

**WESTFIELD SELECTBOARD & BUDGET MEETING -- Minutes**  
**December 15, 2022 @ 8:00 a.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 (via Zoom); LaDonna Dunn, Town Clerk; and Lisa Deslandes, Treasurer

1. **Reconvene Meeting from 12/5/22 – Jacques Couture, Chair:** Jacques reconvened the meeting at 8:20 a.m.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Added 15C
4. **Sign FY23/24 Better Roads Grant Application-Route 58: (emailed in advance)** Jacques signed the grant application with the location of the grant being Route 58. The grant amount is \$15,048 plus local match of \$3,762 equals the total project cost of \$18,810.
5. **Printing Quotes – 2022 Town Report: (emailed in advance)**
  - LaDonna said the two-year contract is up at Repro in Winooski. She received a new quote from Repro for \$900 to print 230 perfect bound copies of the 2022 report or \$850/per year to print 230 perfect bound copies of the 2022 and 2023 report. This is providing camera ready art.
  - LaDonna contacted Memphremagog Press in Newport to get a comparison price. Using the same number of copies, paper, camera ready art and perfect bound bindery the price was \$2,910 or \$1655 if saddle stitched bindery.
  - Due to the cost difference, it was decided to stay with Repro, who we have been very pleased with. Motion by Richard and second by Anne to sign a two-year contract with Repro for \$850/per year.
6. **Ambulance Advisory Report: (emailed in advance)** Roger Gosselin the Westfield Representative to the Advisory Board sent a written report. In the report he stated he had asked Jen Piette for an update on the amounts needed from the towns for the IRS payoff. Jen had not developed the number yet. Roger stated that Westfield’s Selectboard would like a “solid” number to start discussing at their upcoming budget meeting.
7. **Discuss School Board Openings: (emailed in advance)** Kevin Amyot does not wish to run for School Board again so the Board is looking for interested people to run for the position. The Selectboard expressed their gratitude for Kevin’s years of service and leadership on the Board.
8. **Treasurers Report – Lisa Deslandes:**
  - A. **Approve Warrants: 11/8/22 \$8,068.70 (bills); 11/9/22 \$5,883.28 (bills) & \$4,811.12 (payroll); 11/21/22 \$37,033.57 (bills) & \$6,821.01 (payroll):** Motion by Richard and second by Jacques to approve the warrants as listed. Motion passed.
  - B. **Call to NEMRC:** Darlene from NEMRC joined the meeting via phone and explained the balance sheet to the Selectboard and answered questions.
9. **Sign Landowner Permission form for Country Riders Snowmobile Club: (emailed in advance)** Motion by Richard and second by Anne to sign the agreement allowing the Snowmobile Club to use the towns property between the Town Office, at 38 School Street, and Debbie Dykeman’s property until revoked by the owner. Jacques agreed and signed the Landowner Permission Form.
10. **Sign Notice of Intent for Stormwater Discharges from Municipal Roads: (emailed in advance)** This is a required form for the Municipal Roads General Permit (MRGP). Lisa will submit the form with the \$640 review fee by the 1/26/23 deadline.
11. **Sign Eric Kennison’s Equipment Price Sheet 10-1-22 through 9-30-23:** Motion by Anne and second by Richard to approve the price sheet. Jacques agreed. The document was signed.

**12. Review FY23 Highway Budget: (emailed in advance)** The draft was reviewed. Lisa is waiting for the final yearend bills to complete the year. The Selectboard will do a final review of the budget in January.

**13. Draft FY23 General Fund Budget: (emailed in advance)** The 2022 actual expenses were carefully reviewed and the Selectboard created the first draft of the General Fund Budget.

Payroll items were reviewed from the 12/5/22 Budget Meeting, including:

- 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.
- Lisa will calculate payroll taxes and other officers/employee’s payroll amounts for the next review of the Selectboards General Fund Budget.
- The Selectboard will review the budget in January before giving their final approval.

**14. Articles for Warning for Town Meeting 3-7-23:** LaDonna will check with VLCT about how to word the article for the Church gift.

**15. Other Business:**

**A. Appropriation Thank You Letter from American Red Cross:** Read.

**B. Next Meeting Date:** January 9, 2023

**C. Discuss Bullet Points for Selectboard Report for Town Report:** Jacques asked for suggestions for the report.

**16. Motion to Adjourn:** Motion by Anne and second by Richard to adjourn the meeting at 12:25 p.m.

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

**WESTFIELD SELECTBOARD:**

X

\_\_\_\_\_  
Jacques Couture  
Chair

X

\_\_\_\_\_  
Richard Degre

X

\_\_\_\_\_  
Anne Lazor  
Vice Chair

Minutes submitted by: LaDonna Dunn, Town Clerk