Westfield Selectboard Public Hearing
Minutes
Monday, August 17th, 2026 @ 4:30PM
Westfield Town Office, 38 School Street, Westfield, VT
Meeting Recordings Available to View at https://www.youtube.com/@TownofWestfieldVT

Town Officials Present: Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; Dennis Vincent, Selectboard; Niki Dunn, Town Clerk; Lisa Deslandes, Treasurer & Lister; Pat Sagui, Planning Commission Chair; Shelley Martin, Lister; Brian Dunn, Planning Commission; Will Young, Zoning Administrator

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1. Call the Hearing to Order – Jacques Couture, Chair: Jacques Couture called the meeting to order at 4:32PM.

Pursuant to Title 24 VSA §4441 there is a Public Hearing before the Town of Westfield Selectboard, Monday, August 17th, 2026, 4:30PM, at the Westfield Town Office to consider:

- Two changes to the Westfield Zoning Bylaw Table of Uses:
  - Allow accessory structures as defined in the Bylaw in the Recreation/Residential District
  - Prohibit storage rental units in Village District

2. Define germane comments: Jacques defined which comments are germane to the hearing.

3. Disclosure of conflicts of interest: There were no conflicts of interest.

4. Take comments on the proposed changes to Zoning Bylaw: No comments were given regarding the proposed changes to the bylaws. Richard Degre question if Mr. Tanguay had responded to the letter that the Planning Commission sent him regarding these changes. He had not reached out to the Planning Commission or the Town Office. Pat Sagui noted that there was no requirement to notify him about these changes, the letter was sent as a courtesy.

5. Accept written comments presented to the Selectboard: There were no written comments received.

6. Other business: There was no other business.

7. Adjourn Hearing: Dennis Vincent motioned to adjourn at 4:35PM, Richard Degre seconded. Motion passed.

Westfield Selectboard Approval Date: 10-19-26 **with** Ø **change(s)**

X Jacques Couture
Jacques Couture
Selectboard Chair

X Richard Degre
Richard Degre
Selectboard

X
Dennis Vincent
Selectboard

WESTFIELD SELECTBOARD MEETING
Minutes
August 17th, 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; Niki Dunn, Town Clerk; Lisa Deslandes, Treasurer & Lister; Eric Kennison, Road Commissioner (Partial Attendance); Danny Young, Lister (Partial Attendance); Shelley Martin, Lister (Partial Attendance)

Others Present: Michael Miller (Via Zoom)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture called the meeting to order at 5PM.

2. **Public Comment – 5 Minutes:** None

3. **Additions and/or Deletions to the Agenda:** Added 18C Jay Food Shelf and 8D Oil Supply Pre-Buy

4. **Approve Minutes:** ***(emailed in advance)***
   a. **Approve Minutes of the 7-20-26 Selectboard Meeting:** Dennis Vincent motioned to approve the minutes of the July 20th, 2026, Selectboard meeting, Richard Degre seconded. Motion passed.
   b. **July Selectboard Meeting To-Do List:** The to-do list was reviewed. Richard still needs to get the steps made for the playground. He got a quote for a new door handle at the Community Center, and it is around $200.

5. **Adopt Changes to the Zoning Bylaw:** The Selectboard held a public hearing on the zoning bylaw changes prior to this meeting. Dennis Vincent motioned to adopt the proposed changes to the Zoning Bylaw, Richard Degre seconded. Motion passed.

6. **Library Report – Jenn Stelma, Library Trustee:** No library trustees attended the meeting.

7. **Listers Update – Danny Young, Shelley Martin & Lisa Deslandes, Listers:**
   a. **Discuss Two Map Errors:** The listers explained the two map errors that they think should be looked into. The first is a 13.2 acre parcel that is marked out on the map, but there is no record of ownership currently. The second is an 8.2 acre section of a parcel where it is not clear who owns it. They recommend having the town attorney do some deed research to see if they can come up with the correct owners of these two pieces of land. Dennis Vincent motioned to approve hiring the town attorney to look into these two properties to find where the boundaries may be and who the owners may be, Richard Degre seconded. Motion passed.

8. **Treasurers Report – Lisa Deslandes:**
   a. **Approve Warrants for July – 7/1/26 $8,611.50 (payroll), 7/6/26 $7,090.41 (bills), 7/13/26 $95,266.85 (bills) & $7,739.08 (payroll), 7/16/26 $14,709.82 (bills), 7/20/26 $1,610.65 (bills), 7/29/26 $14,383.72 (bills) & $8,515.45 (payroll):** ***(emailed in advance)*** Richard Degre motioned to approve the warrants for July, Dennis Vincent seconded. Motion passed.
   b. **Review General Fund Budget Status Report:** ***(emailed in advance)*** Budget was reviewed.
   c. **Review Investments:** Lisa explained that the accounts are now separated correctly, one for the cemeteries, the grader and the library. The board can look at what to do with the investments going forward at their next monthly meeting, as Daniel from Edward Jones will be joining the meeting.
   d. **Oil Supply Pre-Buy:** The pre-buy cost for this winter is $3.88 per gallon. Last year the pre-buy was for 1,500 gallons. It was discussed that less may be needed this year as the library will be much better insulated. Richard Degre motioned to approve pre-buying 1,200 gallons at $3.88 per gallon, Dennis Vincent seconded. Motion passed.

9. **Highway Update – Eric Kennison:**
   a. **Update on Sign Installation (Hidden Drive Sign for Shantel Daigle, Reservoir Road, Etc.):** These have not been installed yet. The Children at Play signs need to be re-ordered in a larger size. The current ones can be put up near the playground.

b. **Update on School Street/Ballground Road Culvert:** It was noted that the homeowner moved the wood that was in the way. Eric will meet with him.
c. **Upcoming Highway Grants:** ***(emailed in advance)*** Eric recently finished the Better Roads Grant and the Wild & Scenic Grant.
    i. **Grants In Aid Pre-Construction Scoping Summary Due ASAP:** Jason has been on vacation, Eric will check to see if he has worked on this.
    ii. **Dates for Balance Rock Rd. Culvert Army Corps of Engineers Work Start Notification Permit & to Notify Emergency Services:** The dates for the culvert work were noted to start on August 24th and end by September 30th. Eric will notify all of the emergency services when he begins work on the culvert.
d. **Review Highway Fund Budget Status Report:** ***(emailed in advance)*** Lisa noted that the grant section of the budget needs to be adjusted next year so that the full cost of the grant shows in the grant expense line, not just the amount the grant reimburses the town. She also noted that the town match portion of the Better Roads Grant was not budgeted for this year. That portion is roughly $5,000.
e. **Review/Approve Payment of Kennison & Son Excavating Invoices #4906, #4908 & #4909:*(emailed in advance)*** Dennis Vincent motioned to approve the Kennison & Son invoices numbered 4906, 4908 & 4909, Richard Degre seconded. Motion passed.
f. **Solar Radar Signs – Approve Purchase of Replacement "Your Speed" Parts:** The quote from Wanco was $90 each plus $25 shipping. Eric thinks we can get them cheaper through Work Safe. He will get the measurements so Niki can get a quote from Trish Pion.
g. **Correspondence – Culvert Failing/Noise on Kennison Road:** The board discussed the culvert in question and felt that it would not make sense to change it at this time. There is not a lot of rain that runs through it and there are culverts further down Kennison Road that need to be replaced first. Eric did note that there has been a lot of large truck traffic recently which makes the noise problem worse, but that there should be less truck traffic going through there now.
h. **Correspondence – Continue Discussion Regarding Speeding on North Hill Road:** Jason Sevigny reached out to the Regional Traffic Investigators asking them to do an audit of the current situation. The Orleans County Sheriff was also made aware of the ongoing problem. This will be discussed at the next meeting and a representative from the Sheriffs Department will be asked to attend.

10. **MERP Grant Project Updates:**
    a. **Solar Project:** The solar installer has all of the materials in storage and is working on the permitting process.
    b. **Contracts Needed for Unfinished Work by September 30th:** Jeff Dunn will need to sign a contract for the library siding/insulation project, and one may need to be signed by Sterling Mountain Solar if the solar installation has not been completed by September 30th. All of the other MERP work has been completed.

11. **Approve Liquor and Tobacco Licenses for Westfield General Store:** ***(emailed in advance)*** It was noted that these licenses are for the new buyers of the store. Richard Degre motioned to approve the liquor and tobacco licenses for the Westfield General Store, Dennis Vincent seconded. Motion passed.

12. **Village Wastewater Study:**
    a. **Potential Dates for Final Report Meeting:** Kevin Farrington reached out to Niki to explain that in their contract they are not required to do a final report meeting. He is waiting for comments on the 90% report from the State of Vermont and then will pass along the Final Report. The Selectboard decided to hold their own meeting once the Final Report is available and then try to hold a vote on whether or not to go forward with the process in November during the General Election. The dates will be discussed at the next Selectboard meeting and in the meantime, Niki will look into timing for getting a vote together by November.

13. **Update on Delinquent Dog List:** ***(emailed in advance)*** There are still 4 owners on the delinquent dog list. One came in to pay but did not have a rabies certificate. The Selectboard asked Niki to reach out to the current Animal Control Officer to see if she is still interested in holding that position or not. The dog ordinance is now in effect, and tickets can now be written for $100 for owners who still have not registered their dogs.

14. **Facilities Updates:**

a. **Update on VLCT Inspection Results:** ***(emailed in advance)*** Lisa noted that everything has been completed. She is waiting on one invoice for work that has been completed and then she will submit everything to VLCT.
b. **Discuss/Approve Increasing Fees for Community Center Rental:** The board previously discussed raising the rate of the rentals. The rate currently does not cover having the building cleaned in between events. Dennis Vincent motioned to increase the rental rate of the Community Center to $150 for residents and non-residents, beginning on January 1st, 2027, Richard Degre seconded. Motion passed.
c. **Discuss/Approve Requiring Insurance Rider for Specific Events:** There has been an issue with people not providing insurance riders and then having alcohol at their events at the Community Center. It was discussed to require them only for certain events or for all events. The Selectboard felt that since it is typically not an extra cost to have the insurance companies name the Town as an additional insured for the one day of the rental then it would be okay to require them for all events. Richard Degre motioned to require an insurance rider for all rental events at the Community Center, Dennis Vincent seconded. Motion passed.
d. **Re-Unification Site Request from Troy Elementary School – Lara Starr:** ***(emailed in advance)*** The board read the contract that Lara sent over. They were okay with the agreement. Niki explained that she would need a key to the Community Center and to be able to store one tote with supplies there. Dennis Vincent motioned to approve signing the Re-Unification Site request from Troy Elementary School, Richard Degre seconded. Motion passed.
e. **Dead Tree at Playground:** Jacques will get the dead branches removed.

15. **Playground/Recreation Area Fundraiser:** There is a new grant that just came out from Building and General Services that Niki would like to apply for to help with the playground/recreational area. It is a 1:1 match with town funds and the funds need to be in hand when applying. This would mean we could only apply for a small amount of money from the grant, but it would still help. There are also letters of support from townspeople that are required. It was agreed to go ahead with applying for the grant.
    a. **Land and Water Conservation Fund Self Inspection at Westfield Recreation Center – Due by August 31st, 2026 – Submitted on 8/6/26:** Informational
    b. **Update on Playground Equipment Replacement Parts:** ***(emailed in advance)*** The new playground equipment list came in and there are two small changes that need to be made. The cost should not change much with those changes. The current quote on the freight charges is $2,328.40.
    c. **Donations Received:** Kevin Amyot brought in a $1,000 donation from H.A. Manosh. He also let Niki know that he is willing to install the new playground pieces when they are ready to be replaced, most likely in the spring. The board was very thankful for the donation!
    d. **Discussion on Bottle Redemption Dropoff:** Many people have been reaching out about dropping off bottles during the week when the Recycling Center is not open. For now, a large bin can be placed near the Recycling area of the Town Garage for donations to go in during the week. A sign will be made and placed on the bin.

16. **Sheriff's Report – June:** ***(emailed in advance)***
    a. **Tickets Issued: 0, Warnings Issued: 1, Fine Total $0, Arrests: 0, Total Hours Billed: 14 Hours** Board reviewed.

17. **Appointments to Various Offices:**
    a. **First Constable:** There is nobody willing to fill this position at this time.
    b. **UMATR Wild & Scenic Committee Second Representative:** Jacques will talk with Lindsey Wight to see if the person from Alpine Haven is still interested in being on this committee.

18. **Recycling Updates:**
    a. **Schedule for September:**
    September 5th – Richard Degre
    September 12th – Roger Tetreault & Maurice Doyon
    September 19th – Dennis Vincent
    September 26th – Jacques Couture
    b. **Trailer Dropped off at Recycling Center:** Richard has reached out to both the owner of the trailer and the person who dropped the trailer off multiple times. The board felt it was time to dispose of the trailer. A letter will be sent to the person who dropped off the trailer along with a bill for trash disposal of $50.
    c. **Jay Food Shelf:** The Jay Food Shelf would like to be able to drop off 4-6 bags of trash a month at no cost. The board would like more information about this such as who would be bringing the trash

and if Jay accepts trash at their recycling center and if they do would they also take some of the trash each month.

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

20. **Other Business:** The next Selectboard meeting will move to Tuesday, September 22nd due to scheduling conflicts.

21. **Adjourn:** Richard Degre motioned to adjourn at 7:15PM, Dennis Vincent seconded. Motion passed.

Westfield Selectboard Approval Date: September 22, 2026 **with** Ø **change(s)**

X Jacques Couture
Jacques Couture
Selectboard Chair

X Richard Degre
Richard Degre
Selectboard

X
Dennis Vincent
Selectboard