

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board  
Meeting  
Martin Memorial Hall  
5259 Route 5  
7:00 PM, JULY 7, 2015

MINUTES  
APPROVED 7/20/2015

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

Jim Mullen, Town Manager

**Others Present:**

Edith Stillson	Crystal Thibodeau	Darcy Hodgdon
Wanda Gropler	Charles Horton	Westley Hazeltine
Steve Hier	Diane Hodgdon	

**1. Call to Order**

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

Mr. Arrison asked everyone to observe a moment of silence for Pat Daniels and John Wright, both of whom had passed away in the last week.

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

There were no comments from Select Board members.

Mr. Horton said that discussion of the sale of the Tenney Hill property should be made in public and not in executive session. Mr. Arrison said that public discussions of the transaction could jeopardize the Town's position and is therefore eligible for discussion in executive session. He said once the sale is finalized, the details would be made public.

Ms. Gropler said that rumor is that the land is being sold for less than the cost of the Perkinsville repairs. Mr. Arrison said that the price was reached by three appraisals from local real estate agents.

**3. Review minutes from previous meetings – June 15, 2015**

**Additions/corrections/deletions:**

a. Add Josh Dauphin to the list of attendees

**Motion:** To accept the minutes as amended.

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

**4. Public Hearing: Hodgdon Brothers *Certificate of Approval for Location of a Salvage Yard***

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Mr. Arrison said this license comes up for renewal every five years. He said that the Land Use Administrator had walked the land with the Hodgsons and didn't have any issues. He said he knows the Hodgsons have done a lot to consolidate and clean up and recognizes that a salvage yard is a necessary enterprise. Mrs. Hodgson said they have downsized considerably and planned to keep it at that level. She said they are well aware of where the salvage yard boundaries are.

Mrs. Esty asked if the conditions of license are to be the same as had been previously approved.

**Motion:** To approve the Certificate of Approval for five years for the salvage yard operation for Hodgdon Brothers.

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

Mr. Arrison said he had noticed that significant progress had been made to reduce the number of tires on the property. He urged the Hodgsons to continue removing them. Mr. Hodgdon said that the party with whom they have contracted to remove the tires cannot come regularly (every month) but that progress is steady. They are not taking any more tires. Mrs. Hodgdon said it is part of their license – that they get rid of so many (tires) per year based on how many they take in, so they cannot increase the number of tires they have. They need to rotate in and out.

**Vote:** Unanimous in favor

**5. Approve Bank Note – Steve Hier**

**a. Approve \$70,000 five-year loan for 1879 Perkinsville School House Project**

Mr. Hier said that this is in accord with the Town Meeting vote. He said we have accelerated the first payment so that it will actually occur within this fiscal year. He said he recognizes that with the possible upcoming sale of the property, this may be retired in much less than five years. However, the Town is already spending the money on the project and cash flow won't wait.

**Motion:** To authorize the \$70,000 five-year loan for the Perkinsville School House Project.

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

Mr. Mullen said the voters approved borrowing \$70,000 for the project. The asking price for the land is \$69,900 - \$100 less than the vote – because it sounded better. Mr. Horton pointed out that there will be fees associated with the transfer, which will further widen the gap. Mr. Fuller said the Board had done its homework to arrive at the asking price and he had faith it would all work out. Mrs. Esty pointed out that the Committee has been raising money as well to contribute the cost of the project. Mr. Arrison said that he was aware that the committee is being very diligent about keeping the cost down.

**Vote:** Unanimous in favor

**b. Approve short-term loan for 0.85-mile Baltimore Road culvert project**

Mr. Hier said this is a short-term loan to cover payment of invoices in anticipation of grant reimbursement. The grant is for \$174,877. He said the note runs through December 9<sup>th</sup>, because we don't know when the reimbursement will come. The note can be paid off earlier if reimbursement comes earlier. Mr. Hier assured the Board that the grant has been awarded for the project. The Town must contribute 10% of the project cost. Mr. Mullen said the

funds had been budgeted and were taken out of the highway maintenance reserve fund. The project is currently underway.

**Motion:** To authorize the \$174,877 short-term loan for the 0.85-mile Baltimore Road culvert project.

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

**6. Preparation for Property Tax Bill Printing**

**a. Set Property Tax Rates**

Mr. Arrison said the tax rate came in a little below last year, mainly because the library bond vote didn't pass and the grand list increased a little bit.

**Motion:** To set the Fiscal Year 2016 Tax Rates at:

General Fund	0.3201
Highway Fund	0.2613
County Tax	0.0087
Local Education	0.0062
Homestead Education	1.6343
Non-Residential Education	1.5316
Perkinsville Village	0.0359
Waste Management Fee	\$38.00/parcel

Mr. Fuller and Mr. Arrison asked for explanation of some of the school spending data, which Mr. Hier explained.

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

**b. Set Solid Waste Management Fee**

(See motion above)

**c. Set Property Tax Due Dates**

**Motion:** To set the Property Tax Due Dates for 2015-2016 Tax Year as follow:

1 <sup>st</sup> Installment	Wednesday, August 12, 2015
2 <sup>nd</sup> Installment	Thursday, November 12 <sup>th</sup> , 2015
3 <sup>rd</sup> Installment	Wednesday, February 10 <sup>th</sup> , 2016
4 <sup>th</sup> Installment	Wednesday, May 11 <sup>th</sup> , 2016

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

**7. Approve changes to structure of Finance Department**

**a. Approve revised Job Description for Town Accountant**

Mr. Mullen said he went over the description that was discussed last time and just cleaned it up. He said there are no changes. Some of the responsibilities have been shifted onto other parties. Mr. Mullen said the intent is to post this job internally. He said they are remaining open-minded as to whether can succeed as a 40-hour per week position. He said if it proves overwhelming to the new accountant, they would return to the Board and request more help. Mr. Hier said they are taking two positions that currently work a total of 50 hours a week and replacing them with one position at 40 hours a week.

There was a brief discussion of moving to a two-week pay period as a means of reducing costs and workload, but no definitive action was taken.

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**Motion:** To approve the revised job description for Town Accountant and to authorize the posting of this position internally.

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

**b. Authorize Town Manager to post position of Town Accountant internally**

(See motion above)

**8. Weathersfield Transfer Station Facility**

**a. Award funds from Transfer Station Bottle/Can Redemption Program**

Four applications have been received.

**Motion:** To approve the applications as follow:

- Brownsville Beautification Committee for \$200
- Friends of the Meeting House for \$500
- Weathersfield Veterans Memorial Committee for \$220
- Ascutneyville Cemetery Association for \$85.72 (changed by the Board to \$200)

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

Mr. Fuller suggested increasing the amount to the Ascutneyville Cemetery Association to \$200, to which Mr. Cole and Mr. Boyer agreed.

**Vote:** Unanimous in favor

Mr. Mullen asked the Board to set the date for the next round of awards. The Board agreed to September 8<sup>th</sup> as the next award date.

**b. Notice of Alleged Violation**

Mr. Mullen said we were inspected on June 18<sup>th</sup> by the Solid Waste Division. They walk through your facility and make note of anything that does not comply with your permit. The violations are noted in a list and the Town is given 14 days to respond. Most of the violations were relatively minor and have been abated. The biggest violation found was three barrels of liquid waste that didn't go on the truck after the solid waste district's collection day. The barrels were sitting and waiting to be picked up by the hazmat people. Mr. Mullen said that the barrels appear to contain motor oil, which we are allowed to collect. The inspector wants the liquid tested to confirm that it is oil, which Mr. Hazeltine is arranging to have done. If it is oil, it will be dumped into the bulk storage tank. If it is not, arrangements will be made to have the hazmat people remove it.

**c. Approve Job Descriptions for Transfer Station Operator and Attendant**

The position of Transfer Station Operator is vacant. The current attendant is interested in being the operator. If he is moved to the operator position, the attendant position becomes vacant.

**Motion:** To approve (1) the revised job description for Transfer Station Operator and (2) posting of this position and (3) to approve the revised job description for Transfer Station Attendant and (4) posting of this position.

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

Mr. Fuller asked about the probationary period. Mr. Mullen said it is now one year.

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There was some general discussion about training for the operators and how the training is mentioned in the job description. Mr. Hazeltine said that he makes sure that the employees take advantage of whatever training is available.

**d. Authorize Town Manager to post vacant positions(s)**

(See motion above)

**9. Award bid for light duty pickup truck (for delivery on or after 8/20/15)**

Three bids have been received. Mr. Hazeltine said the maximum we could spend was \$40,000 for the pickup and the plow. He said with the diesel option, there isn't enough money left for the plow, so they decided to go with the gasoline option. He said the bids were all very close.

**Motion:** To award the bid to Gateway Motors for a gasoline pickup truck for \$28,714 with Extra Care extended warranty for \$3,340=\$32,954 total as described in Gateway Motor's 6/30/15 bid.

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

Mr. Arrison asked about the warranty. Mr. Hazeltine assured him it was good and that it was worth the money. Mr. Fuller asked about trading in the old pickup. Mr. Hazeltine said Gateway would give \$3000 for it. Mr. Arrison said the warrant article requires a trade-in value of \$5000.

**Vote:** Unanimous in favor

**10. Approve transfer of funds from FY15 General Fund into three Reserve Funds**

**Motion:** To transfer \$200 to the "Rainy Day Reserve Fund"; \$200 to the "Perkinsville Schoolhouse Capital Maintenance and Improvements Reserve Fund"; and \$1000 from GL line item #11-7-302-31.20 (Center Grove Maintenance) to Account #41-2-101-90.18 (Center Grove Preservation Reserve Fund).

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

Mr. Arrison said he thought this automatically happened. Mr. Mullen said the voters voted to set up the funds, but didn't vote to put any money into them. This motion gets money into them and will keep them from "getting lost" in the future. He said the auditors prefer to see a formal vote. Some of these funds would end up back in the general fund if not formally placed into the reserve funds.

**Vote:** Unanimous in favor

**11. Project Updates**

**a. Perkinsville Schoolhouse**

The masonry work on the collapsed inside wall is done. The humidity as of today is at 50%, the goal. The temperature in the cellar is 68 degrees. The membrane on the north wall is having a visible effect on the soil moisture in the cellar. It is helping the soil to dry out.

**b. Maple Street Reconstruction**

We have received the right-of-way certificate and the categorical exclusion. There are still a few more steps to go before this can go out to bid. Mr. Mullen put in a project completion date of June 30, 2016. He said this shouldn't affect the cost estimate. There was additional discussion about some of the details.

**c. 0.85 -mile Baltimore Road culvert project**

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This project is underway. The road is going to be closed for about five weeks, starting about a week ago. The excavators are digging the trench where the concrete forms are going to go in. The concrete forms will be set up this week and concrete poured (depending on the weather). The foundation is poured in place; the culvert is pre-cast.

**d. 1.1-mile Baltimore Road culvert project**

The grant for this project was denied (we have received three in a row).

**e. Wetland application for access to Town Forest**

Our responses to Ms. Chalmers questions are acceptable. She asked that the material be worked into the original application and submitted.

**12. Town Manger Search Process/Continue Discussion**

**a. Appoint members to Town Manager Candidate Screening Committee**

Multiple requests have been submitted for appointment to the committee. After much discussion, the Board decided to remove the Select Board members from the committee.

**Motion:** To reconstitute the screening committee without the Select Board members.

**Made by:** Mr. Cole      **Second:** Mr. Boyer      **Vote:** Cole, Arrison, Boyer – yes; Esty – no; Fuller – abstain.

Five employees have requested appointment to the committee. A ballot vote was taken. To choose two employee representatives.

**Motion:** To appoint to the screening committee as follow:

Elected officials      Steve Hier, FloAnn Dango

Citizens at Large      Chip Cobb, Amy Beth Main, Charles Horton, Kelly Murphy

Town Employees      Shirley Cole, Westley Hazeltine

**Made by:** Mr. Boyer      **Second:** Mrs. Esty      **Vote:** Cole, Arrison, Boyer, Esty – yes; Fuller - abstain

**13. Zoning Board of Adjustment – Appointments**

**a. Lynn Esty/** Requests two month appointment to complete a case in mediation

**b. deForest Bearse/**Requests “Temporary” appointment to complete a case in mediation

There was much discussion on how this would work. It was agreed that more information was needed from the Town’s attorney.

**Motion:** To table this to the next meeting.

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

**14. Appointments**

None.

**15. Approve Warrants**

**Motion:** To approve the warrants for July 7, 2015 as follow:

General Funds      Operating Expenses      \$101,657.15

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	Payroll	\$17,302.26
Highway Fund	Operating Expenses	\$138,128.02
	Payroll	\$12,334.59
Solid Waste Management Fund		
	Operating Expenses	\$7,139.25
	Payroll	\$2,872.25
Library	Operating Expenses	\$280.94
Grants	Operating Expenses	\$32,677.55
Agency Monies	Operating Expenses	\$0.00
Reserves		\$6,325.00

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

**16. Future Meeting Agenda Items**

17. Executive Session:

- a. Real Estate Contract (for Town-owned Tenney Hill Road parcel)

**Motion:** To enter executive session to discuss a real estate contract.

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

The Board came out of executive session at 8:58 PM.

Motion: To approve the Purchase and Sale Contract between Mary Sherril, Robert Sherrill, Jr., and Robert Sherrill III for Parcel #09-02-36, the 32.76-acre Town-owned property on Tenney Hill Road, for a total purchase price of \$69,900.

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

**18. Adjourn**

**Motion:** To adjourn the meeting

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

The meeting adjourned at 8:59PM.

Respectfully submitted,

*deForest Bearse*

**WEATHERSFIELD SELECTBOARD**

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N. John Arrison, Chairperson

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Daniel E. Boyer, Vice-Chairperson

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David T. Fuller, Selector

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C. Peter Cole, Selector

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Lynn Esty, Selector