

## WESTFIELD SELECTBOARD MEETING

### Minutes

December 15<sup>th</sup>, 2025 – 5:00 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 (Partial Attendance); Niki Dunn, Selectboard Clerk; Jenn Stelma, Library Board of Trustees Chair; Carrie Glessner, Library Board of Trustees; Eric Kennison, Road Commissioner (Partial Attendance)

**Others Present:** None

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1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture called the meeting to order at 5:06PM. The meeting was slightly delayed starting due to the Selectboard taking their mandatory ethics training.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** None
4. **Approve Minutes: (emailed in advance)** Dennis Vincent motioned to approve all minutes in 4a through 4g, Richard Degre seconded. Motion passed.
  - a. **Approve Minutes of the 11-14-25 Selectboard Budget Meeting:**
  - b. **Approve Minutes of the 11-17-25 Selectboard & AES Northeast Meeting:**
  - c. **Approve Minutes of the 11-17-25 Selectboard Meeting:**
  - d. **Approve Minutes of the 11-19-25 Joint Selectboard Ambulance Meeting:**
  - e. **Approve Minutes of the 11-21-25 Selectboard Highway Budget Meeting:**
  - f. **Approve Minutes of the 12-3-25 Joint Selectboard Ambulance Meeting:**
  - g. **November Selectboard Meeting To-Do List:** Dennis did not get the septic cover replaced; he will do this in the spring. Niki and LaDonna need to work on the Ethics Investigation Policy and the after-hours emergency contact list. Richard will shovel the emergency exit stairs at the Community Center tomorrow. The doorway and stairs facing North Hill Road need to be shoveled also.
5. **Correspondence: (emailed in advance)**
  - a. **Sandy Snyder – Received December 1, 2025:** The Selectboard noted that her correspondence is interesting and they all read it. They also received her correspondence delivered today. LaDonna will send her an acknowledgement.
  - b. **Rural Fire Protection Program – 2025 Appropriation:** Thank you received for last years appropriation.
  - c. **Vermont Symphony Orchestra – 2025 Appropriation:** Thank you received for last years appropriation.
  - d. **Thank You Card from Ruth Burton and Family:** Thank you card received for use of medical equipment that was loaned to them for their mothers stay here recently. Andrew Emery helps coordinate the retrieval of this equipment. LaDonna will put the information

about this program on the website and Front Porch Forum and will also mention it in the Town Report this year.

6. **Library Report:** Carrie Glessner and Jenn Stelma joined to discuss the library budget. The library board felt that giving the Librarian a raise in pay was necessary as she is doing a great job. Jacques questioned if the library had given thought to charging fees for programs to bring in even a small amount of income to help generate some funds to go towards building maintenance over the years. Carrie noted that they charge to cover only the cost of the programs right now and they do ask for donations. She is not sure they can charge more for the programs as they feel it would limit who is able to access them. Dennis noted that the payroll increased quite a bit. Carrie explained that they will be accessing the dividends from their investments to help offset this cost which will be about \$2,000 per year. They are still waiting to get a final number from Lisa on what they can expect for dividends next year. They also plan on putting more money into the investments from the donations they have received recently. Richard questioned if there is enough traffic to warrant the increase in pay and hours open. Jenn noted that there are a lot of people using the library. Carrie explained that there is an average of 10.5 visitors per day. There is also an after-school program one day a week and NEKCA has a playgroup there one day a week. Jacques questioned if there are any funds that come along with these programs. Carrie noted that NEKCA does not have any funds that come along with it and the after-school program is something they do for free but the school provides a staff member that comes along to watch the kids. Jenn explained that people do give donations toward the library through various ways. They recently hosted a holiday swag program and the hosts donated \$80 after that event. Dennis questioned who is responsible for looking for grants. Carrie noted that the trustees do and also the librarian does. The Texas Hold 'Em fundraiser money should have been placed into the fundraiser column of the budget. Lisa will look into fixing that. Jenn noted that they have an inter-library loan program available now that is a yearly flat rate so people can get as many books as they want without the cost going up. The trustees plan to move all the books out of the children's room on January 11<sup>th</sup>. They questioned if the shelves will be ready to be put in by the 24<sup>th</sup> of January. The trustees will check on who is doing the shelving as they thought Richard was doing them and Richard was told by Jennifer Johnson that she had someone in Derby doing it. Lisa noted that the lights will be replaced at the end of December and the lights will be the warm tone. Carrie would like warm lights but brighter for all of the lights in the library. Carrie will send her report on the visitor ship from last year to the Selectboard. It is up 50% from last year. LaDonna questioned if they could see how many different people were visiting the library. Jenn noted that they cannot keep that type of information on patrons. There are people who visit every day, but there are also a good number of different patrons.

7. **Treasurers Report – Lisa Deslandes:**

- a. **Approve Warrants for November – 11/4/25 \$15,400.68 (bills) & \$12,376.74 (payroll), 11/7/25 \$23,039.21 (bills), 11/10/25 \$4,001.01 (bills), 11/17/25 \$57,770.49 (bills) & \$9,285.87 (payroll), 11/25/25 \$12,822.41 (bills): (emailed in advance)** Richard Degre motioned to approve the warrants for November, Dennis Vincent seconded. Motion passed.
- b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Board reviewed. Not all highway invoices received have been entered yet. The highway budget will be over for the current year due to the large amount of snowfall we have received lately. Any overage of this year's budget will get added into next year's budget. The general budget currently has around a \$50,000 increase for FY26.
- c. **Review Investments: (emailed in advance)** Lisa needs to call Edward Jones because the investment reports don't show the \$9,000 that was removed for the cemetery walkway. Lisa also would like to ask Daniel Pellerin why the CD's go down at Edward Jones sometimes.

- d. **Sign Investment Paperwork to Transfer Account Names:** The board signed the forms.
  - e. **Sign Ambulance Contract:** Richard Degre motioned to sign the Newport Ambulance/ Troy Rescue contract, Dennis Vincent seconded. Motion passed. Jacques signed the ambulance contract.
  - f. **Health Insurance:** This was covered during the budget meeting on Friday.
  - g. **Community National Bank CD'S – Mature Date of 1/7/26:** The current 6-month CD at Community National Bank is the best rate. Lisa would like to transfer the reappraisal money of around \$17,000 and combine it with the rest of the money set aside for the reappraisal and renew the CD for 6 months. It will renew again right around the time the reappraisal payments need to start getting paid. Jacques felt the 6 month CD is the best right now and they can discuss this again in 6 months and see what the rates are then.
8. **Updates to 2026 Budgets:** The budgets will be discussed at more length in January once all the current fiscal years numbers are in. The E911 signs were ordered today, and they were \$100 lower than previously thought.
- a. **Highway Budget:** Will be discussed further in January.
  - b. **General Budget:** Will be discussed further in January.
9. **Highway Update – Eric Kennison:**
- a. **Update on Culvert on School Street/ Ballground Road:** This will need to be done in the spring.
  - b. **Install Road Signs:** Eric can put signs up now if needed but otherwise will wait until spring. The DRB would like a stop sign put up at the end of Crawford Trail. Dennis thought stop signs need to be posted where all Class 4 roads turn into legal trails. All the town roads are posted for 24,000 pounds already.
  - c. **Agency of Transportation Small Scale Local Safety Grant:** There are certain items available in this grant including rumble strips, signs, etc. Specific items being requested will need to be determined and photos taken for the application to be submitted. Applications are due February 2<sup>nd</sup>, 2026. Eric could use some better barriers for closing Reservoir Road, although it's not certain if this grant provides those. Niki will see if those are covered.
10. **Update on MERP Grant Projects: (emailed in advance)**
- a. **Solar Project Update:** The discussions during the monthly MERP meetings brought about the thought of putting some solar panels at the Town Garage and some at either the Town Office or Community Center to maximize the electricity benefit for the town. Asking a solar company to look at the areas at each building is the first step that we would like to take before sending out requests for proposals. The Selectboard felt that was the next step to take as well.
11. **Village Wastewater Study:**
- a. **Discuss Format December 18<sup>th</sup> Public Meeting:** Jacques will moderate the meeting. Lynnette Claudon will not have a presentation at this meeting but will be available to answer questions. LaDonna suggested having Jacques hold all questions until the end of the presentation by AES Northeast. LaDonna sent the questions already received by Jennifer Grace to AES Northeast and Lynnette Claudon.

12. **Re-Appoint Brian Dunn to Planning Commission and Development Review Board for a Term of Five Years:** Dennis Vincent motioned to re-appoint Brian Dunn to the Planning Commission and Development Review Board for a term of five years, Richard Degre seconded. Motion passed.
13. **Discuss Signing USDA Rabies Management Form: (emailed in advance)** A representative from the USDA requested for the Selectboard to sign a form allowing them to pick up roadkill on the town roads to test them for rabies. Dennis Vincent motioned to sign the form, Richard Degre seconded. Motion passed.
14. **Act 171 Municipal Ethics: (emailed in advance)**
- a. **Discuss Creating Ethics Complaint Investigation Policy:** This is still being worked on.
15. **Sheriffs Report for October: (emailed in advance)** 0 Tickets, 1 Warning, \$0 Fines, 1 Arrest, 21 Hours
16. **Recycling Updates:**
- a. **Schedule for January:**  
January 3<sup>rd</sup> – Jacques Couture  
January 10<sup>th</sup> – Maurice Doyon, Roger Tetreault  
January 17<sup>th</sup> – Richard Degre  
January 24<sup>th</sup> – Dennis Vincent  
January 31<sup>st</sup> – Dennis Vincent
  - b. **Review Compliance Items from State Inspection October 8<sup>th</sup>, 2025:** The financial statement and closure statement still need to be worked on along with the tire disposal information.
17. **Executive Session (if needed):** None needed.
18. **Other Business:**
- a. **Upcoming Meetings:**
    - i. December 18<sup>th</sup> @ 5PM – Village Wastewater Study 60% Update Meeting:
    - ii. December 30<sup>th</sup> @ 5PM – Class 4 Highway & Legal Trail Ordinance Work Session:
19. **Adjourn:** Richard Degre motioned to adjourn at 7:00PM, Dennis Vincent seconded. Motion passed.

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

X

Jacques Couture  
Selectboard Chair

X

Richard Degre  
Selectboard

X

Dennis Vincent  
Selectboard