

WESTFIELD SELECTBOARD MEETING

Minutes

November 17th, 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; Lisa Deslandes, Treasurer; Mike Piper, Constable (Partial Attendance); Roger Gosselin, Newport Ambulance Representative & E911 Coordinator (Via Zoom, Partial Attendance)

Others Present: Jan Degre

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques brought the meeting to order at 5:03PM.
2. **Public Comment – 5 Minutes:** Roger Gosselin sent over some information on reflective 911 signs. When working on the E911 Coordinator report for the year he realized that there is not a good place for people to get 911 address signs for their property. He started a program in Derby for the signs, and it worked out well. He would like to see if the Town Clerk is interested in purchasing the signs and the kit to get the numbers placed on them and have the signs made at the Town Office. He noted that the town could upcharge the cost of the signs a bit to cover administrative costs. He noted that he is also happy to help create them if there was a large volume of signs ordered at once. He felt that in the future it would be nice to open the orders to Jay, Troy and Lowell. If the town is interested, he will talk about it in his submission for the town report. LaDonna questioned how the sign is made. Roger explained that the signs come blank and you place stickers on the signs depending on the house number. If the sign is being attached to a mailbox you would need the number on both sides, on a house you would only need the number on one side. The Selectboard felt it was a good idea. Roger felt that the town buildings having them would set a good example. Richard motioned to have Roger Gosselin order sign blanks and numbers to begin selling 911 signs, Dennis seconded. Motion passed. Roger will order a box of ten of each size sign to begin with.

Roger is able to attend the ambulance budget meeting happening tomorrow night at the Jay town clerks office. He sent the board a breakdown of different funding formulas to look over before the meeting. Roger explained that the cost is currently split between the towns based on grand list total and Jay is looking to change this funding formula. Roger explained that basing the cost on the call numbers can fluctuate significantly from year to year, which makes it hard for towns to budget for. Roger noted that the ambulance has already been called to the mountain a few times this winter and the resort has not even opened for the season yet. He explained that during the peak times in the winter they are staffing a second ambulance in Troy to handle the calls, which increases the cost. Jacques heard that Jay may propose a four-way split of a base cost and the rest split based on call volume or the grand lists. Roger felt it sets a bad precedent to charge Jay Peak for the extra calls; however, he feels that's up to the town of Jay to work out.

3. **Additions and/or Deletions to the Agenda:** None

4. **Approve Minutes:** (*emailed in advance*)

- a. **Approve Minutes of the 10-20-25 Selectboard Meeting:** Dennis motioned to approve the minutes of the October 20th Selectboard meeting, Richard seconded. Motion passed.
- b. **Approve Minutes of the 11-12-25 Selectboard Meeting:** Richard motioned to approve the minutes of the November 12th Selectboard Meeting, Dennis seconded. Motion passed.
- c. **October Selectboard Meeting To-Do List:** Shawn Warner will be working on the chimney in the spring, so he will turn in his certificate of insurance then. Lisa spoke with Jeff Dunn about the shutters at the library and he is willing to do that. Richard spoke with Carrie Glessner, and they may want to paint the walls in the children's room now. They will decide before asking Jeff Dunn for a quote on the pine boards for the walls. Lisa would like to get a quote still on the pine so that the library board can have options. She got a measurement for the carpet and will be asking them to pick out colors. Richard noted that Jeff Dunn has 4 of the upstairs windows replaced at the library already. Lisa will be asking Jason from D&D Electric to get warm color lights for the library. The lighting at the Community Center is finished other than two lights in the basement. Nick Bouchard was putting the garage door opener in at the Town Garage today.

- d. **Current Use Penalty:** The bill for the withdrawal of land on Trumpass Road from the Current Use program came in and it was \$167.89.

5. Correspondence: (*emailed in advance*)

- a. **Invitation to Comment – EBI (AT&T):** The Selectboard reviewed the information and has no comments to submit. Pat Sagui did question if there would be blinking lights on the cell components that are being installed. LaDonna will email the sender of the original email to address that question.

6. Library Report: This was also discussed in 4c. The window for the basement will be delivered tomorrow. Richard went to the library over the weekend to fix the toilet leak. Lisa noted that she would like to give the librarian an emergency contact list for when things like this happen on the weekend. She was not notified until after multiple other people were contacted. An after-hours emergency contact protocol list for the Community Center and Library would be good to have.

7. Treasurers Report – Lisa Deslandes:

- a. **Approve Warrants for October; 10/6/25 \$15,239.98 (bills); 10/15/2025 \$20,289.97 (bills); 10/21/2025 \$60,001.36 (bills) & \$6,579.85 (payroll); 10/22/2025 \$7,861.44 (bills) & \$7,490.76 (payroll); 10/27/2025 \$1,303,652.61 (School Education Tax Payment):** Richard motioned to approve the October warrants, Dennis seconded. Motion passed.
- b. **Review General & Highway Fund Budget Status Reports:** Board reviewed.
- c. **Review Investments:** Board reviewed. Lisa is requesting them to change the name on the account to the Town of Westfield instead of the library.
- d. **ANR PILOT Payment FY2026 \$24,079.87:** Board reviewed.

8. Highway Update – Eric Kennison:

- a. **Update on Culvert on School Street/ Ballground Road:** No update, Eric could not attend the meeting.
- b. **Install Road Signs:** No update.
- c. **Sign Cargil Salt Contract:** Eric called the company today and they were supposed to email the contract, but Lisa has not received it yet. Jacques will sign the contract when it comes in.

9. Update on MERP Grant Projects: (*emailed in advance*) Board reviewed. No update on solar panel installation at this point.

10. Village Wastewater Study:

- a. **Discuss Dates for December 60% Public Meeting:** This was discussed at the previous meeting with AES Northeast. They are waiting to hear back from Lynette at DEC to get the date scheduled.

11. Town Report for 2025:

- a. **Ideas for Cover:** Dennis will ask Roger Gosselin if he would like to get some winter drone shots of more farms in town. Photos of sugar houses would also be nice.
- b. **Selectboard Report:** The Selectboard brainstormed ideas for their report.

12. Act 171 Municipal Ethics: (*emailed in advance*)

- a. **Appoint Ethics Liaison:** Dennis motioned to have the Town Clerk and Assistant Town Clerk appointed as the Ethics Liaisons, Richard seconded. Motion passed.
- b. **Discuss Creating Ethics Complaint Investigation Policy:** Niki and LaDonna will reach out to other towns to see if they have a template to work from.
- c. **Ethics Training Requirement:** Members of various boards in town will need to take a 45-minute ethics training. Niki will email everyone who is required to take it. If the training can be done as a group, then a time for multiple people to attend the training will be set up. Niki and LaDonna will take the training first to see the logistics of holding a group training.

13. Discuss Revising Dog Ordinance: (emailed in advance) Mike Jacobs previously submitted his comment that he is in favor of a town wide dog ordinance. Niki will email the VLCT Model Dog Ordinance to the Selectboard.

14. Recycling Updates:

- a. **Schedule for December:**
December 6th: Jacques Couture
December 13th: Maurice Doyon & Roger Tetreault
December 20th: Richard Degre
December 27th: Dennis Vincent
- b. **Review Compliance Items from State Inspection October 8th, 2025:** There are a few reports that are required now that have not been required in the past. LaDonna noted that the tire disposal numbers need to be reported from 2022. Going forward when Lisa does her quarterly reports she will report the tires at the same time.
- c. **New Tire Disposal Procedure:** Jacques brought the tires to the waste management district and the cost for 2.23 tons of tires was \$401.40, which is a significant savings from the previous disposal method.

15. Executive Session (if needed): Not needed.

16. Other Business:

- a. **Upcoming Meetings:**
 - i. November 18th @ 5PM – Board of Abatement Hearings
 - ii. November 19th @ 6PM – Joint Selectboard Ambulance Meeting in Jay
 - iii. November 21st @ 1PM – Highway Budget Meeting: This meeting time was adjusted to 12:30PM.
 - iv. December 12th @ 1PM – General Budget Meeting
 - v. December 15th @ 5PM – December Selectboard Meeting
- b. **Caroling on the Common – December 10th @ 6PM:** MaryLee Daigle is willing to lead caroling and Debbie Breault will be donating snacks.

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

Westfield Selectboard Approval Date: 12/15/25 with 0 change(s).

X Jacques Couture
Jacques Couture
Selectboard Chair

X Richard Degre
Richard Degre
Selectboard

X Dennis Vincent
Dennis Vincent
Selectboard

**WESTFIELD SELECTBOARD SPECIAL MEETING
VILLAGE WASTEWATER STUDY**

Minutes

November 17th, 2025 – 4 p.m.

Westfield Town Office, 38 School Street

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Town Officials Present: Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; Dennis Vincent, Selectboard; LaDonna Dunn, Town Clerk; Niki Dunn, Selectboard Clerk; Lisa Deslandes, Treasurer; Mike Piper, Constable

Others Present: Jan Degre; Kalyani Mer, AES Northeast (Via Zoom); David Gabrault, AES Northeast (Via Zoom); Kevin Farrington, AES Northeast (Via Zoom)

1. Call Meeting to Order – Jacques Couture, Chair: Jacques brought the meeting to order at 4:05PM.

2. Public Comment – 5 Minutes: None

3. Additions and/or Deletions to the Agenda: None

4. Discussion on Potential Soil Based Disposal Sites for Village Wastewater Study – AES Northeast:

Kalyani Mer explained that they have been working on the next report and they have determined some preliminary figures. They estimate that the system would produce 35,000 gallons per day of wastewater which would need approximately a 3-3.5 acre of land area for a treatment and disposal system. Jacques questioned where the water table test holes come into play. Kalyani noted that without any detailed soil evaluation reports they have identified some areas, and they need to evaluate some candidates parcels before going into more detailed testing in those areas. Jacques questioned if they have the information on which lands are in land conservation. Kalyani noted that they do have that information. Kalyani noted that the Town Garage parcel would not be large enough for the treatment system of the size required. She pointed out a couple of parcels they felt may work for the treatment system. Kevin Farrington noted that they are trying to get direction from the Selectboard before just posting possible disposal sites in the report. Jacques noted that the water table on one site they identified is only 3-4 feet from the top of the ground. The piece in question belongs to him, which is how he is aware of the water table depth. Jacques felt that test boring to see where the water table is should happen before any parcels are considered. Kevin noted that they want to get an okay on the possible parcels before approaching landowners to ask about doing any testing. Richard questioned if the water table is only 3-4 feet deep if that would work as a good site. Kevin noted that you would probably have to do a mound system in that case and it's not ideal, but it would work. He also explained that it takes a little more land area and more fill to do a mound system. Jacques questioned if they have other options than the ones shown. Kevin questioned if the Selectboard had ideas on where it may possibly work and which landowners may be willing to have it on their land. Jacques was hesitant to give up any agricultural land for a disposal site at this point. LaDonna questioned if it's cost prohibitive to pump it uphill. Kevin noted that it is not really, and some pumping may be required no matter where it is.

Kevin noted that pumping to Troy is looking to be a significant cost savings in the construction phase as well as the long-term cost of the system at this point in the process. He noted that Troy has adequate capacity to take on Westfield, and they would welcome additional flow. He feels that at this point in the study connecting with Troy is looking like the best option, however they still need to evaluate all possibilities for the study.

Kevin noted at the next public meeting that they could present Jacque's parcel as the example to run the numbers on as far as having a treatment/ disposal site. This would give them something to

base cost estimates from. Or they could contact possible parcel owners to see if they are open to having their parcel evaluated. Jacques felt it would be very important to note that they are not looking for any commitment from the property owners, they are just using the parcels as part of their study. Kevin noted that they can reach out to the property owners, or the Selectboard can, whatever the board feels would work best. He suggested just using Jacque's parcel as an example to give numbers from for now as their local onsite alternative. This would avoid discussing this potential with other landowners at this point.

Jacques questioned if these ideas would be discussed at the 60% meeting. Kevin noted that it would. They would like to bring forward the possible alternatives along with costs.

Kalyani will be following up with Lynette from DEC this week to figure out a meeting date for the 60% meeting in December.

5. Executive Session (if needed): Not needed.

6. Other Business: None

7. Adjourn: Dennis motioned to adjourn at 5:02PM, Richard seconded. Motion passed.

Westfield Selectboard Approval Date: 12/15/25 with 0 change(s).

X Jacques Couture

Jacques Couture
Selectboard Chair

X Richard Degre

Richard Degre
Selectboard

X Dennis Vincent

Dennis Vincent
Selectboard