

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney, Vermont
Monday, April 4, 2016
7:00 PM
REGULAR MEETING

MINUTES

APPROVED (WITH CORRECTIONS) 4/18/2016

Select Board Members Present: Daniel Boyer
C. Peter Cole (arrived at 7:15PM)
Lynn Esty
David Fuller
Kelly Murphy

Ed Morris, Town Manager

Others Present:

Edith Stillson	Mychael Spaulding	Tracey Dauphin	Patti Arrison
FloAnn Dango	Michael Barrup	Josh Dauphin	Michael Todd
Colin Butler	John Cassidy	John Arrison	

1. Call to Order

Mr. Boyer called the meeting to order at 7:02PM.

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

Select Board

Ms. Murphy announced that Ernie and Cookie Shand had been featured on WCAX's TV show *Super Seniors*. Mrs. Esty said she would provide a link to the show on the Weathersfield blog.

Mr. Fuller said he had seen material on the internet that had been posted under the Town's official seal – materials he felt should not be considered Town business. He said that all material to be posted under the Town's seal should be approved through the Town Office. Ms. Murphy suggested that the board schedule a time to discuss social media. Mr. Boyer agreed to put it on a future meeting agenda.

Mr. Fuller said he had some questions about the Town's vacation reimbursement policy. There was much discussion about the best venue in which to properly discuss the matter. It was ultimately decided to hold an executive session at the end of this meeting to discuss the personnel portion of it. A discussion of the policy portion of the matter will be scheduled for the next meeting.

Citizens

John Arrison, speaking on behalf of the Martin Hall Trustees, said that the outside of the hall was in need of painting and that, according to Steve Melanson, the Palladian window in the entryway is in dire need of replacement. Mr. Boyer and Mr. Morris will assist the Trustees in securing a contractor for the work.

Mr. Arrison urged the Board to require that the new police cruiser be clearly marked as a cruiser instead having it as an unmarked car.

Mr. Arrison said that the trees in the Memorial Grove are suffering because cars are parking on the tree roots and because of the heavy mowers that run over them during the mowing season. The trees are also being damaged by the lawn mowers when the mowers bump into them. He urged the Board to consider minimizing the amount of mowing that is done in the Grove and asking the contractor to slow down when mowing there to minimize collisions with the trees.

Mr. Boyer said that Westley Hazeltine was well aware of these issues and was planning to speak with the contractor about them when the contract is awarded.

(Mr. Cole arrived at the meeting.)

3. Review minutes from previous meetings – March 21, 2016

Additions/corrections/deletions:

a. None

Motion: To approve the minutes of the March 21, 2016 meeting.

Made by: Mr. Fuller **Second:** Ms. Murphy

Vote: Unanimous in favor

(It was noted at the end of the meeting that the names of the board members were not correct in the signature block and should be corrected for the final copy.)

4. Storage of Historic Documents / Patti Arrison

Ms. Arrison, representing the Weathersfield Historical Society, said that Town Clerk FloAnn Dango had called her in January and offered to the Society several boxes of old printed materials that had been stored in the vault that the Town Office shared with the Police Department. Ms. Arrison and Becky Tucker, also from the Society, examined the materials and ultimately moved them to Ms. Arrison's house (mainly because the Dan Foster house is not open in the winter). The materials appeared to be records that had been moved to Ascutney from the former town office in Perkinsville in 1980 or 1981. Printed matter published by the State and distributed to all town offices in the state were

offered to various libraries, most of whom did not need them. Some were given to the State archive as replacements in better condition or to fill in gaps in the state's collection. During a conversation with Rachel Muse, state archivist, Ms. Arrison learned that some of the materials in the collection were items that are required to be kept permanently by the Town. These include deeds and vital records. They may already be recorded in the Town's volumes, but it is not certain. Ms. Muse advised Ms. Arrison to bring the records back to the Town Office and proceed to go through them there and to keep the Select Board informed of the project. There are marriage certificates, bans, lists of births and deaths, permits for the transportation of corpses, deeds (quit claim, warranty), mortgages, foreclosures, leases, documents produced by the fence viewers, attachments for debt, writs and summonses, bonds, orders for disbursements, nominations for town representative, and much more. Most of the records date between 1860 and 1900, but some are earlier. Ms. Dango said she is uncertain as to what to do with the paper records that have been recorded, e.g. marriage certificates. State statutes are difficult to understand. Ms. Arrison suggested that perhaps the Town should invite the state archivist to come to the office to look at the records and provide some guidance. Ms. Dango agreed that this is a good idea.

Mr. Fuller said the Town has an obligation to go through this material and the project may cost money to complete. He expressed particular concern about the land records.

Mr. Boyer thanked Ms. Arrison for her contributions.

5. Request for Municipal Fireworks Display Permit / John Arrison

Mr. Arrison is putting on a fireworks display in honor of his daughter's graduation from college. The public is invited. It will be held on Monday, May 9th at 9PM (rain date May 10th). Mr. Arrison will speak to his neighbors beforehand and has spoken to Fire Chief Darrin Spaulding.

Motion: To approve the fireworks display for 5/9/16 with the conditions specified with rain date 5/10/16.

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

Vote: Unanimous in favor

Ms. Murphy asked the board to schedule time on a future agenda to do a comparison of the permit application to the relevant state statutes.

6. Un-appoint Select Board Clerk (Kelly Murphy)

Mr. Morris said that no description of the Clerk's duties could be found. Ms. Murphy had submitted a written notice of resignation to the Town Manager and the board chair.

Motion: To accept Ms. Murphy's resignation as board clerk.

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

Vote: Mr. Fuller, Mr. Boyer, Mrs. Esty and Mr. Cole voted aye. Ms. Murphy abstained.
The motion carries.

7. Review and Approve Request for Proposal for WWFD New Fire Apparatus

The board reviewed the RFP for a new fire truck for WWVFD. It was agreed to remove the duplicate sentences from page 1, and to add language in the first paragraph on page 5 that would require email notification to the Town Manager as well as all responders.

Motion: To approve the RFP for fire apparatus dated 3/23/2016 as modified.

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

Vote: Unanimous in favor

8. Award Grounds Maintenance Contract

Mr. Boyer said that four bids had been received and opened at 1PM this day. Mr. Morris said that a total annual cost had been calculated based on 12 mowings per season. Based on the results Mr. Morris recommended awarding the bid to TJ Property Management.

Motion: To award the grounds maintenance contract to TJ Property Management for the amounts listed with the condition that proof of workers compensation insurance be supplied to the Town before commencement of any work.

Mr. Boyer asked to add to the motion that the contractor meet with Wes and Ed before he starts so they can over concerns about the Memorial Grove and any other concerns that Wes spoke of this afternoon.

Mrs. Esty also added to the motion that the quality of work be reviewed be at the end of the 2016 season for approval to continue into the 2017 season.

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

Vote: Unanimous in favor

9. Approve 2016 Contract for Law Enforcement Services/North Springfield Lake/US Army Corps of Engineers

Motion: to accept the contract for the Plan of Operation for North Springfield Lake and the Town of Weathersfield, Vermont 2016 Recreation Season Contract #DACW33-85-H-0017 as outlined

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

Ms. Murphy asked that the Town Manager's name be corrected on page 2. Mr. Cole asked that the Town Manager be authorized to sign the contract on behalf of the board.

Vote (on the amended motion): Unanimous in favor

10. Approve job description and posting of Land Use Administrator opening

Motion: To approve the revised job description for the position of Land Use Administrator and to authorize the Town Manager to post the position.

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

Vote: Unanimous in favor

Mrs. Esty will be the Select Board representative in the Planning Commission's review of applications.

11. Approve job description and posting of Highway operator opening

Motion: To approve the revised job description for the position of Truck Driver/Laborer, and to authorize the Town Manager to post and fill the position.

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

Mr. Fuller asked for assurance that the pay being offered with this position is not higher than the rest of the highway crew. Mr. Morris assured him that it is not.

Ms. Murphy asked that the minimum education level be raised from eighth grade to High School graduate or GED or related experience. The board concurred.

Vote on the motion: Unanimous in favor

12. Award funds from Transfer Station Bottle/Can Redemption Program – Round 5

Mr. Morris said that no applications had been received. No action was taken.

13. Approve *Local Emergency Operations Plan*

Motion: To approve the *Local Emergency Operations Plan*

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

There was discussion about the ICS 402 and ICS 100 training and who should be required to take it.

Vote on the motion: Unanimous in favor

14. Discuss Rutland Town's request that Weathersfield approve and sign the *Resolution to Increase the Input of Vermont Municipalities Regarding Siting of Renewable Energy Projects in Certificate of Public Good Proceedings Before the Public Service Board*

The board discussed the Resolution and agreed to sign it.

Motion: To sign the *Resolution to Increase the Input of Vermont Municipalities Regarding Siting of Renewable Energy Projects in Certificate of Public Good Proceedings Before the Public Service Board*

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

Vote: Unanimous in favor

15. Fire Commission review discussion

The board viewed the Policy and Procedures of the Fire Commission in response to Ms. Murphy’s request that the board review the function of the Commission. After a brief discussion, it was the consensus of the board to table the matter until John Wood’s report has been received (which should be by the first of May). Mr. Morris said he would discuss the goals set for the report by the board to ensure they are being covered. Mr. Boyer said he, too, would get in touch with Mr. Wood to check on his progress. It was noted that there are two vacancies on the Commission that remain unfilled.

16. Select Board Representative to the Fire Commission

No action was taken on this item.

17. Appointments

Motion: To make the following appointments:

- Westley Hazeltine as Acting Town Manager
- Amy Beth Main and Cynthia Porter to the Budget Committee
- Chip Cobb to the Veterans Memorial Committee

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

Vote: Unanimous in favor

18. Approve Warrants

Motion: To approve the warrants for April 4, 2016 as follow:

General Funds	Operating Expenses	\$30,514.75
	Payroll	\$13,101.21
Highway Fund	Operating Expenses	\$1,732.59
	Payroll	\$8,812.07
Solid Waste Management Fund		
	Operating Expenses	\$5,503.15
	Payroll	\$1,088.42
Library	Operating Expenses	\$40.58

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Grants	Operating Expenses	\$0.00
Agency Monies	Operating Expenses	\$50.00
Reserves		\$200.00

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

Michael Todd, chair of the Planning Commission, asked the Town to consider creating a designated downtown to enable access to grant funding for various planning projects. Ms. Murphy asked Mr. Todd to research what resources the grant applications require in the downtown area to help determine the most appropriate boundaries.

19. Future Meeting Agenda Items

20. Executive Session

Motion: To go into executive session to discuss vacation comp time.

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

Vote: Unanimous in favor

The board came out of executive session at 9:20 PM.

Motion: To direct the Town Manager to contact Town Attorney Chris Callahan to come up with a plan to bring the employees of the Town back into compliance with the current policy.

Made by: Ms. Murphy **Second:** Mr. Cole

Vote: Mr. Cole, Mr. Boyer, Mrs. Esty and Ms. Murphy voted in favor of the motion.

Mr. Fuller did not vote on the motion. Motion carries.

21. Adjourn

Motion: To adjourn the meeting

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

Vote: Unanimous in favor.

The meeting adjourned at 9:26 PM.

Respectfully submitted,
deForest Bearse

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WEATHERSFIELD SELECTBOARD

Dan Boyer, Chairperson

Lynn Esty, Vice-Chairperson

David T. Fuller, Selector

C. Peter Cole, Selector

Kelly Murphy, Selector