

**Weathersfield Select Board**  
Meeting Minutes

August 4, 2014  
Revised 8/6/2014  
Approved 8/19/2014

**Present:** N. John Arrison  
David Fuller  
Daniel Boyer

**Absent:** C. Peter Cole  
Richard Clattenburg

**Others Present:** Jim Mullen  
Charles Horton  
Edith Stillson

**1. Call to Order**

Chairman Arrison called the meeting to order at 7:03 PM in Martin Memorial Hall.

**2. Comments from Select Board and Citizens on topics not on agenda**

Select Board: Mr. Fuller asked for a year-end financial report. Chairman Arrison asked to add "Personnel" under item #14, Executive Session.

The upcoming informational meeting regarding the library bond vote was briefly discussed. The seating capacity of Martin Hall was questioned. The public meeting is scheduled for August 18<sup>th</sup>. The Select Board will hold their regular meeting on August 19<sup>th</sup>.

**3. Review Minutes from previous meetings (July 21, 2014)**

**Motion:** to accept the minutes of July 21, 2014 as presented.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous in favor

**4. Weathersfield Board of Health**

**a. Public Hearing: Health Order regarding property of Becky Erskine, 690 Tenney Hill Road**

Chairman Arrison re-convened the Board of Health public hearing. Mr. Arrison stated that additional progress has been made (since the last hearing), but there is still a substantial amount of trash behind the house. He noted that the dumpster is now gone and wondered how the rest of the clean up will be accomplished.

He further stated that the re-worded Health Order no longer has the strong language it previously contained.

Mr. Fuller asked what the definition of “trash and debris” was, what is the statute of limitations, and who is going to keep track of the (conditions of the health order)?

Town Manager Mullen stated that Deputy Health Officer Wise is keeping on top of the situation. The dumpster was taken away because it was full.

Changes to the Health Order were discussed. The Board set a deadline of on or before Sunday, August 17, for all of the trash to be removed from the exterior of the house. The Health Order requires the property to be permanently maintained clear of trash and debris.

**Motion:** To allow the Chair to sign the Health Order on behalf of the Town of Weathersfield with the noted changes.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous in favor

Mr. Arrison closed the hearing.

**5. Request received to discontinue Town Highway #81 – a Class 4 highway adjacent to Gravelin Road**

The Board has received a request from the owners of 1084 Gravelin Road to discontinue Town Highway #81. TH 81 is on the current highway map as a Class 4 road that appears to be the result of an earlier alteration of Gravelin Road. It crosses four separate properties. The Select Board apparently never discontinued the altered portion. It appears to serve no purpose.

State statute appears to require a survey of the portion to be discontinued. The Town Manager has sent some documentation of the road to the four effected landowners to solicit their opinions.

**Motion:** To continue the discussion on Gravelin Road to 8/19/14.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous

**6. First Reading: Policy on Cell Phone Usage in a Vehicle**

The policy corresponds to state law. The Fire Departments already have a similar policy in place. The last sentence of the policy was removed.

**Motion:** To move to the second reading

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous in favor

**7. First Reading: Amendments to Purchasing Policy**

Multiple changes are proposed throughout the policy. The biggest change proposed is in section 5, “Pricing Agreements” which would allow the Town to request rates for various services from pre-qualified engineers and contractors for the ensuing calendar year. This would allow for faster procurement of services in the event of an emergency. It is a practice used by the State and if Weathersfield adopted it, the Town would be the first municipality to do so. Mr. Mullen said he would find out if this practice would satisfy FEMA requirements.

The consensus was to employ this practice for emergencies, but continue the current practice for larger planned projects.

**Motion:** To move to the second reading (Sept. 2, 2014, Highway Garage)

**Made by:** Mr. Boyer **Second:** Mr. Fuller **Vote:** Unanimous

**8. Review “Town Road and Bridge Standards”**

According to the standards, Asa Grout Lane may not be wide enough (at 14 feet) to comply. The Planning Commission will be offering an advisory opinion. Mr. Mullen stressed the importance of the Highway Standards to FEMA reimbursement-transactions. No action was taken.

**9. Award bid for crushed gravel**

**Motion:** To award a bid for approximately \$50,000 worth of crushed gravel to Butch Wilson Excavating for \$14.00/yard delivered to the Highway Garage on or before 10/2/14 as specified in the Town’s 7/22/14 Request for Bids.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous

**10. Approve release of Request for Bids for Airport Road Reconstruction Project**

The signed grant agreement has not yet been received. The bid request will be released as soon as the grant agreement is received. The bid will require bonding. It is for 2,934 linear feet in Weathersfield and 400 linear feet in Springfield. The Town of Springfield and the Airport will split the cost of the match. Contractors must specify the cost in each town. There will be a mandatory site visit. The Select Board will award the bid.

**Motion:** to approve release of the Request for Bids for the Airport Road Reconstruction Project, subject to receipt of the signed Class 2 Roadway Grant Agreement from VTrans.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous

**11. Project Updates**

- **Baltimore Road 0.85 mile Culvert Project** – We are waiting for the stream alteration permit and the grant agreement from the state. This project will not be done this year. It will be bid out in September for construction next spring and summer.
- **Tarbell Hill Road**
  - o **NRCS Grant Project** – the design was finalized by NRCS Engineering department last Thursday. A copy has been sent to Army Corps. There will be a 2-week wait for the permit. It will go out to bid when the stream alteration permit and the Army Corps permit are received. The project will be completed this year. This project will reduce the amount of soil being washed into the brook and being deposited downstream.
  - o **Looking into grant sources for an engineering study of lower reach of brook** (for the next phase of the project.) The focus would be the first 500 feet of the brook from the bridge; then under the bridge and out into the field. Regional Planning has identified a FEMA grant proposal for engineering.

Mike Smith, a hydro geologist at Weston & Sampson, is providing a cost estimate for the study.

- **Thrasher Road Culvert #3** – We are waiting for the grant agreement from the state. This is for the culvert that goes under Victory Drive. The Town will do the work on this project.
- **Maple Street Reconstruction Project** – No report.
- **Project for trail access to Town Forest** – Mr. Mullen requested proposals from five surveyors for the survey work for this project. He awarded the contract to Bob Farnsworth (low bidder).

**12. Appointments**

**Motion:** To remove Patricia Daniels as an alternate member of the Zoning Board and appoint her as a regular member of the Zoning Board.

**Made by:** Mr. Boyer **Second:** Mr. Fuller **Vote:** Unanimous in favor

**13. Approve Warrants:**

**Motion:** To accept the warrant as of August 4, 2014 as follows:

General Funds	Operating Expenses	\$44,797.78
	Payroll	\$19,313.03
Highway Fund	Operating Expenses	\$19,024.36
	Payroll	\$12,540.84
Solid Waste Management Fund		
	Operating Expenses	\$3,520.37
	Payroll	\$1,653.18
Library	Operating Expenses	\$66.55
Grants		\$0.00
Agency Monies		\$0.00
Reserves		\$0.00

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous in favor

**14. Executive Session**

**Motion:** To go into executive session to discuss: (1) personnel, and (2) a civil matter where premature general public knowledge would clearly place the Town at a substantial disadvantage.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous

The Board came out of Executive Session at 9:11 PM.

**15. Adjourn**

**Motion:** to adjourn the meeting.

**Made by:** Mr. Fuller **Second:** Mr. Boyer **Vote:** Unanimous in favor

The meeting adjourned at 9:17 PM.

Respectfully submitted,  
deForest Bearse

WEATHERSFIELD SELECTBOARD

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N. John Arrison, Chair

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Richard N. Clattenburg, Selector

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Daniel Boyer, Vice-Chair

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C. Peter Cole, Selector

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David T. Fuller, Selector