

WESTFIELD SELECTBOARD MEETING

Minutes

June 15th, 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; Will Young, Zoning Administrator (Partial Attendance); Pat Sagui, Planning Commission Chair (Partial Attendance); Ellen Fox, Planning Commission (Partial Attendance); Eric Kennison, Road Commissioner (Partial Attendance)

Others Present: Jan Degre; Michael Miller (Via Zoom)

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:** None
4. **Approve Minutes: (emailed in advance)**
 - a. **Approve Minutes of the 5-12-26 Selectboard Meeting:** Dennis Vincent motioned to approve the minutes of the May 12th, 2026, Selectboard meeting, Richard Degre seconded. Motion passed.
 - b. **May Selectboard Meeting To-Do List:** To-do list was reviewed and completed items were checked off.
5. **Discuss Updating the Town Plan – Pat Sagui, Planning Commission:** Pat Sagui and Ellen Fox joined to discuss the work the Planning Commission has been doing to update the Town Plan. This is required to be updated every eight years. Part of updating the Town Plan includes creating a survey for residents to fill out. The notice about the survey will go out in the tax bills at the end of July and will be able to be filled out online. Paper copies will be made available and there will be a coordinated effort to get surveys out at the senior meal site, the recycling center and the town office. The planning commission plans to adopt the updated plan by January 2027. They are on track to get a public hearing scheduled for the fall. They are hoping to get surveys filled out by September 1st. If there are significant changes to be made after the first public hearing, then they will make changes and hold a second hearing.
6. **Discussion of Upcoming Public Hearing Regarding Changes to the Zoning Bylaw – Pat Sagui, Planning Commission:** Pat and Ellen also discussed the upcoming public hearing the Planning Commission will be holding to discuss two proposed changes to the zoning bylaw. They are proposing two changes to the table of uses, one is to permit accessory structures in the recreational-residential district without requiring site plan approval and the other is to prohibit self-storage units in the village zoning district. The public hearing for these changes is scheduled for June 23rd at 6PM and the Community Center. It was noted that prohibiting the self-storage units does not change the permit already given to a property owner in the village to expand their current self-storage units. The following step would be to recommend the changes to the Selectboard so they can adopt them at a warned meeting.
7. **Treasurers Report – Lisa Deslandes:**
 - a. **Approve Warrants for May – 5/5/26 \$12,913.61 (bills) & \$7,470.21 (payroll), 5/11/26 \$10,758.10 (bills), 5/18/26 \$41,363.40 (bills) & \$7,815.97 (payroll), 5/27/26 \$58,013.28 (bills): (emailed in advance)** Richard Degre motioned to approve the warrants for May, Dennis Vincent seconded. Motion passed.
 - b. **Review General & Highway Fund Budget Status Reports: (emailed in advance)** Budgets were reviewed. Lisa will get the totals spent last year in November and December in the highway budget and for the sand to get an idea of what needs to be available for those two months at the end of this year to try to keep the highway budget from going over budget this year. The Town Office maintenance budget line is at 90% from various work done with the cameras and alarm system.
 - c. **Discuss/Approve Sealing/Striping Work at Town Office, Community Center and Tennis Court: (emailed in advance)** The two quotes received were reviewed and as the money to seal the Community Center and Town Office driveways were not included in this years budget it was

determined to review this information again during budget meetings in the fall and to proceed with just having the pickleball lines and the stop bar near the General Store repainted at this time and the tennis/pickleball court cracks sealed. Richard Degre motioned to approve having Monty's Maintenance re-paint the pickleball lines and the stop bar on the road near the Westfield General Store and Jones and Sons Sealing to seal the cracks on the tennis/pickleball court, Dennis Vincent seconded. Motion passed.

8. Highway Update – Eric Kennison:

- a. **Update on Sign Installation (Hidden Drive Sign for Shantel Daigle, Reservoir Road, School Street, Etc.):** Eric noted that he will work on installing signs on weekends.
- b. **Update on School Street/Ballground Road Culvert:** It was noted that the homeowner is back in the area and ready for this work to get done. Eric will talk with him to get the work scheduled and completed.
- c. **Upcoming Highway Grants: (emailed in advance)** Upcoming grants were reviewed. Eric did note that the funding has not fully come in for the large culvert project on Taft Brook and so he will have to push back the work dates for that project. Once the funding is fully available, he will order the structures and depending on how long those will take to come in he may have to push the work into next year as there is a cutoff date of October 1st for any work being done in a waterway.
- d. **Review/Approve Payment of Kennison & Son Excavating Invoices #4782, # 4864, #4865, #4866, #4867 & #4868: (emailed in advance)** The board reviewed the invoices and approved of them.
- e. **Review/Approve Changes to Residential Driveway & Town Right of Way Work Permit Application: (emailed in advance)** Will met with Eric previously to discuss some small changes to this permit. The fee increase for this permit had previously been approved at a prior Selectboard meeting. The timeframe for this permit was changed from 60 days to 2 years. Richard Degre motioned to approve the Residential Driveway and Town Right of Way Work Permit, Dennis Vincent seconded. Motion passed.
- f. **Review/Approve Changes to Class 4 Highway and Legal Trail Improvement and Maintenance Permit Application: (emailed in advance)** Some changes were also made to this permit. Some sections were removed that didn't pertain to this particular road work. The Selectboard noted they would like to add wording about the permit being reviewed at a minimum of every two years and that the permit can be revoked if no work has been started during that time period. Dennis Vincent motioned to approve the Class 4 Highway & Legal Trail Improvement and Maintenance Permit with the small change noted above, Richard Degre seconded. Motion passed.

9. MERP Grant Project Updates:

- a. **Discuss Final Projects and Use of Remaining Grant Funds: (emailed in advance)** The board discussed a library insulation/siding project that would potentially cost more than the remaining MERP grant funds that are available. It was decided that some of the investment funds set aside previously for the library could be used to help cover this overage as the library is in need of insulation in the walls and new siding. This project will need to be sent to BGS for final approval.
- b. **Discuss/Sign MERP Solar Project Scope Letter from Sterling Mountain Solar: (emailed in advance)** The board signed the contract for the solar work that Sterling Mountain Solar sent over.

10. Facilities Updates:

- a. **Discuss Mowing Boundaries at Town Office Building: (emailed in advance)** There was a question on where exactly the boundaries are for the Town Office building. Using the boundary map, it was decided where the boundaries are and where the mower should be mowing.
- b. **Community Center Fire Alarm:** It was noted that there is a fire alarm at the Community Center, but it does not currently connect to any emergency service. Lisa will get a quote to get this hooked up.

11. Land and Water Conservation Fund Self Inspection at Westfield Recreation Center: (emailed in advance) Due to grant funds from the Land and Water Conservation Fund being used to build the Westfield Recreation Area, they are now requiring inspections every five years. This year is a self-inspection. There are a few pieces of playground equipment that are broken. Niki and Lisa will look into getting those replaced. The walking path has grown over but it is still mowed and able to be walked. There are a few faded signs that need to be replaced. The self-inspection is due at the end of August. Lisa will look into purchasing another bench because a couple of them are starting to break.

12. Discuss/Approve Town of Westfield Dog Ordinance: (emailed in advance) Niki sent the ordinance to the Animal Control Officer to offer suggestions on it and did not hear any. No changes were made since it

was reviewed last month. The Selectboard reviewed the list of delinquent dogs and will reach out to the people on the list. Dennis Vincent motioned to approve the Town of Westfield Ordinance Regulating Dogs and Wolf-Hybrids, Richard Degre seconded. Motion passed.

13. **Discuss/Approve Changing Town of Westfield Code of Ethics Investigation and Enforcement Policy from Policy to Ordinance: (emailed in advance)** In a recent training it was recommended by VLCT that this be an ordinance, not a policy. Richard Degre motioned to approve the Town of Westfield Code of Ethics Investigation and Enforcement Ordinance, Dennis Vincent seconded. Motion passed.

14. **Appointments to Various Offices:**

- a. **First Constable:** There is no interested person in this position at this time.
- b. **Lister:** Richard may have someone interested in this position, he should know by the next meeting.
- c. **UMATR Wild & Scenic Committee Second Representative: (emailed in advance)** Richard Degre will think about being appointed to this position.

15. **Sheriff's Reports: (emailed in advance)** Board reviewed both monthly reports.

- a. **April: Tickets – 2, Warnings – 0, Fines - \$267, Arrests – 1, Hours Billed – 34.75**
- b. **May: Tickets – 0, Warnings – 4, Fines - \$0, Arrests – 0, Hours Billed – 19.5**

16. **Recycling Updates:**

- a. **Schedule for July:**
 - July 4th – Richard Degre
 - July 11th – Maurice Doyon, Roger Tetreault
 - July 18th – Dennis Vincent
 - July 25th – Jacques Couture
- b. **Increases to Recycling Pick-Up Costs from NEKWMD: (emailed in advance)** Jacques updated the rest of the board on the increase in fees that were passed at a recent meeting for NEKWMD. This will cause a trickle-down effect and eventually cost the town more money.
- c. **Discuss/Approve Increasing Change Amount for Recycling Cash Box:** There was a request to have more change in the recycling cash box. It was determined to leave it at the current amount and not increase it at this point.
- d. **Discuss/Approve Increasing Fees Charged to Dispose of Trash:** Due to the increase in costs, it was discussed to raise the cost of trash disposal. The new rates will be effective immediately and will be \$3 for a 13-gallon trash bag, \$5 for a 30-gallon trash bag and \$7 for a 50-gallon trash bag. Dennis Vincent motioned to increase trash prices after hearing the news of the increases for the waste management district, Richard Degre seconded. Motion passed.

17. **Executive Session (If Needed):** Richard Degre motioned to enter executive session for labor relations agreements with employees, Dennis Vincent seconded. Motion passed.

Dennis Vincent motioned to exit executive session, Richard Degre seconded. Motion passed. No action taken.

18. **Other Business:**

- a. **Public Hearing Regarding Zoning Bylaw Changes June 23rd at 6PM, Westfield Community Center:** Informational
- b. **Orleans County Natural Resources Conservation District Meeting at Westfield Community Center on July 29th at 4PM to View Culverts on Taft Brook and Meet Afterwards:** Informational

19. **Adjourn:** Dennis Vincent motioned to adjourn at 7:51PM, 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