

**Westfield Selectboard/Budget Minutes**  
**January 26, 2018– 7:30 a.m. – Town Offices**

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Selectboard members: Yves Daigle (Chair), Jacques Couture (left at 8:45 a.m.) and Anne Lazor (arrived at 7:50 a.m.); Treasurer, Mary Lou Jacobs; and Town Clerk, LaDonna Dunn

- 1. Call Meeting to Order:** Yves called the meeting to order at 7:40 a.m.
- 2. Additions and/or Deletions to the Agenda:** Added Pat Sagui to Other Business (A) to discuss ATV handout at Town Meeting. Added Mandatory Sick Pay as Other Business (B).
- 3. Approve Minutes of the January 4, 2018 Selectboard/Budget Meeting:** Following a motion by Jacques and a second by Yves the minutes were approved with no changes.
  - A. Business from the Minutes:** The Listers would like to come to the March or April meeting to have the Reappraisal Agreement signed.
- 4. Approve Warrants for Expenditures Dated 1/3, 1/10, 1/17, and 1/24/18:** There was a motion by Jacques and second by Yves to approve the warrants as listed. The motion passed.
- 5. Review Letters of Interest and Appoint New Zoning Administrator (emailed in advance):** There were two letters of interest submitted for the Zoning Administrator position. The first letter was from Thomas Schrock, a Westfield resident and the other from Connor Eller, a Newport resident and employee in Westfield. After discussion there was a motion by Yves and second by Jacques to offer the position to Thomas Schrock. The motion passed. The Clerk will make the notifications.
- 6. Signs to Order/Install – Kingdom Mtn. Rd., Buck Hill Rd., Recycling (by Steel and Trash):** The Selectboard said there are Kingdom Mtn. Rd. and Buck Hill Rd. signs which need to be put back up in the spring. The Clerk will work on wording for the signs to be installed near the trash dumpsters and the steel bin at the Recycling Center. The signs will be ordered from the Department of Corrections.
- 7. Sign Letter of Understanding with Eric Kennison/Kennison & Son Excavating:** During the recent Audit it was discovered there was not a current signed letter of understanding between the town and Eric Kennison/Kennison & Son Excavating. The Selectboard signed a new letter of understanding. Mary Lou will get the other signatures.
- 8. Update on Radar Signs – Mary Lou Jacobs:** Mary Lou learned we have to apply for a permit for the radar signs but as a municipality we do not have to pay the permit fee. Mary Lou shared updated pricing information with the Selectboard and will have it available for Town Meeting.
- 9. Sheriff's Report for December 2017:** There were 32 patrol hours with no tickets issued in December.
- 10 Review Auditor's Report (emailed in advance):** The Auditors Report was reviewed. The Clerk will begin working on the requested inventory listing and pictures. During discussion the question arose about what would happen if inventory owned by Kennison & Son was damaged in a town building. Mary Lou will check with VLCT and get an answer to this question.

**11. Review and Approve 2018 General Government & Highway Budgets (emailed in advance):** The revisions from the last meeting were reviewed. There was a motion by Anne and second by Jacques to approve the General Government & Highways budgets in the amount of \$326,514 (to be raised by municipal taxes) plus appropriations and radar signs if approved by the voters. Motion passed.

**12. Review and Approve Warning for Town Meeting, March 6, 2018 (emailed in advance):** LaDonna said the school portion of the warning is still being finalized. Motion by Yves and second by Anne to accept the town portion of the warning as presented. Motion passed.

**13. Other Business:**

**A. ATV Handout at Town Meeting-Pat Sagui:** Tabled as Pat Sagui was not present.

**B. Earned Sick Time Act:** Mary Lou reported there is a new state law requiring employers to pay one hour of earned sick time for every 52 hours an employee works. An employee will be entitled to use up to 24 hours of earned sick time annually in 2018 and up to 40 hours in 2019 and subsequent years. This became effective January 1, 2018 for small employers with fewer than five employees. Municipalities are subject to this law. Due to an upcoming surgery, LaDonna will be out of work for at least two weeks beginning February 1 and is eligible for three days of earned sick time pay.

**14. Adjourn:** Following a motion by Yves and a second by Anne, all were in agreement to adjourn the meeting at 9:40 a.m.

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Minutes submitted by: \_\_\_\_\_  
LaDonna Dunn, Town Clerk

**Westfield Selectboard Approval:**

**Date:** \_\_\_\_\_ **with** \_\_\_\_\_ **changes**

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Yves Daigle, Chair

\_\_\_\_\_  
Jacques Couture

\_\_\_\_\_  
Anne Lazor