

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Tuesday, February 21, 2017
7:00 PM
REGULAR MEETING

MINUTES
APPROVED 3/6/2017

Select Board Members Present: C. Peter Cole
Lynn Esty
Amy Beth Main
Kelly Murphy

Select Board Members Absent: Daniel Boyer

Ed Morris, Town Manager

Others Present:

Nancy Heatley	Peggy Kehew	Martha Zoerheide	Roderick Bates
Patrick Smith	Edith Stillson	Colin Butler	Colleen Hammond
Ernie Shand	Wes Hazeltine	Dave Fuller	

1. Call to Order

Mrs. Esty called the meeting to order at 7:00PM.

2. Comments from Select Board and Town Manager

Mrs. Esty read and presented a letter of appreciation to Colleen Hammond in recognition of her performing above and beyond expectation at the Town Office. Mr. Morris presented Ms. Hammond with a card signed by the Town Office staff thanking her for her willingness to step in and help wherever and whenever she is needed.

3. Comments from Citizens on topics not on the agenda

There were no comments from citizens.

4. Review minutes from previous meetings – 2/6/2017

Additions/corrections/deletions:

a. None

Motion: To accept the minutes of the February 6, 2017 meeting as written.

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

Mr. Cole said the minutes were too long and that were not intended to be a blow-by-blow description of the meeting.

Vote: Unanimous in favor

5. Aging in Place Presentation – Peggy Kehew and Martha Zoerheide

Ms. Kehew said she has been a resident of Weathersfield for 17 years. She said she learned about a movement called “Aging in Place” when she started volunteering with Volunteers In Action. She said it is essentially a community group that gets together and compiles a list of resources that would be valuable to elderly people who want to remain in their homes for as long as possible as they age. She said she thought Weathersfield could benefit from the concept.

Martha Zoerheide, director of Volunteers In Action said VIA was started in Windsor 20 years ago to provide rides for people living in rural areas. It includes 7 towns around Windsor. Each town has an Aging In Place group except for Weathersfield. Each group gets to know who is elderly in their town and what they need. Sometimes the need is for firewood, sometimes it is providing a ride. Food shelves are often involved. She said there are 6 people in Weathersfield who really depend on VIA for their transportation for shopping and medical appointments and there are only three volunteers to fill that need, two of whom are 90 themselves. She said she has had difficulty getting the word out in Weathersfield. It doesn't have to cost the town any money. Some towns create a “resource book” that contains relevant information, but there are various ways of meeting the need so people don't “fall through the cracks”.

Ms. Kehew said the goal is to get together a group of people who are interested in working on compiling a list of resources that would be included in some sort of a brochure. (Copies from other towns were provided to the Board.) Once completed it would be distributed to everyone in town. Ms. Kehew said there is a meeting scheduled tentatively for March 8th. The location has not yet been determined.

Mrs. Esty said she would be in touch with them.

Anyone interested in volunteering should call Volunteers In Action.

6. Library Expansion Presentation/Request for Reserve Funds

Mr. Bates said the Library had three requests, all revolving around Phase 2 of the construction work going on at the Library. The Library is now ADA compliant with the addition of an accessible bathroom. They would like to put a similar expansion on the other side of the building, balancing the bathroom addition, in the children's area. The estimated cost will be in the \$100,000 range. The fund-raising committee has already raised \$70,000; they have cashed in a \$14,000 CD; and they have been awarded a \$15,000 grant from the Byrne Foundation. (They are working on raising the required match.)

They would also like to have reserve funds made available for a furnace replacement and to make the basement a usable part of the building.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Lastly they asked if the board would waive the bid policy so they could use the same contractor they used in Phase I of the project (who was the lowest bidder for the Phase I project). They asked for the board's "blessing" to proceed with the construction.

Mr. Cole asked if there were any restrictions on the reserve funds. Mr. Shand said no. The money had been set aside for the large expansion and then was used for the ADA project. There was \$26,000 left over. He said it seemed like a good idea to put that money into the heating system. He said the current furnace is 25 years old and is still working fine, but they need to do some "serious duct re-arrangements" to make the downstairs work. The plan is to change the stairway to the basement as well. The basement will continue to be used for storage and for processing books.

Mr. Fuller objected to waiving the bid policy for this project. Mr. Cole agreed, especially for a project of that size.

Mr. Shand said they will need to obtain a zoning variance and approval from the fire marshal.

Motion: To approve proceeding with Phase 2 of the construction project for the children's area and the basement.

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

Vote: Ms. Murphy abstained because she had donated her services for their fund-raising; all others voted in favor

Motion: To make available the monies in the library reserve fund for (unable to discern the last words of this motion)

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

Mr. Butler asked that the motion contain a specific dollar amount.

Amended motion: To make available the monies from the library reserve fund in an amount not to exceed \$26,000

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

Vote: Ms. Murphy abstained because she had donated her services for their fund-raising; all others voted in favor

The consensus of the Board was to not waive the bid policy.

7. Approve Recycling RFP

The Board received an RFP for single stream recycling services. Mr. Morris said he had worked with SWCRP to write and compile the RFP. He said Wyndham Solid Waste will stop collecting our recycling as of July 1st. He continues to work with RPC and Casella to

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TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

develop relevant numbers for the Board. Mr. Morris was seeking approval from the Board to send out the RFP.

Motion: To approve the Single Stream Recycling RFP as presented

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

Vote: Unanimous in favor

8. Approve Awarding Audit RFP to Sullivan Powers and Company

Mr. Morris said he struggled with this recommendation. There were two primary considerations – to stay with the auditors with whom the town already has an established relationship or change to the auditors that offer a lower cost. Mr. Morris ultimately chose the cost savings (\$12,800 over 5 years) and recommended choosing Sullivan and Powers Company.

Motion: To award a contract for auditing services to Sullivan and Powers Company.

Made by: Ms. Main **Second:** Ms. Murphy

Vote: Main, Murphy and Esty vote yes; Cole votes no. Motion carries

9. Board of Liquor Control Commissioners

Mrs. Esty recessed the Select Board meeting and opened the Board of Liquor Control. The police chief had sent word that he had not had any concerns or problems with any of the vendors seeking license renewal.

a. First Class License Renewal

a.i. Abbott Brown Inc/dba Inn at Weathersfield, The

Motion: To approve a 1st class restaurant/bar license for Abbott Brown Inc dba the Inn at Weathersfield.

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

Vote: Mrs. Esty abstained because her daughter is employed at the Inn; all others voted in favor

b. Outside Consumption Permit License Renewal

b.i. Abbott Brown Inc/dba Inn at Weathersfield, The

Motion: To approve the Outside Consumption permit for Abbott Brown Inc dba the Inn at Weathersfield.

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

Vote: Mrs. Esty abstained because her daughter is employed at the Inn; all others voted in favor

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

c. Second Class License Renewal

c.i. Circle K Vermont, Inc/dba Circle K #7808

Motion: To approve a 2nd class license to sell malt and vinous beverages for Circle K Vermont dba Circle K #7808

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

Vote: Unanimous in favor

c.ii. Coco Mart, Inc/dba Jiffy Mart

Motion: To approve a 2nd class license to sell malt and vinous beverages for Coco Mart Inc dba Jiffy Mart

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

Vote: Unanimous in favor

c.iii. J W Sandri, Inc/dba Sandri #204

Motion: To approve a 2nd class license to sell malt and vinous beverages for J W Sandri dba Sandri #204

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

Vote: Unanimous in favor

c.iv. Scott Rogers, LLC/dba Scott Rogers, LLC

Motion: **Motion:** To approve a 2nd class license to sell malt and vinous beverages for Scott Rogers LLC dba Scott Rogers LLC

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

Vote: Unanimous in favor

The Board of Liquor Control was recessed. The Select Board meeting was re-opened.

10. Emergency Management Coordinator's Job Expectations

Mr. Morris has been working with Allison Hopkins at SWCRPC to develop job expectations and training requirements for the position of Emergency Management Coordinator. He recommended that the Coordinator be required to complete the IS 1, 100, and 800 online training classes and to attend the quarterly LEPC meetings. He also recommended a State Class for EMD's.

Mr. Fuller, current EMC, said he sees the EMC's role as that of coordinator; that the EMC should be non-political. The EMC should know the Town's roads and let the fire chiefs and Wes do their jobs without interference. (Mr. Fuller was the EMC during Tropical Storm Irene.)

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TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Motion: That the Town of Weathersfield require the appointed Emergency Management Coordinator to take IS 1, 100, and 800 courses by July 1, and attend or send an alternate to the quarterly LEPC and that the Select Board members take the IS 100 course.

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

Vote: Unanimous in favor

11. Conflict of Interest Discussion – including Conflict of Interest/Ethics Policy

a. Possible Executive Session as per 1 VSA Sect 313(3) (Cont from 2/6/2017)

Mr. Morris said he has not yet heard back from the landowner on what should be done with the dredged materials.

Mr. Spaulding has emailed Mr. Morris to say that he did not think this matter should be just a learning experience.

The Board agreed to table the matter until a response has been received from the landowner.

Motion: To table this discussion until the April 3rd meeting.

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

Vote: Unanimous in favor

Mr. Fuller pointed out that the (conflict of interest) policy doesn't give any direction on how to address this.

12. Prepare for Town Meeting

Fire District Power Point Presentation (Warned for Saturday, March 4th at 1:00PM)

Mr. Morris said the presentation had been put together for the last Fire Commission meeting to spur discussion. He said it will probably be changed dramatically from what it is at this time. The next Fire Commission meeting is on March 1st. Mr. Morris is scheduled to meet with the Fire Chiefs this week to work on it. Mr. Morris said he had asked the Fire Commission to provide positives and negatives (on the three fire services options being examined), which did not happen. Board members felt it was a bit premature to view the presentation at this meeting when it is likely to undergo a lot of changes.

Mr. Fuller asked what they expect to be the outcome from the presentation. Mr. Morris said his primary goal is to get the townspeople discussing what they would like to see for town fire services and provide some guidance on which option to pursue. The three options discussed by the Fire Commission since September have been:

- a slightly altered contract where the fire departments receive a fixed amount of money from the town and the departments operate independently
- a municipal department
- a fire district with a board who's sole purpose is to oversee the two fire departments

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Mr. Morris said the primary recommendation of the Wood report was to work on the relationship between the departments and the select board. While the report does discuss equipment and other such items (the things that cost money), the Board and the Commission had decided that those points could wait until after the long-term relationships have been worked out.

Mrs. Esty pointed out that the contract expires as of June 30th so something needs to be decided before then.

Mr. Fuller shared some of his insights and concerns about the presentation and the pending changes.

Ms. Murphy felt that it should not be the Select Board doing the fire services presentation, but rather the Fire Commission, ideally a community member of the Commission and not Mr. Boyer or either of the chiefs.

It was agreed to postpone reviewing the Power Point presentation and allow the Fire Commission to finalize it at their March 1st meeting.

a. Speaker List

The Board worked through the list of articles and assigned speakers to each.

b. Power Point Presentations (Fire Discussion and Budget)

The Board worked through the Town Meeting slide presentation that Mr. Morris had compiled. They discussed how the articles would be introduced and negotiated some of the wording on them.

At 9:00 PM, the Board agreed to continue the meeting to 9:30 PM.

Motion: To continue the meeting to no later than 9:30 PM.

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

Vote: Unanimous in favor

13. Town Manager Annual Evaluation

a. Possible Executive Session as per 1 VSA Sect 313(3) (Cont from 2/6/2017)

This item was moved to the last position on the agenda.

14. Appointments

There were no appointments.

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TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

15. Approve Warrants

Motion: To approve the warrants for 2/21/2017 as follow:

General Funds	Operating Expenses	\$47,756.73
	Payroll	\$14,222.02
Highway Fund	Operating Expenses	\$20,276.29
	Payroll	\$11,018.73
Solid Waste Management Fund		
	Operating Expenses	\$7,843.54
	Payroll	\$1,112.14
Library	Operating Expenses	\$3,596.11
	Payroll	\$1,210.88
Grants	Operating Expenses	\$0.00
Agency Monies	Operating Expenses	\$0.00
Reserves		\$274.00
Grand Totals	Operating Expenses	\$79,746.67
	Payroll	\$26,352.89

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

16. Future Meeting Agenda Items

Executive Session

Motion: To enter Executive Session as per 1 VSA Sect 313(3)

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

Vote: Unanimous in favor

The Board came out of executive session at 9:45 PM. No action was taken.

17. Adjourn

Motion: To adjourn the meeting

Made by: Ms. Murphy **Second:** Ms. Main

Vote: Unanimous in favor

The meeting adjourned at 9:50 PM.

TOWN OF WEATHERSFIELD, VERMONT

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Respectfully submitted,
deForest Bearse


WEATHERSFIELD SELECTBOARD


Daniel E. Boyer, Chairperson


C. Peter Cole, Selector

Kelly Murphy, Clerk


Lynn Esty, Vice-Chairperson


Amy Beth Main, Selector

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TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Select Board Agenda
Martin Memorial Hall
5259 Route 5, Ascutney, VT
Tuesday, February 21st, 2017
7:00 P.M.
REGULAR MEETING**

PLEASE NOTE MEETING IS ON TUESDAY

1. Call to Order
2. Comments from Select Board and Town Manager
3. Comments from citizens on topics not on agenda
4. Review minutes from previous meeting(s) 02/06/2017
5. Aging in Place Presentation
6. Library Expansion Presentation / Request for Reserve Funds
7. Approve Recycling RFP
8. Approve Awarding Audit RFP to Jenett, Krough and Mudgett
9. Board of Liquor Control Commissioners
 - A. First Class License Renewal
 - Abbott Brown Inc / dba Inn at Weathersfield, The
 - B. Outside Consumption Permit License Renewal
 - Abbott Brown Inc / dba Inn at Weathersfield, The
 - C. Second Class License Renewal
 - Circle K Vermont, Inc. / dba Circle K #7408
 - Coco Mart, Inc. / dba Jiffy Mart
 - J.W. Sandri, Inc. / dba Sandri #204
 - Scott Rogers, LLC / dba Scott Rogers, LLC
10. Emergency Management Coordinator's Job Expectations
11. Conflict of interest discussion- including Conflict of Interest/Ethics Policy
 - Possible Executive Session as per 1 V.S.A. § 313 (3) (Continued from 02/06/2017)
12. Prepare for Town Meeting
 - Speaker List
 - Power Point presentations (Fire Discussion & Budget)

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TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

13. Town Manager Annual Evaluation
 - Possible Executive Session as per 1 V.S.A. § 313 (3) (Continued from 02/06/2017)
14. Approve Warrant
15. Future Meeting Agenda Items
 - A. March 6th, 2017
 - Town Plan
 - HCRS River House
 - 2017 Town Highway and Bridge Weight Restrictions
 - B. March 20th, 2017
 - Town Plan
 - Award funds from Transfer Station Bottle/Can Redemption Program
 - C. Future Agendas
 - Act 148 Universal Recycling, Mary O'Brien and Ham Gillett
 - Hazmat Ordinance
 - Transfer Station
 - Single Sort
 - Swap Shop
 - Quarry Road Count Compared to Other Road Counts
16. Adjourn

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