

**WESTFIELD SELECTBOARD MEETING WITH AGENCY OF TRANSPORTATION**  
**Minutes**  
**April 24<sup>TH</sup>, 2026 @ 1:00 p.m.**  
**Westfield Town Office, 38 School Street**

**Town Officials Present:** Jacques Couture, Selectboard Chair; Richard Degre, Selectboard; Dennis Vincent, Selectboard; Niki Dunn, Town Clerk; Lisa Deslandes, Treasurer; Eric Kennison, Road Commissioner (Partial Attendance)

**Others Present:** Eric Pope, VTRANS District 9 (Partial Attendance)

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1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 12:54PM.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** None
4. **Approve Minutes of the 4-20-26 Selectboard Meeting: (emailed in advance)** Dennis Vincent motioned to approve the minutes from the April 20<sup>th</sup>, 2026, Selectboard meeting, Richard Degre seconded. Motion passed.
5. **Complete Annual Paperwork with AOT – Eric Pope: (emailed in advance)**
  - a. **Adopt Updated Town Road and Bridge Standards (as of 1/21/26):** Eric Pope discussed the changes that were recently made to the Town Road and Bridge Standards. He noted that the updates are mostly regarding culvert sizing. The new standards allow towns to replace culverts that fail during rain or other weather events with larger culverts. This helps when it comes to FEMA funding, as before FEMA would only typically reimburse for replacement of culverts of the same size. Richard Degre motioned to adopt the Town and Road Bridge Standards as updated for 2026, Dennis Vincent seconded. Motion passed.
  - b. **Certification of Compliance for Town Road & Bridge Standards & Network Inventory:** This did not need to be signed this year as adopting the new Town Road and Bridge Standards overrides this document.
  - c. **Annual Financial Plan – Town Highways:** Eric Pope worked with the Selectboard and Eric Kennison to fill out the Annual Financial Plan. He explained that this comes into play when the town needs funds for emergency work that may not be covered by FEMA. It is kept on file until/unless it is needed.
6. **Discuss Upcoming Grants: (emailed in advance)**
  - a. **Wild & Scenic – MG26-W, To Be Completed By 9/30/26:**
  - b. **Grants In Aid – GA1165, To Be Completed By 9/30/26:**
  - c. **Pending - Better Roads Grant – Grant to be Awarded in May 2026, Estimated Completion Date 10/1/26:** Eric Pope noted that these grants should be awarded in the next couple of weeks.
  - d. **Taft Brook Culvert:** This culvert is a larger job that goes beyond the grant programs that Eric Pope is able to access. He mentioned looking into the TAP program, Transportation Alternatives Program. This culvert has been surveyed already by Tyler Billingsley. VTRANS also has a bridge program that may work for this. The ER Grant program, which

is what the Annual Financial Plan is for, would help in the case that the culvert gets washed out during a non-FEMA event. It was also discussed using a structures grant to extend the pipe as a fix for the meantime. Eric Pope and Eric Kennison will look at the culvert sometime in the next few weeks.

- e. **Paving Grant:** Eric Pope explained that the paving grants are based on Class 2 road mileage in the town and the money each year is split up within the district. He is able to give about five towns a year a paving grant. He expects Westfield to get another paving grant sometime in the next three to five years as they just received one in 2025.

**7. Highway Updates – Eric Kennison:**

- a. **Sign Updated Letter of Understanding between the Town of Westfield and Kennison & Son Excavating, Inc.: (emailed in advance)** Some language was added to this letter noting that the grader lease agreement is an attachment to this document and that the timeframe for the lease agreement is the same time frame as the Letter of Understanding. This language was added according to the recommendation of VLCT. Dennis Vincent motioned to approve the updated Letter of Understanding, Richard Degre seconded. Motion passed. The letter was signed by the Selectboard and Eric Kennison.
- b. **Culvert on School Street/Balground Road:** This is a driveway culvert that Eric had discussed with Will Young last year. He will try to talk with the homeowner to see when this work can be done.
- c. **Road Signs:** Richard questioned when road signs would be put up. Eric noted that they will work on this in between other jobs.

- 8. Sign 2026 Contract with Orleans County Sheriff's Department for \$17,485: (emailed in advance)** Contract was signed by all Selectboard members. Jacques made a clarification regarding a recent newspaper article. He noted that the budget spent on the Sheriffs contract each year is voted on at Town Meeting and did not have any correlation to the discussion about his property being robbed at the last meeting. He also clarified that the VT State Police did respond to his call regarding the robbery, they did not come out in person, but they did call him back regarding the robbery a few times that day. Lisa Deslandes also noted that the security cameras at the town properties are working correctly.

- 9. Discuss Line Striping for Parking at the Community Center:** Jacques noted that Sue Scott asked if some line striping can be done at the Community Center as the parking can become quite haphazard, especially during the meal site time on Thursdays. It was also discussed to have the parking lot at the Community Center as well as the Town Office sealed as they have not been sealed since they were paved. Lisa will get some quotes on sealing the driveways and line striping the Community Center. Depending on the prices this may need to be put into the budget for next year. This will be added back onto a meeting agenda once the quotes have been received.

- 10. Discuss Updates to Dog Ordinance: (emailed in advance)** The Selectboard reviewed various ordinances and decided that they would prefer to simplify the current draft a bit and bring it more in line with the ordinance that Derby uses. Niki will work on a new draft for them to look at by their next meeting.

- 11. Executive Session (if needed):** Not needed.

- 12. Other Business:** None.

- 13. Adjourn:** Richard Degre motioned to adjourn at 1:59PM, 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

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