

WESTFIELD SELECTBOARD MEETING
Minutes
January 27, 2025 - 5 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; Lisa Deslandes, Treasurer; Niki Dunn, Selectboard Clerk; Shelley Martin, Town Health Officer (Partial Attendance), Will Young, Zoning Administrator (Partial Attendance); Pat Sagui, Development Review Board (Partial Attendance)

Others Present: Dan McAvinney (Partial Attendance), Rick Danforth (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques called the meeting to order at 5pm.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** LaDonna added signing the tax map maintenance contract to 15B.
4. **Approve Minutes of the 1-3-25 Selectboard Meeting: (emailed in advance)** Richard motioned to approve the minutes of the 1-3-25 selectboard meeting, Dennis seconded. Motion passed.
 - A. **Business from the Minutes:** None
5. **Library Report:**
 - A. **Board of Trustee Resignation: (emailed in advance)** Selectboard reviewed letter of resignation. The position has been added to the Town Meeting Warning.
 - B. **Plowing/ Making Parking Lot Bigger:** Richard plowed a bit more of the area around the parking lot. Jacques noted that in the summer they could add some more gravel near the paved parking area to make it a bit bigger. Connie LaPlume said that people can park in her driveway if they need more parking. Hometown Hardware had a few people who said it was okay to park in their lot and a few who said it was not. The Selectboard can reach out to the owners to see how they feel about having people park there outside of business hours.
 - C. **Request for Additional Hours: (emailed in advance)** The librarian submitted a report noting how many people visit the library and is requesting the library be open for additional hours each week. The budget for the current year has already been finished with the current library hours. Jacques noted that events can also be moved to the Community Center if they exceed the space at the library or are scheduled outside of the hours they are typically open. The Selectboard would like a member of the Board of Trustees to attend a meeting to discuss this. They would also like a member of the board to attend the Selectboard meetings once a quarter.
6. **Treasurers Report – Lisa Deslandes:**
 - A. **Review Proposed FY25 General Budget: (emailed in advance)** Lisa removed the delinquent taxes collected line from the budget. Delinquent taxes collected this year will go in the fund balance for last year. \$8,618.54 was the carryover from last year.
 - B. **Review Proposed FY25 Highway Budget: (emailed in advance)** No changes were made to this budget.

- C. **Discuss New Statewide Adjustment for Education Funding: (emailed in advance)** The board reviewed the letter sent regarding the statewide adjustment.
- D. **Discuss MERP Project Schedule and Project Oversight:** Lisa would like to schedule a separate selectboard meeting to start scheduling out work and deciding what the board would like done on each building. Lisa would like to accompany the selectboard when meeting with the contractors and gather estimates to have an oversight of the full project.
- E. **Approve the Warning for Town Meeting: (emailed in advance)** Dennis motioned to approve the warning for town meeting, Richard seconded. Motion passed.

7. Highway Update – Eric Kennison:

- A. **Sign Certificate of Highway Mileage Year Ending February 10, 2025: (emailed in advance)** Dennis motioned to approve the Certificate of Highway Mileage, acknowledging that the highway mileage has stayed the same in the past year, Richard seconded. Motion passed. Board signed.
- B. **Sign US Army Corps of Engineers Application Permit for Corrow Basin Culvert Project:** Board signed.
- C. **Sign Application Form for Coverage Under the Stream Alteration General Permit for Corrow Basin Culvert Project:** Board signed.

8. Legal Trails:

- A. **Draft Ordinances for Agreement Between Legal Trail Landowners and Selectboard: (emailed in advance)** Pat wondered if the board needed or wanted anything from the DRB regarding the policy being drafted. The board would like the policy to be completed by spring. LaDonna questioned having an application for any road work on class 4 roads and legal trails. There is a property currently working on a sale that is on a legal trail. There is a section of that trail that would need some maintenance if multiple lots were sold. This legal trail is what Ballground Road turns into. LaDonna noted that what the DRB expects should also be put into the policy/ application. Pat will check with VLCT/NVDA about the possibility of an application that may already exist, so it does not have to be completely recreated. The Notice of Decision for Eastman/ Rousseau states that they need an agreement with the selectboard regarding road maintenance and to start that the legal trail policy needs to be created. The board may need to make an agreement with them to get started and then alter it after the policy is finished. Pat noted that the DRB could draft something to submit to the selectboard on what they would like to see. Will would like to see this look more similar to the driveway permit than the zoning permit. LaDonna would like the DRB to include things in the Notice of Decision that they specifically want the selectboard to look at when creating an agreement for road maintenance with an applicant. Will would like them to have the agreement in place with the selectboard prior to a DRB hearing. Dennis questioned if the road could be reclassified if brought up to Class 3 standards. Jacques said the town could reclassify it if they wanted to. LaDonna questioned if the policy needs to be Class 4/ Legal Trail or only Legal Trail. Will noted that the difference is the right of way, a Class 4 road has a 50 foot right of way and the Legal Trail does not. Jacques noted that there is some town maintenance required on Class 4 roads, so reclassifying the legal trails would change the town's maintenance requirements. Will noted that to set the right of way at 50 feet on all legal trails the town would need to go through the reclassification process. Jacques would like the town attorney to look at the policy. LaDonna noted that the reclassification could be discussed at the AOT meeting. Will would like to discuss throwing up some of the roads at the same time.

- B. **Draft Legal Trail Policy:** Discussed above.

9. Cleaning at the Community Center – Discuss Hiring Applicant: Connie Gunther has applied for the position. Richard motioned to hire Connie Gunther; Dennis seconded. Motion passed.

10. Lawn Mowing Contract – Discuss Putting Back Out to Bid: Generator behind the town office was damaged and nobody was informed that it happened. The board is not happy with the quality of the mowing that was done this past year. The board would like to put it out to bid again. The bid will be for the town common, the Town Office, the Community Center, the Library and the North Hill Cemetery. The board will also ask Yvan LaPlume if he wants the North Hill Cemetery job as he already does the Westfield Cemetery.

A. Broken Generator Panel Update: (emailed in advance) The new panel has been ordered.

11. Appoint Westfield Fire District #1 Interim Treasurer: The Westfield Fire District Prudential Committee would like to have Niki Dunn fill the open treasurer position. Richard motioned to appoint Niki Dunn; Dennis seconded. Motion passed. The annual meeting will be held in November and elections will be held at that time.

12. Recycling:

A. Schedule for February:

February 1st: Jacques Couture

February 8th: Maurice Doyon, Roger Tetreault

February 15th: Richard Degre

February 22nd: Dennis Vincent

B. Composting: Dennis put a sign on the compost bin to let people know not to place plastic bags in there and it seemed to help.

13. Proposed Village Wastewater Project Update – Pat Sagui: Pat let the board know that they have an application to fill out for the loan request. The information needed should be in the contract. Shelley Martin would like to be included in the wastewater project as the town health officer.

14. Executive Session (if needed):

15. Other Business:

A. Schedule Meeting to Discuss MERP Implementation: Meeting scheduled for February 7th at 12:30pm.

B. Sign Tax Map Maintenance Contract: Board signed.

16. Adjourn: Dennis motioned to adjourn at 7pm, Richard seconded. Motion passed.

X

Jacques Couture
Selectboard Chair

Approved with ϕ changes
at the 2/7/25 selectboard
meeting.

Ladonna Quinn,
Town Clerk

X

Richard Deque
Selectboard

X

Dennis Vincent
Selectboard