

WESTFIELD SELECTBOARD MEETING

Minutes

September 22nd, 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; Mike Piper, Constable (Partial Attendance); Shelley Martin, Lister & Town Health Officer (Partial Attendance); Will Young, Zoning Administrator (Partial Attendance); Carrie Glessner, Library Board of Trustees (Partial Attendance); Danny Young, Lister (Partial Attendance); Eric Kennison, Road Commissioner (Partial Attendance)

Others Present: Matthew Wilson, The Chronicle; Steve Button (Partial Attendance); Jan Degre; Rosemary Croizet (Partial Attendance)

-
1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture called the meeting to order at 5PM.
 2. **Public Comment – 5 Minutes:** Matthew Wilson questioned what prompted the Village Wastewater Study. Jacques explained that Vermont passed a law allowing accessory dwellings, which would have prompted a need for more sewage capacity. Around the same time the Selectboard learned that there was money available to do a feasibility study, and the money was a forgivable loan, which would not cost the town anything to do. At the end of the study the town should receive 1-3 ways they could address a wastewater system. The town will vote on whether they would like to move forward or not at the end of the study.
 3. **Additions and/or Deletions to the Agenda:** LaDonna added 9C, discuss VLCT response regarding confidential correspondence. Richard added 8A, library chimney repair. LaDonna added 17A, delinquent dogs. Carrie added 8D, hiring additional substitute librarian.
 4. **Approve Minutes: (emailed in advance)**
 - a. **Approve Minutes of the 9-9-25 Selectboard Meeting:**
 - b. **Approve Minutes of the 9-9-25 Selectboard Special Meeting with Lynnette Claudon:**
Richard motioned to approve the minutes from both September 9th Selectboard meetings, Dennis seconded. Motion passed.
 - c. **August Selectboard Meeting To-Do List:** Richard was able to sell the old windows from the Town Office, so far there have been no offers on the other items up for sale. Dennis will work on getting the septic cover replaced at the Town Garage.
 5. **Listers Report – Danny Young & Shelley Martin:**
 - a. **Current Use Withdrawal Trumpass Road: (emailed in advance)** Danny explained that in 2006 the deeds for relocating Trumpass Road were never done. This created a small acreage change and current use is just now seeing that the change was made, which was triggered by the sale of the Lazor property. Some of the land that was in current use is now under the town highway, which withdraws it from current use. This could potentially result in the town owing some money to the state for the penalty of developing the land from farmland to a road. Jacques questioned the next steps for the town. Danny noted that they should wait to see how all the paperwork turns out.
 6. **Class 4 Highway & Legal Trail Ordinance:**
 - a. **Discuss Process to Appeal/ Amend:** LaDonna explained that at the last meeting she gave the incorrect date for when the ordinance would go into effect, and it is already in effect. Jacques questioned repealing or amending it. Will noted that if something comes up in the interim, what guidelines does he go by if the ordinance is repealed. The Selectboard felt it would be a cleaner process to repeal it now and begin work on a new ordinance in the immediate future. Dennis motioned to repeal the Class 4 Highway and

Legal Trail Ordinance with an emphasis that work on a revised ordinance will begin immediately, Richard seconded. Motion passed.

- b. **Pick Date for Next Work Session:** The Selectboard will hold a work session on the Class 4 Highway and Legal Trail Ordinance on Thursday, October 16th at 5pm.

7. Update on Eastman Agreement with Selectboard to Satisfy DRB Notice of Decision

Conditions: Will has not reached out to Mr. Eastman yet to get this completed. Will questioned if the board has any language they would like presented to him. Jacques felt it would be important to convey to him that the board has seen the work he's done on the road and are very happy with how it looks. Will and LaDonna will work on getting an agreement written up. LaDonna noted that someone who owns property on Crawford Trail came into the office and he thought that the change of use changed the road itself, not just the specific properties use. She feels people think "change of use" means there is a change in the road. This should be explained in more detail at the change of use hearings.

8. Library Report:

- a. **Children's Room Renovations:** Carrie noted that when the trustees were discussing the library bathroom renovations being done, they thought about making changes to the children's room at the same time. They would like to change the shelves in that room and the carpeting as well as painting the walls. Jennifer Johnson and Teka Slagle are working on plans for this. Richard noted that when talking with Jeff Dunn about the work he felt there may be sheetrock under the paneling. Carrie felt the paneling would look okay painted. They will also be looking into moving the taxidermy animals that are currently in that room. LaDonna questioned if the library would be purchasing the diaper change station for the bathroom. The children's room upgrades besides the bathroom work would need to come from the library funds, not the MERP grant. Lisa could look for estimates on flooring if the trustees give her an idea of what they are looking for. Lisa thought the trustees could use money invested in Edward Jones for this work also. Carrie questioned if they could add this work into the budget for next year since the work will be done next year. Jacques felt that if the donation money given to the library was used for this project that may not need to be budgeted for. Carrie noted there were no strings attached to how one of the donations can be used. Carrie noted that trustees would like to add that donation money to the current investments. Jeff Dunn is scheduled to do the bathroom renovation the middle of January. Richard explained that Jeff will begin work on the windows soon. The two windows on the upper floor in the front of the building Jeff thinks can be changed from the outside of the building, so there will be no need to move the dioramas inside the building. Blacking out those front windows to protect the dioramas was discussed and it was determined that it did not need to be done as there's wood behind the dioramas. Carrie questioned if the shutters could be re-hung when the windows are replaced. They are currently in the attic. Richard noted that the blinds should be replaced also. Lisa will ask Jeff about hanging the shutters. Lisa questioned getting someone to repaint the railings on the front of the building. Richard will ask Roger Tetreault if he would like to do that work.
- b. **Plowing:** Yvan LaPlume is asking for an increase in his plowing rates, from \$30 each time to \$40 each time, which includes clearing the ramps, steps and walkway. The board agreed to pay Yvan this amount.
- c. **Chimney Repair:** Richard explained that when he was at the library with Jeff Dunn, they noticed that the chimney needs to be repointed and capped. He spoke with Shawn Warner, and he quoted about \$900 to do the job. He will charge by the hour, and it could come in at less money. Lisa noted that there is about \$1200 left in the library maintenance budget. Dennis motioned to have Shawn Warner repair the library chimney, Richard seconded. Motion passed. Richard will ask Shawn for his insurance and to get something in writing regarding this work.
- d. **Hiring Backup Substitute:** Carrie noted that there have been a few times where the substitute librarian has been sick and they would like to hire a backup substitute for these times. Jennifer Johnson's mom is interested in being hired for this. It will not increase the hours the library is open. The board agreed that they can hire her for this position.

9. Correspondence:

- a. **Jennifer Grace – Received August 25th, 2025: (emailed in advance)** Jacques felt that the upcoming frequently asked questions that will be created and put on the website may satisfy a lot of her questions about the Village Wastewater Study. LaDonna noted that a response should be sent to Jennifer regarding her letters and can also refer her to the FAQ page that will be upcoming. She also felt that all of her questions were answered at the recent meeting about the Village Wastewater Study. Dennis questioned the road safety issues she brought up. LaDonna felt that we could send her the data the Sheriff sent from the speed cart that was recently on North Hill. Jacques noted that her questions about town expenses can be explained by the fact that the board follows the budget approved at Town Meeting. Input on what the town spends each year can be made at Town Meeting before the budget is voted on. The budget is also reviewed every month at the Selectboard meetings, and the public is welcome to come to all Selectboard meetings and give their thoughts. LaDonna noted that after speaking with the town attorney the board does not need to answer the same questions repeatedly. LaDonna and Niki will work on drafting a response for the board to review.
- b. **Eric Snyder – Received September 9th, 2025: (emailed in advance)** The board acknowledged that they received his correspondence. As his correspondence was regarding political matters it is beyond the scope of what the Selectboard handles. LaDonna will send an acknowledgement to him.
- c. **Discuss VLCT Response Regarding Confidential Correspondence:** Niki reached out to VLCT to inquire about correspondence that the office receives marked confidential and whether that material is still open to the public. VLCT did note that all correspondence received in the course of regular business is open to public records request. Any confidential correspondence received by the office can be explained to the sender that it cannot be kept confidential and it will be their choice if they would like to still submit the correspondence or not. The correspondence policy was updated to add the wording VLCT provided. Dennis motioned to approve the updated correspondence policy, Richard seconded. Motion passed.

10. Treasurers Report – Lisa Deslandes:

- a. **Approve Warrants for August 8/3/25 \$71,075.27 (bills); 8/12/25 \$10,277.10 (bills) & \$6,196.52 (payroll); 8/21/25 \$3,780.00 (bills); 8/25/25 \$34,807.28 (bills) & \$5,720.08 (payroll); 8/28/25 \$831.84 (bills):** Richard motioned to approve the warrants for August, Dennis seconded. Motion passed.
- b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Board reviewed.
- c. **Review Investments: (emailed in advance)** Board reviewed.
- d. **Returned Check Policy: (emailed in advance)** Dennis motioned to approve the returned check policy, Richard seconded. Motion passed.

11. Highway Update – Eric Kennison:

- a. **Status of Grants In Aid Pre-Construction Scoping Summary GA0932 – To be Completed by 9/30/25:** If this pre-construction summary is not completed by September 30th the town will lose the grant. Eric will work on getting this done before the end of the month.
- b. **Status of Culverts on School Street/ Ballground Road:** No update at this point. Eric will get this done this fall.
- c. **Update on Corrow Basin Culvert:** The culvert was assembled, and they are now waiting on the concrete.
- d. **UMATR Grant – Loop Road (Austin) Culvert:** If this work needs an extension LaDonna needs to know so she can ask for one. Eric may have time to get this done soon and not need an extension.

12. **Re-Appoint Zoning Administrator and Assistant Zoning Administrator:** This needs to be done every three years. Will spoke with Andrew Emery and he is willing to continue being the Assistant Zoning Administrator. Richard motioned to appoint Will Young as Zoning Administrator and Andrew Emery as Assistant Zoning Administrator, Dennis seconded. Motion passed.

- 13. Update on MERP Grant Projects: (emailed in advance)** LaDonna noted that a request for proposal should probably be done soon for the solar work at the Town Garage. Team Sunshine, Sun Run and Sun Common were mentioned as possible companies to look into.
- 14. Recycling Updates:** Jacques and Maurice went to a training in Morrisville. Jacques felt that most of what they explained is already being done at the Westfield Recycling Center. The Styrofoam machine is still not fixed.
- a. Schedule for October:**
- October 4th – Maurice Doyon and Roger Tetreault
 - October 11th – Jacques Couture
 - October 18th – Dennis Vincent
 - October 25th – Richard Degre
- 15. Sheriff's Report for July: (emailed in advance) 1 Ticket, 6 Warnings, \$59 in Fines, 1 Arrest**
Jacques questioned the criteria for warning vs. ticket, as some people are pulled over going pretty fast and get only a warning. Richard spoke with the Sheriff about the abandoned car and was told since it was on private property the town could not move it.
- 16. Executive Session (proposed):** Richard motioned to enter executive session at 6:39 PM for grievances, other than tax grievances and contracts, Dennis seconded. Motion passed.
- a. Grievances, other than Tax Grievances:**
- b. Contracts:**
Richard motioned to exit executive session at 6:58PM, Dennis seconded, no action taken.
- 17. Other Business:**
- a. Delinquent Dogs:** Mike Piper explained that the remaining delinquent dog owner was not able to attend the Tractor Supply clinic as it was cancelled. Mike Jacobs would like to try to get a good faith payment from him toward the fines he owes. He will be texting him tonight to see if he can come into the office and get a payment made or an agreement created to get the fines paid.
- b. Shelley Martin informed the Selectboard that she received a complaint about a farm burning plastic bags at night. She spoke with Jimmy Crawford about burning without a permit and she also spoke with VT DEC and they are now working to make sure this no longer happens. Jimmy Crawford let her know that anytime someone is burning without a permit the fire department should be called so there is a record of the event.**
- 18. Adjourn:** Richard motioned to adjourn at 7:00PM, Dennis seconded. Motion passed.

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

X

Jacques Couture
Selectboard Chair

X

Richard Degre
Selectboard

X

Dennis Vincent
Selectboard