

**WESTFIELD SELECTBOARD/BUDGET MEETING – Minutes**  
**December 5, 2022 @ 5 p.m. -- Westfield Town Office, 38 School Street**

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**Town Officials Present:** Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; Anne Lazor, Selectboard, Vice Chair (Partial Attendance via Zoom); LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; and Eric Kennison, Road Commissioner (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Called to order at 5:21 p.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Added 4A
4. **Approve 11-21-22 Selectboard Minutes:** Motion by Richard and second by Jacques to accept the minutes with one correction. Passed.
  - A. **Business from the Minutes:**
    - **Church update:** LaDonna reported she spoke with Sara Davies regarding doing a title search. Sara said a 40-year title search would be performed at a fee of \$650. The seller and buyer can't have the same attorney. The Selectboard decided to wait until 2023 to consider the expense.
    - **Energy Audit Grant:** Bobby Starr recommends the Town apply for the Department of Buildings and General Services Municipal Energy Resilience Program grant to do energy audits of all the town buildings. LaDonna signed up for notifications so we will know when the grant applications are available.
    - **Prequalification for Water Quality Project Managers:** We applied through the Northwest Regional Planning Commission and have been prequalified for the large culvert grant projects.
5. **Employee Policy and Procedures Handbook – Lisa Deslandes, Treasurer:** Tabled
6. **Draft Highway Budget for FY23:** The first draft of the Highway Budget was made.
  - Eric Kennison's hourly rate will increase by \$2/hr. bringing his hourly wage to \$22.73 beginning January 1, 2023, until Town Meeting Day. After the budget is approved by voters on Town Meeting Day (3/7/23) an additional 8.7% cost of living increase (COLA) will be added to the October 1, 2022, wage of \$20.73 + \$1.80 (COLA) = \$22.53 + \$2 = \$24.53/hr.
  - It was further discussed for the Town Clerk, LaDonna Dunn and the Treasurer, Lisa Deslandes, to receive the same hourly wage/timetable as Eric Kennison.
  - The Assistant Town Clerk, Karen Blais, will be increased to \$20.53/hr. effective January 1, 2023. She will receive the same wage \$20.53/hr. when performing cleaning duties at the Town Office.
  - Other town employees will receive an 8.7% COLA increase after the budget is approved by voters on 3/7/23.
  - Eric asked for an increase of \$3/hr. for the Plow/Wing rate. There was a motion by Jacques and second by Richard to increase the Plow/Wing hourly rate by \$3/hr. bringing it from \$15/hr. to \$18/hr. for the Plow/Wing/Sander. Motion passed. A rate sheet will be presented at the 12/15/22 General Budget Meeting for the Selectboard to sign.
7. **Other Business:**
  - A. **Caroling on the Common 12-8-22 6 p.m. on the Westfield Common:** The details were confirmed for the event.
8. **Motion to Recess Meeting until 12-15-22 at 8 a.m. for the General Fund Budget Meeting:** Motion by Richard to recess the meeting. Jacques seconded.

Westfield Selectboard Approval Date: \_\_\_\_\_ with \_\_\_\_\_ change(s)

**WESTFIELD SELECTBOARD:**

X

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Jacques Couture  
Chair

X

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Anne Lazor  
Vice Chair

X

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Richard Degre

Minutes submitted by: LaDonna Dunn, Town Clerk