WESTFIELD SELECTBOARD MEETING
Minutes
October 19th, 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; Carrie Glessner, Library Trustee (Partial Attendance); Karen Blais, Library Trustee (Partial Attendance)

Others Present: Michael Miller (Via Zoom)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture called the meeting to order at 5:01PM.

2. **Public Comment – 5 Minutes:** There were no public comments.

3. **Additions and/or Deletions to the Agenda:** There were no additions or deletions to the agenda.

4. **Approve Minutes:** ***(emailed in advance)***
   a. **Approve Minutes of the 8-17-26 Selectboard Public Hearing:** Dennis Vincent motioned to approve the minutes of the August 17th, 2026, Selectboard Public Hearing, Richard Degre seconded. Motion passed.
   b. **Approve Minutes of the 9-22-26 Selectboard Meeting:** Richard Degre motioned to approve the minutes of the September 22nd, 2026, Selectboard meeting, Dennis Vincent seconded. Motion passed.
   c. **September Selectboard Meeting To-Do List:** To-Do list was reviewed. Richard discussed hanging a cabinet at the library to store the items from the Westfield Congregational Church.

5. **Library Report:** Carrie Glessner and Karen Blais attended on behalf of the Library Trustees. Niki updated the trustees about the blower door test that was done at the library to potentially secure more funding to cover the amount the MERP grant is not covering. Carrie informed the board about the upcoming soil sampling workshop that is being held this Saturday at the library by a UVM Master Gardener. Carrie noted that the trustees updated their mission statement to include the museum and she read the statement to the Selectboard. This is the first step in creating a museum plan and they will be working on that over the next few months. The Trustees questioned if they should submit a budget to the Selectboard or attend the budget meeting. Jacques felt they could submit a budget, and Niki will let them know when the meeting is scheduled for. Jenn Stelma and Lisa met with Daniel from Edward Jones to discuss how to invest the funds the library has. It was noted that the $76,000 currently invested will stay set aside for the building and the Dennis Frink donation will stay separate to make sure it goes towards children's books and programs. Karen questioned if the new cleaner had started. Lisa noted she did and is cleaning the library weekly at this point. Richard questioned if the water situation in the basement was fixed. He fixed the float on the sump pump, it was stuck. The trustees did not think the dehumidifier was pulling any water from the air at this point.

6. **Update on Unknown Parcel – Route 58:** Niki spoke with Joe Flynn, a surveyor, about looking into the parcel of land off Route 58 that has no known owner at this time. He did some preliminary research at the Town Office and sent an estimate of around $1,200 to get this figured out. His cost per hour is about a third of the cost of the Town Attorney. Dennis Vincent motioned to override the previous months motion to hire the Town Attorney to look into this matter and instead hire Joe Flynn, Richard Degre seconded. Motion passed.

7. **Treasurers Report – Lisa Deslandes:**
   a. **Approve Warrants for September – 9/7/26 $50,742.37 (bills) & $14,340.52 (payroll), 9/15/26 $3,708.98 (bills), 9/22/26 $16,931.41 (bills) & $9,339.55 (payroll), 9/30/26 $1,120.49 (bills) – Total Bills $72,503.25 & Total Payroll $23,680.07:** ***(emailed in advance)*** Richard Degre motioned to approve the warrants for September, Dennis Vincent seconded. Motion passed.
   b. **Review General Fund Budget Status Report & Balance Sheet:** ***(emailed in advance)*** Board reviewed.
   c. **Review Investments:** ***(emailed in advance)*** Lisa would like to have Daniel Pellerin attend the next Selectboard meeting to discuss where to move each accounts funds. Currently all of the funds are in the money market as the CD's recently matured.
   d. **Discuss Funds from Matured CD's:** Discussed above.
   e. **Discuss/Approve Purchase of Ipad for Emails:** Lisa would like to remove the treasurer email account from her personal phone but will still need a way to check her emails outside of the office as she gets emails from the bank that need to be addressed the same day. This device would also be used when Lisa and Niki attend trainings so they can check emails throughout the day without the emails being on their personal devices. The cost is around $400-500. Richard Degre motioned to approve the purchase of a device to keep the town emails on, Dennis Vincent seconded. Motion passed.

8. **Highway Update – Eric Kennison:**
   a. **Update on Sign Installation (Hidden Drive Sign for Shantel Daigle, Reservoir Road, Etc.):** Eric was not in attendance, but it does not seem like any more signs have been put up.
   b. **Update on School Street/Ballground Road Culvert:** Not done yet.

c. **Upcoming Highway Grant Applications Due:** ***(emailed in advance)*** Niki noted that she is waiting for information from Eric on the Wild & Scenic grant and she notified both Eric and Jason Sevigny that the Better Roads Grant is due soon.
    i. **Wild & Scenic Grant Application– Due by 11/1/26:**
    ii. **Better Roads Grant FY28 Application – Due by 10/30/26:**
d. **Review Highway Fund Budget Status Report:** ***(emailed in advance)*** Board reviewed.
e. **Review/Approve Payment of Kennison & Son Excavating Invoices #4931 & #4935:** ***(emailed in advance)*** It was discussed to change the amount on invoice #4931 to $7,980 so that it matches the amount stated in the grant agreement. It is important for the numbers to match for the audit. Richard Degre motioned to approve invoice #4931 in the adjusted amount of $7,980 and invoice #4935, Dennis Vincent seconded. Motion passed.
f. **Signs - Measurements for Solar Radar & North Hill Signs:** The board discussed getting the measurements themselves so these can get ordered.

9. **MERP Grant Project Updates:** Richard spoke with Jeff Dunn who is hoping to start the first week of November if not sooner. He had not heard back from Sterling Mountain Solar on a start date.
    a. **NETO Blower Door Test:** This test was needed to apply for further grant funding from Efficiency Vermont to cover the amount that the MERP grant will not cover for the library siding/insulation project. The test has been completed, and they will need to come back once the work is done and complete a post blower door test.

10. **Update on Final Report Meeting for Village Wastewater Study:** AES Northeast agreed to attend the final report meeting with the cost for attending replacing the costs that were meant for the soil boring tests that did not end up having to be done. Kevin Farrington will reach out to DEC to get the fee categories adjusted to reflect this. They are still working on the final report and have no update on when it will be completed yet.

11. **Update on Delinquent Dog List:** There has been no change in the list. Niki reached out to the Animal Control Officer twice over the last month to see what the next step to take is and has not heard back from her.

12. **Appoint Title VI Coordinator – Training Due to be Completed by 10/30/26:** ***(emailed in advance)*** This is a new requirement for grant funding from the Agency of Transportation. Richard Degre motioned to appoint Niki Dunn as the Title VI Coordinator, Dennis Vincent seconded. Motion passed.

13. **Appointments to Various Offices:**
    a. **First Constable:** There is nobody willing to take on this role at this time.

14. **Recycling Updates:** Richard will be putting the new sign up and doing a few other measures to try to prohibit the illegal dumping that continues to happen outside of the Recycling Center hours. Niki will write a letter to the person who was caught dumping trash twice with a bill for the bags of trash they have thrown away and will reach out to the Sheriffs Department to see about the cost for serving these types of letters in person.
    a. **Schedule for November:**
        November 7th – Richard Degre
        November 14th – Maurice Doyon & Roger Tetreault
        November 21st – Jacques Couture
        November 28th – Dennis Vincent

15. **Executive Session (if needed):** Dennis Vincent motioned to enter executive session to discuss labor relations agreements with employees, Richard Degre seconded. Motion passed. Richard Degre motioned to exit executive session, Dennis Vincent seconded, no action taken. Motion passed.

16. **Other Business:**
    a. **Set Dates for Budget Meetings:** General Budget Meeting – December 4th at 12:30PM, Highway Budget Meeting – December 11th at 12:30PM. Both meetings will be held at the Town Office.
    b. **Schedule Caroling on the Common:** Wednesday, December 2nd at 6PM.

17. **Adjourn:** Dennis Vincent motioned to adjourn at 6:52PM, Richard Degre seconded. Motion passed.

Westfield Selectboard Approval Date: 11/10/26 **with** Ø **change(s)**

X Jacques Couture — Jacques Couture, Selectboard Chair

X Richard Degre — Richard Degre, Selectboard

X — Dennis Vincent, Selectboard