

Westfield Selectboard Minutes
May 22, 2017 – 6:00 p.m. – Town Offices

Present were: Selectboard members: Yves Daigle (Chair), Jacques Couture (arrived at 6:15 p.m.) and Anne Lazor; Treasurer Mary Lou Jacobs; Town Clerk LaDonna Dunn; Librarian MaryLee Daigle (for a portion of the meeting); guest Karen Ward from Edward Jones (for a portion of the meeting) and property owners John and Wendy Hamelin (for a portion of the meeting).

- 1. Call Meeting to Order:** Yves called the meeting to order at 6:04 p.m.
- 2. Additions and/or Deletions to the Agenda:** The following were added under other business: F. Top of VT Letter of Support Request; G. Missisquoi River Watershed Riskmap; H. VT Land Trust Letter; and I. Bench on the Common.
- 3. Approve Minutes of the May 1, 2017 Selectboard Meeting:** After the Clerk read the minutes there was a motion by Anne and second by Yves to approve the minutes with no changes. So moved. (Jacques was not present for the vote.)
- 4. Edward Jones Guest-Karen Ward:** Karen Ward was introduced by Yves who explained she was now our broker for the Library investment account held at Edward Jones. Karen went on to say she took over 200 of the accounts when she moved up to the Newport area. She reviewed the Library portfolio explaining balanced growth and income have been the portfolio objective. This means 50% of the investment has been in bonds and 50% in stocks. She explained this account has always been invested as a joint effort between the Town and the broker. She said her suggestion was to not change anything with the portfolio at this time. She referred the Selectboard to page 6 and reviewed the following gains on the account: for 2014 +\$2,947.66; for 2015 +\$35.57; for 2016 +\$3,056.95; and for 2017 +\$2274.48. The overall rate of return since January 1, 2009 has been 10.57%. The Selectboard was pleased with these numbers and thanked Karen for her thorough explanation.
- 5. ATV's on Town Roads:**
 - A. Liability to Town & Info from Other Towns-Mary Lou Jacobs:** LaDonna updated the Selectboard with liability information from VLCT, VLCT's model ordinance, statutory information and Mary Lou provided sample ordinances and permits from towns that allow ATV's on their roads. LaDonna said VLCT strongly urges towns that want to allow ATV's on town roads to pass an ordinance so there can be a higher level of control and enforcement. Property owners John and Wendy Hamlin were present and answered questions about Vermont All-Terrain Vehicle Sportsman Association (VASA) and offered to help with any necessary research. Everyone was in agreement this will be an ongoing conversation as the Selectboard researches this topic. Motion by Jacques and second by Yves to review the information provided by LaDonna and Mary Lou and discuss this again at the July 3rd meeting. So moved.
- 6. Library Report:**
 - A. Librarian's Report-MaryLee Daigle:** MaryLee reported to the Selectboard on the projects she has been working on at the Library including:
 - sorting and organizing into albums the town historical records and photographs
 - purging old books
 - purchasing used dvd movies from the Westfield General Store for the lending library at a discounted rate
 - organizing the rummage sale items being donated for the Memorial Day weekend sale
 - always trying to increase patronage; MaryLee's thoughts are, the more people that get familiar with the Library, the more that will return

- working at the Lions Club Texas Hold'em which raised approximately \$500 for the Library
- future dream purchases would include: at least one new computer and a set of tables and chairs for the downstairs area (the old metal chairs had to be removed because a child got hurt on them at a recent event); and increasing the programming money for holiday activities which have been well attended with up to 40 children in attendance

MaryLee sees the Library as a gathering spot. Libraries are not traditional anymore. She is looking to have a more utilized facility. Jacques commented he travels a lot and libraries are re-inventing themselves to survive. MaryLee said she has been approached by two groups that want to have public forum meetings. She mentioned it is difficult to facilitate these events because they are after Library hours. The Selectboard reinforced their view that no one is to be in the Library without a town employee in the facility. MaryLee would like to have a Family Day this summer with games on the back lawn. Perhaps this event would be a picnic or an ice cream social.

B. Parking Stops-Mary Lou Jacobs: Yves will work with Mary Lou on how many parking stops to purchase from Taplins. Mary Lou will get prices on 8' yellow parking stops.

C. Paving Update: The paving will be done on May 23rd. The Selectboard felt the parking spots should be 9'. Yves asked about striping the parking spots. Mary Lou will make some calls for pricing.

7. Delinquent Dog License List: LaDonna told the Selectboard there are currently 3 dogs not licensed representing 2 dog owners. They have been contacted by letter three times and phone call once. There was a motion by Jacques and second by Anne to send the Constable to visit these people after May 30th unless they have paid for their dog license. So moved. LaDonna also provided the Selectboard with an up-to-date list of all licensed dogs. She reported there is a continuing problem in Alpine Haven with dogs running at large. It has been reported that one of the unlicensed and unvaccinated dogs has been attacking other dogs while the owners are walking them. The dogs that have been attacked have been on leashes. At least one resident has called the police to report the problem. Two of the residents have been in to the Town Clerk's office to complain. LaDonna suggested it might be time for the Constable to pick the dogs running at large until the problem is under control.

8. Treasurer's Report:

A. Approve Warrants for Expenditures Dated 4/12, 4/19, 5/2, 5/10 and 5/17/17: Motion by Yves and second by Anne to approve the warrants as listed. So moved.

B. Follow-up on County Budget: Mary Lou reported this was a follow-up from a question a few months ago. The Town of Westfield's portion of the county budget is .02%. This is for the Sheriff and the Probate Court budgets.

C. Follow-up from Budget Review on Community Center Maintenance: Mary Lou looked into this and found the amount that appeared to be over budget was due to the septic blockage which is an unforeseen expense.

9. Playground:

A. Installation of Replacement Leg on Tire Swing: The replacement leg has arrived. Yves will install it the week of May 23rd with the help of Jacques tractor.

B. Citizen Playground Inspector: LaDonna reported she spoke with Laura Emery on Balance Rock Road. Her family uses the playground on a regular basis. Laura will speak with her husband, Andrew, about them inspecting the playground for safety issues and/or equipment failures on a regular basis. She said it sounded like a fun family project.

10. Road Updates:

A. Open Bridge #16 Proposals: The pre-bid meeting was discussed. One bid was submitted for consideration from A.L. St. Onge Contractor, Inc. in the amount of \$37,450.00. Yves read the bid proposal. Jacques suggested prior to sending the award letter, the bid be submitted to Shane and Jason at AOT for their review and comments.

B. Award Bridge #16 Contract: Motion by Yves and second by Jacques to award the contract to A.L. St. Onge Contractor, Inc. for the repairs of Bridge #16 on the Loop Road pending the comments/opinion from AOT stated above. All were in agreement. Yves will get a copy to Jason Sevigny for his review. After AOT reviews the bid, the Clerk will draft an award letter notifying Stacey St. Onge.

C. Discuss Reclassifying Loop Rd. from a Class 3 to a Class 2 Road: LaDonna spoke with Shane at AOT to discuss the guideline in the Orange Book regarding total mileage of class 2 town highways to total mileage of class 2 and class 3 town highways not exceeding 25%. Jason confirmed we are just under 29%. He said this does not automatically disqualify the town from the reclassification. He suggested talking to Johnathan Croft who is the Mapping Section Chief for the State of Vermont. LaDonna made contact and the suggestion was to move forward by contacting the Town of Troy to gauge their interest level. Both towns would have to be in agreement with the project since Loop Road runs through both towns. He also said to work with NVDA to get a traffic study. Yves will speak with the Troy Selectboard Chair to see if they are interested in pursuing this.

D. Discuss Developing a Driveway Permit Application: The Selectboard had discussed this at their annual meeting with AOT. Yves had a sample ordinance from Brighton. LaDonna had a document entitled Developing a ROW or highway Access Permit. The Selectboard asked LaDonna to draft a policy and an application for their review.

E. Follow-up on Flashing Speed Limit Sign Options: LaDonna presented pricing on radar speed units which she had received from AOT. They range from \$2719.00 to \$6779.00 depending on the size and if they are solar or electric. LaDonna reported there is one being installed as you enter the Town of Lowell near the Town Hall. Mary Lou will call Lowell and see what types of permits were required and if the town purchased the sign or if state installed it. After discussion there was a motion by Yves and a second by Jacques to have this on the warning for Town Meeting to see if the Town should purchase a trailer style, radar sign. All were in agreement.

F. Kennison Rd. Closure-June 4, 9:45-11:45 a.m. for Color-A-Thon: LaDonna reminded the Selectboard of this road closure.

G. Reservoir Rd.: Residents in the area of Reservoir Road would like to have signs placed that say No Buses or Trucks. This item was tabled.

H. Road 23-Bathalon Farm: Carlton Roberts owns 62.7 acres off of Road 23-Bathalon Farm. He called Yves and said that Robert Bathalon told him he was going to speak the Selectboard about closing Road 23. The Selectboard reviewed the tax map and learned this would land lock the Roberts property. He wanted to alert the Selectboard about the land lock issue.

11. Follow-up and Presentation on Service Award: Mary Lou continues to work on this award and the details for the presentation.

12. Sheriff's Report from March and April: Yves reported there were 40.5 patrol hours reported for March and 16 hours for April.

13. Community Center:

A. Discuss Floor Replacement: Yves said he has begun to look into this and believes the floor will cost more than the anticipated \$10,000.00. Yves will cost out the materials.

B. Furnace Maintenance: Bill Driver will be gone until May 24. Yves will continue to call him to schedule maintenance on the town furnaces.

C. Discuss Fan Quote from D & D Electric: The quote was \$1686 for four ceiling fans with speed controls. One will be placed in the kitchen and three in the common area. There was a motion by Jacques and second by Anne to have D & D Electric install the fans. So moved.

D. Discuss Sewer Re-Work: Yves explained the diagram he and Normand Piette drew up to change the sewer pipes downstairs at the Community Center. This would eliminate the underground pipes and utilize pipes along the walls. Anne made a motion to accept the design and have Yves and Normand complete the work. Jacques seconded the motion and all were in agreement.

14. Recycling Updates:

A. Food Scrap Collection Implementation May 20, 2017: Yves reported trash haulers are exempted for another year. Transfer stations have to start collecting scraps now. Westfield is now accepting food scraps. Representatives from NEKWMD were on hand at recycling recently to hand out 5 gallon collection buckets and explain to people how to recycle food scraps.

B. Green Up Day Report: Yves said we had another successful Green Up Day. He handed out all the Green Up bags he had.

C. Compost Speaker, June 22, 6 p.m. at the Community Center: Shannon Choquette from NEKWMD and Americorps will present Backyard Composting Basics at the Community Center. All communities are invited to participate.

15. Other Business:

A. Health Officer Appointment by Commissioner of Health-Present Certificate: Yves presented Mary Lou Jacobs with a certificate of appointment from Mark A. Levine, MD, Commissioner of Health. Her appointment expires April 30, 2020.

B. State's 251 Vermont Towns Advertising Campaign-LaDonna Dunn: LaDonna asked the Selectboard for suggestions of pictures to send in for this State sponsored advertising campaign to promote tourism in Vermont. Suggestions included: Hitchcock Museum & Library, Community Center, and fall pictures on North Hill Road.

C. Update on Vermont Local Emergency Plan Committee-Mary Lou Jacobs: Mary Lou stated Bobby Jacobs attended the recent meeting. Mary Lou will be attending training.

D. Fitz Lawsuit Paperwork: Yves had a file with papers the VLCT lawyer sent him. He asked the other Selectboard members if they felt the paperwork should be stored at the Clerk's office. They were in agreement it should be.

E. Trash at Judd Residence: As the Town Health Officer, Mary Lou sent a letter to the Judd's with a deadline of May 27th to remove the trash from their residence.

F. Top of VT Letter of Support Request: Karen O'Donnell who is the Director of the Jay Chamber of Commerce sent a request for a letter of support for a grant the Chamber of Commerce is applying for. Motion by Jacques and second by Anne to sign the letter of support. So moved.

G. Missisquoi River Watershed Riskmap: LaDonna shared with the Board an email requesting known changes or inaccuracies on the current effective Flood Insurance Rate Maps. The Clerk was instructed to reply that there were no known changes in the Floodplain.

H. VT Land Trust Letter: LaDonna read a letter regarding the Raymond and Lillian Bathalon farm property. Jacques will investigate this further and report back.

I. Bench on the Common: Jacques will pick up the bench and see if it can be repaired.

16. Adjourn: Motion by Anne and second by Jacques to adjourn the meeting at 10:45 p.m. So moved.

Minutes submitted by: _____
LaDonna Dunn, Town Clerk

Westfield Selectboard Approval:

Date: _____ **with** _____ **changes**

Yves Daigle, Chair

Jacques Couture

Anne Lazor