

# TOWN OF WEATHERSFIELD, VERMONT

## SELECT BOARD

Select Board  
West Weathersfield Fire Dept.  
Route 131  
Monday, September 18, 2017  
7:00 PM  
REGULAR MEETING

### MINUTES APPROVED 10/2/2017

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

**Select Board Members Absent:**

**Ed Morris, Town Manager**

#### **Others Present:**

Mark Richardson	Edith Stillson	Jordyn ?	Mychael Spaulding
Jason Rasmussen	David ?	Tracy Dauphin	Levi Parker
Bette Jo Esty	Michael Barrup	NaToshya Spaulding	Paul Tillman
Josh Dauphin	Katie Cooper	Ernie Shand	Rick Bates
Shawn Brown	Ray Stapleton	Cookie Shand	Kate Adams
? Rogers	Darrin Spaulding	Matt Keniston	Others

#### **1. Call to Order**

Mrs. Esty called the meeting to order at 7:03PM.

#### **2. Comments from Select Board and Town Manager**

The annual Trunk or Treat event will be held at the 1879 Schoolhouse on October 28<sup>th</sup> from 4PM to 6PM.

The next Village Revitalization workshop will be held on Thursday, September 28<sup>th</sup> at the Center Meetinghouse at 6:30 PM.

The Weathersfield Directory will be ready for distribution at the Town Festival.

Westley Hazeltine announced that he will be retiring on April 5<sup>th</sup>, 2018 after 45 years of employment with the Town. When asked about the significance of the date, he said April 5<sup>th</sup> was the day he was hired 45 years ago.

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**3. Comments from Citizens on topics not on the agenda**

Josh Dauphin said WWVFD will host a coin drop at Downers on October 7<sup>th</sup>.

**4. Review minutes from previous meetings – 7/10/2017**

**Additions/corrections/deletions:** None

**Motion:** To approve the minutes as presented.

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

**Vote:** Unanimous in favor

**Review minutes from previous meetings – 9/5/2017**

**Additions/corrections/deletions:** None

**Motion:** Approve the minutes as presented

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

**Vote:** Unanimous

**5. Public Hearing for VCDP Grant**

Ms. Murphy recessed the Select Board meeting at 7:08 PM and opened the public hearing for the VCDP grant. (The hearing is a requirement of the grant application.)

Bette Jo Esty said the application is requesting \$28,000 to make the schoolhouse ADA compliant and to cover any additional costs including an historical review (if required). A 10% match from the Town is required, which we already have. We have received a \$5,000 grant from the Byrne Foundation and in-kind donations are permitted.

There were no comments or questions. Ms. Murphy closed the hearing and re-opened the Select Board meeting at 7:09 PM.

**6. Award Martin Memorial Hall Painting Bid**

Mr. Morris said he solicited two estimates for painting Martin Hall. P & G will scrape and put on one coat of paint for \$3470. Coughlin will make epoxy repairs where needed, re-glaze windows, prime all bare wood and put on two coats of paint for \$11,780. They also recommended windowsill work be done in the spring. Both would pressure wash first.

There is \$13,700 in the Martin Hall reserve fund.

The two estimates are very far apart in part because the scope of work is so different for each one. Mr. Morris was asked to get a second estimate from P & G with a more comparable scope of work.

This topic will be revisited in two weeks.

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### 7. Approve Town Plan Dedication

The Planning Commission is asking to have the recently updated Town Plan dedicated to Gil Whittemore, a former long-time member of the Planning Commission who recently passed away.

**Motion:** To dedicate the Town Plan to Gilbert Whittemore.

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

**Vote:** Unanimous in favor

### 8. Approval to close the Town Office on Thursday, October 5<sup>th</sup>, for the VLCT Town Fair

Mr. Morris said the office was closed last year and it worked well. They would like to do it again this year. Most of the Town staff is interested in attending the wide variety of trainings available on that day, so there won't be enough staff left to keep the office open.

**Motion:** To approve closing the Town Office on Thursday, October 5, 2017, so the Town Staff can participate in the VLCT Town Fair training day.

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

**Vote:** Unanimous in favor

### 9. Weathersfield Proctor Library project update (Rick Bates and Mark Richardson)

Cookie Shand announced that the library has received a grant through the state for \$22,768 for the children's addition. Mrs. Shand expressed many thanks to AnnMarie Christenson for bringing grant to the library's attention.

Mark Richardson said they have also received \$15,000 from the Byrne Foundation as a matching grant as well as local donations and proceeds from book sales. The addition will attempt to retain the historical appearance of the building. Some architectural features will not be retained and will be saved for future use elsewhere.

Rick Bates said they shouldn't have to dip into the reserve funds, but cautioned that construction costs may increase due to the recent hurricane damages.

Mr. Richardson said he has blueprints of the project if anyone wanted to see them.

### 10. Approve application for Pikes Peak Dry Hydrant Grant

Mrs. Esty proposed applying for a Rural Water Program Dry Hydrant Grant to install a dry hydrant on Pikes Peak. It requires a town match which can be taken from the dry hydrant reserve funds.

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Mrs. Esty said several people had viewed the site with Troy Dare. The upper pond was chosen as the preferred location as it has driveway access. There are five houses and multiple barns at the top of an extremely steep grade. Mr. Dare has deemed the site adequate.

Mr. Dauphin said this hydrant will be purely for the benefit of this particular group of houses due to the steepness of the road.

Mrs. Esty said the exact price is not yet known. The hydrant won't be installed until spring. They are hoping to make use of materials already on hand to help defray the cost.

Mr. Morris recommended putting in for the grant with the understanding that reserve funds may be necessary.

(It was clarified that this will be a wet hydrant because the level of the pond is higher than road.)

**Motion:** To approve the Rural Water Program Dry Hydrant Grant application for a hydrant on Pikes Peak.

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

**Vote:** Unanimous in favor

### 11. Fire Agreement discussion

Darrin Spaulding presented the AVFD counter Fire Agreement proposal. There was confusion over what the actual edits were, thus making the edits difficult to follow. The proposal was modified to be for AVFD only (Mr. Morris had been striving for a single contract to cover both non-profits.)

Some key points:

- AVFD wants delineated territory for each department; Mr. Morris preferred to have both departments work together, which might lead to collaboration and possible specialization. (Mychal Spaulding challenged the AVFD proposal on the grounds that neither station has sufficient personnel to answer calls during the day on their own.)
- Neither department should be penalized for maintenance expenses
- Adequate insurance coverage is a vague term; however whatever VLCT covers would be considered adequate and anything in excess of that would be at the nonprofit's expense
- The decision to bring the AVFD proposal directly to the Select Board was questioned. However, the Fire Commission lacks sufficient members to act appropriately and it was deemed correct to bring this directly to the Board. Mrs.

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Esty said she could not find any evidence that would require the Fire Commission to review such a document before it is submitted to the Select Board.

WWVFD has been ready to sign the contract for several weeks and is somewhat frustrated by the delays. It was agreed that this process should not be continued much longer. The Board agreed to hold a special meeting on October 4<sup>th</sup> to facilitate final negotiations. It was recommended that everyone be invited to attend the meeting, but participation should be channeled through previously selected spokespersons.

### **12. Fire Report discussion**

Ms. Murphy had asked for an update on progress toward the recommendations in the Woods report. Mr. Morris provided a matrix of what has been done and what should be done, which he went over with the Board. He said his proposals are open to discussion. Mrs. Esty said she would forward copies of the report to the Fire Chiefs.

Ms. Murphy asked to keep the Woods report on the agenda going forward.

The Select Board will cover for the Fire Commission when the Commission is unable to meet to keep things moving.

### **13. Approval for the Ascutney Mountain Regional Outdoor Recreational Planning Grant**

Jason Rasmussen provided a budget for the project to the Board.

Toward the end of August, Windsor, West Windsor and Weathersfield were beginning discussions about outdoor recreation – what each town is doing or thinking of doing, how it relates to economic development, and so on. It made sense for the three towns to work together on a variety of topics related outdoor recreation. It may lead to a regional marketing project. Toward that end, the three towns have expressed interest in applying for a Municipal Planning Grant. Windsor has agreed to take the lead on it. Representatives from each of the three towns would form a steering committee to bring stakeholders together, create an inventory of assets; define some goals and desired outcomes; perform an economic analysis; create an implementation plan.

The budget is for roughly \$24,000; split three ways, the match would be \$1000 per town.

**Motion:** Approve submitting the Ascutney Mountain Regional Outdoor Recreation Planning Grant with a maximum match expenditure of \$1000.

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

**Vote:** Unanimous

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**Motion:** Approve the Town of Windsor VT (Tom Marsh) to be the Official Authorizing Official and alternate Ed Morris for the Ascutney Mountain Regional Outdoor Recreation Planning Grant

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

**Vote:** Unanimous in favor

### **14. Approve moving forward with plan development for a town-wide trail system for the Regional Grant and proposed Town Economic Development Plan**

Mr. Morris asked the Select Board to approve the creation of a town-wide trail system and recreation plan.

**Motion:** To approve the Town Manager to work on creating a town-wide trail system and recreation plan

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

**Vote:** Unanimous in favor

### **15. Cascade Falls Road discussion – Kate Adams**

Kate Adams said she wants ongoing discussions with the Board to resolve multiple issues. She said issues began about 3 years ago when the Boyers took over the lease of the Peterson's land. Gates were put across the road making the area into one big pasture for horses. She had asked the town if the road should be open and was told yes. She said she needs access to the class 4 road for her horse programs. She said she has been to multiple parties to resolve her disputes. Ms. Adams referred to a variance having been granted by the Board for allowing a 25-ft wide lane instead of a 50- ft wide one as required by state statute. She claimed that the terms of the variance were not be complied with. She asked the Board to make a site visit.

Ms. Murphy said she thought Ms. Adams had a question about a class 4 road and the width of fencing.

Ms. Adams said her first concern is safety. She said people don't seem to be aware that the lane is a public road. She also said people drive up thinking they are coming to see the falls (Cascade Falls). Ms. Adams asked about putting up a sign saying this is Cascade Falls Road and offered to pay for it. She felt that confusion could be resolved with better signage.

Mr. Morris said that most class 4 roads in Town don't have signs on them and he doesn't want the Town to start. He said he doesn't think a street sign is the right solution.

Ms. Adams said she is open to other sign solutions. She stressed that she thought the Town would want to enhance its recreational opportunities and make them inviting (by using better signage).

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Mr. Boyer said that Cascade Falls Road ends at his driveway; the class 4 road to which Ms. Adams is referring is not Cascade Falls Road.

Ms. Murphy asked Ms. Adams to put together a plan for the Board that presents only the facts. She asked Ms. Adams to meet with Mr. Morris first so he understands it. The Board will take it up when Ms. Adams is ready.

### 16. Municipal Policy/VLCT

The Board discussed the idea of a uniform conflict of interest standard for all elected officials across the state.

**Motion:** To strike completely the sentence “*VLCT opposes any state-imposed process or law that governs municipal conflict of interest policies*” or remove “opposes any” and replace with “supports a uniform statewide ethics policy”.

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

**Vote:** Unanimous in favor

Mr. Morris will present the Board's motion at the VLCT annual meeting.

As the time was nearing 9:00 PM, a motion was necessary to continue the meeting or adjourn.

**Motion:** To continue the meeting to the end of the agenda.

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

**Vote:** Unanimous in favor

### 17. Approve Job Description for Highway Superintendent

Everyone agreed that the job description required Superman to fill.

Everyone agreed that a physical exam should be required for any physical job. Mr. Morris said he is working with PASIF to create any necessary policy language or changes.

Mr. Morris is working on a recruitment brochure. He wants to advertise in October and begin interviewing in November.

**Motion:** To approve the job description as written

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

**Vote:** Unanimous in favor

The job will be advertised regionally, with VLCT, and ICMA.

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**18. Appointments**

There were no appointments.

**19. Approve Warrants**

**Motion:** To approve the warrants for September 18, 2017 as follow:

General Funds	Operating Expenses	\$47,166.13
	Payroll	\$13,447.93
Highway Fund	Operating Expenses	\$51,860.30
	Payroll	\$8,193.54
Solid Waste Management Fund		
	Operating Expenses	\$13,716.61
	Payroll	\$1,543.72
Library	Operating Expenses	\$2,095.07
	Payroll	\$0.00
Grants	Operating Expenses	\$842.12
Agency Monies	Operating Expenses	\$163.96
Reserves		\$100.00
Long Term Debt		\$0.00
Grand Totals	Operating Expenses	\$115,944.19
	Payroll	\$23,185.19

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

**Vote:** Unanimous in favor

**20. Future Meeting Agenda Items**

**a. October 2, 2017/Martin Memorial Hall**

**a.i. Police Contract Services Proposal**

**b. Future Agenda Items**

**b.i. Golden Cross Ambulance/Extend Service Contract**

**21. Adjourn**

**Motion:** To adjourn the meeting

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

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**Vote:** Unanimous in favor

The meeting adjourned at 9:25

Respectfully submitted,  
*deForest Bearse*

**WEATHERSFIELD SELECTBOARD**

\_\_\_\_\_  
Daniel E. Boyer, Selector

\_\_\_\_\_  
C. Peter Cole, Selector

\_\_\_\_\_  
Kelly Murphy, Chairperson

\_\_\_\_\_  
Lynn Esty, Vice-Chairperson

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Amy Beth Main, Clerk