

WESTFIELD SELECTBOARD MEETING
June 18th, 2024 @ 5:00 p.m.
Westfield Town Office, 38 School Street

Town Officials Present: Jacques Couture, Selectboard Chair; Dennis Vincent, Selectboard; Richard Degre, Selectboard; LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer (Partial Attendance); Niki Dunn, Selectboard Clerk; Mike Piper, Constable (Partial Attendance); Pat Sagui, Development Review Board (Partial Attendance); Eric Kennison, Road Commissioner (Partial Attendance); Karen Blais, Library Board of Trustees (Partial Attendance, By Phone)

1. Call Meeting to Order – Jacques Couture, Chair: Jacques Couture brought the meeting to order at 5:10 pm.

2. Public Comment – 5 Minutes: None

3. Additions and/or Deletions to the Agenda: Other Business A through E were added, as well as Treasurers Report E.

4. Approve Minutes:

A. Selectboard Meeting Minutes 5-27-24: (emailed in advance) Richard Degre motioned to approve the minutes from the May 27th Selectboard meeting, Dennis Vincent seconded. Motion passed. In an update to number 17 from the meeting minutes, the cord behind the town garage has been hardwired.

5. Wastewater Project Update – Pat Sagui: Pat Sagui previously forwarded the board an email from the state regarding the wastewater project. The next step will be to set up a meeting, which will tentatively be held on June 28th. Pat will email the board to update on when the meeting will be happening

6. Development Review Board (DRB) Update – Pat Sagui: (Pat emailed in advance) Pat drafted the first notice of decision and it is more legal than what the planning commission used to prepare. The state recommends that the board hire a clerk who is not a member of the board. The DRB would like to hire Niki Dunn to be the clerk and the selectboard agreed to having Niki do the clerk job. Dennis motioned to appoint Niki Dunn as the clerk for the Development Review Board at a rate of pay of \$23.25 per hour, Richard seconded. Motion passed. Pat wondered if the Selectboard would like to see the notice of decisions once they are completed and the board agreed that they would like to see them. She will email them to the board each time one is completed.

7. Library:

A. Update from Library Minutes & Hitchcock Herald: (emailed in advance) Richard questioned if the library was going to replace the handicap door, he said Roger will put it in if they still want to change it. A request came up regarding an item in the museum's possession. The selectboard spoke with Karen Blais, Library Trustee, by phone regarding the issue. The selectboard communicated their opinions on the matter to Karen but noted that the decision is left in the hands of the Library Board of Trustees.

8. Highway Update – Eric Kennison, Road Commissioner:

A. Grants In Aid Award (\$7,000): Starts after July 1st, 2024. Eric will need to pick a road segment to use this grant on.

B. Current Grants:

i. BR1104 Better Roads Grant (TH2/ Route 58) \$15,000 – Needs to be completed by 9/30/24

ii. **GA0461 Grants In Aid \$12,500 – Needs to be completed by 9/30/24** Eric can pick a spot for both the Grants In Aid with Jason Sevigny. They pick a segment that's failed or is close to failing.

iii. **GA0695 Grants In Aid \$10,000 – Needs to be completed by 9/30/24**

iv. **FY25 Grants In Aid \$6,000 – Work needs to be done between 7/1/24 and 9/30/25**
– This grant is #8a., it is now \$7,000.

v. **Wild & Scenic Grant \$10,000 – Needs to be completed by 9/30/24** This work will be done near Fuller Road.

- C. **Hazard Mitigation Grant – Loop Road:** This grant is 100% funded although there is a lot of paperwork with budget amounts that LaDonna and Eric will need to work on. LaDonna gave Eric a copy of the grant to look over.
- D. Eric noted that the grader will need rear tires this year, they were budgeted for already. Paving will be done on North Hill from Kingdom Mountain Road to the town line, and from the pond on Kennison Road to the intersection. Regarding the beaver pond on Kennison Road, Eric feels that there is no danger to the road at this point. Once it interferes with the culvert then it can be looked at. He also updated the board regarding the pond on Buck Hill that was too close to the road, and it has been fixed.

9. Treasurers Report – Lisa Deslandes:

- A. **Approve Warrants 5/07/24 \$47,603.59 (bills), \$8,401.36 (payroll); 5/22/24 \$9,305.43 (bills), \$4,491.97 (payroll): (emailed in advance)** Richard motioned to approve the warrants, Dennis seconded. Motion passed.
- B. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** The Board reviewed the budgets.
- C. **Review Investments: (emailed in advance)** Board reviewed.
- D. **Discuss Draft of Delinquent Tax Collection Policy: (emailed in advance)** Lisa went over the draft delinquent tax collection policy. The only thing left is deciding when to begin the tax sales each year. An information sheet for taxpayers will go out with the tax bills, it will explain all dates and rates and gives information on how to pay.
- E. **Rate of Pay for Town Office/ Library Cleaning:** The cleaning needs to be done every two weeks and would be approximately 8-10 hours a month. LaDonna will put up some flyers with a rate of \$20 an hour and see if she gets any interest.

10. Update on ARPA Funds: (emailed in advance)

- A. **Quotes for Community Center Window Installation – Richard Degre:** Richard thinks that between \$500 and \$1000 will be the cost for installation of each window. This will total around \$10,000. Richard will get a quote from Ethan to compare. He will also call Poulin to see if it's cheaper to get all vinyl windows instead of windows with the wood inside. If ARPA funds will be used for this, they need to be committed before 12-31-24. Lisa noted that if all quotes are gathered by next month, then the funds should be able to be committed. The MERP energy grant money is still waiting on the state to be released. Currently there is around \$30,000 of ARPA left to be committed to a project. Some possible uses could be a heat exchanger at the town garage, painting inside the town office and the community center. Richard will get a quote on the painting. Nadeau's or Fred's may have a price on the heat exchanger. The flooring in the community center bathroom also needs to be replaced. Dennis will look at it and get a price on the linoleum
- B. **Painting Community Center:** The painting will begin in August.

- C. Quote from Beloin Computing for New Computers at Town Office: (emailed in advance)**
The quote includes having a separate computer for the server and replacing the computers in the rest of the office. The total quote is for \$3,094. Dennis motioned to use ARPA funds to purchase computers from Beloin Computing, Richard seconded. Jacques abstained. Motion passed.

11. Recycling Update:

A. Recycling Schedule for July:

- July 6th** – Richard Degre
- July 13th** – Maurice Doyon, Roger Tetreault
- July 20th** – Dennis Vincent
- July 27th** – Jacques Couture

- 12. Sheriff's Report for April 2024: (emailed in advance)** Sheriff Harlow will be coming next month. She did correct the April report for the hour that was charged to Westfield even though it was in Lowell.

13. Pickleball Update:

- A. Quote for Building – Richard Degre:** Roger can build a shed; the cost would just be time and materials. For a 4x6 building it would be around \$500 worth of materials. Other towns leave the net to the side of the tennis courts instead of putting them in buildings. Denny had a quote for a 3x5 garden shed at a cost of \$99.97. He also had two different nets, one was \$189.95, and one was around \$400. The board agreed to go with professional striping and would like the color to be blue. Richard motioned to approve the lower priced quote between Jeff Zangla and Trevor Monty, not to exceed \$1,700, and to purchase two of the \$400 nets, Dennis seconded. Motion passed.

B. Update on Striping Quotes: (emailed in advance)

- **Volunteers \$205 plus lunch and beverages (Need 5 Experienced Volunteers)**
- **Jeff Zangla, VT Tennis Court Surfacing \$1,700**
- **Trevor Monty, Monty's Maintenance Quote Coming Week of 6/17/24**

- 14. Update on Montgomery Fire & First Response Agreement – LaDonna Dunn:** LaDonna explained that an agreement is not needed. Someone contacted 911 already and got this put into the system. LaDonna will send a copy of the minutes and the roads that are being covered and that should be all that is needed.

- 15. Sign Delinquent Dog Warrant – LaDonna Dunn: (emailed in advance)** Selectboard signed the warrant. There are currently seven delinquent dog owners.

- 16. Approve Updated Cemetery Policy:** Tabled until next meeting.

- 17. Executive Session (if needed):** Not needed.

18. Other Business:

- A. 2024 Reappraisal Order:** Selectboard signed the reappraisal order.

- B. Playground Issues: (Discuss Broken Equipment Repairs, Mulch and Purchasing Cameras)** Damage was done to some of the playground equipment as well as the gate to the tennis court. Lisa spoke with D&D regarding putting cameras up. One could be installed on the Community Center facing the playground and, on the Town Office, facing the tennis/ basketball courts. Camera monitoring signs could also be put up to dissuade further damage from being done. Richard can fix the broken chain on the playground equipment but will leave

the others until they break. Richard thinks a tractor trailer load of playground chips are needed. LaDonna will call Green Mountain Chipping to get a price on them. A rubber pad is also needed for one of the slides. The board would like to have the mulch delivered for the weekend of the 13th of July if possible.

- C. **2025 Hold Harmless (Current Use) \$47,596:** Information only.
- D. **2025 PILOT on State Buildings \$4,592:** Information only.
- E. **Appointment of Town Health Officer by VT Commissioner of Health:** Informational, Shelley Martin previously appointed to this position.

19. **Adjourn:** Dennis motioned to adjourn at 7:45 pm, Richard seconded. Motion passed.

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

X

Jacques Couture
Selectboard Chair

X

Richard Degre
Selectboard

X

Dennis Vincent
Selectboard