

WESTFIELD SELECTBOARD MEETING

Minutes

September 22nd, 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 & Lister; Eric Kennison, Road Commissioner (Partial Attendance); Danny Young, Lister (Partial Attendance); Shelley Martin, Lister (Partial Attendance); Ellen Fox, Planning Commission; Carolyn Lyster, Library Trustee (Partial Attendance); Carrie Glessner, Library Trustee (Partial Attendance); Pat Sagui, Planning Commission Chair (Partial Attendance)

Others Present: Michael Miller (Via Zoom), Corey Hutson (Partial Attendance), Jennifer Grace (Via Zoom, Partial Attendance), Roy Marble (Partial Attendance), Robert Wrabel (Partial Attendance)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 5:00PM.
2. **Public Comment – 5 Minutes:** Robert Wrabel's concerns were discussed as public comments a bit further into the meeting. He was concerned that the Selectboard was not going to do anything about the culvert in front of his house that makes a loud noise when large trucks go over it. This was discussed at the last Selectboard meeting as well. There is currently no money in the budget to address the issue this year, but the Selectboard will take it into consideration when creating next year's highway budget.
3. **Additions and/or Deletions to the Agenda:** The following additions were made to the agenda:
 - 5a(xiv): NVDA Regional Plan – Unresolved Public Communication and Participation Concerns – Received 9/19/26 @ 5:18PM: *(emailed in advance)*
 - 10e: Invoices #4929 & #4930: *(emailed in advance)*
 - 21b: Discuss/Approve Proposed ESZ (Emergency Service Zone) Coverage Area Change (Route 242): *(emailed in advance)*
 - 21c: Discuss Fixing Downed Headstones at Cemeteries:
 - 21d: Sign Quit Claim Deed for Emery Cemetery Lot #50B Purchase: *(emailed in advance)*
4. **Approve Minutes: *(emailed in advance)***
 - a. **Approve Minutes of the 8-17-26 Selectboard Meeting:** Richard Degre motioned to approve the minutes of the August 17th Selectboard meeting, Dennis Vincent approved. Motion passed.
 - b. **August Selectboard Meeting To-Do List:** The list was reviewed.
5. **Correspondence:**
 - a. **Jennifer Grace:** Jacques made a statement regarding the wastewater study. He noted that the Selectboard has never pushed for a wastewater system. He also noted that this has not gone beyond a feasibility study. Many of the questions that the board is still receiving have previously been addressed at past meetings. Once the final report is received there will be another public meeting. Robert Wrabel questioned where the leach field for the system would go. Jacques clarified that this is just a study and specific areas for things like that have not been looked into at this point given that it is just a study. Jacques went back to this discussion a bit later in the meeting as Jennifer joined after the meeting started. He noted that as far as NVDA is concerned it is up to them to advertise their meetings and hearings. Ellen Fox gave an explanation of when the regional planning began in 2025. She noted that NVDA came to a Planning Commission meeting that was open to the public and presented maps and data. That information was then posted on the town website, at the town office, recycling center and library for more than 30 days with the option for public comments. Jacques then restated what he spoke to at the beginning regarding the wastewater study. He explained that the town is still waiting to receive the final report from AES Northeast and once that is available a public meeting will be held to discuss it. Now that it is getting closer to November, a vote may need to happen on Town Meeting Day instead.
 - i. **Westfield Town Plan, Wastewater, Act 181 and Request for Information – Received 8/21/26 @ 7:05AM:**
 - ii. **Westfield Wastewater Project Questions – Received 8/22/26 @ 5:16AM:**
 - iii. **Westfield Wastewater Questions & Concerns – Received 8/22/26 @ 5:30 AM:**
 - iv. **Westfield Wastewater Concerns – Received 8/24/26 @ 10:08PM:**
 - v. **Westfield Wastewater Concerns – Received 8/25/26 @ 9:07AM:**

- vi. Urgent: Westfield Wastewater Concerns – Received 8/25/26 @ 9:13 AM:
 - vii. Re: Urgent: Westfield Wastewater Concerns – Received 8/25/26 @ 9:17 AM:
 - viii. Public Record Questions Regarding Wastewater, Village Expansion and Development Capacity – Received 8/28/26 @ 10:05 PM:
 - ix. Questions: Westfield Selectman; 9/22/26 Mtg – Received 8/30/26 @ 9:38 AM:
 - x. Questions Regarding Act 181, Future Land Use Mapping and Westfield Wastewater Planning – Received 9/14/26 via Drop Box:
 - xi. (No Subject) Email to NVDA, Selectboard and Planning Commission – Received 9/15/26 @ 2:25 PM:
 - xii. Request for Public Notice and Transparency Regarding the NVDA 2026 Regional Plan – Received 9/15/26 @ 2:58 PM:
 - xiii. Follow Up: Request for Documentation of NVDA Public Notice – Received 9/15/26 @ 3:35 PM:
 - xiv. NVDA Regional Plan – Unresolved Public Communication and Participation Concerns – Received 9/19/26 @ 5:18PM: (*emailed in advance*)
- b. **Sandra Snyder:** The Selectboard read the correspondence as it was submitted to them throughout the month.
- i. Letter Received 9/1/26:
 - ii. Letter Received 9/1/26:
 - iii. Letter Received 9/8/26:
 - iv. Letter Received 9/10/26:
 - v. Letter Received 9/14/26:
 - vi. Letter Received (Part One) 9/14/26:
 - vii. Letter Received (Part Two) 9/14/26:
 - viii. Letter Received 9/14/26:
- c. **Eric Snyder:** The issue with their mailing and physical address seems to be worked out for now.
- i. Letter Received 8/27/26:
6. **Library Report – Carolyn Lyster & Carrie Glessner, Library Trustees:** Carrie Glessner let the board know that there are a lot of events coming up at the library this fall. Jenn Stelma has been trying to setup a time to meet with Lisa and Daniel from Edward Jones to get the Dennis Frink donation invested. It was discussed to move the funds into the money market to make some interest until the library trustees decide on a more permanent investment solution for these funds. Lisa will move the funds into the money market account at Edward Jones. Carrie questioned when the work on the library insulation and siding would begin. Niki thought that the contractor would be able to begin working there in the next few weeks. Carrie questioned how the work might interfere with the events they have planned. The board let her know that if she sends a schedule of events, they can let the contractor know so that he is not taking up space in the parking lot during those days. Carolyn noted that they are looking into getting the clock working again. It was discussed that someone might reach out to Richard Shover to see who he talked with in the past about the clock.
7. **Investment Discussion – Daniel Pellerin, Edward Jones: (*emailed in advance*)** He was unable to attend the meeting.
8. **Listers Update – Danny Young, Shelley Martin & Lisa Deslandes, Listers:**
- a. **Update on Two Map Errors:** Corey Hutson was in attendance to discuss what he has discovered so far regarding the 8.2-acre discrepancy near his parcel. He will continue working on this over the winter. He is willing to pay to get his property surveyed if he can find proof that the 8.2 acre area is part of his property. Dennis Vincent motioned to approve hiring the town attorney to investigate ownership of the land locked parcel near Route 58, Richard Degre seconded. Motion passed. Later in the meeting it was discussed to talk with surveyor Joe Flynn first to see if he would be willing to look into this.
9. **Treasurers Report – Lisa Deslandes:**
- a. **Approve Warrants for August – 8/10/26 \$24,654.66 (bills) & \$8,367.70 (payroll), 8/17/26 \$10,689.75 (bills), 8/24/26 \$14,092.68 (bills) & \$8,797.80 (payroll), 8/31/26 \$868.45 (bills) – Total Bills \$50,305.54 & Total Payroll \$17,165.50: (*emailed in advance*)** Richard Degre motioned to approve the warrants for August, Dennis Vincent seconded. Motion passed.
 - b. **Review General Fund Budget Status Report & Balance Sheet: (*emailed in advance*)** The budget was reviewed.
10. **Highway Update – Eric Kennison:**

- a. **Update on Sign Installation (Hidden Drive Sign for Shantel Daigle, Reservoir Road, Etc.):** Eric has not done these yet.
 - b. **Update on School Street/Balground Road Culvert:** Eric spoke with the property owner, and he will get this done before the end of the year. Eric estimated this will cost the town around \$1,200-\$1,500.
 - c. **Upcoming Highway Grants: (emailed in advance)**
 - i. **Grants In Aid – Due to be completed by 9/30/26:** Eric will not be completing this grant this year.
 - ii. **Better Roads Grant FY27:** After submitting the report for the Better Roads Grant Niki received a call regarding a couple of items on the invoice. They requested invoices be submitted for the two culverts that were used on the job. They also noted large differences in costs between the estimate that was originally submitted with the application for the grant and the costs on the final invoice. They advised that when submitting the application and estimate for next year's grant to make sure the numbers don't differ so much. Eric will send Niki the invoices for the two culverts so she can submit them to Better Roads. He noted that Jason did the estimate for the grant, so that may be why the numbers were different. He will look over the estimate before it is submitted for next year's grant to make sure the numbers are more accurate.
 - d. **Review Highway Fund Budget Status Report: (emailed in advance)** The highway budget was reviewed.
 - e. **Review/Approve Payment of Kennison & Son Excavating Invoices #4912, # 4917, 4928, #4929 & #4930: (emailed in advance)** Invoice #4928 was discussed. This invoice is for the culvert removal at the Balance Rock Road culvert. It was determined that the town's share of that culvert job should not have gone over \$7,980. Jacques explained that the towns portion was originally going to be covered by Fish and Wildlife but is no longer covered by them. This expense was therefore not put into the budget for the year. It was determined that Eric would send a new invoice for this to be capped at \$7,980. Richard Degre motioned to approve invoices #4912, # 4917, #4929 and #4930, Dennis Vincent seconded. Motion passed.
 - f. **Solar Radar Signs – Measurements for Sign Order:** Eric will get the measurements to Niki.
 - g. **VTrans Site Visit Results - North Hill Road: (emailed in advance)** There may need to be more signs purchased according to these site visit results; Eric will let Niki know what he needs for signs.
11. **Town Road Right of Way Occupancy Request from Marble Realty/Villeneuve Family Trust: (emailed in advance)** Roy Marble explained that the request is to extend the electrical line from where it currently ends at Kirk Crosby's property to the subdivided parcels owned by the Villeneuve Family Trust. Dennis Vincent motioned to approve the Town Road Right of Way Occupancy Request, Richard Degre seconded. Motion passed.
12. **MERP Grant Project Updates: (emailed in advance)** There is additional funding possibly available to cover the amount that will go over the MERP grant for the library siding /insulation project. To see if the town qualifies for this funding a pre-blower door test and post-blower door test would need to be performed. Ellen recently had this done through Efficiency Vermont and will provide contact information for the person who did this work for her.
- a. **Solar Project:** Niki explained that the solar company has a few more weeks of work in Craftsbury and then will begin with their work at the Town Garage. The transformer near the Community Center was recently upgraded by Vermont Electric Coop to handle the solar capacity and the one near the Town Garage should be upgraded soon.
 - b. **Contracts Needed for Unfinished Work – Due to MERP by September 30th:** The Selectboard requested adding an attachment to each contract showing the work to be performed and the cost.
 - i. **Sterling Mountain Solar: (emailed in advance)**
 - ii. **Jeff Dunn Building: (emailed in advance)** A paragraph was added to this contract regarding injury. As Jeff is an independent contractor with a one-person crew, if something happens to him and he is not able to finish the contract he would like to be paid for the work he has completed.
13. **Village Wastewater Study:**
- a. **Update on Final Report from AES Northeast:** AES Northeast is still working on incorporating the state's comments from the 90% report into the final report. The board requested an estimate of what it would cost to have them attend a final public meeting and they estimated it to not be more than \$6,000. Jacques noted that some of the initial costs included in their contract were for boring test holes and this work did not end up having to be done. He felt the savings there could cover the cost for them to attend a final report meeting. The Selectboard will send a letter to Kevin at AES

Northeast requesting he attend the meeting with the cost covered by the savings of work they did not end up needing to perform.

14. Update on Delinquent Dog List: (emailed in advance)

- a. **Municipal Ordinance Ticket Process:** Niki spoke with the Animal Control Officer regarding the process for tickets written under the ordinance. She has sent three tickets to the judicial bureau already and will send the fourth if the fine is not paid within a week of him being notified that he does still owe the fine. The fines originally written are still due to the town, even after a ticket has been filed with the judicial bureau. As none of the fines have been paid yet by the four owners who still have unlicensed dogs, Niki will reach out to the Animal Control Officer to follow through on the ordinance and send a letter regarding impoundment if fines and licensing fees are not received soon.

15. Playground/Recreation Area Fundraiser:

- a. **Letters of Support for BGS Recreational Facilities Grant – Grant Application Due 9/30/26:** Up to three letters of support can be sent in with this grant application. Jacques offered to write one, Ellen thought UMATR might be willing to write one and Niki can reach out to a property owner with young kids who may be willing to write one as well. The grant would match funds currently on hand. There is currently \$1,500 in donations and almost \$900 in bottle redemption funds. There are bottles that need to be brought to the redemption center. Once those funds are added there should be about \$2,500 in funds that could possibly be matched by the grant.

16. Sheriff's Report: (emailed in advance) The board reviewed the monthly reports.

- a. **July - Tickets Issued: 2, Warnings Issued: 0, Fine Total \$100, Arrests: 0, Total Hours Billed: 13 Hours**
- b. **August - Tickets Issued: 3, Warnings Issued: 0, Fine Total \$400, Arrests: 1, Total Hours Billed: 12 Hours**

17. Request to Appoint Pat Sagui to be the Town Delegate at VLCT'S Annual Meeting: Pat Sagui attended the meeting and noted that she is willing to be appointed as the towns delegate for the VLCT annual meeting. Dennis Vincent motioned to appoint Pat Sagui as the town delegate for the VLCT annual meeting, Richard Degre seconded. Motion passed.

18. Appointments to Various Offices:

- a. **First Constable:** There is currently nobody willing to take on this role.
- b. **UMATR Wild & Scenic Committee Second Representative:** Jacques Couture nominated Richard Degre to fill this position, Dennis Vincent seconded. Motion passed.

19. Recycling Updates:

- a. **Schedule for October:**
 - October 3rd – Jacques Couture
 - October 10th – Maurice & Roger
 - October 17th – Richard Degre
 - October 24th – Dennis Vincent
 - October 31st – Jacques Couture (Backup – Dennis Vincent)
- b. **Illegal Dumping Sign:** The current sign is too high up and too small for people to notice. It was discussed to order a larger version of the sign and place it lower on the pole and move the current sign onto a sawhorse to be placed in front of the dumpsters while the Recycling Center is not open.

20. Executive Session (if needed): Not needed.

21. Other Business:

- a. **Statement Regarding the September 15th, 2026, Issue of the Newport Daily Express: (emailed in advance)** Niki Dunn read the initial write up that was in the September 15th issue of the Newport Daily Express as well as the apology that was in the September 22nd issue. She spoke with Tabitha at the paper who clarified that it was a mistake made by an intern.
- b. **Discuss/Approve Proposed ESZ (Emergency Service Zone) Coverage Area Change (Route 242): (emailed in advance)** The change to the Emergency Service Zone affects a small area of VT Route 242 and does not affect the cost of any coverage. Richard Degre motioned to approve the changes to the Emergency Service Zone, Dennis Vincent seconded. Motion passed.

- c. **Discuss Fixing Downed Headstones at Cemeteries:** This had been discussed in the past. Lisa will go to the Westfield Cemetery and get pictures of any downed stones so we can get an estimate on the cost to fix them.
- d. **Sign Quit Claim Deed for Emery Cemetery Lot #50B Purchase: (*emailed in advance*)** Board signed the deed.

22. **Adjourn:** Richard Degre motioned to adjourn at 7:38PM, 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

DRAFT