

WESTFIELD SELECTBOARD – Special Budget Meeting
Minutes
January 3, 2025 – 12:30 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; Dennis Vincent, Selectboard; Richard Degre, Selectboard; LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; Niki Dunn, Selectboard Clerk; Eric Kennison, Road Commissioner (By Phone & In Person, Partial Attendance)

1. Call Meeting to Order – Jacques Couture, Chair: Jacques called the meeting to order at 12:40pm.

2. Public Comment – 5 Minutes: None

3. Additions and/or Deletions to the Agenda: LaDonna added culvert easement to 10A. Lisa added plowing at the Community Center to 8D.

4. Approve Minutes of the 12/30/24 Selectboard Meeting and Sign 12/13/24 Minutes: Richard motioned to approve the minutes from the December 30th meeting, Dennis seconded. Motion passed.

A. Business from the Minutes: None

5. Approve and Sign 2025 Letter of Understanding with Kennison and Son and 2025 Price Sheet: (emailed in advance) Board questioned the inclusion of the separate sander/ plow hourly prices. Eric noted that those prices are included in the truck hours in the billing and the \$20 increase he asked for previously is separated into the plow/ sander rates. The board would like the plow/wing and sander prices to have “included in the hourly truck rate” noted next to it so its not so confusing. This change was made to the price sheet. Richard motioned to approve the Kennison and Son Letter of Understanding and the 2025 Itemized Equipment List with Rates, Dennis seconded. Motion passed.

6. Articles for 2025 Town Meeting Warning: LaDonna questioned if there were any articles aside from the usual ones that the board would like added to the warning. Dennis questioned adding something for regarding the delinquent tax collector and LaDonna noted that would go under reports from town officers.

7. Sheriff’s Report for November 2024: 0 Tickets, 2 Warnings, \$0 Fines, 0 Arrests, 11 Hours Billed

8. Treasurers Report:

A. Approve Warrants for December 2024; 12/5/24 \$18,309.32 (Bills) & \$7,819.79 (Payroll), 12/16/24 \$75,624.26 (Bills) & \$9,912.89 (Payroll), 12/31/24 \$38,784.32 (Bills) & \$9,257.52 (Payroll): Dennis motioned to approve the warrants for December 2024, Richard seconded. Motion passed.

B. Review and Approve 2025 General Fund Budget: (emailed in advance) Lisa noted that for the FY24 year the election officials pay was covered by an election grant so that line was changed to \$0. Lisa increased the budget for the Emergency Management Coordinator to \$150 to cover meetings and various training that he attends throughout the year. The heat and electricity costs for the Community Center may change next year now that the heat pump has been installed. Maintenance of the library would include any cleaning to be done on the preserved animals. There are currently no quotes on how much that would cost. The library still has \$15,000 from the church donation that could be used for this if needed. The total increase in taxes to be raised from FY24 in the general budget is \$18,311.79.

- C. **Review and Approve 2025 Highway Budget: (emailed in advance)** Lisa adjusted electricity for the Town Garage to \$1800. The bill for the grader tires did not get submitted in 2024, so that expense will go into the 2025 budget. The service on the grader will be about \$4,000. The tires are around \$7,400 for a set of four. The grader maintenance budget line was increased to \$12,000. The hired equipment went over in FY24 by around \$40,000 so the budget for FY25 was increased to \$300,000. The highway budget went over by \$22,762.72, so that amount needs to be raised by taxes in FY25. FEMA revenue was put into a special account and that went over by around \$3,000. That amount will also need to be reimbursed from the highway budget which increases the total overage to almost \$26,000. Some of the reasons the budget went over were the flood in the spring and paving went above the budgeted amount. To help decrease the amount needing to be raised the board decided to lower the hired equipment to \$274,000 and remove the \$40,000 in paving expenses for this year. The total increase in the highway budget for FY25 comes to \$32,981 which is a 6.5% increase from FY24.
- D. **Plowing at Community Center:** Lisa explained that the Community Center typically gets plowed right before an event and she would like to see it changed to getting plowed each day before 8am. LaDonna noted that the parking lot is used often by people using the free wi-fi and waiting for buses, etc. The shoveling should also be done when the plowing is done. The budget will stay the same for now. Jacques let Eric know that he would like the Community Center plowed by 8am every day and have the small bank in front of the steps shoveled. Eric said he can get it figured out how to manage the shoveling. Lisa questioned if the charge for the Community Center is still \$40 per clean up and Eric said it would be the same this year.

9. **Executive Session (if needed):** Not needed.


10. **Other Business:**

- A. **Culvert Easement for Dennis Frink Property:** LaDonna worked with the lawyer yesterday to get the easement expedited. The board changed the easement distance to 25 feet from 10 feet. LaDonna will make the change and get it to Dennis Frink to get signed. Dennis motioned to approve the easement relating to the Dennis Frink property on Corrow Basin Road with the above noted changes, Richard seconded. Motion passed.

11. **Adjourn:** Richard motioned to adjourn at 2:34pm, Dennis seconded. Motion passed.

Westfield Selectboard Approval Date: 1/27/25 with 0 change(s)

X Jacques Couture
 Jacques Couture
 Selectboard Chair

X 
Richard Degre
Selectboard

X 
Dennis Vincent
Selectboard

