

**Westfield Selectboard Minutes**  
**May 15, 2023 @ 5:00 p.m. In-Person Meeting at the Westfield Town Office, 38 School St.**  
**with Zoom Option**

**Town Officials Present:** Jacques Couture, Selectboard; Richard Degre, Selectboard; Dennis Vincent, Selectboard (Partial Attendance); LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer (Partial Attendance); Eric Kennison, Road Commissioner (Partial Attendance); Niki Dunn, Selectboard Clerk; Karen Blais, Library Board of Trustees Chair (Partial Attendance); Pat Sagui, Planning Commission Chair (Partial Attendance)

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**1. Call Meeting to Order-Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 5:00pm.

**2. Public Comment – 5 Minutes:** There were no public comments.

**3. Additions and/or Deletions to the Agenda:** Jacques added unpaid taxes and the Community Center furnace to the agenda and LaDonna added the Green Up Day report.

**4. Approve 4/17/23 & 4/21/23 Minutes:** Richard motioned to approve the minutes from April 17th and 21st, Dennis seconded. Motion passed.

**A. Business from the Minutes:**

**Village Wastewater Treatment – Pat Sagui, Planning Commission Chair:** Pat discussed the meeting she attended recently. There is a loan forgiveness program that is up to \$125 thousand. The town can use that to do a Feasibility Study and they would have help writing up a request for qualifications. This helps towns figure out what they need in terms of changing the wastewater systems. After the study is done the town could decide whether to move forward. Richard questioned who would pay for this if it moved forward. Pat said the study would help figure all of that out. Jacques said that currently Jay and Troy residents pay less for their sewage than Westfield residents currently pay for their water. Pat also mentioned that being in the Missisquoi Basin puts Westfield higher on the priority list. Jacques motioned to proceed with the process of hiring an engineer to do a feasibility study on options for managing village wastewater; Dennis seconded. Motion passed. LaDonna inquired who deals with this going forward, planning commission, selectboard, etc. Pat let her know that it could be any type of board.

**5. Update from Library Trustee Board – Karen Blais:** Karen said the Library Board of Trustees is going to need to hire a new Librarian once Mary Lee resigns on June 19<sup>th</sup> and they wondered how much was in the budget for the Librarian pay. Lisa let her know that there is \$9,000 budgeted for the payroll and that position currently pays around \$17 an hour. Karen also questioned who hires the Librarian. The board and Karen agreed that the Board of Trustees should decide on the best candidate and then bring them to the Selectboard. Jenn Stelma does know someone with a library science degree that she will be asking to see if they would like to take the position. The library currently is only open 10 hours a week, but it needs to be open 14 hours a week to comply with the state standards. The trustees had talked about trying to get someone to volunteer for the extra 4 hours per week but felt like it would be hard to find

someone willing to do that. Richard was okay with paying for the extra four hours if that's what was needed. Karen also let the board know that they have come up with a mission statement and have been working on their bylaws. They did have a trustee resign already and they need to fill the remainder of that person's 1 year term. Beau Harris from Fairbanks Museum has been very helpful and was interested in being on the board. The Selectboard came to the consensus that he could fill the remainder of the term but next year when the position is up for election again it will need to be filled by a Westfield resident. The trustees could however appoint him to another position within the Board of Trustees, like Curator. He may be able to help with getting the animals cleaned correctly. That could be an expensive process, but the Selectboard thought they could use some ARPA funds to help pay for that if needed. Lisa also reminded the board that they have \$23 thousand in the unexpected expense account that they could use towards this. The Selectboard also believed it would be a good time to change the locks since it has not been done for a while and nobody knows how many keys are out there. They decided to do it after Mary Lee's last day and before a new Librarian starts. Karen said the trustees would like to do something to thank Mary Lee and the Selectboard members agreed. A gift certificate to Berry Creek (\$75) and a card was agreed upon and Berry Creek can bill the town for the gift card.

## **6. Highway Update – Eric Kennison, Road Commissioner:**

**A. Highway Safety Improvement Program Small Scale Grants:** This grant is for things like signage, striping and breakaway devices (road closure barricades). The minimum grant amount is \$5,000 and the maximum grant amount is \$35,000. There is a webinar on May 16<sup>th</sup> that LaDonna will attend to get more information. The deadline to apply is the 16<sup>th</sup> of June.

**B. Road Sweeping:** Eric will be doing the road sweeping on Wednesday.

**C. Concrete at Community Center:** Richard wondered when Eric could pull up the concrete at the Community Center. Eric let him know he would need to check the schedule for the Community Center but could do it in the next 2-3 weeks. LaDonna asked if there was a new quote from Richard McAllister for the work he would be doing there. Richard let her know that it was around \$2500, same as last year's quote.

**D. Timeline for Grant Work for 2023:** Grants for this year are Wild and Scenic on Loop Rd/ Fuller Rd, Better Roads Grant on Route 58 and NVDA which can be done wherever it is needed. LaDonna thought last year's NVDA Grant work still needed to be done, her and Eric will both check into that. LaDonna would like to set up a spreadsheet to keep track of what grants need to be done, where and what the deadlines are, etc.

**E.** Jacques updated the board on the culvert projects. They have not been approved yet and he is not sure if the town will need to reapply or if they just keep going down the list of people who have already applied.

## **7. Treasurer's Report – Lisa Deslandes:**

**A. Approve Warrants for Expenditures Dated: 4/10/23 \$22,889.38 (bills); 4/12/23 \$5,326.59 (bills) & \$5,615.19 (payroll); 4/26/23 \$4,615.21 (bills) & \$7,844.08 (payroll):** Richard motioned to approve the expenditures; Dennis seconded. Motion passed.

**B. Review Budget Reports and Balance Sheet (emailed in advance):** There were no questions on the budget reports or balance sheet.

**C. Re-Sign Edward Jones Investments Forms:** Board members signed the forms.

**D. Sign Auditors Questionnaire:** Jacques and Richard filled out the auditor's questionnaire.

**8. Request from Town Roads to be Open Year-Round for ATV Use:** There was a request to open the town roads to ATV use year-round. Jacques would not like to see ATVs on the roads when they are muddy. Currently the roads are open to ATV use from May 15th to November 15th. Richard also wanted to leave it the way it is. Jacques motioned to continue with the roads being open for ATV use from May 15<sup>th</sup> to November 15th, Richard seconded. Motion Passed.

**9. Revisit Request from Troy Volunteer Fire Department, Inc. for Use of ARPA Funds (emailed in advance):** Richard informed the board that Troy did give the money to the fire department for one machine. Dennis questioned whether there was a need for more than three machines. Jacques wondered if a new machine was more efficient. Richard believed they wanted two new machines. Lisa also thought that they were looking for two brand new machines and to keep the old ones as backup. Richard motioned to approve giving Troy Fire Department \$6,500 in ARPA funds, Dennis seconded. Motion passed.

**10. NVDA Town Representative:** LaDonna asked Scott Dunn if he would continue as the representative, and he said he would. Richard motioned to reappoint Scott Dunn; Jacques seconded. Motion passed.

**11. Mowing at Town Garage/Recycling Center:** Mark Wombolt can continue doing the mowing at the same rate. Richard motioned to continue using Mark Wombolt to mow the town garage and recycling center; Jacques seconded.

**12. Recycling Update:**

**A. Recycling Attendants Schedule for June:**

3<sup>rd</sup> – Jacques Couture

10<sup>th</sup> – Dennis Vincent

17<sup>th</sup> – Maurice Doyon, Roger Tetreault

24<sup>th</sup> – Richard Degre

**B. Update on Clothing Recycling Program:** LaDonna heard through email from them, and they are working on getting the buildings built and will let us know when they are ready. Jacques does not want to leave it outside and he asked Eric if the sander needs to be in the bay at the town garage. He said the box could be put in there.

**C. Green up day report:** LaDonna filled out the report. Lisa asked if the state picks up the bags. Jacques thought that if they were brought to Route 100, they were supposed to pick them up.

**13. Municipal Energy Resilience Program Grant:** There will be an application coming out with two assessments choices. Both assessments are free. Jacques motioned to do the level 2 assessment; Richard seconded. Motion passed.

**14. Update on Dog Licensing – LaDonna Dunn:** There are 7 unlicensed dogs left. Next month LaDonna will be able to send the Constable out if they are still not licensed.

**15. Update on Speed Ordinance – LaDonna Dunn (emailed in advance):** LaDonna has not gotten to this yet.

**16. Executive Session (if necessary):** None needed.

**17. Other Business:**

**A. Next Meeting Date:** June 19<sup>th</sup> at 5pm.

**B.** Richard let the board know that Maurice Doyon said he would be willing to take Dan Backus' place on the LEMP plan.

**C.** Jacques was in the Community Center the other day and all the pipes' downstairs were hot, it was 70 degrees outside that day. He also believes the part for the furnace was not installed yet. Richard called Todd Daigle and Todd said the wiring was slightly different and he didn't want to install it when it was cold outside and have something break. He will get it installed right away. Jacques asked him about the pipes being hot and he did not know why that would be but will look at it. LaDonna noticed that heat for the building has been way more expensive this year than previous years.

**D.** Richard wondered if the bathroom should still get painted in the Community Center. Jacques thought it should still get done. Richard will let Roger know so he can do it. LaDonna mentioned that the floor in the bathroom doesn't feel sturdy.

**E.** Richard asked Ethan Bathalon to give a quote for the library roof. Lisa questioned if we have any quotes yet. Richard let her know that he got a quote from a person in Albany for \$18-20 thousand. Ethans quote will include material and labor. Jacques wanted to make sure the bids include removal of the old shingles to the landfill.

**F. Tax sale:** Lisa informed the board that it is only 2 people for a total of \$2,000.

**18. Adjourn:** Richard motioned to adjourn at 7:01pm; Jacques seconded. Motion passed.

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Westfield Selectboard Approval Date: 6/19/23 with 0 change(s)

**WESTFIELD SELECTBOARD:**

X Jacques Couture  
Jacques Couture  
Selectboard Chair

X Richard Deque  
Richard Deque  
Selectboard

X Dennis Vincent  
Dennis Vincent  
Selectboard