

## WESTFIELD SELECTBOARD MEETING

### Minutes

February 7<sup>th</sup>, 2025 – 12:30 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; LaDonna Dunn, Town Clerk; Lisa Deslandes, Treasurer; Niki Dunn, Selectboard Clerk

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1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques called the meeting to order at 12:32pm.
2. **Public Comment – 5 Minutes:** There were no public comments.
3. **Additions and/or Deletions to the Agenda:** LaDonna added cleaning at the Community Center to 9a.
4. **Approve Minutes of the 1-27-25 Selectboard Meeting: (emailed in advance)** Dennis motioned to approve the minutes of the 1-27-25 selectboard meeting, Richard seconded. Motion passed.
  - a. **Business from the Minutes:**
5. **Approve Westfield General Store Liquor License:** Richard motioned to approve the Westfield General Store liquor license; Dennis seconded. Motion passed.
6. **Library Update:** LaDonna and Lisa met with Jennifer Johnson and Jennifer Stelma to discuss how the library budget works and how to keep track of donations, book sponsorships, etc. They also discussed the event policy at the library. The events have not brought in any donations, and they currently do not charge for these events. The library policies will be sent to the Town Office and the Selectboard members to view. There is still a question about who makes policies for the Library, the Board of Trustees or the Selectboard. There is nothing in writing regarding what the Board of Trustees is responsible for and what the Selectboard is responsible for. The use of the basement needs to be monitored regarding the mold situation that was happening there previously. Jacques questioned if other Library Board of Trustees write policies. There are a couple programs happening that Jennifer Johnson was able to get grants to cover the cost. The question is more around people using the library as a spot to host events where they charge people money to come to the event and they are not paying to use the library. It was mentioned that the Board of Trustees has made more policies, however this is the only policy they sent. Jacques questioned the insurance policy and how that applies with the type of events going on at the library, especially when it involves children. LaDonna noted the NECKA should show proof of insurance since they are the ones hosting the event. Lisa will call the insurance company to see if it is okay to have children in the library basement and to host the events. Jennifer Stelma is able to attend the next Selectboard meeting, February 17<sup>th</sup>, 2025 to discuss policies.
7. **Discuss Municipal Energy Resilience Program (MERP) Project Timeline: (emailed in advance)** The board discussed what work they would like done on each of the four buildings (Library, Town Office, Town Garage and Community Center) involved in the MERP grant. They put projects in order of importance and estimated costs for each item. The next step will be to submit to the Vermont Division for Historic Preservation so they can give their guidance on certain areas of the projects. The library got a CAP grant and the people who came to look at the collections at the library are interested in the MERP grant. LaDonna noted that the light in the vault is the wrong type of light, it needs to be enclosed. D&D Electric has one and can change it. The board agreed to have that changed. The historic preservation review forms will be submitted,

and work can begin once those are approved. The Town Office does not need to have a historic review form submitted so work can begin there anytime.

**8. Executive Session (if needed):** Richard motioned to enter executive session for personnel matters, Dennis seconded. Motion passed. Exited executive session at 2:50pm. Richard motioned to hire Lisa Deslandes to clean at the Community Center, Dennis seconded. Motion passed.

**9. Other Business:**

- a. **Cleaning at Community Center:** The cleaner who was hired decided not to start the job. The cleaning needs to be done in between events and a couple of deep cleanings a year.
- b. **Certificate No Appeal:** Board signed.

**10. Adjourn:** Dennis motioned to adjourn at 2:52pm, Richard seconded. Motion passed.

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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