WESTFIELD SELECTBOARD MEETING
Minutes
November 16th, 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; Eric Kennison, Road Commissioner (Partial Attendance)

Others Present: Daniel Pellerin, Edward Jones (Via Zoom, Partial Attendance); Michael Miller (Via Zoom)

1. **Call Meeting to Order – Jacques Couture, Chair:** Jacques Couture brought the meeting to order at 4:57PM.

2. **Public Comment – 5 Minutes:** There were no public comments.

3. **Additions and/or Deletions to the Agenda:** Added 21a – Request for Use of the Community Center by MaryLee Daigle.

4. **Approve Minutes:** ***(emailed in advance)***
   a. **Approve Minutes of the 10-19-26 Selectboard Meeting:** Dennis Vincent motioned to approve the minutes of the October 19th 2026 Selectboard meeting, Richard Degre seconded. Motion passed.
   b. **October Selectboard Meeting To-Do List:** The to-do list was reviewed.

5. **Correspondence:**
   a. **Charles Newry:** Charles Newry asked about the possibility of having the two dead trees and one dead stump that border his property and North Hill Road knocked over onto his property. He will take care of the wood afterwards. This was discussed as a possibility. There are still questions over right-of-way and who could do the work to take some of these dead trees down. He also mentioned the pavement in front of his property is getting damaged due to all of the large truck traffic that uses that road. It was noted that the town does receive money from the state each year to put towards maintaining certain classes of roads.
   b. **Jennifer Grace – Request for Open Communication Meeting Notices and Planning Transparency Received 10/22/26 at 11:23PM:** ***(emailed in advance)*** The board reviewed the letter. Niki had previously sent Jennifer a response to this correspondence.
   c. **Thank You Letter from Prevent Child Abuse Vermont:** ***(emailed in advance)*** Board reviewed 5c-5g and thanked the organizations for their letters.
   d. **Thank You Letter from Rural Fire Protection Task Force:** ***(emailed in advance)***
   e. **Thank You Letter from Vermont Family Network:** ***(emailed in advance)***
   f. **Thank You Letter from Vermont Center for Independent Living:** ***(emailed in advance)***
   g. **Thank You Letter from Jay Focus Group:** ***(emailed in advance)***

6. **Library Report:** None

7. **Investment Discussion – Daniel Pellerin, Edward Jones:** Daniel Pellerin joined via Zoom to discuss some options for the investment funds that were previously held in CD's that recently expired. It was determined that the cemetery funds of just over $55,000 would be placed into a four-year CD at the rate of 5.05% with the interest earned each year being placed into the money market account. The board will decide the placement of the rest of the investment funds at their next regular meeting, after the two budget meetings have taken place. Dennis Vincent motioned to place $55,000 of the cemetery investment fund money into a four-year CD with an interest rate of 5.05% with the interest from the CD being placed into the money market account each year, Richard Degre seconded. Motion passed. This will leave $240 of cemetery funds which will be placed into the money market.

8. **Treasurers Report – Lisa Deslandes:**
   a. **Approve Warrants for October – 10/5/26 $10,112.97 (bills) & $7,134.56 (payroll), 10/14/26 $18,429.39 (bills), 10/19/26 $23,665.16 (bills) & $11,628.55 (payroll), 10/20/26 $1,490,228.47 (bills), 10/22/26 $2,201.29 (bills), 10/27/26 $5,302.94 (bills), 10/28/26 $100,882.03 (bills) – Total Bills $1,650,822.25 & Total Payroll $18,763.11:** ***(emailed in advance)*** Richard Degre motioned to approve the warrants for October, Jacques Couture seconded. Dennis Vincent had not had time to review all warrants for the month yet. Motion passed.
   b. **Review General Fund Budget Status Report & Balance Sheet:** ***(emailed in advance)*** Board reviewed.
   c. **Sign Newport Ambulance Services Agreement for 2027:** ***(emailed in advance)*** Board reviewed and signed the ambulance budget. The contracted amount for 2027 is $32,315.03, which is $724.79 lower than 2026.

9. **Highway Update – Eric Kennison:**
   a. **Update on School Street/Ballground Road Culvert:** ***(emailed in advance)*** The property owner has submitted his driveway permit, and Eric will get the work done next week.
   b. **Upcoming Highway Grant Applications Due:** ***(emailed in advance)***
      i. **Better Roads Grant FY28 Application – Extended Due Date to 11/20/26:** Eric and Jason Sevigny have been looking for a spot to submit for this grant and have not been able to find one. He felt they could pass on applying for this grant this year.

c. **Review Highway Fund Budget Status Report:** ***(emailed in advance)*** Board reviewed.
d. **Review/Approve Payment of Kennison & Son Excavating Invoice #4940 & #4950:** ***(emailed in advance)*** Board approved payment of invoices #4940 and #4950.
e. **Signs - Measurements for Solar Radar & North Hill Signs:** There was discussion of who would get the measurements for the radar sign decal. Niki will reach out to Trish Pion to see if she already has a template for these decals as these signs are fairly standard throughout the state. If she does not, then either Eric or one of the Selectboard members will get the needed measurements. Eric will look at the signs on North Hill and let Niki know what needs to be ordered based on the site visit that was done.
f. Eric let the board know that he would like them to purchase materials next year rather than him purchase the materials and invoice the town for them. He gave Lisa a list of companies to open accounts with.

10. **MERP Grant Project Updates:** Niki let the board know that the MERP grant was extended through 2027, although all of our MERP work should be completed before the end of this year anyway. The solar company is almost finished with their work. They have the library left and the battery at the town garage. Jeff Dunn has begun the work at the library adding insulation to all of the exterior walls and he will be replacing the vinyl siding afterwards. Richard noted that the meter needed to be moved away from the building for the foam and siding to be added. D&D Electric will go over to do that work.

11. **Update on Final Report Meeting for Village Wastewater Study:** ***(emailed in advance)*** The board reviewed the emails sent from Kevin Farrington throughout the month. AES Northeast is still working on the final report at this time and there is no anticipated timeline yet for when it may be completed.

12. **2027 Mowing Contract Discussion:** The bill for the fall cleanup came in at $1,200 which is quite a bit higher than last year. Lisa feels the current layout of the mowing contract does not fit the format that she would like to see it in. She will work on it over the next month and bring it to the next regular meeting for the board to review. The mowing can then be put out to bid in the spring.

13. **Building and General Services Recreational Facilities Grant Update – Grant Awarded in the Amount of $4,858:** ***(emailed in advance)*** The grant that was submitted for the playground/recreational area updates was approved in the amount of $4,858. It was agreed that Niki will order the playground equipment replacement pieces so that they are ready to be installed in the spring. They can be stored at the Community Center over the winter.

14. **2027 Communities Caring for Canopy Grant Application - Due January 29th, 2027:** ***(emailed in advance)*** This grant would be used to help pay for the removal of dead trees along North Hill Road. It is a very extensive grant with lots of things that need to be done to be in compliance and is a 1:1 match. The board will review the grant application again before the next regular meeting and decide at that time if they would like to apply for these funds.

15. **Update on Delinquent Dog List:** Niki has not been able to reach the Animal Control Officer since the last meeting. She will reach out to her again and will also reach out to Renee Falconer to see if she has any interest in doing this work for the town. There is one delinquent dog owner who has moved out of town and will be removed from the delinquent list. One of the others on the list did leave a message at the office that they attempted to pay on a Friday but did not realize the office was closed. Niki has not been able to get ahold of them since.

16. **Appointments to Various Offices:**
    a. **First Constable:** There is no one willing to take this job at this point.

17. **Recycling Updates:**
    a. **Schedule for December:**
    December 5th: Jacques Couture
    December 12th: Maurice Doyon, Roger Tetreault
    December 19th: Richard Degre
    December 26th: Dennis Vincent

    b. **Illegal Dumping – Allowing People to Bring Trash Outside of Recycling Hours:** Lisa questioned the check that was brought to the office to pay for illegally dumped trash. It was noted that the check was for the previous times the guy had dumped his trash after hours and that the town should cash the check. Niki felt that if the letters going out are making a point to state that trash can only be brought during open hours on Saturday, then other people should not be given permission to dump trash outside of the Saturday hours. It should be consistent for everyone.

18. **Caroling on the Common Setup/Duties:** Richard spoke with Manny at the Westfield Store and he can handle setting up the snacks and drinks. LaDonna will give him the specifics on what is usually available. Jacques can bring the fire ring and some wood. Richard will bring the spotlight for Santa and Jacques spoke with MaryLee already about caroling.

19. **Sheriff's Reports:** ***(emailed in advance)*** Board reviewed.
    a. **September – Tickets: 0, Warnings: 0, Fine Total: $0, Arrests: 0, 3.75 Hours Billed**
    b. **October – Tickets: 3, Warnings: 2, Fine Total: $0, Arrests: 0, 17.25 Hours Billed**

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

21. **Other Business:**
    a. **Request from MaryLee Daigle for Use of the Community Center:** MaryLee would like to use the Community Center or Library once a week for about an hour and a half for her ladies choral group to practice. The board agreed that she could use the Community Center as long as she does it around the schedule of the groups that already meet there. She mentioned possibly holding some type of performance in the spring with money received to benefit the town in some way. Richard Degre motioned to allow the use of the Community Center by MaryLee Daigle for her ladies choral group to practice, free of charge, Dennis Vincent seconded. Motion passed.

22. **Adjourn:** Dennis Vincent motioned to adjourn at 6:44PM, Richard Degre seconded. Motion passed.

Westfield Selectboard Approval Date:_____with_____change(s)

X	X	X
Jacques Couture	Richard Degre	Dennis Vincent
Selectboard Chair	Selectboard	Selectboard

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