

Westfield Selectboard Minutes

May 16, 2022 @ 5:00 p.m. In-Person Meeting at the Westfield Town Office, 38 School St. with Zoom Option

Town Officials Present: LaDonna Dunn, Town Clerk (Remote); Lisa Deslandes, Treasurer; Jacques Couture, Selectboard; Richard Degre, Selectboard; Anne Lazor, Selectboard; Eric Kennison, Road Commissioner (Partial Attendance); MaryLee Daigle, Librarian (Partial Attendance); Niki Dunn, Selectboard Clerk

Others Present: Charlie Roberts (Partial Attendance), Carl Roberts (Partial Attendance), Steven Roberts (Partial Attendance), Joanne Bathalon (Partial Attendance)

1. Call Meeting to Order-Jacques Couture, Chair: Meeting was called to order at 5:03PM.

2. Public Comment – 5 Minutes: None

3. Additions and/or Deletions to the Agenda: Jacques noted that Jay/Westfield Joint Elementary School is holding a tree dedication ceremony at the school on June 14th at 5:30PM for Yves Daigle. The two maple trees removed from the Westfield common are being moved to the school for this.

4. Approve Minutes: Richard motioned to approve the minutes from the April 18th meeting with the following corrections: Jacques's name was missing an "s" in two spots, Chloride gallons used corrected to 8,000, Anne's name was missing from 2A where it mentions the AOT meeting and the date the library was transferred over to the selectboard was corrected to 2015, Anne seconded.

5. Library Report –Librarian MaryLee Daigle:

A. MaryLee feels like the library is moving in a new direction and should have someone more qualified running it. She has been the Librarian for 7 years and has loved her time there, but understands it is time for someone else to take over. She is willing to stay on through the summer, possibly until Halloween and will help the new Librarian get familiar with the building and the current procedures. Anne suggested MaryLee take on an assistant type role and be in charge of Library activities. MaryLee thought that would be a great idea. The Selectboard thanked her for her 7 years of service to the town as Librarian. MaryLee also noted that she would like the library lawn available on Memorial Weekend for vendors to display and sell their items. She would also like to plant some flowers in a couple weeks when the weather permits.

B. Library Survey: Jacques thanked Anne for the time she put into making the library survey, and LaDonna for the additions she made to it. Anne noted that to get access to more help from The Vermont Department of Libraries we need to move the library back to having a Board of Trustees. The survey should give a good idea of the direction people would like the library to go in and how many people might be willing to serve on the board. LaDonna suggested surveys be sent out with tax bills in July and those surveys also be made available on different colored paper to people from out of town so we can get an idea of what both townspeople and out of town people would like from the library. The Westfield General Store, Recycling Center, Town Clerks Office, town website and Jay/Westfield Joint Elementary School were all suggested as possible places to make the surveys available for pick up. Richard motioned to approve the survey; Anne seconded. Anne will work on a job description for Board of Trustees members so if anyone expresses interest, they can see what would be expected from that position.

6. Highway Update – Eric Kennison, Road Commissioner:

A. Discuss Throwing Up Bathalon Farm Road (emailed info from Eric Pope 5/3/22):

The Selectboard met with Eric Pope at the AOT meeting regarding this matter. There is a procedure that needs to be followed to do this correctly. The Roberts would like to make sure that they are deeded a right of way for themselves as well as anyone they allow access to their property prior to the road being thrown up, and they would like to not personally incur any expenses to have this done. Joanne Bathalon came later in the meeting and agreed that they would take care of the expenses to have the deeds changed and right of ways put in. Jacques noted that there is one other neighbor who has property bordering this road who would also need to be involved in this process and would also need a right of way. The Selectboards vote at this time would only be on whether they would like to start this process. Anne made a motion to initiate the process, Richard seconded.

B. Estimated Date to Finish Dykeman Driveway: Eric will have the driveway finished by the end of May. Debra Dykeman had offered to pay \$500 once it was complete. She will be sent a bill once the driveway has been finished.

C. FY2023 Better Roads Category B Grant Award Letter: The town received a \$20,000 grant for work on Buck Hill Road. Eric's plan is to put three new culverts in then pave. Only the ditching work would be covered by the grant money. He received a quote from Pike Industries for the paving that came to \$67,680. There is \$60,000 budgeted for paving this year. The town will need to put that paving project out to bid. The grant letter specified the project work could begin prior to July 1st but would not receive reimbursement until after July 1st. LaDonna noted that we need to receive the grant agreement, sign it and return it to the state. She has not yet received the grant agreement.

D. Install 35 MPH Speed Limit Signs on Reservoir Road: Eric will be installing these signs, and the town has plenty of 35 MPH signs available.

E. Grater Blade: Eric needs to order a new grater blade; cost is roughly \$4300.

7. Treasurer's Report – Lisa Deslandes, Town Treasurer:

A. Approve Warrants for Expenditures Dated 4/6/22 \$2,469.33 (bills); 4/13/22 \$8,549.46 (bills), \$5,177.85 (payroll); 4/26/22 \$13,523.85 (bills); and 4/27/22 \$3,282.53 (payroll): Anne motioned to approve the warrants; Richard seconded.

B. Review General and Highway Fund Budget Reports and Balance Sheets (emailed in advance): Lisa has been working on the balance sheet in NEMRC and noticed that property taxes for 2016, 2017 & 2018 were not transferred correctly which is making the balance look much bigger than it actually is. NEMRC does not let you go back far enough to fix this so she is working with someone to try to get it resolved. She will bring the correct balance amount to the next meeting.

C. Recycling: Recycling currently has a negative balance of \$420.48. Jacques estimates that there might be another \$500 in expenses for tires that came in. If trash prices are raised this should help the recycling budget not operate in the negative anymore.

8. Review Updated Local Emergency Management Plan (LEMP) – Due May 1, 2022 – Anne Lazor (emailed in advance): Anne is still working on this and will be setting up a time to meet with LaDonna to get it finished.

9. Discuss Increasing Cemetery Plot Prices (comparisons emailed in advance): The current charge for a plot is \$150, and \$250 for the cornerstones. The price for the cornerstones is charged to the town and should fluctuate based on the price the town is being charged. Richard motioned to increase cemetery plot prices for residents to \$400 and \$800 for non-residents; Anne seconded. LaDonna would like to add wording to the cemetery policy stating that there is an extra cost for the Sexton as many people are not aware of this cost. The new pricing will be updated on the town website.

10. Recycling Update:

A. Recycling Workers Schedule for June: 4th – Jacques, 11th – Maurice Doyon & Roger Tetreault, 18th – Dennis Vincent, Richard available as backup, 25th – Anne. Jacques would like the schedule posted inside the recycling center each month.

B. Follow-up on Green Up Day – Amount of Trash/Tires Accepted: Anne noticed a few bags from Green Up Day still on the side of the road on Buck Hill. She will bring them down to recycling. Jacques estimated the weight of the bags he noticed left at the recycling center to be around 200 pounds.

C. Green Up Tires from the Town of Jay (how many for billing?): There were 5 tires from Jay that Sally Rivard would like to be billed for.

D. Donated Tree to Honor Yves Daigle from NEKWMD (when to plant and type of tree): The Selectboard would like to get a Balsam tree around 8 feet tall to put on the town common. NEKWMD will be donating some money towards the cost of the tree. The Selectboard would like to hold a ceremony dedicating the tree to both Yves Daigle and Mary Lou Jacobs sometime in September. There is also a plaque that dedicates the Town Office Building to Yves that could be presented at that ceremony. LaDonna will bring the plaque to the next meeting so it can be decided where the plaque should be placed.

E. Review Trash Comparison Prices from Other Towns and Casella (emailed in advance): Richard motioned to increase the trash prices by \$.50 per bag, which would bring the new prices to \$2.50, \$4 and \$5, Anne seconded. The new prices will be effective this weekend, May 21st.

F. Vermont Department of Environmental Conservation – Lamp Recycling Program: LaDonna thinks this may be something the waste district takes care of. Jacques noted that they are getting boxes for this program that are working well.

G. Compost – Richard noticed that there has been a lot of plastic in the compost lately. He removed a lot of plastic from it the last time he worked recycling.

11. ARPA Funds-How to Proceed:

A. Request from Town Clerk to Digitize the Vault (going back 40 years): ARPA funds need to be spent by 2025. The total the town received for funds is roughly \$148,000. LaDonna believes it will cost somewhere around \$25,000 to digitize the vault, going back 40 years. There is a monthly fee to maintain digital access to vault records for purchase. If you choose not to continue paying the monthly fee you will still be able to see the records digitally, but nobody would have access to purchase the records digitally. The charge to purchase records is \$1 per page, with an additional per page fee that goes to the company who hosts the online portal. There was discussion on how to spend the rest of the funds,

whether the Selectboard should request proposals from townspeople or come up with a list of ideas to present at Town Meeting.

12. Sheriff's Report for March: There were 62 hours billed which included \$560 in fines given out, 1 arrest, 3 tickets and 3 warnings.

13. Constable Duties (emailed 5/10/22): Selectboard read and acknowledged the email.

14. Executive Session (if necessary): Lisa Deslandes requested an executive session regarding a personnel issue. Richard Motioned to enter executive session at 8:02pm. Anne seconded. Richard motioned to exit executive session at 8:10pm; Anne seconded.

15. Other Business:

A. Letter from Jane Halbeisen and Drew Woodmansee (emailed in advance):
Selectboard read and acknowledged the letter.

B. Connie LaPlume's Letter from Last Meeting: Richard would like to go look at the items in the museum. LaDonna thinks there is a procedure regarding how/when to dispose of those types of items but it should be reviewed.

C. Listers Grievance Hearings are June 4th from 9-1pm.

D. Mary Lou Jacobs service is this Saturday, May 21st.

16. Adjourn: Anne motioned to adjourn at 8:18pm; seconded by Richard

Westfield Selectboard Approval Date: _____ **with** _____ **change(s)**

WESTFIELD SELECTBOARD:

Jacques Couture, Chair

Anne Lazor, Vice Chair

Richard Degre

Minutes Submitted by: Niki Dunn, Selectboard Clerk