update:

A. Recycling Schedule for June:

June 1st – Dennis Vincent
June 8th – Roger Tetreault, Maurice Doyon
June 15th – Jacques Couture
June 22nd – Richard Degre
June 29th – Dennis Vincent

- B. Fluorescent Bulb Costs:** Contractor rates apply if they bring a lot of bulbs at once.

13. Sheriff's Report for March 2024:(emailed in advance) Board reviewed the report. It was noted that the State Police have been patrolling town more. Roger Gosselin explained that the State Police do not go to many calls right away, unless they are urgent or could result in a loss of life. When towns are covered by the Sheriffs Department calls in town will get a response faster.

14. Pickleball Update: LaDonna and Jacques met with a guy regarding the pickleball court setup and discussed how the striping could be done. Jacques noted that using volunteers will be much cheaper, and they seem to know what they are doing. LaDonna will continue working on getting a quote for the line striping to have a comparison. Richard will speak with Roger Tetreault regarding the building to store equipment.

15. Consider Montgomery Fire & First Response Contract: (emailed in advance) Roger Gosselin spoke regarding the contract needed. This would be for medical calls, as they already respond to fire calls. They will be available to do basic EMT level things to start with, and the goal is to move towards more advanced levels. They would be dispatched through 911 automatically. They may even be there before the ambulance based on road routes. There will be a small price increase to cover supplies they may need for EMT calls. LaDonna noted that Doug is looking into finding a boilerplate contract to work from, as they do not use contracts currently. Roger thought that the Troy Rescue contract could possibly be used as a template. Richard motioned to approve working with Montgomery Fire and First Response; Dennis seconded. Motion passed.

16. Westfield Cemetery:

- A. Request for Westfield Cemetery Repairs (Stones Down, Pavement Needs Repairing):** LaDonna noted that there are some stones that need repairing at the Westfield Cemetery and there is also a broken stone at the North Hill Cemetery. There was also a complaint that the North Hill Cemetery was not mowed. It did end up getting mowed Saturday afternoon, however it should be done before the weekend as that is when most people visit the cemeteries. It was noted that the Selectboard is responsible for repairing the headstones. LaDonna will call to get the North Hill Cemetery stone repaired. She would like the board to visit both cemeteries to observe any damage done over the winter. Lisa noted that when Yves used to clean up the cemetery he would remove old flowers and items. In the cemetery policy it is noted that those items can be removed. Lisa would like to volunteer to do this cleanup at the North Hill Cemetery. For the pavement at the Westfield Cemetery Richard thought that removing the pavement and put Staymat down instead could be a solution. To repave will be expensive. Richard will get a quote from Don Berthiaume, Eric Kennison and Mark Sicotte on removing the pavement and putting Staymat down.
- B. Discuss Cemetery Policy: (emailed in advance)** Before the next meeting the board will review the policy.
- C. Installation of Traver Headstone:** There was a question regarding the Westfield Cemetery on if someone wants to install their own headstone who can do it. The current cemetery policy does not discuss that. The Sexton, Todd Morey, met with the person who would like to install a headstone and he feels that the person does know what they are doing. This will be discussed further when the cemetery policy is reviewed.

17. VLCT Risk Management Report: (emailed in advance) Jacques spoke with D&D Electric regarding the wiring to be done at the town garage. They also noted that there should be a shutoff valve for the diesel tank. The Community center items in the stairwell are taken care of. All items at the town office are fixed, other than the furnace not being inspected.

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

19. Other Business:

- A. Jay Peak's One Town Celebration Gala – Congratulations to Westfield Residents Jacques Couture and Denny Lyster:** Jacques thought there were about 150 nominees and noted that they will be continuing this celebration in the following years.
- B. Troy Rescue Cardiac Ceremony 6pm on 6/6/24 at Troy Rescue:** Richard and Dennis can attend the ceremony; Jacques will try to go. Roger Gosselin noted that they had another cardiac arrest save since this first one.
- C.** Karen Blais will not be cleaning the town office after July 1st. LaDonna will ask Connie LaPlume if she would like to do it.
- D.** The Jay Food Shelf has been housed at the Jay Town Office since it started, and they want the food shelf to move to a different location. They are looking at the old Missisquoi Ambulance location right now. They will need to take over some more expenses than they do now, like electricity, plowing, etc. Appropriations will increase due to this. All of this is just in the talking phase as of right now, no decisions have been made. The food shelf feeds about 100 families a month, including 15 in Westfield.

20. Adjourn: Richard motioned to adjourn at 6:48pm, Dennis seconded. Motion passed.

Westfield Selectboard Approval Date: 6/18/24 with φ change(s)

X Jacques Couture
Jacques Couture
Selectboard Chair

X Richard Degre
Richard Degre
Selectboard

X Dennis Vincent
Dennis Vincent
Selectboard

