

WESTFIELD SELECTBOARD MEETING

Minutes

February 17, 2025 - 5 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; Ellen Fox, Development Review Board (Partial Attendance); Pat Sagui, Development Review Board Chair (Partial Attendance); Carrie Glessner, Library Board of Trustees (Partial Attendance)

Others Present: Rosemary Croizet, (Partial Attendance); Gerard Croizet (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques brought the meeting to order at 5pm.
2. **Public Comment – 5 Minutes:** None.
3. **Additions and/or Deletions to the Agenda:** None.
4. **Approve Minutes of the 2-7-25 Selectboard Meeting: (emailed in advance)** Dennis motioned to approve the minutes of the 2/7/25 Selectboard meeting, Richard seconded. Motion passed.
 - a. **Business from the Minutes:** None.
5. **Library Report – Board of Trustee Member:** Carrie Glessner joined the meeting on behalf of the Library Board of Trustees. They received the report back regarding the CAP grant. It is a draft report and the Board of Trustees made comments on it. They will receive the final draft later. Carrie noted that they did make remarks on the insulation in the report. That may help when instituting the MERP grant. She will send the draft report to the Selectboard for review. The draft report did contain some short-term fixes for some of the museum displays. Carrie felt that expanding the library hours could help get more volunteers into the library to help work on the small fixes to the displays and getting the museum cleaned up. Rebecca Velasquez is interested in joining the Library Board of Trustees as the replacement for Elizabeth Berchick. This position will be voted on at Town Meeting.
 - a. **Library Policies:** Carrie noted that the board has been working on one policy a month and they can make the policies available for the Selectboards review. Jacques noted that there was no definitive answer on who makes the policies for the library, the Selectboard or the Board of Trustees. Carrie is not sure, it may be a question for the Vermont Library Board. Carrie noted that they are using example policies from the state and other libraries and changing them to fit with the towns library. Richard questioned if the events are all library related events. Carrie noted that there have been some that aren't library related. She knows there were questions on the library charging for the use of the building for these events. Jacques noted that the policy states if events are charged for then they give a donation to the library. Carrie noted that there was no set dollar amount. Jacques would like clarification on whether the Board of Trustees write and approve policies or if the Selectboard should be approving the policies the Board of Trustees comes up with.
 - b. **Use of Downstairs for Events:** Jacques noted that an inspector from VLCT is coming tomorrow to look at all the town buildings. Since they hold the insurance on the building Jacques wanted them to know what types of events are being held at the library and what areas of the library the events are being held in. Carrie noted that they put up foam sound

barriers on the walls downstairs to absorb some of the sound from events held down there.

- c. **Update Regarding Insurance for Events: Lisa Deslandes** Lisa talked with the insurance company and they noted that NECKA should also carry their own insurance in case someone gets hurt. Other events like the painting classes should be covered by the town's insurance.
- d. **Parking:** Jacques noted that the Community Center is always available for larger events. Carrie noted that when she holds her painting classes, she only makes enough money to cover the cost of the Community Center. The Selectboard noted that the Community Center is available for events that may become larger. Richard noted that down the road they could talk about allowing the library to use the Community Center for larger events and have the money go towards the library, not the Community Center. Jacques felt that they could add a bit more gravel to the back of the parking lot to make it a little bigger. It is a project that can be discussed this summer as far as how much to expand the parking lot.

6. Planning Commission & Development Review Board (DRB)– Pat Sagui, Chair:

- a. **Appoint Two Alternates for DRB:** Pat noted that the Development Review Board has two alternates ready to be appointed. They are Andrew Emery and Jane Halbeisen. Andrew Emery is the backup Zoning Administrator so in case he is filling in for the current Zoning Administrator then he would not be able to be a Development Review Board member at that hearing. Jacques questioned if the alternates would be invited to all of the meetings. Pat noted that they are invited to every meeting. Richard motioned to appoint Jane Halbeisen and Andrew Emery as alternates for the Development Review Board, Dennis seconded. Motion passed.
- b. **Review Planning Commission Suggestions for Legal Trail Policy/Agreement with Landowners:** The Planning Commission/ DRB drafted suggestions for the Legal Trail Policy/ Agreement. The Selectboard has not had time to review this yet. Ellen explained that they used another town's policy, and it noted that the town had no requirements to maintain the trails but still held control over them. The DRB added language that tailored the draft more to Westfields zoning bylaws. They recommend that the Selectboard makes this a permit so that when properties change hands from one owner to another they would not need to go through the process each time. They changed some of the language to make it more consistent throughout. Ellen added some notations regarding state statutes throughout the draft document also. The Selectboard will look over the draft and then have the Town Attorney review it. Ellen explained that a permit would only offer so much protection to the town if the property owner did not do what they agreed to, and a contract would offer more protection. This will be added to the agenda for the next Selectboard meeting, unless the board feels that they need to schedule an earlier meeting to discuss this. Rosemary Croizet feels the draft policy the DRB came up with is very clear and consistent.

7. Update on Proposed Village Wastewater Project– Pat Sagui:

- a. **Update on Funding Application:** Lisa and LaDonna are going to be finishing the application tomorrow. No other update at this time.

8. Treasurers Report – Lisa Deslandes:

- a. **Approve Warrants for January 1/2/25 \$13,356.57 (Bills); 1/13/25 \$38,191.03 (Bills) & \$6,150.84 (Payroll); 1/27/25 \$7,114.36 (Bills) & \$7,411.96 (Payroll): (emailed in**

advance) Dennis motioned to approve the warrants for January, Richard seconded. Motion passed.

b. Review General & Highway Fund Budget Status Reports: (emailed in advance) Selectboard reviewed the budgets.

c. Review Investments: (emailed in advance) Selectboard reviewed the investments. Jacques noted that there is one account that drops a lot, but Lisa noted that it always seems to go back up after the drop.

d. Employee Handbook: There are some updates that need to be made to the handbook. Lisa noted that it needs to be looked at and approved every year. LaDonna would like to have something added regarding a key policy. This will be added to the agenda for next month.

9. Highway Update – Eric Kennison: The plow truck has been fixed. Lisa questioned when the cameras will be installed at the garage. Richard spoke with Jason from D&D Electric and the cameras should be up soon. They are putting a rush on the door, hopefully it will be here this week. Lisa spoke with the insurance company, and they would like estimates on the work as soon as possible. The deductible is \$1,000. The cameras should go inside the building and on the corner of the building. If the camera's data goes to the cloud, then internet needs to be installed at the building.

10. Recycling Updates: Dennis would like to increase prices on box springs and mattresses. The compost buckets will go outside during the week once it starts to warm up.

a. Schedule for March:

March 1st – Jacques Couture

March 8th – Maurice Doyon, Roger Tetreault

March 15th – Dennis Vincent

March 22nd – Dennis Vincent

March 29th – Richard Degre

11. Bike Racing Event – Rootstock Racing: (emailed in advance) This event takes place over seven days and is smaller groups than the last bike event. The event organizers would like a response from the Selectboard. LaDonna will reply to the email they sent. Dennis motioned to allow Rootstock Racing to hold their event on Westfields roads, Richard seconded. Motion passed.

12. Municipal Energy Resilience Program (MERP):

a. Update on Meeting with B & H Plumbing: Jacques and Lisa met with Nick from B&H Plumbing. They walked through the library and a handicap accessible bathroom is one of the items on the list. This would take away some of the children's room area. The door from the children's room into the library will need to be widened also. The bathroom could hold a mop sink, but they need to leave enough room for a wheelchair to turn around. One of the thermostats could be put on Wi-Fi so an alert could be sent if the furnace stopped working. The Community Center should have a 65-gallon water tank running off the propane furnace in the kitchen to run the dishwasher. They thought it would last longer than an on-demand heater. They discussed changing to a propane furnace and they will be working on a quote for that. There is currently only one thermostat in the building. Nick noted that there are two kinds of heat pumps, one works at 5 below zero. The library will have two heat pumps, one larger one and a smaller one in the children's room. The same Wi-Fi thermostat that will be installed at the Community Center can also go at the Library. The Town Office water heater is leaking so that needs to be changed. For the Town Garage an estimate was already created for the heating system there. It

includes two Modine heaters and a dehumidifier. They do use the water at the Town Garage to wash the trucks so a better solution may need to be looked at there.

13. Executive Session (if needed): None needed.

14. Other Business:

- a. **Next Selectboard Meeting:** The next Selectboard meeting will be held on Monday, March 10th at 5pm at the Westfield Town Office. This is one week earlier than it is typically held.
- b. LaDonna was asked by the Secretary of State to join a board of other Town Clerks in the state. Her first meeting will be tomorrow, February 18th.

15. Adjourn: Richard motioned to adjourn at 6:36pm, Dennis seconded. Motion passed.

Westfield Selectboard Approval Date: _____ **with** _____ **change(s)**

X

Jacques Couture
Selectboard Chair

X

Richard Degre
Selectboard

X

Dennis Vincent
Selectboard