

## WESTFIELD SELECTBOARD MEETING

### Minutes

April 20<sup>th</sup>, 2026 – 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; Niki Dunn, Town Clerk; Lisa Deslandes, Treasurer; Jenn Stelma, Library Board of Trustees Chair

**Others Present:** Chief Deputy Wells, Orleans County Sheriff's Department (Partial Attendance)

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1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 4:58PM.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Added 22d Office Monitors and Printer and 22e Tax Sale.
4. **Approve Minutes: (emailed in advance)**
  - a. **Approve Minutes of the 4-10-26 Selectboard Meeting:** Dennis Vincent motioned to approve the minutes from the April 10<sup>th</sup> Selectboard meeting, Richard Degre seconded. Motion passed.
  - b. **March Selectboard Meeting To-Do List:** Dennis will get the septic cover replaced at the Town Garage now that the weather is better. Richard will get the paper towel holder installed at the library.
5. **Correspondence: (emailed in advance)**
  - a. **Municipal Affordability Safeguards, Act 181/Act 250 Impacts, and Westfield Wastewater Proposal – Jennifer Grace, Received 4/13/26:** Selectboard reviewed.
  - b. **Request to Share Resident Questions Ahead of April 23 Wastewater Presentation – Jennifer Grace, Received 4/16/26:** Selectboard reviewed and noted that these questions have been sent to members of AES Northeast to answer at the upcoming wastewater meeting on April 23<sup>rd</sup>.
6. **Library Report:**
  - a. **Discuss/Approve Changes to the Memorandum of Understanding between the Town of Westfield Selectboard and the Hitchcock Memorial Museum and Library Trustees: (emailed in advance)** Jenn Stelma let the Selectboard know that the Memorandum of Understanding changes did not get discussed at the previous meeting, but it will be on the agenda for their meeting on May 7<sup>th</sup>. The Selectboard will add this back onto their agenda for May 12<sup>th</sup>. Jenn also noted that the library would like to have a sign in sheet for people who may visit the library for various reasons outside of open hours. This could be people doing work on the building, cleaning, etc. Jenn will let Lisa Deslandes know when the trustees are ready to move the recent donation money from the Dennis Frink Estate.
7. **Animal Control Officer – Ashley Callahan: (emailed in advance)** The Selectboard reviewed the notes that Niki Dunn took while speaking with Ashley about her duties as the Animal Control

Officer in other towns. The Selectboard discussed paying her the stipend typically intended for one of the Town Constables for this year. It was discussed how she writes tickets in other towns and where that money goes. Niki will look into getting her a municipal officer number for Westfield.

- a. **Discuss Updating Dog Ordinance: (emailed in advance)** The Selectboard reviewed the draft ordinance. They would like to review other neighboring towns' ordinances as well and discuss this again at the meeting on April 24<sup>th</sup>.

8. **Sheriff's Report for February – Sheriff Jennifer Harlow: (emailed in advance)** Jacques let Chief Deputy Wells know that Ashley Callahan is the new Animal Control Officer for Westfield. Jacques discussed a recent theft at his property. Chief Deputy Wells noted that it's best for Westfield residents to call the Orleans County Sheriffs Department for cases like these rather than call the State Police. Chief Deputy Wells noted that he did recently receive a letter from a resident on North Hill with concerns over speeding and ATV noise. He forwarded the letter to the other patrol officers so they can keep an eye on that road while they are in this area. He also requested that once the Dog Ordinance is updated that it be passed along to the Sheriff's Department so they can help enforce it.

- a. **Tickets – 2, Warnings – 2, Fines - \$256, Arrests – 0, Hours Billed – 14:** Board reviewed.
- b. **Sign 2026 Contract with Orleans County Sheriff's Department for \$17,485:** Contract not received in time for this meeting, will be added to the agenda for Friday, April 24<sup>th</sup>.

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

- a. **Approve Warrants for March – 3/9/26 \$41,024.58 (bills) & \$7,459.75 (payroll), 3/18/26 \$1,464.36 (bills), 3/25/26 \$9,098.28 (bills) & \$6,641.74 (payroll), 3/31/26 \$31,182.88 (bills): (emailed in advance)** Richard Degre motioned to approve the warrants for March, Dennis Vincent seconded. Motion passed.
- b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Board reviewed.
- c. **Review Investments: (emailed in advance)** Board reviewed.
  - i. **Discuss Maturing CD'S:** Two CDs have recently matured and one more will mature in May. Lisa would like to combine all of these into one CD, possibly at Community National Bank. The Selectboard agreed to wait until May to discuss this further.
- d. **Sign Mowing Contract for 2026: (emailed in advance)** Contract for the mowing is the same price as last year (\$4,000), the cleanup is based on a per hour rate. The Selectboard signed the contract. Dennis Vincent motioned to accept the contract from Spaulding Property Maintenance for the 2026 mowing season, Richard Degre seconded. Motion passed.

10. **Highway Update:**

- a. **Discuss Grader Lease Agreement Suggestions from VLCT: (emailed in advance)** VLCT requested a few changes to the Letter of Understanding to help clarify the lease agreement for the grader. Niki will make changes to the Letter of Understanding to note that the grader lease is an attachment to the Letter of Understanding and that the dates for the lease will match the dates of the Letter of Understanding. The updated Letter of

Understanding can be signed at the meeting on April 24<sup>th</sup>. The insurance company will also need to send the town a Certificate of Insurance specific to the grader.

- b. **Update on Sign for Shantel Daigle/ North Hill Road:** The sign will need to be ordered. There is another hidden drive sign needed. Niki will look into ordering a few of these signs.

**11. Discuss/Appoint First Constable:** There is nobody currently ready to take this position. It will continue to be added to the agenda until the position is filled.

**12. Approve/Sign LEMP (Local Emergency Management Plan):** *(emailed in advance)* Board reviewed and signed. Dennis Vincent motioned to approve the 2026 Local Emergency Management Plan (LEMP), Richard Degre seconded. Motion passed.

**13. Update on MERP Grant Projects:** *(emailed in advance)*

- a. **Discuss Solar Project Bid Updates:** *(emailed in advance)* Board reviewed the breakdown of the three proposals and the individual prices.
- b. **Choose Solar Project Contractor:** Dennis Vincent motioned to hire Sterling Mountain Solar, Richard Degre seconded. Motion passed. The exact plan for solar will need to be discussed with Jeff Holmes from Sterling Mountain Solar once the Town hears back regarding the historical review being looked at for the library and the community center.

**14. Facilities Updates:**

- a. **Pickleball/Tennis Court:** The nets for tennis and pickleball will be put out next week.
  - i. **Pickleball Paint Lines:** The paint lines done last year are bubbling up, and the paint is coming off. The "stop" marker on the road near the General Store also needs to be repainted. Lisa will get in touch with the person who did the painting work last year.
  - ii. **Cracks in Court Surface:** There are two large cracks in the surface that need to be sealed before rain gets in there and makes it worse. Lisa would like to have the board approve doing the work and she will email them quotes once they are received and they can decide based on those quotes. Waiting until the May meeting may cause more harm to the court. Richard Degre motioned to approve sealing the tennis court based off the quotes Lisa Deslandes will send to the Selectboard members, Dennis Vincent seconded. Motion passed.
- b. **Review Quote for Town Office Building Alarm System Upgrade:** *(emailed in advance)* The town office alarm system is now being monitored by D&D Electric. The quote breaks down the cost of upgrading the full system and the cost to use a Starlink monitoring system rather than paying for a separate Comcast phone line. The yearly cost for Starlink monitoring is around \$800 and the Comcast line currently costs \$1,188 per year. It was agreed to hold off on updating the full system for this year as the money is not in this year's budget. Dennis Vincent motioned to have the monitoring for the Town Office alarm system done through Starlink instead of through the Comcast phone line, Richard Degre seconded. Motion passed.

**15. America's 250<sup>th</sup> Anniversary, Orleans County America Meeting Ideas:** *(emailed in advance)* The Selectboard agreed that there were many good ideas discussed at the meeting held by the Newport Daily Express. Niki will pass the email along to Jenn Stelma in case the library would like to be involved with this as well.

- 16. Re-Appoint NVDA Town Representative (Previously Jacques Couture):** Richard Degre motioned to appoint Jacques Couture as the NVDA Representative, Jacques Couture seconded. Motion passed.
- 17. Re-Appoint NEKCV Primary and Alternate Representatives (Previously Carrie Glessner and Laura Emery):** Richard Degre motioned to appoint Carrie Glessner as NEKCV Primary Representative and Laura Emery as the Alternate Representative, Dennis Vincent seconded. Motion passed.
- 18. Authorize Niki Dunn to Sign Excess Weight Permits and Catering Permits:** Dennis Vincent motioned to approve Niki Dunn signing excess weight permits and catering permits, Richard Degre seconded. Motion passed.
- 19. Town Clerk and Treasurer Public Record Inspection, Copying and Transmission Policy: (emailed in advance)** These policies were approved by Niki Dunn and Lisa Deslandes. The board reviewed the policies.
- 20. Recycling Updates:**
- a. **Schedule for May:**
    - May 2<sup>nd</sup> – Jacques Couture
    - May 9<sup>th</sup> – Maurice Doyon & Roger Tetreault
    - May 16<sup>th</sup> – Richard Degre
    - May 23<sup>rd</sup> – Dennis Vincent
    - May 30<sup>th</sup> – Dennis Vincent
  - b. **Green Up Day – May 2<sup>nd</sup>:** Jacques will be working on Green Up Day. He noted that some bags were picked up at Recycling this past weekend.
  - c. **Discuss Protocol for Garbage Dumped Outside of Operating Hours:** There has been an issue with people dumping garbage outside of the open hours and not paying. When people are on camera doing this, a note will be added to the recycling box with their names so the attendant on duty knows to have them pay extra when they come in. If the problem persists a letter can be sent to them requesting payment.
- 21. Executive Session (if needed):** Not needed.
- 22. Other Business:**
- a. **Upcoming Meeting – Village Wastewater Study 90% Progress Meeting April 23<sup>rd</sup> @ 6PM, Westfield Community Center:** Informational.
  - b. **Upcoming Meeting – Selectboard Meeting with Agency of Transportation April 24<sup>th</sup> @ 1PM, Westfield Town Office:** Informational.
  - c. **Town of Westfield Class 4 Highway and Legal Trail Ordinance Becomes Effective May 8<sup>th</sup>, Last Day for Petitions April 22<sup>nd</sup>:** Informational.
  - d. **Office Monitors and Printer:** The Town Office has four computer monitors and a printer that work that they are getting rid of. The monitors were older models and updated with monitors that connect to the computers with HDMI cables, and the printer is one that was sent by the elections division years ago and has since been updated with a new printer from the elections division and is no longer needed. LaDonna Dunn would like the printer to use for Lions Club work. The Selectboard agreed to bring the monitors to the Recycling Center to put on the free table and to let LaDonna Dunn have the printer.

e. **Tax sale:** Lisa is hoping to hold a tax sale in June for parcel ID 04-242-13. She explained that in October she may have a few more properties that meet the qualifications for a tax sale and she will try to get another one setup for November.

f. The next Selectboard meeting will be held on May 12<sup>th</sup> to accommodate schedules.

**23. Adjourn:** Richard Degre motioned to adjourn at 6:39PM, Dennis Vincent seconded. Motion passed.

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

X

Jacques Couture  
Selectboard Chair

X

Richard Degre  
Selectboard

X

Dennis Vincent  
Selectboard

DRAFT