

Weathersfield Select Board

Meeting Minutes

May 5, 2014

Present: N. John Arrison
C. Peter Cole
David Fuller
Richard Clattenburg

Others Present: Jim Mullen, Town Manager

deForest Bearse
Brenda Richardson
Bonnie DuPrey
Charles Horton
Darrin Spaulding
Ernie Shand
Patrick Howe
Colby Hodgdon
Kelly Murphy
Stephen Brown
Shawn Brown
Robert Knight
Travis Compo
Lynn Esty
Bette Jo Esty
Edith Stillson
Lorraine (Cooky) Shand
Chris Garolo (Eagle Times)
Richard Ballantine
Jeff Ingalls
Westley Hazeltine
Tracy Dauphin
Michael Spaulding
Michael Barrup
Ron Main
J. Compo
Josh Dauphin

1. Call to Order

Chairman Arrison called the meeting to order at 7:30 PM.

2. Appoint Recording Secretary – deForest Bearse

Mr. Clattenburg motioned to appoint deForest Bearse as the recording secretary. Mr. Cole seconded the motion and all were in favor.

3. Comments from Select Board and Citizens on topics not on agenda

Brenda Richardson stated that Steve Hier (Town Treasurer) had stated that seven months of the taxpayers' money was missing and \$200,000 of "the FEMA money" and wanted to know if that was correct. Chairman Arrison assured her that this was not true.

Mr. Fuller clarified. The auditor's report (which is published in the annual report) stated that seven months (of the town's financial records) were not reconciled; much like a checkbook needs to be. Mr. Hier took full responsibility for this and the situation has since been rectified. There is no money missing.

Mr. Horton stated that he read in last month's meeting minutes that the Town Manager had claimed that there was \$4000 left from the Perkinsville School project and then said there was \$400 left. It was clarified that there is \$400 left in the Perkinsville School demolition project, and \$4000 in the current budget to pay for annual expenses at the 1879 schoolhouse.

Mrs. (Lynn) Esty stated that the water level has dropped so low in the pond on Cowdry Road due to damage to the dam that the dry hydrant located there is no longer operable. She asked the Select Board if something could be done about it. Chairman Arrison stated that the Town has no control over the water level in the pond, but the Board agreed to look into it.

Mrs. Esty asked about a letter she had written to the Select Board regarding communication with the Fire Commission and asking that all parties adhere to the policy that was adopted in 2010. Chairman Arrison stated that her request was noted.

Mrs. Murphy announced various fundraising activities that are being held by the Ascutney Volunteer Fire Association in the next few weeks.

4. Review Minutes from previous meeting(s)

Mr. Clattenburg motioned to accept the minutes of the April 21, 2014 meeting as presented. Mr. Fuller seconded the motion and all were in favor. Mr. Fuller asked that it be noted that the vote on these minutes was "by necessity", because only two of the board members who were present at the meeting on the 21st were present at this meeting to approve those minutes.

5. Meet with Fire Commission

a. First review of renewal of Agreements between Town and 2 Fire Departments

Mrs. Murphy presented a draft agreement that represents the combined efforts of the two fire departments (in consultation with their attorney) with the endorsement of the Fire Commission. Mrs. Kelly noted that each Fire Department will ultimately have their own unique version of the agreement that will reflect the differences between the two departments.

Changes agreed to at this meeting include:

Section 8.6 – "Weathersfield" will be changed to "all parties"

Section 1.1 "Failure to Respond"- the reference to section 2.3(a) (iii) needs correction

Section 2.4 – add the words "by the Town" between "determined" and "following"

Section 3.2 – remove the word "Weathersfield" in the last line of the paragraph

Items to continue discussing include:

Section 4.3 – Operating Funds

Section 5.4 – Maintenance of Vehicles, Apparatus, and Equipment

Section 7.1 – Vehicles and Apparatus Purchased with Weathersfield Funds

Section 8.4 - Vehicle Insurance

Section 9.1 – Term

b. Receive presentation from Fire Commission on revenue from Hazardous Materials Ordinance

Mrs. Kelly presented two spreadsheets showing “Fire Department Response to Calls Involving Hazardous Materials”, with write-off and pending amounts by department, and totals representing the entire HazMat response for Pending, Collected, and Uncollected claims from 2011 to 2014. There was substantial discussion regarding the figures shown, insurance reimbursements, billing, and the confusion over how HazMat fees are spent. No definitive actions were taken on this item.

c. Review “Policy for Checking Driver License Records for Proof of Insurance”

The fire departments are concerned about storage of their driving records for privacy reasons. Currently the records are being stored in the personnel office at the town office. Town Manager Mullen assured everyone that there is a strict protocol for requesting the records and for their storage. Mr. Shand felt that the town should not be involved in the process – that the fire departments should be responsible for collecting and storing this information. There was additional discussion over what constitutes “appropriate insurance” and an “acceptable driving record”. The Board agreed to consider amending the language of the policy so as to allow the Police Chief to periodically review the driving records of the department members, report the findings to the Select Board, and store the records in the respective fire chiefs’ offices.

d. Repeater Grant/Coordination in applying for fall Grant

Town Manager Mullen stated that due to lack of coordination between the fire departments, the Regional Planning Commission, and himself, an earlier grant opportunity was lost. He expressed the need to get coordinated in this effort so the next grant opportunity in the fall will not also be lost. The fire departments stressed the importance of the repeater and that all efforts must be made to acquire it, whether by grant or budget allocation.

6. Approve amended agreement with Weathersfield Food Shelf to cover rent

Mr. Fuller motioned to approve payment of up to \$400 a month for rent and utilities for six months to the Weathersfield Food Shelf. Mr. Clattenburg seconded the motion. All were in favor.

7. Perkinsville School Reuse

a. Approve membership and purpose of committee

Name: 1879 Perkinsville Schoolhouse Committee

Membership: 5 members as follows:

- A representative of Weathersfield Historical Society
- Representative of Weathersfield Food Shelf
- Representative of Village of Perkinsville Trustees

- A local contractor
- A Weathersfield resident at large

Purpose: To provide guidance to the Town Manager and Select Board on the rehabilitation of the 1879 Perkinsville Schoolhouse, with emphasis on using volunteer labor and donations to reopen the building for new uses and gradually making improvements to the building over a number of years.

b. Authorize posting of notice soliciting volunteers to serve on the Committee

Mr. Fuller made a motion to authorize BJ Esty to establish a committee as stated above and to authorize the town manager to post a notice soliciting volunteers to serve on the committee. Mr. Clattenburg seconded the motion and all were in favor.

8. Approve PACE Program documents

This item was tabled to the next meeting due to the lateness of the hour.

9. Authorize Select Board Chair to participate in negotiating details with Police Chief candidates

Mr. Clattenburg motioned to authorize the Select Board Chair to participate in negotiating details with Police Chief Candidates. Mr. Fuller seconded the motion and all were in favor.

10. Recommend appointments to positions of Forest Fire Warden and Deputy Forest Fire Warden

Chairman Arrison motioned to recommend appointment of Darrin Spaulding as Forest Fire Warden. Mr. Cole seconded the motion and all were in favor. The recommendation for the Deputy Forest Fire Warden was tabled.

11. Award Grounds Maintenance Contract

Mr. Cole motioned to award the bid to TS Property Maintenance (c/o Tim Sargent) for Grounds Maintenance for the period 5/6/14 to 11/30/15, with the cost of each visit as specified in TS Property Maintenance's 5/1/14 Bidder Response Form. Mr. Clattenburg seconded the motion and all were in favor.

12. Appointments

Mr. Clattenburg motioned to appoint Jeff Pelton to the Conservation Commission. Mr. Fuller seconded the motion and all were in favor.

13. Approve Warrants

Mr. Fuller made the motion to approve the Treasurer's Warrants dated May 5, 2014 as follows:

General Funds	Operating Expenses	\$46,259.90
	Payroll	\$20,511.26
Highway Fund	Operating Expenses	\$49,378.81
	Payroll	\$12,402.07
Solid Waste Management Fund	Operating Expenses	\$3,298.29
	Payroll	\$1,462.22
Library	Operating Expenses	\$191.79

Grants		\$00.00
Agency Monies		\$00.00
Reserves		\$500.00
Grand Total	Operating Expenses	\$99,628.79
	Payroll	\$34,375.55

Mr. Clattenburg seconded the motion and all were in favor.

Mr. Fuller motioned to have the Board enter into executive session for personnel reasons. Mr. Clattenburg seconded the motion and all were in favor.

14. Future Meeting Agenda Items

(No discussion)

15. Adjourn

At 10:10 PM, Mr. Fuller motioned to adjourn the meeting. Mr. Cole seconded the motion and all were in favor.

Respectfully submitted,

deForest Bearse