

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney Vermont  
Monday, August 1, 2016  
7:00 PM  
REGULAR MEETING

MINUTES  
APPROVED 8/15/2016

**Select Board Members Present:** Daniel Boyer  
Lynn Esty  
Kelly Murphy  
AmyBeth Main

**Absent:** C. Peter Cole

**Ed Morris, Town Manager**

**Others Present:**

Nancy Heatley	Westley Hazeltine	Lynn Houghton
Kelly Stettner	Brenda Richardson	
Edith Stillson	Colin Butler	

**1. Call to Order**

Mr. Boyer called the meeting to order at 7:00PM.

**2. Comments from Select Board and Town Manager**

There were no comments.

**3. Comments from Citizens on topics not on the agenda**

Lynn Houghton, representing the Martin Memorial Hall Trustees, said that five bids had been received for replacement of the large palladian window. Claremont Glass put in the low bid at \$10,877 for the complete job, including removal of the current window. No action was needed from the Board.

**4. Review minutes from previous meetings – July 18, 2016**

**Additions/corrections/deletions:**

a. None

**Motion:** To accept the minutes of the July 18<sup>th</sup> meeting as written.

**Made by:** Mrs. Esty **Second:** Ms. Main

**Vote:** Ms. Murphy abstained; all others voted in favor.

**5. Connecticut River Joint Commission Update**

a. Nancy Heatley and Kelly Stettner

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Ms. Heatley and Ms. Stettner explained the work of the CJRC. Ms. Heatley said the Commission is reaching out to town boards to collaborate on efforts to obtain grants and to preserve the River and its resources. They will be meeting with the Conservation Commission in Weathersfield as part of this effort. The CRJC is hosting its third annual workshop on septic systems on September 17<sup>th</sup>. The workshop is free and open to all local residents, real estate agents, etc.

### 6. Quarry Road/Todd Hindinger

Mr. Hindinger is a resident living on Quarry Road. He claimed that a couple of years ago a Baltimore resident made some improvements to the end of Quarry Road where it crosses the Town line into Baltimore. As a result of these improvements, there has been an increase in through traffic. Mr. Hindinger would prefer to see Quarry Road remain a dead end street. (Mr. Hindinger was not present at the meeting.)

Mr. Hazeltine and Mr. Mullen were aware of the situation, but took no formal action. Mr. Hazeltine said the amount of improvement (on the Weathersfield side) was very small and the road remains nearly impassable to all but 4-wheel drive vehicles. The board took no action.

### 7. Approve removal of waste transfer fee on parcel #08-02-45

Dr. Clattenburg asked the board to remove the waste transfer fee from this parcel as it is undeveloped.

**Motion:** To approve removal of the solid waste transfer fee for parcel #08-02-45 in accordance with the Town's Solid Waste Fee Policy.

**Made by:** Mrs. Esty   **Second:** Ms. Murphy

**Vote:** Unanimous in favor

### 8. Cascade Falls Road agreement (continued from 7/18/2016)

Without Mr. Cole, there would have been too few members on the board to discuss this matter (once Mr. Boyer and Mrs. Esty recused themselves).

**Motion:** To table discussion of this matter until the September 6<sup>th</sup> meeting of the board.

**Made by:** Ms. Murphy   **Second:** Ms. Main

**Vote:** Unanimous in favor

### 9. Application for large gathering permit/Wellwood Orchards Inc

Wellwood Orchards Inc applied for a large gathering permit for their Customer Appreciation Day on September 3<sup>rd</sup>.

**Motion:** To approve the application for a large gathering permit for Wellwood Orchard Inc for their Customer Appreciation Day on September 3, 2016 from 10 AM to 3 PM.

**Made by:** Mrs. Esty   **Second:** Ms. Murphy

**Vote:** unanimous in favor

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**10. Approve RFP for Gulf Road dry hydrant**

The Town will receive \$4000 in grant funds for installation of a dry hydrant at 1335 Gulf Road. Estimated cost of the project is \$5660. The balance will come from the dry hydrant reserve fund.

**Motion:** To approve the RFP as written on July 19, 2016, for the construction of a dry hydrant at Adams Pond (1335 Gulf Road) with the following corrections:

- a. Change “Gulch” to “Gulf “ in item #1 on page 1;
- b. Change the work completion date on page 1 from October 10, 2013 to October 30, 2016.

**Made by:** Mrs. Esty      **Second:** Ms. Main

**Vote:** Unanimous in favor

**11. Vacation Policy/Third Reading**

**Motion:** To approve the adoption of the Vacation Policy as written on July 26, 2016, to be implemented by September 1, 2016.

**Made by:** Mrs. Esty      **Second:** Ms. Murphy

**Vote:** unanimous in favor

Mr. Morris said current employees will be accommodated and no one will lose any vacation time when this goes into effect.

**12. Ethics Policy/First Reading**

Mr. Morris said he had modified the Ethics Policy to include town staff.

**Motion:** To approve adoption of the revised Ethics Policy as written (on August 1, 2016).

**Made by:** Mrs. Esty      **Second:** Ms. Main

Ms. Murphy was concerned that the term “Public Official” did not include appointed or elected officials who are not part of a group as listed in the definition. Mr. Morris said he would work on the wording. She asked that the second “policy” be stricken from the first sentence of paragraph 3 on page 1 and the word “or” be changed to “of” in the second line of item C on page 3.

Mrs. Esty rescinded her motion to adopt.

**Motion:** To move to a second reading.

**Made by:** Mrs. Esty      **Second:** Ms. Main

**Vote:** Unanimous in favor

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**13. Conflict of Interest Policy/First Reading**

Mr. Morris said the Conflict of Interest Policy is being drafted in response to a FEMA audit that found the Ethics Policy to be to nonspecific.

The first line of the first full paragraph in Article 3 was changed to read , “When management of a contract involves state or federal funds,”. The board agreed to remove the last half of the sentence of the last paragraph on page 2. Paragraph 2 of Article 10 was changed to read, “The chair of the Select Board of ...”.

The board agreed that the definition of “Public Officer” in this policy might work better than the one contained in the Ethics Policy to address Ms. Murphy's concerns. The definitions of “Public Interest” and “Public Body” were also found to be better in this policy than those of the Ethics Policy.

**14. Transfer Station/Recycling Bottle Redemption Fund**

**a. Lisa Slade/Flag Project**

**Motion:** To grant \$500 to the American Flag Project of Lisa Slade from the Bottle Redemption Fund.

**Made by:** Mrs. Esty **Second:** Ms. Main

**Vote:** Unanimous in favor

**15. Fire District #2 use of Town Staff**

Mr. Morris asked for approval to use town staff to collect and pay the water bills for the Fire District. The District pays the Town a fee to cover the cost of municipal assistance. Mr. Morris feels the fee is sufficient to cover the cost of using municipal staff.

**Motion:** To allow the Town Manager to create a line item budget in the NEMRC system for the Ascutney Fire District #2, and to allow town staff to manage the accounting for the 2016-2017 fiscal year, with the time impact on Staff being analyzed for needed adjustments to Town Support Fee for the 2017-2018 budget cycle.

**Made by:** Mrs. Esty **Second:** Ms. Murphy

**Vote:** Unanimous in favor

Mr. Morris would also like to have someone from the Town certified to operate the water system as currently Steve Smith is the only certified operator. The cost of the training would be covered by the District.

**16. Fire District #2 – Town Manager Services/Personal Reimbursement for Route 12 Project**

The Fire District has entered into a grant agreement with the State to extend the water line to four houses on Route 12. Mr. Morris is to manage the project. He asked the

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board to choose between having him fit this project into his regular work schedule with reimbursement funds going to the Town or to have him work on it outside of his normal schedule and have him reimbursed directly.

Ms. Murphy recused herself from the discussion as her house is one of the four affected by this project.

**Motion:** To ask the Town Manager to work outside his normal hours worked with this time being compensated at the base rate reimbursed by the State.

**Made by:** Mrs. Esty   **Second:** Ms. Main

**Vote:** unanimous in favor.

### 17. Fire Services Update

Mr. Morris has solicited and received cost estimates from facilitators for the fire services discussion. They are in the \$2000 - \$2500 range to do the groundwork and facilitate up to three meetings.

The original idea was to follow the Wood report recommendation of bringing together a couple of select board members, the fire chiefs, and a couple of residents to work out what the fire services for the town might look like, and to bring that recommendation to the next town meeting.

Ms. Murphy wanted more concrete guidelines for the consultant.

The fire chiefs have not agreed to participate in the meeting(s). Mr. Boyer advocated following the Wood recommendation and coming to consensus with the rest of the group without the fire chiefs, if they refuse to participate.

Mr. Morris said he would like to see the Fire Commission be part of this group as they are interested in fire services. He said the Commission could write the goals and objectives rather than the facilitator. The final goal would be a recommendation to the Select Board who would then present to the Town Meeting.

It was agreed to get the Fire Commission up and running and have them write the goals and objectives for the facilitated meeting.

### 18. Appointments

#### a. Fire Commission

a.i. Dan Boyer

a.ii. Joseph Egan

**Motion:** To appoint Dan Boyer (Select Board representative) and Joseph Egan to the Fire Commission.

**Made by:** Mrs. Esty   **Second:** Ms. Murphy

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**Vote:** Unanimous in favor

**19. Approve Warrants**

**Motion:** To approve the warrants for August 1, 2016 as follow:

General Funds	Operating Expenses	\$33,236.98
	Payroll	\$12,546.18
Highway Fund	Operating Expenses	\$11,140.90
	Payroll	\$8,755.03
Solid Waste Management Fund		
	Operating Expenses	\$4,021.85
	Payroll	\$1,175.28
Library	Operating Expenses	\$1,934.19
Grants	Operating Expenses	\$8,661.07
Agency Monies	Operating Expenses	\$1,268.41
Reserves		\$0.00
Grand Total	Operating Expenses	\$60,263.40
	Payroll	\$22,476.49

**Made by:** Mrs. Esty      **Second:** Ms. Murphy

**Vote:** Unanimous in favor

**20. Future Meeting Agenda Items**

**21. Adjourn**

**Motion:** To adjourn the meeting.

**Made by:** Ms. Murphy      **Second:** Ms. Main

**Vote:** Unanimous in favor

The meeting adjourned at 8:34 PM.

Respectfully submitted,

*deForest Bearse*

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Daniel E. Boyer, Chairperson

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C. Peter Cole, Selector

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Kelly Murphy, Selector

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Lynn Esty, Selector

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AmyBeth Main, Selector