

WESTFIELD SELECTBOARD MEETING

Minutes

March 9th, 2026 – 5:00 p.m.

Westfield Town Office, 38 School Street

Meeting Recordings Available to View at <https://www.youtube.com/@TownofWestfieldVT>

Town Officials Present: Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; Dennis Vincent, Selectboard; LaDonna Dunn, Town Clerk; Niki Dunn, Selectboard Clerk; Lisa Deslandes, Treasurer (Via Zoom)

Others Present: Jan Degre, Rosemary Croizet (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 5PM.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** None
4. **Organizational Tasks/Appointments (24 V.S.A. §871):**
 - a. **Elect Chair & Vice Chair (Currently Jacques Couture & Richard Degre):** Dennis Vincent motioned to elect Jacques Couture as Chair and Dennis Vincent as Vice-Chair, Richard Degre seconded. Motion passed.
 - b. **Elect Selectboard Clerks (Currently LaDonna Dunn and Niki Dunn-minutes):** Dennis Vincent motioned to elect LaDonna Dunn and Niki Dunn as Selectboard Clerks, Richard Degre seconded. Motion passed.
 - c. **Oath Given to New Re-Elected Selectboard Member, Dennis Vincent, by Town Clerk:** Dennis Vincent was given his oath by LaDonna Dunn.
 - d. **Establish Regular Meeting Dates & Times (Currently 3rd Mon. Each Month at 5pm):** Meetings kept at the same time and date. Third Monday of each month at 5PM.
 - e. **Re-Adopt Selectboard Rules of Procedure: (emailed in advance)** Richard Degre motioned to re-adopt the Selectboard Rules of Procedure, Dennis Vincent seconded. Motion passed.
 - f. **Designate Three Posting Locations (Currently Clerks Office, General Store and Recycling Center):** Dennis Vincent motioned to keep the posting locations the same, Town Clerk's Office, Westfield General Store and the Recycling Center, Richard Degre seconded. Motion passed.
 - g. **Select Newspaper of Record (Currently Newport Daily Express):** Richard Degre motioned to approve using the Newport Daily Express as the main newspaper of record and The Chronicle as a secondary newspaper of record, Dennis Vincent seconded. Motion passed.
 - h. **Appointment of Tree Warden (Currently the Selectboard):** Richard Degre motioned to appoint the Selectboard as the Tree Wardens, Dennis Vincent seconded. Motion passed.
 - i. **Appointment of Pound Keeper (Currently Normand Piette):** Richard Degre motioned to appoint Normand Piette as Pound Keeper, Dennis Vincent seconded. Motion passed.
 - j. **Appoint NEKWMD Supervisor and Alternate (Currently Jacques Couture and Richard Degre):** Dennis Vincent motioned to appoint all three Selectboard members as Supervisor and alternates for the NEKWMD, Richard Degre seconded. Motion passed.
 - k. **Re-Adopt Purchasing Policy: (emailed in advance)** Richard Degre motioned to increase the minimum purchase amount needed for purchases to go out to bid to be \$15,000 and to re-adopt the Purchasing Policy, Dennis Vincent seconded. Motion passed.
 - l. **Re-Adopt Policy Regarding Conflict of Interest and Ethical Conduct: (emailed in advance)** Richard Degre motioned to re-adopt the Policy Regarding Conflict of Interest and Ethical Conduct, Dennis Vincent seconded. Motion passed.

5. **Approve Minutes: (emailed in advance)**
 - a. **Approve Minutes of the 2-16-26 Selectboard Meeting:** Dennis Vincent motioned to approve the minutes from February 16th, 2026, Richard Degre seconded.
 - b. **Approve Minutes of the 3-3-26 Annual Town & School Meeting:** Richard Degre motioned to approve the minutes from the March 3rd, 2026, Town Meeting, Dennis Vincent seconded. Motion passed.

6. **Correspondence:**
 - a. **Public Utility Commission Modification on Existing Telecommunication Structure at 649 Loop Road: (emailed in advance)** Informational.

7. **Library Report:** LaDonna Dunn noted that there have been quite a few applicants for the librarian position. Richard explained that the insulation in the library attic has been completed and it needed quite a bit of insulation. He also noted that there is no insulation inside the walls. This is something that can be covered by the MERP grant. Jeff Dunn will give a quote on getting the insulation added to the walls. Rosemary Croizet thought that insulation had been blown into the walls previously and it may have settled. Richard will do some checks in the walls to see if blown in insulation was previously done there.

8. **Adopt Westfield Class 4 Highway & Legal Trail Ordinance: (emailed in advance)** The timeline for the adoption is: the ordinance needs to be in the newspaper by March 23rd, petitions will be accepted until April 22nd, if no petitions are received it becomes effective on May 8th. It was noted that the ordinance has been worked on for two years now and the board felt ready to approve it. Dennis Vincent motioned to adopt the Westfield Class 4 Highway & Legal Trail Ordinance, Richard Degre seconded. Motion passed.

9. **Treasurers Report – Lisa Deslandes:**
 - a. **Approve Warrants for February 2/10/26 \$16,319.19 (Bills) & \$6,766.03 (Payroll); 2/17/26 \$49,928.67 (Bills); 2/20/26 \$15,249.19 (Bills); 2/24/26 \$1,242.28 (Bills) & \$6,796.21 (Payroll): (emailed in advance)** Dennis Vincent motioned to approve the warrants for February, Richard Degre seconded. Motion passed.
 - b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Reviewed.
 - c. **Discuss/Approve Getting Quotes for New Alarm System at Town Office:** Tabled until next month, Lisa has not received any quotes yet. LaDonna explained that the alarm call list needs to be updated, although that can be done when the new system is put in. She noted that over the years the alarm sometimes goes off even when it's not set and people are in the building. The system is old and the parts that need to be replaced are not made anymore. Lisa has requested prices from MEI and D&D Electric.

10. **Highway Update – Eric Kennison:** Richard noted that it would be nice to know when Eric is starting bigger jobs so that the Selectboard can keep track of the costs and how they are aligning with the budget. It is something Eric could discuss with them at their meetings each month.
 - a. **Sign Letter of Understanding Between Kennison & Son Excavating, Inc and the Town of Westfield for January 1st, 2026, through December 31st, 2026: (emailed in advance)** Tabled until next meeting as Eric was not present.
 - b. **Approve Kennison & Son Excavating, Inc Price Sheet for FY26:** Not received, tabled until next meeting.

11. **Approve Westfield General Store Liquor and Tobacco Licenses:** Richard Degre motioned to approve the liquor and tobacco licenses for the Westfield General Store, Dennis Vincent seconded. Motion passed.

12. **MERP Update: (emailed in advance)**
 - a. **Library Insulation:** Discussed in the library report.

- b. **Timeline for Next Projects:** Richard noted that the Community Center will definitely need insulation in the attic. The Selectboard will be looking at bids for the solar portion of the grant on March 19th at 4:30PM. Richard let Jeff Dunn know that he can't work downstairs at the Community Center on Thursdays during the senior meal site and the upstairs exercise group was informed that he would be working there for a couple of weeks.

13. Village Wastewater Study:

- a. **Discuss Potential Dates for April 90% Progress Meeting:** The Selectboard would like AES Northeast to pick a few dates that they can potentially meet first and then decide from there.

14. Review County Tax FY26: (emailed in advance) Informational. The amount was slightly below what was budgeted.

15. Recycling Updates:

- a. **Schedule for April:**

April 4th – Richard Degre
April 11th – Maurice Doyon & Roger Tetreault
April 18th – Jacques Couture
April 25th – Dennis Vincent

- b. **New Procedure for Hardback and Softback Books:** Hardback and softback books can now be recycled together.

16. Sheriff's Report January 2026: (emailed in advance)

- a. **Tickets: 1, Warnings: 0, Fines: \$105, Arrests: 0, Hours Billed: 11.25:** Informational
- b. **Contact Sheriff's Department to let them know about New Contract Amount of \$17,485:** LaDonna will reach out to them.

17. Resignation Letter from LaDonna Dunn, Town Clerk: LaDonna Dunn submitted her letter of resignation effective March 31st, 2026. Dennis Vincent motioned to accept the letter of resignation, Richard Degre seconded. Motion passed. The appointment of the next Town Clerk can be added to the meeting agenda on March 19th, 2026.

18. Executive Session (if needed): Dennis Vincent motioned to enter executive session for contract discussion, Richard Degre seconded. Motion passed. Dennis Vincent motioned to exit executive session, no action taken, Richard Degre seconded. Motion passed.

19. Other Business:

- a. **Selectboard Meeting – MERP Solar Bids – March 19th @ 4:30PM:** Informational
- b. **Agency of Transportation Meeting April 10th @ 1PM:** Informational

20. Adjourn: Richard Degre motioned to adjourn at 6:56PM, Dennis Vincent seconded. Motion passed.

Westfield Selectboard Approval Date: 3/19 with 0 change(s)



Jacques Couture Richard Degre Dennis Vincent
Selectboard Chair Selectboard Selectboard