

SELECT BOARD

Select Board
Meeting
Martin Memorial Hall
5259 Route 5, Ascutney, Vermont
Monday, October 5, 2015
7:00 PM
REGULAR MEETING

MINUTES
APPROVED 10/29/2015

Select Board Members Present: N. John Arrison
Daniel Boyer
C. Peter Cole
Lynn Esty

Jim Mullen, Town Manager

Others Present:

Wanda Gropler	Edith Stillson	Tracey Dauphin
Charles Horton	Kelly Murphy	Mike Barrup
Julia Lloyd Wright	Josh Dauphin	Nate McKeen

1. Call to Order

Mr. Arrison called the meeting to order at 7:05PM.

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

Select Board

Mrs. Esty asked for an update of the Town Manager search time line and asked about planning for the next Town Meeting, which is to be held on a Saturday.

Mr. Arrison announced that Susan Hunter had passed away.

There will be a memorial service for Lynn Skalaban at 11:00 AM at the Center Meetinghouse on Saturday.

Citizens

Mike Todd, chair of the Town Manager Search Committee, read the minutes of the committee's October 1st meeting. There are 45 applications for the position. Additional meetings are scheduled for October 8th and 15th. The committee will conduct preliminary interviews and then forward the applications of the best candidates to the Select Board.

Mr. Todd asked the Select Board members to state what they each felt were the most important strengths for the new manager to have. The list included the ability to write grants and type; to interact well with the voters; good organizational skills; computer literacy; strong communication skills; and legal knowledge.

Mr. Horton asked how many candidates the committee should forward to the Board. The consensus was that whatever seemed appropriate, but roughly 3-6.

(The Board took item #9 out of order)

Possible appointment of Land Use Administrator (pending reference checks)

Mr. Todd, chair of the Planning Commission, said that the Commission recommended by unanimous vote the appointment of David (Scott) Osgood as the next zoning administrator. Mr. Osgood is a professional civil engineer with strong planning experience and good public interaction skills. He is working part time in Enfield, NH and resides in Henniker, NH.

Motion: To appoint David (Scott) Osgood as Weathersfield Zoning Administrative Officer for a period of three years.

Made by: Mr. Boyer **Second:** Mrs. Esty

Vote: Unanimous in favor

3. Review minutes from previous meetings – September 21, 2015

Additions/corrections/deletions:

a. Change “Levellen” to “Lewellen”

b. Change “could be discussed” to “was on the agenda” in the first sentence on page 5.

Motion: To accept the minutes of September 21, 2015 as amended.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

4. Meet with representatives of Weathersfield School Board regarding grounds maintenance services

Nate McKeen and Kelly Murphy, representing the Weathersfield School Board, asked the Select Board to consider having the Town’s highway department take care of winter plowing and sanding and summer maintenance of the school grounds. Private parties currently do both of these functions. The Board said they thought it would be okay if it fit into the Town’s plowing route and schedule. Mr. Boyer pointed out, however, that plowing the parking lot and moving snow banks is time consuming and may not fit (the highway department’s schedule) as easily as just plowing enough for the buses and cars to get to the building. Mr. Mullen said it is not in this year’s budget, but that it could be

incorporated into the upcoming budget discussions for the next fiscal year. He said he would talk to Westley Hazeltine about the idea.

Mr. Arrison said that the Town does not do its own summer grounds maintenance. It is contracted out. It may be possible and even favorable to add the school grounds to the Town's sites. The summer work contract is due to go out to bid this spring.

5. Monthly Report: Fire Commission (Lynn Esty)

The Board had received copies of each fire department's monthly reports for September and the minutes of the last meeting of the Fire Commission, held on September 22nd.

The Commission recommends that the Town hire a consultant that is trained (in fire services) to conduct the study and analysis of the Weathersfield fire services evaluation.

Mrs. Esty asked the Board to reconsider Howard Papineau's appointment to the Fire Commission, as Mr. Papineau has not attended any meetings of the Commission since he was appointed.

Mrs. Esty stated that the department's are frustrated with being asked to provide reports, reports that take considerable time to prepare, and then having the Board fail to read them or acknowledge receipt of them.

Both Mrs. Esty and Mr. Arrison are searching for suitable consultants for the fire services evaluation.

Mrs. Esty asked why the committee notice was posted before it had been approved by the Board. Mr. Arrison said the committee had been voted on by the Board before it was posted, but the charge for the committee had not been completed.

6. Weathersfield Fire Services Evaluation Committee

a. Approve Committee "Charge"

The draft charge was approved at the last meeting with a couple of minor changes. Mr. Arrison asked for the Board's opinion of the amended charge. Mrs. Esty asked why move forward with the committee when it appears that a consultant is preferred. Mr. Arrison said the consultant would need to work with and report back to someone. If the Fire Commission is willing, the Commission could be the committee.

There was much diverse discussion by the Board and audience members on data gathering – what and by whom and do we already have it all; what is the problem

that is to be solved (by the evaluation); and what tasks the committee members would be required to perform.

Motion: To hire a consultant to do a study for the Weathersfield Fire Services.

Made by: Mrs. Esty **Second:** Mr. Boyer

Vote: Unanimous in favor.

Mr. Dauphin asked if hiring the consultant would go out to bid. Mr. Mullen asked that the Board approach the one person (currently being pursued) first. If he/she is not available, then the Board might consider trying an RFP.

Mr. Mullen then suggested asking the State Fire Services Chief for recommendations (for a suitable consultant), to which everyone agreed. He also said that VLCT had supplied Mr. Mullen with the names of 5 or 6 towns that had recently conducted this type of study. Mr. Mullen has contact information to ask these communities how they did their evaluations.

b. Appoint Committee members

No appointments were made.

(The Board took item #11 out of order)

Appoint members to Weathersfield Energy Committee

The committee was formed three months ago and posted for three months in public places and on the Town's website and no applications have been received. It was agreed to leave the committee dormant for now.

Ms. Wright said she is no longer working with the Town as she has not received any support or cooperation from the Town. She has been working on projects with area towns. She urged the Board to reconsider forming a reserve fund with which to provide funds for grant opportunities.

7. Review draft FY2015 year-end budget reports

Mr. Mullen reported that there are "healthy" fund balances in all three funds - \$62,698 in the general fund, \$89,957 in the highway fund, and \$13,709 in the solid waste fund.

General Fund: According to the auditors, our expenses exceeded our revenue by \$25,000. Mr. Mullen explained that the voters authorized the Town to borrow \$70,000 for work on the Perkinsville School and to begin the work in FY15. \$30,000 was spent to remediate mold. In FY16, we borrowed the \$70,000, but we cannot apply the funds to FY15 expenses. The current budget calls for \$30,000 to come from the fund balance, so the \$62,698 will drop to \$32,698 this fiscal year.

Highway Fund: There is a fund balance of \$89,957, but the current budget calls for \$97,000 from the fund balance. The guardrail work on Reservoir Road has been cancelled to recover some of the funds. Additional funds may come from the Maple Street reconstruction project.

Mr. Mullen said we will need to look for \$42,000 in revenues to avoid drawing the fund balance below zero (\$14,000 for the heating system in the highway garage + \$20,000 for a new well for the neighbor at the highway garage + \$7000 shortfall).

Solid Waste Fund:

The employee hours continue to increase because of the increase in recyclables.

Mr. Mullen said we need to raise the price of the punch tickets. He said he will have a recommended price at the next meeting.

8. Award contract for Construction Inspection Services for Maple Street Reconstruction Project

Motion: To issue a Notice of Award to Pathways Consulting, LLC for Construction Inspection Services for the Maple Street Reconstruction Project [Weathersfield PLH MAPL (1)] as specified in their 9/24/15 Proposal and to authorize the Town Manager to sign the Notice of Award and other contract documents.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor.

9. Possible appointment of Land Use Administrator (pending reference checks)

(This item was taken up earlier in the meeting.)

10. Update of Large Gathering Permit Ordinance

The Board asked Mr. Mullen to make a “redline” comparison of the example from the Town of Salisbury to the Town’s current ordinance for the next meeting. No action was taken.

11. Appoint members to Weathersfield Energy Committee

(This item was taken up earlier in the meeting.)

12. Review modified branching design proposal for Ascutney cell tower

SBA is proposing to alter the branch design on the tower and has provided a sketch of the new design. However, the Town Manager has reservations about it. He will write to SBA with his concerns.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

13. Appointments

It was asked that the Energy Committee be added to the list of boards with vacancies.

14. Approve Warrants

Motion: To approve the warrants for October 5, 2015 as follow:

General Funds	Operating Expenses	\$33,794.85
	Payroll	\$11,421.68
Highway Fund	Operating Expenses	\$6,198.43
	Payroll	\$8,085.55
Solid Waste Management Fund		
	Operating Expenses	\$2,122.06
	Payroll	\$1,456.44
Library	Operating Expenses	\$25.00
Grants	Operating Expenses	\$16,346.39
Agency Monies	Operating Expenses	\$405.58
Reserves		\$914.50
Grand Totals	Operating Expenses	\$59,806.81
	Payroll	\$20,963.67

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

Motion: To approve check warrant report for 10/5/2015 for \$32,292.00 (to Gateway Motors for 2016 F350 Pickup truck).

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

15. Future Meeting Agenda Items

16. Executive Session

Motion: To enter executive session for a civil matter related to the well at the highway garage.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor.

The Board came out of executive session at 9:05 PM.

17. Adjourn

Motion: To adjourn the meeting.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

The meeting adjourned at 9:06 PM.

Respectfully submitted,

deForest Bearse

WEATHERSFIELD SELECTBOARD

N. John Arrison, Chairperson

Daniel E. Boyer, Vice-Chairperson

David T. Fuller, Selector

C. Peter Cole, Selector

Lynn Esty, Selector