

WESTFIELD SELECTBOARD MEETING

Minutes

May 12th, 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 (Partial Attendance); Carolyn Lyster, Library Board of Trustees (Partial Attendance); Carrie Glessner, Library Board of Trustees (Partial Attendance); Will Young, Zoning Administrator (Partial Attendance); Shelley Martin, Lister

Others Present: Jan Degre; Jeff Holmes, Sterling Mountain Solar (Partial Attendance); Anne Holdridge (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture called the meeting to order at 5:00PM.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** Additions were 8F: Names on Investment Accounts, 9F: Better Roads Grant Award for FY27, 19B: Community Center Summer Meal Distribution Site Request
4. **Approve Minutes: (emailed in advance)**
 - a. **Approve Minutes of the 4-23-26 Village Wastewater Study Selectboard Meeting:**
 - b. **Approve Minutes of the 4-24-26 Selectboard and AOT Meeting:**

Dennis Vincent motioned to approve the minutes of the April 23rd Village Wastewater Study Selectboard Meeting and the April 24th Selectboard and AOT Meeting, Richard Degre seconded. Motion passed.
 - c. **April Selectboard Meeting To-Do List:** The to-do list was reviewed.
5. **Correspondence: (emailed in advance)**
 - a. **Letter from Anne Holdridge Regarding Healthcare Advisory Letter:** Anne Holdridge submitted a draft letter in advance that she requested the Selectboard sign and send to the state legislature to show the intent of townspeople at Town Meeting to address healthcare issues in Vermont. Jacques noted that the idea of submitting a letter was brought up during the non-binding/advisory portion of Town Meeting. Shelley Martin clarified that this is just a letter of support. Dennis Vincent motioned to send the letter that Anne Holdridge drafted to the Vermont State Legislature, Richard Degre seconded. Motion passed. The Selectboard members will sign the letter.
 - b. **Colleen Kellogg, Charleston Town Clerk – Regarding ACT 181:** The law has been changed since the board received this correspondence, and they felt at this point there was nothing further to be done if the issues that had upset people were being removed from the law. They noted they can revisit this though in the future if needed.
6. **Library Report:** The Trustees wanted to read for the minutes the wishes of Dennis Frink in regard to the generous donation made on behalf of his estate. The message that came with the donation is as follows: It is to be administered by the Board of Trustees of the Hitchcock Memorial Library and Museum and used to provide and increase access to educational opportunities and resources for the children of Westfield and adjoining towns in perpetuity. The Trustees would like to invest this money and use the investment income from that each year to add to their budget for children's programming and purchases. The Trustees are also looking into getting some type of plaque to acknowledge the people who have donated to the library over the years.
 - a. **Discuss/Approve Updated Memorandum of Understanding between Westfield Selectboard and Hitchcock Library Board of Trustees: (emailed in advance)** The Library Board Trustees would like a section added noting that the Selectboard will inform the Trustees when building and grounds work is being done at the library. The Trustees also would like to do smaller work on the building themselves. Lisa noted that there can be insurance issues with having people working on the building who aren't licensed or insured to do that type of work. Jenn Stelma noted that they would like to plant a tree in front of the library, and since that is part of the grounds, she questioned if they need to ask the Selectboard to do something like that. Niki will work with the Trustees to

update the language in the MOU and then the approval of the document changes can be discussed at the next Selectboard meeting as well as the next Trustee meeting. There was discussion on the section discussing the Selectboard Purchasing Policy. Niki explained that the line noting that was added under the buildings and grounds section because typically work to the building can cost a large amount of money, and when work over \$15,000 is being done then the job needs to be put out to bid. She noted that the rest of the purchasing policy would not necessarily apply to the library, and now that they have drafted their own purchasing policy then they can rely on that one for other purchases not relating to buildings and grounds. Richard noted that Shawn Warner will be coming soon to work on the chimney at the library.

7. MERP Grant Project Updates: (emailed in advance)

- a. **Finalize MERP Solar Project Building Plan – Jeff Holmes, Sterling Mountain Solar:** The board discussed finalizing plans for the MERP Solar Project as far as which buildings would be getting solar panels and backup batteries. Jacques Couture noted that the Selectboard had agreed to hire Sterling Mountain Solar at a previous meeting to do the solar work. Richard Degre noted that the Library and Community Center both were approved by the historical review board to have panels placed on the roofs. It was determined to have a backup battery installed at the Town Garage, but not at the Library. Jeff Holmes will get the updated specs to Niki Dunn so she can get approval from Vermont Buildings and General Services to update the grant scope of work. It was agreed not to put a battery at the library for now as there is not a good spot to put it. Dennis Vincent motioned to have Jeffrey Holmes get updated specifications sent to the town office so that the information can be submitted to change the MERP grant scope of work, Richard Degre seconded. Motion passed. Niki will send the final specs to the Selectboard once she receives them from Jeff Holmes.
- b. **Building Insulation Update:** Richard noted that all buildings now have 22-26" of insulation in the attics. This should help offset heating and cooling costs. Jeff Dunn will be checking the walls at the library to see if they need more insulation.

8. Treasurers Report – Lisa Deslandes:

- a. **Approve Warrants for April – 4/8/26 \$12,773.21 (bills) & \$10,653.31 (payroll), 4/13/26 \$29,750.37 (bills), 4/18/26 \$8,544.31 (payroll), 4/21/26 \$13,499.08 (bills): (emailed in advance)** Richard Degre motioned to approve the warrants for April, Dennis Vincent seconded. Motion passed.
- b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Board reviewed.
- c. **Review Investments: (emailed in advance)** Lisa noted that it is more difficult to keep track of donation money when it is in a CD that matures in a short window of time, and it would be easier to keep track of where the money came from and what it is supposed to be used for when it is invested in a place like Edward Jones. Jacques questioned if the CD that is maturing made the correct return on investment as was noted when opening the CD. Lisa will calculate the amount once the CD fully matures on Monday. A CD that recently matured at North Country Federal Credit Union was to help pay for the reappraisal. Lisa has that money set aside to start paying for the reappraisal in July.
- d. **Approve and Sign Beloin Computing Sales & Service Support Contract for June 2026 through May 2027: (emailed in advance)** Richard Degre motioned to approve the Beloin Computing Sales and Service Contract for June 2026 through May 2027, Dennis Vincent seconded. Jacques Couture abstained from the vote due to familial relation.
- e. **Discuss Maturing CD's Funds:** There is one more CD maturing soon, this was tabled until the next meeting.
- f. **Names on Investment Accounts:** Lisa noted that her and Niki are working on an Investment Policy, as it was recently noted in a training that towns should have one. She also noted that in the training they mentioned that the Selectboard should not have their names on the investment accounts. To keep a good amount of checks and balances within the office Lisa will have her, Niki Dunn and LaDonna Dunn as signers on the banking and investment accounts. There are multiple eyes on the warrants and checks, etc. each month so she feels like we are more than covered for having enough oversight on the financials.

9. Highway Update – Eric Kennison:

- a. **Sign Certificate of Compliance for Town Road and Bridge Standards and Network Inventory:** Richard motioned to sign the Certificate of Compliance for Town Road and Bridge Standards and Network inventory, Dennis Vincent seconded. Motion passed.
- b. **Update on Hidden Drive Sign Installation for Shantel Daigle:** Eric has the signs and Niki will ask him to put up the sign on North Hill.

- c. **Update on School Street/Balground Road Culvert:** Richard noted that the homeowner has not been here yet this summer.
 - d. **Upcoming Highway Grants: (emailed in advance)** Board reviewed the upcoming highway grants.
 - e. **Review/Approve Payment of Kennison & Son Excavating Invoices #4837, # 4838, #4839, #4840 & #4858: (emailed in advance)** Board reviewed the recent bills. The bill submitted by a welder for work on the grader needs to be broken down and itemized before the board will agree to pay it. Lisa will ask him to submit an itemized bill. The board would like more details on the bills in the future. Dennis Vincent motioned to approve payment of the Kennison & Son Excavating, Inc invoices, Richard Degre seconded. Motion passed.
 - f. **Better Roads Grant Award for FY27:** The town received notice of this grant being awarded for FY27 in the amount of \$19,900.
10. **Update on Line Striping and Sealing at Community Center, Tennis Court, Town Office:** Lisa is getting quotes from a couple of companies on this work and will let the board know what they are once she receives them.
11. **Discuss/Approve Town of Westfield Dog Ordinance: (emailed in advance)** The board agreed to look at this updated ordinance further before the next meeting. Niki will send the newest version to the Animal Control Officer to get her input as well.
12. **Approve and Sign Dog Warrant: (emailed in advance)** Dennis Vincent motioned to approve and sign the dog warrant to impound unlicensed dogs, Richard Degre seconded. Motion passed. The warrant will be in effect as of June 1st, 2026.
13. **Discuss Updating Class 4 Highway and Legal Trail Permit Application: (emailed in advance)** Will Young will work with Niki on updating the permit application to present to the board and the next meeting and he can also ask Eric Kennison for his input on it.
14. **Appoint First Constable:** Tabled until next meeting, as there is nobody ready to be appointed.
15. **Re-appoint Katherine Edwards to Planning Commission and Development Review Board:** The Planning Commission recommends re-appointing Katherine Edwards to another term on the Planning Commission and Development Review Board. Richard Degre motioned to appoint Katherine Edwards to another term on the Planning Commission and Development Review Board, Dennis Vincent seconded. Motion passed.
16. **Sheriff's Report for March: (emailed in advance)**
- a. **Tickets – 0, Warnings – 2, Fines - \$0, Arrests – 0, Hours Billed – 38** Board reviewed.
17. **Recycling Updates:** Jacques noted that the prices for recyclables are down quite a bit this year and there is a concern around this. There are enough tires that he could bring a load, but they asked him to hold off on bringing them for now.
- a. **Schedule for June:**
 - June 6th: Maurice Doyon & Roger Tetreault
 - June 13th: Richard Degre
 - June 20th: Jacques Couture
 - June 27th: Dennis Vincent
18. **Executive Session (Anticipated):**
- a. **Labor Relations Agreements with Employees:** Dennis Vincent motioned to enter executive session for labor relations agreements with employees, Richard Degre seconded. Motion passed.
- Exited executive session, no action taken.
19. **Other Business:**
- a. **Westfield Class 4 Highway and Legal Trail Ordinance went into effect on May 8th:** Informational.
 - b. **Community Center Summer Meal Distribution Site Request:** Jennifer Nye from NCSU requested use of the Community Center parking lot on Wednesday afternoons for summer meal distribution from June 24th through August 12th. The board agreed to let them use the parking lot for this purpose.

20. **Adjourn:** Dennis Vincent motioned to adjourn at 7:37PM, Richard Degre seconded. Motion passed.

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

X

Jacques Couture
Selectboard Chair

X

Richard Degre
Selectboard

X

Dennis Vincent
Selectboard

DRAFT