

WESTFIELD SELECTBOARD MEETING
Class 4 Highway & Legal Trail Ordinance Work Session
Minutes

November 12th, 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; Niki Dunn, Selectboard Clerk; Mike Piper, Constable

Others Present: Jan Degre, Rosemary Croizet, Steve Button, Bruce Johnson

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 4:59PM.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** LaDonna added approving the October 16th, 2025, Selectboard Legal Trail Work Session meeting minutes as number 4.
4. **Approve Minutes from the October 16th, 2025, Selectboard Legal Trail Work Session:** Richard Degre motioned to approve the minutes from October 16th, 2025, Dennis Vincent seconded. Motion passed.
5. **Work Session to Discuss Class 4 Highway & Legal Trail Ordinance:**

The group worked through each of the changes that were made to the Ordinance since the last meeting.

LaDonna Dunn noted that Will Young could not attend the meeting but did make some suggestions for changes. He would like to add the definition "traveled way" to the definition section of the Ordinance due to an addition he would like on page three under exemptions for maintenance.

On page 3 section 6i, Will would like to add wording noting the material added to be per year and on the traveled way. If this is not included the definition for traveled way does not need to be added. Discussion around why to add this was noted as making sure that it is not interpreted as 56 yards per tenth of a mile on each side of the road. This wording would just clarify the intent behind this section of the Ordinance. The board agreed to add the per year and per traveled way wording, therefore the definition for "traveled way" will be added to the definition section.

Steve Button would like "maintenance" and "improvement" added to the definition section.

Richard noted that Kurtis Johnson is concerned with the section discussing coming to the Selectboard to get maintenance exemptions approved prior to doing the work. LaDonna noted that the intention was for property owners to let the Selectboard know at anytime and then it would be noted at the following regularly scheduled Selectboard meeting, so that the Selectboard is aware of what is going on.

Steve Button questioned the Selectboard's ability to create an Ordinance for Legal Trails. Richard felt that the board might need to create an Ordinance for Change of Use permit requests and not create a general Class 4 Highway and Legal Trail Ordinance. Jacques noted that the town is required to maintain Class 2 and 3 Highways, they are not required to maintain Class 4 Highways and Legal

Trails, which is why they are looking at an ordinance for those roads specifically. Richard felt the VTrans Orange Book covers Class 4 Highways and Legal Trails well enough that there is not a need for a separate Ordinance.

Rosemary Croizet feels that the Orange Book is not very clear on the rules for legal trails. She feels that an Ordinance would give the Selectboard some oversight into the work that is being done.

Steve noted that he has maintained his Legal Trail that his property is on for 25 years and has never had any oversight. Rosemary noted that some areas of Legal Trails go through wetlands and she doesn't want to see people just start digging and doing work on Legal Trails when they may not know what they are doing. Steve feels like he shouldn't have to follow an Ordinance and he should not have to come to meetings to discuss this. He feels that he was told incorrect information at a previous meeting about the Ordinance. Dennis noted that the Selectboard never had an intention to be untruthful. Jacques noted that they are not creating this document to tell people that they need to upgrade a Legal Trail, it is only for when people want to upgrade a Legal Trail.

Bruce Johnson questioned section 8d, the ability of the Selectboard to limit motorized vehicle access to a Legal Trail or Class 4 Highway, and why that is included. Jacques noted that it states "may do", it is not something the Selectboard is looking to enforce for no reason. Bruce felt it was too vague and wondered what the intent of it was. Dennis noted that it could be used as protection against people who want to start using mud vehicles and tearing up the roads. Bruce felt that something could be added noting that property owners are excluded. LaDonna noted that as a property owner you have a legal right to use that road, the Selectboard can't stop a property owner from traveling on the road with motorized vehicles. Steve noted that this wording comes from the Orange Book and would apply whether it is included in the Ordinance or not.

Mike Piper noted that section 6a says the Selectboard "should" approve maintenance and he feels it should be changed to say "shall". LaDonna questioned possibly changing the wording to say something about notifying the Selectboard in writing if maintenance work was going to be done. LaDonna noted that most of the land in town where development can happen is on the Legal Trails and without an ordinance there is no oversight. Dennis felt it would be a good thing for the Selectboard to know when work is happening on a road in town.

Bruce would like to see additions to the exemptions for things like replacing already existing culverts and re-doing existing water bars. He would like to see the maintenance definition include top dressing of gravel, clearing existing water bars and culverts, etc. LaDonna noted that Will would like to see an addition of clearing woody material that is encroaching on the already existing traveled way.

It was questioned if 6b could be removed after removing the approval from the Selectboard in 6a. Jacques questioned if there was a large repair that needed to be done and should the Selectboard know about that. He also noted that if a culvert needs to be replaced, they may want to speak with Jason Sevigny regarding recommended culvert sizes. Jacques also noted that the town does have some responsibility for culverts on Class 4 Highways.

Jacques questioned if 7iv should clarify the span of years or be left as is. LaDonna felt that it would depend on the project. Richard thought this could be added to the permit application. There could be a spot for the Selectboard to note how many years the permit spans. It was noted to add "as determined by the Selectboard" to the number of years and then note the number of years on the permit.

Jacques noted that the roads will need to be posted so that the logging companies are aware that they need to get an excess weight permit and comply with the Ordinance when returning roads to the standards they were before logging began. It was questioned who is supposed to return the road to the original standards, the logger, the forester, the landowner, etc. Rosemary felt Jared Nunnery or Dave Wilcox may have more information on this. Jacques also felt that Jason Sevigny is a good person to include in this conversation also as he felt the roads should be maintained back to original

standards where Dave Wilcox felt they only need to be returned to the Logging AMP standards. Bruce noted that about 5 years ago Corrow Basin Road was damaged by loggers, and the property owners had to repair the road. Mike Piper mentioned changing the wording to forestry operations. Bruce noted that some small-scale jobs don't have a forestry plan. He felt that this section bears enough weight as written to have the road fixed if damaged.

Richard felt that having the town listed as an additional insured on the logger's insurance policies when logging operations are ongoing allows the town to then go back to their insurance company to file a claim if they damage the roads and do not want to repair them. LaDonna questioned if asking Richard Dwyer, Jared Nunnery, Dave Wilcox and Jason Sevigny for their thoughts on section 9 regarding the logging would be good. The Selectboard agreed it was a good idea.

Bruce felt section 17 of the permit is not necessary. It was noted that the permit portion of this has not been adjusted since talk of doing an Ordinance first began and it needs to be looked at again with the new changes made to the Ordinance. Number 16 should be noted that wood is left for use at the discretion of the landowner. Adding an expiration date for the permit was also mentioned.

LaDonna would like the wording, if necessary to protect property owners/ integrity of the road from damage, added to 8d.

6. Executive Session (If Needed): None

7. Other Business: None

8. Adjourn: Dennis motioned to adjourn at 6:02PM, Richard seconded. Motion passed.

Westfield Selectboard Approval Date: 11/17/25 with 0 change(s)

X Jacques Couture
Jacques Couture
Selectboard Chair

X Richard Degre
Richard Degre
Selectboard

X Dennis Vincent
Dennis Vincent
Selectboard