

**Westfield Selectboard Agenda
November 17, 2014 – 6 pm – Town Offices**

Present were: Selectboard Members: Yves Daigle, Richard Degre; Jacques Couture; Treasurer Mary Lou Jacobs; and Town Clerk LaDonna Dunn.

- 1. Call Meeting to Order:** Yves called the meeting to order at 6:05 pm.
- 2. Additions and/or Deletions to the Agenda:** An addition of *Missing Parcel Located on Tax Map 3* was added to the agenda. It will become Article 18 which will change *Other Business* to Article 19 and *Adjourn* to Article 20.
- 3. Approve Minutes of the October 13, 2014 Meeting:** Jacques moved and Richard seconded to approve the minutes with one change. Passed unanimously.
- 4. Replacement for Ken Bryant & Bruce Fortier-Planning Commission:** Yves read a letter of resignation from Bruce Fortier who has moved out of state. According to the Zoning Bylaws there should be 3-9 members on the Planning Commission. With the resignations of Ken and Bruce six members remain. The Selectboard would like to have 7 members on the Commission. Jacques offered to contact Bill Millar to see if he would be interested in serving on the Commission. An appointment was postponed until next month's meeting.
- 5. Lions Club Request for Contribution for New Freezer:** The Lions Club replaced a leaking, inefficient freezer at the Community Center. They made a request to the Town to pay for a portion of or all of the new freezer which was \$475. After discussion a motion was made by Jacques and seconded by Richard to regrettably deny the request due to budgetary restrictions. Passed unanimously. LaDonna will notify the Lions Club of the Selectboards decision.
- 6. Update on Town Street Lighting Program:** LaDonna reported the street light bulb replacement work will be completed by the end of the year according to the Vermont Electric Coop (VEC) representative. After the \$100 per bulb contribution from Efficiency Vermont the Town will be responsible for \$75 per bulb and will receive a one-time bill of \$1650. According to the documentation it should take 25 months to recoup the \$1650 investment based on the anticipated monthly savings on the VEC bill due to the new energy efficient bulbs.
- 7. Culvert Road Work Update:** Yves explained there are two separate grants. The first grant is a Town Highway Structure Grant. The Structure Grant is comprised of a \$38,000 (Balance Rock Road) and a \$48,000 (Buck Hill Road) grant. These grants are a 90% reimbursement of the actual cost of the project (up to the executed grant amount). The town is responsible for 10% of the project cost. Eric Kennison reported to Yves that the Balance Rock Road portion of the project is nearly complete. As soon as the final bill for the guard rails is received, Mary Lou will submit the paperwork to the State for reimbursement. The Buck Hill Road portion of the grant will be completed in 2015. The second grant is the Better Back Roads Grant. It is for culvert work on North Hill Road and School Street in the amount of \$7,500. Eric has completed the culvert work on School Street and the North Hill Road portion will be completed in the spring of 2015. Mary Lou gave the Selectboard an up-to-date expense report for the road fund.
- 8. E-Vermont Grant Update-LaDonna Dunn:** LaDonna reported the Town has received the \$600 check, the laptop and a color printer with extra ink cartridges from Peggy Loux. It was decided that the equipment will stay at the Town Clerk's office. Carrie Glessner has been

contacted about assisting with the website development completion. The Selectboard approved a \$15/hour rate for Carrie's services not to exceed \$600.

9. Update on Repairs to the Community Center: Yves said the staining and caulking on the building and the new railings & floor on the side entrance have been completed. The three new doors and cellar windows have arrived. He will try to get them installed before winter.

10. Scott Keysar's Retirement: All the towns in AOT District 9 were represented at Scott's retirement party. Yves said Scott appreciated the maple gift basket the Town brought to thank him for his 53 years of service.

11. Eave Spout Repairs at Recycling Center: NEKWMD sent a check to reimburse the town for the damage done by the recycling pick-up truck to the eaves at the Recycling Center.

12. Update on Tire Sales: Yves recently began taking the tires to Gates Salvage Yard in Hardwick. The Town made a net profit of \$19.46 on 52 tires.

13. Sheriff's Report: The Sheriff's report reflects \$347 in fines and 29 patrol hours for October.

14. Planet Aid Partnership Program: Yves reported this program was discussed at the last NEKWMD and many towns now have these large metal containers available at their recycling centers to collect clothes and shoes. There is a collection person from Concord, NH that comes to empty the containers. The Town will receive a fee of 5 cents per pound for clothes and shoes deposited in the container. He spoke with Merry Hamel of NECKA and the Catholic Church to make sure this would not create a shortage of clothing for them to sell. Both groups felt there would not be a problem. Richard moved and Jacques seconded to proceed with setting up a collection container at the Recycling Center. Passed unanimously.

15. Schedule Date for Caroling on the Common: December 10 at 6 pm was selected for this year's date. Santa will arrive in the fire truck at 6:30. There will be music, caroling, hot chocolate, donuts and candy treats for the kids.

16. Schedule January Budget Meeting: The Budget Meeting will be January 8, 2015 at 8 am.

17. Discuss Quotes to Print Town Report: LaDonna presented three printing quotes for the upcoming Town Report. Mary Lou stated there is a new person running the prison print shop and she offered to make contact to see if he would reconsider giving the Town a quote on printing. A decision was tabled until we hear from the prison.

18. Discuss Missing Parcel on Tax Map 3 (added agenda item): LaDonna gave an update on the research done to try and identify who owns the 28.9 acre parcel that abuts Daigle, Slayton & Kennison. It was decided that LaDonna would contact the Town of Jay and see who owns the property on the Jay side. Yves will contact Buzzy Slayton and see if he knows the history of the property. Tabled until further information is available.

19. Other Business:

- A. Gordon Lesperance and Dennis Neumann asked Yves what the legal enforcement process is when someone starts building without a local building permit.
- B. Yves asked the other Selectboard members what items they would like included in the Selectboard report for the Town report. They felt the way he has presented the report in past years was a good approach.
- C. The Selectboard asked Mary Lou to open a \$250 savings account at North Country Federal Credit Union with debit card access. LaDonna will use the debit card to purchase online supplies for town buildings and books for the library.
- D. LaDonna and Mary Lou will work on a job description for the Librarian position.

20. Adjourn: Richard moved and Jacques seconded to adjourn the meeting at 8:55 p.m. Passed unanimously.

Minutes submitted by:

LaDonna Dunn, Town Clerk

Westfield Selectboard Approval Date:

Yves Daigle, Chair

Richard Degre

Jacques Couture