

**WESTFIELD SELECTBOARD MEETING**  
**Minutes**  
**August 5th, 2024 @ 5:00 p.m.**  
**Westfield Town Office, 38 School Street, With Zoom Option**

**Town Officials Present:** Jacques Couture, Selectboard Chair; Dennis Vincent, Selectboard; Richard Degre, Selectboard; LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; Niki Dunn, Selectboard Clerk; Mike Piper, Constable; Danny Young, Lister (Partial Attendance)

**Others Present:** Erica Wilson, Butterworks Farm (Partial Attendance)

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1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques called the meeting to order at 4:54 pm.
2. **Public Comment – 5 Minutes:** There were no public comments.
3. **Additions and/or Deletions to the Agenda:** LaDonna changed 7C to read Grants In Aid, not Better Roads Grant.
4. **Approve Minutes of the 7-15-24 Selectboard Meeting: (emailed in advance)** Richard motioned to approve the minutes from the July 15<sup>th</sup> selectboard meeting, Dennis seconded. Motion passed.
  - A. **Business from the Minutes:**
    - Pickleball** – LaDonna noted that the pickleball courts will get lined tomorrow, August 6<sup>th</sup>, and they will also be putting the “stop here” and line near the Westfield General Store/ North Hill stop sign. LaDonna feels that the pickleball nets recommended are too high in price given the possibility of them being stolen. She would like to purchase a comparable net that is less than half the price of the more expensive nets. If the nets stay up all summer, then a shed won't be needed for storage. There are also poles near the playground where a volleyball net used to be and there is a thought that money could be used to replace that. The board agreed to purchase the less expensive nets and see how things go. LaDonna will order the nets tomorrow.
    - Painting Community Center and Town Office:** Kelly picked up some historic building paint color samples and brought them in for the board to look at. She would like to paint a couple of the walls in the community center and have the board look at the walls with the ceiling before deciding whether the ceiling needs to be painted. She can start painting next week at the Community Center. Lisa wondered whether we should wait to paint upstairs until after the windows are replaced. The board agreed to ask Kelly about waiting to paint the upstairs until next year, after the windows are replaced.
5. **Errors and Omissions Report – Danny Young: (emailed in advance)** Danny updated the board concerning a parcel of land that had the wrong acreage on the tax bill. The amount of property taxes owed were the correct amount though, it was just the acreage that was listed incorrectly on the tax bill. A tax bill with corrected acreage will be issued. He also noted that there will be a property changing from business use to residential.
6. **Sign Deeds for Trumpass Road Relocation:** Sometime between 2000 and 2002 the selectboard agreed to move the location of Trumpass Road and have new deeds made to reflect this change. The deeds never ended up being completed and now that the Lazor property is being sold the deeds need to be finished for the sale to be finalized. There was a land survey drawn up at the time and both Jacques and Richard remember discussing this and agreeing to it when it was originally discussed. There are also selectboard minutes from 2002 mentioning the ongoing legal work regarding this. To facilitate the sale of the property two deeds reflecting this change have now been completed and were brought to the meeting to be signed. Erica Wilson joined from Butterworks Farm. She noted that the deeds have been shared with both the buyer and seller's side. Richard motioned to accept the deeds as written, Dennis seconded. Motion passed. Jacques signed both deeds.

## 7. Highway Update – Eric Kennison, Road Commissioner:

- A. **Current Grants:** LaDonna updated the board in regard to speaking with Eric earlier in the day. He noted that he will have the grants with a September 30<sup>th</sup> completion date done by then.
  - i. **BR1104 Better Roads Grant (TH2/ Route 58) \$15,000 – Needs to be completed by 9/30/24**
  - ii. **GA0461 Grants In Aid \$12,500 – Needs to be completed by 9/30/24**
  - iii. **GA0695 Grants In Aid \$10,000 – Needs to be completed by 9/30/24**
  - iv. **Wild & Scenic Grant – Needs to be completed by 9/30/24**
- B. **Hazard Mitigation Grant – Loop Road, Did Eric Review Paperwork – Deadline August 15th:** This paperwork did not get done in time.
- C. **Sign Grants In Aid Grant GA0932 – Completion by 9/30/25: (emailed in advance)** Board signed.
- D. **Culvert on School Street:** Eric noted when speaking with LaDonna earlier that he noticed a culvert was put in at a property on School Street incorrectly and without a permit. The culvert is now causing water to wash down the road. Eric would like to take the culvert out and put in stone so that water can run the way it's supposed to. Will Young drove up to look at it today, but the property owner was not home. If the board is in agreement Will can let the property owner know what will be happening. There was also debris pushed in between School Street and Ballground Road. The debris is concrete and is in the town right of way. The board agreed to having Will speak with the property owner. Mike noted that Ballground road has a spot that needs some stone, or the road will eventually wash out.

## 8. Treasurers Report – Lisa Deslandes:

- A. **Approve Warrants for July; 7/2/24 \$31,308.54 (Bills) & \$9,011.51 (Payroll); 7/15/24 \$12,502.65 (Bills) & \$4,445.06 (Payroll); 7/29/24 \$27,220.20 & \$7,865.49 (Payroll):** Dennis motioned to approve the warrants for July 2024, Richard seconded. Motion passed.
- B. **Oil Supply Pre-Buy: (emailed in advance)** The pre-buy is the same price as last year, \$3 per gallon. Last year 3500 gallons were pre-bought. Currently there is a credit of \$279.29. Dennis motioned to pre-buy from Oil Supply 3,500 gallons at \$3.00 per gallon, Richard seconded. Motion passed.
- C. **Community Center:** Richard talked with Chris and Nick about putting the on demand hot water heaters in the bathrooms at the Community Center. They will be putting the heat pumps in the Community Center soon also. Richard motioned to hire B & H Plumbing to install the heat pumps at the Community Center for \$16,181.21, plus D & D's fee for the wiring, using ARPA funds, Dennis seconded. Motion passed.

**9. Discuss Changing to .gov Email Accounts – LaDonna Dunn:** LaDonna explained that the town office currently uses Xfinity for the email accounts. Most emails need to be saved as records and the 10GB storage available from Xfinity is almost full. She spoke with Dennis Beloin about switching to .gov email accounts. She would also like to start separating the emails out so that the treasurer, assistant clerks, etc. could have their own emails. She also noted that using personal emails can result in all your emails being reviewed upon request. She enquired about getting 5 accounts and the cost was \$898 for three years. Jacques questioned what happens with the current email. LaDonna noted that there is a transition period where the current emails can get transferred and forwarded. Dennis Beloin believes Xfinity will be getting rid of their email service in the next few years anyway. Richard motioned to approve the .gov email service, Dennis seconded. Motion passed.

**10. Update on ARPA Funds:**

- A. Community Center Windows – MERP Update: (email from Carter Finegan)** MERP member Carter Finegan had emailed to let the board know that if the grant is received then the windows for the Community Center would be a high priority to be covered. If this grant does not come through then the ARPA funds could be used, however the ARPA funds need to be under contract by the end of this year. This will be discussed at next months meeting to see if there is any update.
- B. Digital Sign for Common – Richard Degre:** Richard spoke with Steve Roberts at the American Legion to see how much they paid for their digital sign and it was around \$16,000. The sign would be placed on the common. Richard will speak with Steve again to get the name of the company the sign was purchased from. ARPA funds could be used for the sign.
- C. Fred’s Plumbing & Heating – Air Exchanger for Town Garage:** Jacques would like to get a quote for this from B & H Plumbing as well. There is no quote yet from Freds.
- D. Current List of Anticipated ARPA Projects:**
  - Community Center Outside Painting - \$17,000**
  - Town Office Interior Painting - \$2,560**
  - Community Center Interior Painting - \$5,900**
  - With the Ceiling - \$8,600**
  - Cameras For Town Office and Community Center - \$4,600**
  - Heat Pump for Community Center – \$16,181.21**
  - D & D Electric for Heat Pump at Community Center - \$775**
  - Amount Left - \$35,042.39**

**11. Sheriff’s Report – June 2024: (emailed in advance)** The board reviewed the report.

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

**13. Other Business:**

- A. Community Center Outside Painting:** Richard will call Annette to see when she will be doing the painting on the outside of the Community Center.
- B. Local Hazard Mitigation Plan:** LaDonna and Alison have been working on the plan, it is getting submitted to the state for review again.
- C. Recycling schedule:** Richard will call to get the tires picked up.
  - September 7<sup>th</sup>:** Jacques Couture
  - September 14<sup>th</sup>:** Maurice Doyon, Roger Tetreault
  - September 21<sup>st</sup>:** Dennis Vincent
  - September 28<sup>th</sup>:** Richard Degre
- D. Library Water Hookup:** Richard will work on getting the water hooked back up outside at the library.
- E. Cemetery Road Sign at Route 100:** The sign marking Cemetery Road is missing at the intersection of Route 100 and someone has requested it to be put back up. Balance Rock, Ballground, and Buck Hill signs are missing as well. There is also a sign knocked down on North Hill. Dennis and Richard will drive around to see what other signs are missing.

**14. Adjourn:** Richard motioned to adjourn at 6:15pm, Dennis seconded. Motion passed.

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

X

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Jacques Couture  
Selectboard Chair

X

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Richard Degre  
Selectboard

X

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Dennis Vincent  
Selectboard