

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney, Vermont
Monday, March 21, 2016
7:00 PM
REGULAR MEETING

MINUTES
APPROVED 4/4/2016

Select Board Members Present: Daniel Boyer
C. Peter Cole
Lynn Esty
David Fuller
Kelly Murphy

Ed Morris, Town Manager

Others Present:

Julia Lloyd Wright	Wes Hazeltine	Jeremy Osgood
Edith Stillson	Bill Daniels	David Moore
Colin Butler	Michael Todd	

1. Call to Order

Mr. Boyer called the meeting to order at 7:01PM.

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

Select Board

Ms. Murphy asked to be “un-appointed” as Board Clerk because there is no documentation to describe the position’s tasks and responsibilities. As this was not on the agenda for this meeting, it will be addressed at the next meeting. Mr. Boyer asked that the request be submitted in writing.

Citizens

Ms. Wright, Energy Coordinator, informed the Board that she will be applying for a grant from the Dept. of Housing and Community Development, Division of Community Planning and Revitalization for an EV charger. The application is due on April 4th. The terms of the grant require that the station be located on municipal land. The cost is approximately \$26,800. She has not yet chosen a location.

Mr. Fuller asked that the project go to the Planning Commission for further development. Mr. Todd, chair of the Planning Commission, said the Commission could discuss it at their next meeting.

Mr. Todd asked who appoints the Planning Commission recording secretary. The Board said that the Commission does the appointing.

Mr. Todd said that the Zoning Administrator has resigned.

3. Review minutes from previous meetings – March 3, 2016

Additions/corrections/deletions:

a. None

Motion: To accept the minutes dated March 3, 2016.

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

Vote: Unanimous in favor

4. Request to improve portion of Class 4 Road/Jeremy Osgood

Mr. Osgood asked for permission to make improvements to a section of a Class IV town highway to use as a driveway to a house site (site created by a subdivision of the Crown Point golf course property). Mr. Hazeltine said the extent of improvement is up to Mr. Osgood – the Town does not maintain Class IV roads. The Board cautioned Mr. Osgood that the public will still be allowed to use the road for recreational purposes and not to gate it off.

Motion: To authorize Mr. Osgood to make improvements to the road for use as a driveway.

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

Vote: Unanimous in favor

Mr. Boyer asked Mr. Morris to put the Board's decision in writing to Mr. Osgood.

5. Approve order of Police Cruiser from Article 11 from Gateway Ford to be delivered in July with police installation package to be done by Adamson Industries Corp.

Mr. Boyer said he had authorized the placement of the order for the cruiser a couple of weeks earlier because to delay the order (until the Board could meet) would have resulted in an increase of \$1000 in the price. He was asking the Board to officially approve the order at this meeting.

Motion: That the Board order the new police cruiser from Gateway Motors as per the bid sheet not to exceed \$28,640.00.

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

Vote: Unanimous in favor

6. Budget Status Update

Town Accountant, Colin Butler, stated that the Town is now two-thirds of the way through the fiscal year. The budget figures should read at or near 67%. He said overall there were no major concerns.

Ms. Murphy asked for clarification of the reporting of delinquent tax payments, which Mr. Butler explained. Mr. Butler said that delinquent tax revenue is best tracked as a separate report. It will not show in the current year budget reports. Mr. Fuller said he feels that delinquent taxes should be kept separately from current year revenues.

The Board asked why the police department revenue is down. Chief Daniels said that his officers are not writing as many tickets because (a) they are too busy with major cases and (b) because the need is not as great as it used to be. The FY17 budget reflects the reduced revenue.

Ms. Murphy asked about consulting expenses. They are primarily the result of the Town Manager search and the fire services evaluation.

Mr. Butler explained the roles of the Treasurer vs. the Assistant Town Treasurer.

The “Aid to Residents in Need” funds are overseen by the Trustees of Public Funds – a committee of three appointees. The funds are allocated each year as part of the general fund.

Mr. Todd asked if the Budget Committee could receive these budget reports and perhaps meet with the Town Manager and the Town Accountant on a quarterly basis.

7. Approve request for proposal for Weathersfield Ground Maintenance

Motion: To send out the bid package as presented.

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

Discussion on the motion: Mr. Butler asked if the bid package included the language on worker’s comp. Mr. Butler said the Town would pay for worker’s comp if a chosen contractor did not have it. The packet says that the bidder can sign a waiver if they don’t have workers comp, which Mr. Hazeltine and Mr. Morris said won’t work. He said the auditors said if the Town is using the same contractor repeatedly, then they are no longer an outside contractor, but an employee. Mr. Fuller said that he does not support the Town paying for workers comp and that only those contractors that have it should be considered for the contract.

Amendment on the motion: Line will read, “The Chosen Contractor shall supply the Town with proof of Workers’ Compensation insurance for all employees engaged in the work.”

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

Vote on the amended motion: Unanimous in favor

8. Discuss Select Board’s participation in the Town Challenge

This year’s team will be Mrs. Esty, Mr. Cole, Ms. Murphy and Mr. Boyer.

9. Appoint Emergency Management Coordinator (Continued from 03/03/2016)

The Board discussed the role of the Emergency Management Coordinator.

Nomination: Mr. Fuller.

Made by: Ms. Murphy

Vote: Unanimous in favor

10. Review and Approve *Local Emergency Operations Plan*

The Board reviewed the current version of the Plan and suggested changes (add Ascutney House group home to the list of high-risk residents). Mrs. Esty asked that the Fire Chiefs and the School be given an opportunity to review and comment on it. No action was taken.

11. Discuss creating specific email addresses for Select Board members

Mr. Morris urged the Board to consider establishing dedicated email addresses on the Town’s server for conducting Town business (as opposed to the current practice of using personal emails). It would cost \$294 annually.

Motion: To have town-issued email addresses for all Select Board members.

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

Discussion on the Motion: Mr. Fuller objected as he feels the Board should not be using email to discuss anything. It was suggested that perhaps zoning board and planning commission members should also have dedicated emails.

Vote: Ms. Murphy, Mr. Boyer, Mrs. Esty and Mr. Cole voted aye; Mr. Fuller voted nay. The motion carried.

12. 2016 Select Board Summer meeting schedule

Motion: To approve the summer meeting schedule as presented.

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

Vote: Unanimous in favor

13. Appointments

Motion: To make the following appointments –

Cathy Sullivan – Animal Control Officer

Budget Committee – Mike Todd

CRJC Mt Ascutney Subcommittee – Nancy Heatley

Constable – William Daniels

Energy Coordinator – Julia Lloyd Wright

Martin Memorial Hall Trustees – Marilyn Houghton, Janet Bristol, Edith Stillson

Parks & Recreation Commission – Julia Lloyd Wright

Southern Windsor/Windham Counties Solid Waste Management District – Ed Morris

Surveyor of Wood – Dan Boyer

Town Pound – Home of Cathy Sullivan at 21 Hartford Street, Claremont, NH

Tree Warden – Westley Hazeltine

Weigher of Coal – Dan Boyer

Zoning Board – Willis Wood

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

Vote: Unanimous in favor

14. Approve Warrants

Motion: To approve the warrants for March 21, 2016 as follow:

General Funds	Operating Expenses	\$47,576.82
	Payroll	\$12,828.92
Highway Fund	Operating Expenses	\$33,116.06
	Payroll	\$8,470.94
Solid Waste Management Fund		
	Operating Expenses	\$6,108.45
	Payroll	\$1,085.09
Library	Operating Expenses	\$2,218.54
Grants	Operating Expenses	\$1,325.00
Agency Monies	Operating Expenses	\$0.00
Reserves		\$354.95

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

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Vote: Mr. Fuller, Mr. Boyer, Mrs. Esty, Mr. Cole voted aye; Ms. Murphy abstained
Motion carries.

15. Future Meeting Agenda Items

Mr. Boyer asked that a discussion of this year's town meeting be added to a future agenda.

16. Adjourn

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 9:03 PM

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

Dan Boyer, Chairperson

Lynn Esty, Vice-Chairperson

David T. Fuller, Selector

C. Peter Cole, Selector

Kelly Murphy, Selector