

WESTFIELD SELECTBOARD MEETING

Minutes

February 16th, 2026 – 5:00 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 (Via Zoom); Karen Blais, Library Board of Trustees (Partial Attendance); Jenn Stelma, Library Board of Trustees Chair (Partial Attendance); Ellen Fox, Planning Commission/ Development Review Board (Partial Attendance); Will Young, Zoning Administrator (Partial Attendance); Danny Young, Lister (Partial Attendance); Eric Kennison, Road Commissioner (Partial Attendance)

Others Present: Jan Degre, Rosemary Croizet (Partial Attendance)

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1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 4:57PM.
 2. **Public Comment – 5 Minutes:** None
 3. **Additions and/or Deletions to the Agenda:** None
 4. **Approve Minutes: (*emailed in advance*)** Dennis Vincent motioned to approve the minutes in 4a, b, c & d, Richard Degre seconded. Motion passed.
 - a. **Approve Minutes of the 1-12-26 Selectboard Meeting:**
 - b. **Approve Minutes of the 1-15-26 Selectboard Budget Meeting (Lisa Deslandes' name left off draft minutes):**
 - c. **Approve Minutes of the 1-20-26 Selectboard Budget Meeting (Lisa Deslandes & Dennis Vincent's names left off draft minutes):**
 - d. **Approve Minutes of the 1-27-26 Selectboard Budget Meeting:**
 - e. **January Selectboard Meeting To-Do List:** LaDonna Dunn went through the list. She is rethinking putting the medical equipment on Facebook and will instead let the nearby Town Clerks know that it is available.
 5. **Correspondence: (*emailed in advance*)** The board reviewed the correspondence.
 - a. **Thank You Card from Susy Pion on Behalf of TOPS 163:**
 - b. **Thank You Letter from Northeast Kingdom Human Services (NKHS) for 2025 Appropriation:**
 6. **Tax Map Proposal for 4/1/26 through 3/31/27 – Listers Danny Young & Shelley Martin: (*emailed in advance*)** Danny Young noted that the tax maps will represent the condition of the town as of April 1st, 2027. This is the contract for the maps that the town will receive in 2027. Richard Degre motioned to sign the Tax Map Maintenance Proposal for 4/1/26 through 3/31/27 for the cost of \$1,800, Dennis Vincent seconded. Motion passed. This is a \$300 increase from the previous year's contract.
 7. **Discuss Class 4 Highway & Legal Trail Ordinance: (*emailed in advance*)** Ellen Fox felt the area discussing the road standards was not very clear (7.2). Jason Sevigny previously noted in an email that if referring to any standards it should be to the Town Road and Bridge Standards, not the State of Vermont Standards. Will Young and Ellen felt those standards are too stringent. Jacques explained that he felt the intention was only to leave the road in the same condition or better than it was before work started. Ellen felt having a professional certify that it's a good plan, rather than having the Selectboard determine if it's a good plan would be the way to go. Jacques questioned taking out the sentence about the state design standards and then just make it clear that the Selectboard and Road Commissioner will oversee the plans. It was determined to change the sentence to read 'The development plan must demonstrate that it will meet the needs of the users and protect water quality and will be approved by the Selectboard and Road Commissioner'. Ellen noted that under number 6 in the last sentence, she would like 'reserves the right' changed to 'shall'. Jacques felt that since it already says that the Selectboard reserves the right, it leaves them room to require a permit or not. It was determined to change the wording to 'shall'. Niki will make two

versions for the next meeting, one with the new changes shown and a clean version for approval and signatures. The Selectboard will put the approval of this ordinance on the agenda for March. The permit itself will now begin to be worked on, although Will noted that the permit application can always be reworked if they feel it needs to be.

8. **Library Report:** Jenn Stelma thanked Richard Degre for helping with the renovations and making the shelves for the youth room. The handicap rails were ordered on Thursday. The diaper changing table still needs to be ordered. Lisa Delsandes would like Karen Blais to order it using the library debit card. It can be ordered from Amazon and Richard can install it once it comes in. Jenn noted that Jennifer Johnson had been looking for full time employment and she has given her notice. Her last day will be February 26th. They hope to begin interviews by March 1st and have a new librarian by April 1st. The assistant librarian, Teka Slagle, will be covering the dates the library is open in March. Karen noted that they are ordering supplies for the River Explorer Program that will happen in May with Jane Halbeisen overseeing the program. Some of the items being purchased for this program will stay in the library to be lent out. They already ordered some new stanchions to be put in front of the polar bear. Richard noted that Jeff Dunn will be in as soon as his truck is completed to do the holes in the siding. The heat pump installation will not be completed until closer to spring.
9. **Treasurers Report – Lisa Deslandes:**
 - a. **Approve Warrants for January – 1/12/26 \$41,437.35 (bills) & \$7,447.05 (payroll), 1/20/26 \$4,788.55 (bills), 1/26/26 \$20,876.74 (bills) & \$6,842.31 (payroll), 1/27/26 \$27,902.62 (bills): (emailed in advance)** Dennis Vincent motioned to approve the warrants for January 2026, Richard Degre seconded. Motion passed.
 - b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Lisa noted that she typically gives the board the budgets up to the end of the previous month and going forward she will give the board the budget up to the Thursday prior to the meeting instead so it's more accurate. She will also separate the hired equipment budget line in the highway budget into winter and summer roads so it's easier to budget in the future. The highway budget is currently around the same amount expended as it was last year at this time.
 - c. **Review Investments: (emailed in advance)** Reviewed.
 - d. **Discuss Mowing Contract for 2026:**
 - i. **Spaulding Property Management LLC: (emailed in advance)** Spaulding Property Management is interested in doing the mowing again this year at the same price as last year. LaDonna questioned the fall cleanup, and noted people were not happy with how long it took to get the leaves picked up at the Community Center. Lisa will discuss with them how to handle the fall cleanup this year. Richard Degre motioned to hire Spaulding Property Management, LLC for 2026, Dennis Vincent seconded. Motion passed.
10. **Highway Update – Eric Kennison:** The contract for the salt has not been fully used yet, so Eric can still get salt at the price it was when the contract was signed. The letter of understanding for Kennison & Son needs to be signed again this year. Eric has not heard any updates on the large culvert project. Eric would like the paving put back into next year's budget as he has spots that will need to be paved. Spot sanding was discussed to save on sand for the remainder of the winter and Eric noted that he doesn't like to spot sand because then people start complaining.
 - a. **Updates on Agency of Transportation Small Scale Local Safety Grant – Information not received, Application not Submitted:** Eric did not feel that there was anything available in the grant that was worthwhile at this time.
 - b. **Sign Certificate of Highway Mileage Year Ending February 10, 2026: (emailed in advance)** Richard Degre motioned to sign the Certificate of Highway Mileage for Year Ending February 10, 2026, Dennis Vincent seconded. Motion passed.
 - c. **Discuss Updating Driveway Permit Fees:** Will noted that driveway permit fees are \$15 currently. He spends time working on these permits and Eric spends time looking at the driveways, so he questioned if we should charge something for these permits on top of the \$15 recording fee. He suggested a fee of \$50. Dennis Vincent motioned to increase driveway permit fees to \$50, which includes the \$15 recording fee, Richard Degre seconded. Motion passed.

d. **Agency of Transportation (AOT) Meeting – April 10th @ 1PM:** Informational.

11. **Update on MERP Grant Projects: (emailed in advance)** LaDonna questioned if the bell at the Community Center can be brought down when the insulation is done. Richard felt that it could be and suggested enclosing it when it's displayed either on the common or at the Community Center. Richard noted that Jeff Dunn will be finishing the library before he starts the community center windows.

a. **Solar Project Update & Request for Proposals: (emailed in advance)** Niki Dunn explained that the request for proposal needs to be put in the newspaper per the Town's Purchasing Policy and will also be posted on the town website. Niki and Richard met with Green Mountain Solar, and they will also be submitting a proposal. They noted that they could most likely get the work done in the second quarter of 2026 if the Selectboard decided to go with their proposal. Niki and LaDonna will work on getting the request for proposals out as soon as possible so a decision can be made sometime in March or April.

12. **Facilities Updates:**

a. **Ramp at Community Center:** Richard spoke with Nick Baraw about the ramp not heating up enough. He thinks now that the system has caught back up, it should work correctly for the rest of the winter.

13. **Discuss Prep for Town Meeting – March 3rd, 2026:** LaDonna noted that Loren Petzoldt has discussed with Pat Sagui being the moderator for this year. The three of them discussed how that position works. LaDonna will sit down with him a few days prior to Town Meeting to discuss the warning further. She also noted the Mike Piper is not running for Constable again this year. LaDonna will check on whether you need a second constable.

14. **Sheriff's Report for December: (emailed in advance)** Reviewed.

a. **Tickets – 1, Warnings – 6, Fines - \$158, Arrests – 0, Hours Billed - 17**

15. **Recycling Updates:** Jacques noted that the tire charge increased by \$20 a ton when a load is delivered to the waste management district. The last load was just over 2 tons. Jacques would like the recycling guide updated to note that we do accept refrigerators.

a. **Schedule for March:**

March 7th – Jacques Couture

March 14th – Maurice Doyon, Roger Tetreault

March 21st – Richard Degre

March 28th – Dennis Vincent

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

17. **Other Business:** The next Selectboard meeting will be March 9th at 5PM.

18. **Adjourn:** Richard Degre motioned to adjourn at 6:56PM, Dennis Vincent seconded. Motion passed.

Westfield Selectboard Approval Date: 3/9/26 with 0 change(s)

X Jacques Couture

Jacques Couture
Selectboard Chair

X Richard Degre

Richard Degre
Selectboard

X Dennis Vincent

Dennis Vincent
Selectboard