

## Westfield Selectboard Minutes

**July 11, 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; Lisa Deslandes, Treasurer; Jacques Couture, Selectboard; Richard Degre, Selectboard; Anne Lazor, Selectboard; Eric Kennison, Road Commissioner (Partial Attendance); Niki Dunn, Selectboard Clerk, Danny Young, Lister (Partial Attendance), Shelley Martin, Lister (Partial Attendance)

**Others Present:** Sarah Damsell, Orleans County Conservation District (Partial Attendance)

**1. Call Meeting to Order - Jacques Couture, Chair:** Meeting was called to order at 5:00 PM.

**2. Public Comment – 5 Minutes:** None

**3. Additions and/or Deletions to the Agenda:** Richard noted that the roof at the Recycling Center has been repaired.

**4. Approve Minutes:** Prior to the meeting Roger Gosselin submitted a correction to the minutes regarding the fundraiser for the Missisquoi Valley Ambulance Service. The proceeds are going towards the purchase of two new cardiac monitors (\$40,000 a piece). The minutes were updated to reflect this change prior to being signed. Richard motioned to approve the minutes from the June 20<sup>th</sup> 2022 meeting; Anne seconded.

**5. Ambulance Report – Roger Gosselin:** Roger was not in attendance; No report this month.

**6. Library Report – Librarian MaryLee Daigle:** No report this month.

**A.** Anne has had some people show interest in the Librarian position and the Board of Trustees positions. She would like to get the Board of Trustees setup before a Librarian is hired so that the new board can do the hiring. LaDonna said there is a job description already created for the Librarian position; Anne thought the Vermont Library Association may be able to help update the description. The library survey will be going out with the tax bills as well as being handed out at recycling and LaDonna will be adding a deadline for when the surveys should be turned in. Richard updated the board on some maintenance done at the library building. The front entrance has been painted and the posts have been fixed. LaDonna questioned if the numbers still need to be fixed and Richard said he would look into it.

**7. Highway Update – Eric Kennison, Road Commissioner:**

**A. Update on Throwing Up Bathalon Farm Road:** Jacques spoke to the Bathalons to update them on the process Sara Davies advised need to be followed and how property lines would change if the road is thrown up. They would like to speak with their neighbors before proceeding further at this point.

**B. FY2023 Better Roads Category B Grant Agreement Fully Executed (BR1017):** Informational Only.

**C. Installation of Children at Play Signs on North Hill Rd.:** Signs have been installed.

**D. Update from Sarah Damsell on Culvert Projects:** The Engineer, Tyler Billingsley from East Engineering, has finalized the plans for all 5 culvert projects. The total cost for all 5 projects is \$2,740,000. Sarah spoke about 2 funding sources available, America the Beautiful Federal Grant and NOAA Federal Infrastructure Funds. America the Beautiful is due July 21<sup>st</sup> and requires a 10% match, with 7.5% being in kind and 2.5% being cash. The NOAA Federal Infrastructure Funds is due August 15<sup>th</sup> and does not require a match, although Sarah recommended a 10% match to be more competitive in getting chosen to receive the funds. The timetable to complete the projects using these funds is 3-5 years. The match funds can be reported as projects are completed. Sarah could use her time spent as an in-kind match. Eric thought a structures grant may be able to help go towards the 10% match, there is also \$30,000 budgeted towards Balance Rock Road each year that could help go towards the match amount. Jacques thought there may be money available soon from the Missisquoi River Basin Project that could help and Sarah will speak to the engineer to get some phosphorous reduction numbers that may help in getting some of those funds. Anne motioned to have Sarah apply for the NOAA Federal Infrastructure Funds Grant for all 5 projects, totaling \$2,740,000, at a 10% match with most of this being intended as an in-kind match; Richard seconded.

**E.** Eric requested a \$20 per hour, per truck pay increase due to increases in fuel prices. Richard motioned to raise the rate for trucks by \$20 per hour effective immediately, 4% raise will not apply to the truck rate for this year; Anne seconded.

**F. Trumpass Road Signs:** Jacques did order these and will check on the status of them.

**8. Set Veterans Exemption Tax Rate:** Denny and Shelley calculated the Veterans Exemption Tax Rate to be .0037 this year, up just slightly from last year which was .0034. This pays for the exemption that Veterans in town receive on their education taxes. Anne motioned to set the Veterans Exemption Tax Rate at .0037; Richard seconded.

**A. Tax Bills to be Sent 7/16/22:** Richard motioned to set October 11<sup>th</sup> 2022 as the date taxes are due; Anne seconded.

## **9. Community Center:**

**A. Update on New Shelving in Kitchen:** The shelving has been installed and the fridge has been moved. The space works much better now. The tables may need to be braced to the wall still. The selectboard members will go to the Community Center on Monday to walk through the building to see what needs to be done.

**B. Repair Needed to Window/ Foundation on Danforth Side of Building:** This will be check on Monday during the walk through. There are new windows at the Town Garage.

**C. Replace Cement Walkway on North Hill Road Door & Repair Cracked Cement on Parking Lot Side:** Jacques met with Grays Paving and got a quote for \$2500 to pave this area. However, the concrete is about 80% good and it may be more cost effective to just repair the broken sections of concrete rather than tear it all out and pave. Waiting to hear back from a few places on quotes to fix the concrete.

**D. Get Quotes for Painting Downstairs and Bathroom at Community Center:** Kelly Bradley may be interested in doing the painting. Board will wait to find someone until they do the walk through on Monday. Lisa would like to make sure anytime work is being done the person/ company submits their proof of insurance to her before they start the job.

#### **10. Treasurer's Report – Lisa Deslandes, Town Treasurer:**

**A. Approve Warrants for Expenditures Dated 6/8/22 \$6,461.94 (bills) & \$5,317.54 (payroll); 6/8/22 \$404.00 (transfer funds); 6/15/22 \$1.800/34 (direct withdrawal bills); 6/20/22 \$12,393.87 (bills) & \$3,288.00 (payroll); and 6/29/22 \$292.00 (transfer funds):** Anne motioned to approve the warrants and expenditures; Richard seconded.

**B. Review General and Highway Fund Budget Reports and Balance Sheets (emailed in advance):** Jacques had a question on the fuel charged to the town garage budget line, Lisa said it was fuel for the grader. The tire money being collected doesn't always match the amount being paid to have tires picked up. There may be times when people are dropping off tires and not paying, which would account for the difference. Compost was not picked up from the Recycling Center this week, Jacques would like to have that picked up every week, especially during the summer.

**C. Discuss Getting Quotes for Audit:** Lisa knows of two places that do these types of audits, one in St. Albans and one in Waterbury. A letter needs to be sent to them asking for a quote. She has heard that the first year the cost is around \$10,000, however it is less after that first year. LaDonna has a list of names she could reach out to also. The person needs to be a CPA. To have the audit done internally by townspeople it would need to go back to vote as the town has already voted to have an outside auditor used.

#### **11. Recycling Update:**

**A. Recycling Workers Schedule for August:** 6<sup>th</sup> – Richard, 13<sup>th</sup> – Maurice Doyon & Roger Tetreault, 20<sup>th</sup> – Jacques, 27<sup>th</sup> – Dennis Vincent with Richard as alternate.

**B. Proposed Amendment to NEKWMD Charter (emailed in advance):** NEKWMD wanted to keep selectboards aware of the change, feedback can be provided.

**12. Sheriff's Report for May:** There were 13.25 hours billed. 5 Events which included 2 traffic stops, 1 directed patrol, 1 civil process, and 1 speed cart. This resulted in 2 warnings being issued, 1 fine totaling \$220 and 1 arrest.

**13. Update on Request to Cater Permits Approved by Town Clerk:** LaDonna wanted to update the board on these permits. She has approved quite a few, mostly for The Wedding Barn. These permits are needed when caterers will be serving/selling alcohol at an event.

**14. Executive Session (if necessary):** Not needed.

**15. Other Business:**

A. Roof of building at the cemetery, Gerry is still planning on doing this is in the fall.

B. LaDonna has been noticing a group of people skateboarding on the basketball and tennis courts. Mike Piper spoke with them about this and at this point LaDonna thinks the issue is taken care of, but people will be keeping an eye out to make sure it does not continue.

C. Richard noticed a lot of weeds growing in the playground, Jacques thinks some vinegar and salt could be used on them.

**16. Adjourn:** Richard motioned to adjourn at 7:06 pm, Anne seconded.

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**Westfield Selectboard Approval Date:** \_\_\_\_\_ **with** \_\_\_\_\_ **change(s)**

**WESTFIELD SELECTBOARD:**

\_\_\_\_\_  
Jacques Couture, Chair

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Anne Lazor, Vice Chair

\_\_\_\_\_  
Richard Degre

Minutes Submitted by: Niki Dunn, Selectboard Clerk