

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, February 5, 2018
7:00 PM
REGULAR MEETING

MINUTES

APPROVED 2/20/2018

Select Board Members Present: Daniel Boyer
C. Peter Cole
Kelly Murphy

Select Board Members Absent: Tom Leach, Amy Beth Main

Ed Morris, Town Manager

Others Present:

Nancy Heatley	Darrin Spaulding	Michael Barrup	Donnie Huntley
Hal Wilkins	Josh Dauphin	Nicholas Koloski	John Esty
Julie Schmitz	Tracy Dauphin	Mychael Spaulding	Edith Stillson
Wes Hazeltine	Bette Jo Esty	Julia Lloyd Wright	Paul Tillman
Darlene Kelly	Jason Rasmussen	Ray Moore	Alex Longtin
Levi Parker	Jordyn Bagalio	Ray Stapleton	

1. Call to Order

Ms. Murphy called the meeting to order at 7:01PM.

2. Firefighter I and II Recognition

The Board recognized members of both fire departments who had just completed their Fire I or Fire II certifications and presented to each of them a letter of recognition. A special thank you was extended to the families of the firefighters for the nights and weekends that were given up to the course work.

(Mr. Cole joins the meeting at 7:12 PM.)

Mr. Dauphin said that this recognition of the firefighters' accomplishments is a good start in establishing better relationships all around.

3. Comments from Select Board and Town Manager

Ms. Murphy asked that the Town Challenge be put on the agenda for the next meeting.

4. Comments from Citizens on topics not on the agenda

There were no comments from citizens.

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

5. Review minutes from previous meetings – 01/15/2018

Additions/corrections/deletions:

a. None

Motion: To accept the minutes from the 1/15/2018 meeting as presented.

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

Vote: Unanimous in favor

Review minutes from previous meetings – 01/18/2018

Additions/corrections/deletions:

a. None

Motion: To accept the minutes of the special Select Board meeting of 1/18/18.

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

Vote: Unanimous in favor

6. Village Revitalization Presentation – Jason Rasmussen

Jason Rasmussen, Director of Planning at the Southern Windsor County Regional Planning Commission gave a summary of the work completed thus far on the Village Revitalization project. Workshops have been held and surveys conducted to gather input from townspeople with which to create a vision for the villages. Changes to the Economic Development and Land Use chapters of the Town Plan will be drafted based on the vision and public input. A list of actionable items will be created to carry out the vision.

A summary of the project will be presented at Town Meeting.

7. Zoning Review – Accessory Dwelling Units

Discussion of this matter was tabled to another meeting.

8. Errors and Omissions to the Grand List/Lister

The Board agreed to table this matter to the next meeting because the document had only one lister's signature. It was felt that at least two signatures should be on it.

9. Review Highway Superintendent Hiring Process

Mr. Morris summarized the extensive process employed in the search for a new highway superintendent. After two rounds of advertising, Ray Stapleton was chosen as the best candidate for the position. The offer was made and Mr. Stapleton accepted. Several members of the highway crew were present at the meeting and gave their endorsement of Mr. Stapleton. He will officially assume his duties on April 2nd.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

10. Approve Truck Driver Laborer Job Description

A new highway crew member will be needed following Mr. Stapleton's promotion. Mr. Morris said he had made a few changes to the job description, which he described to the Board. He also put the description in the same format as the others. Mr. Morris recommended that the Board approve the description.

Motion: To approve the Truck Driver Laborer job description as amended (typo)

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

Vote: Unanimous in favor

11. Audit Review

The most recent audit report was received. A list of deficiencies was provided and discussed by the Board with comments from Town Accountant, Darlene Kelly. Both Ms. Kelly and Mr. Morris stated that revamping the chart of accounts, updating a somewhat antiquated accounting process and creating a process manual will go far in correcting the deficiencies. Ms. Kelly outlined additional measures she will take to improve things.

Motion: To accept the 2017 audit

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

Vote: Unanimous in favor

Mr. Morris said he decided not to put the full audit report in the Town Report because it is 100 pages long. The entire document will be posted on the Town's website and paper copies will be available at the Town Office.

12. Budget Discussion

Ms. Main had previously asked a number of questions about the budget. Mr. Morris answered them comprehensively in writing and included the information in the Board's packet. As Ms. Main was not present at the meeting, the Board chose not to discuss the material in detail.

Mr. Cole, Ms. Murphy and Mr. Morris will be participating in a round table discussion with the school and the library on SAPA TV on February 8th. The purpose of the round table is to provide information prior to Town Meeting.

13. Approve Hazard Mitigation Plan

This matter was tabled to another meeting.

14. Board of Liquor Control Commissioners – Second Class Liquor License Renewal

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

Ms. Murphy recessed the Select Board meeting and opened the Board of Liquor Control Commissioners meeting at 8:41 PM.

a. Fireside Beverage LLC/DBA Fireside Beverage

Motion: To approve the second class liquor license renewal for Fireside Beverage LLC/DBA Fireside Beverage

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

Vote: Unanimous in favor

b. Scott Rogers LLC/DBA Scott Rogers LLC

Motion: To approve the second class liquor license renewal for Scott Rogers LLC/DBA Scott Rogers LLC

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

Vote: Unanimous in favor

c. J.W. Sandri Inc./DBA Sandri #204

Motion: To approve the second class liquor license renewal for J.W. Sandri Inc./DBA Sandri #204

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

Vote: Unanimous in favor

At 8:42 PM, Ms. Murphy adjourned the Board of Liquor Control Commissioners meeting and resumed the Select Board Meeting.

15. Appointments

No appointments were made.

16. Approve Warrants

Motion: To approve the warrants for 2/5/2018 as follow:

General Funds Operating	Expenses	\$18,273.74
	Payroll	\$14,001.33
Highway Fund Operating	Expenses	\$18,413.73
	Payroll	\$10,783.49
Solid Waste Management Fund		
	Operating Expenses	\$6,370.95
	Payroll	\$2,036.61
Library	Operating Expenses	\$301.15
	Payroll	\$2,351.37

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

Grants	Operating Expenses	\$3,681.66
Agency Monies	Operating Expenses	\$19.98
Dry Hydrant Fund		\$531.00
Reserves		\$0.00
Grand Totals	Operating Expenses	\$47,592.21
	Payroll	\$29,172.80

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

17. Future Meeting Agenda Items

(Ms. Murphy will not be present at the February 20th meeting.)

- 2nd part of Mr. Morris's evaluation
- 4-way stop proposal for Downers Four Corners
- Preparation for Town Meeting

18. Executive Session as per 1 V.S.A. §313(3) (Town Manager Evaluation)

Motion: To enter executive session at 8:49 PM as per 1 V.S.A §313(3) for Town Manager evaluation.

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

Vote: Unanimous in favor

The Board came out of executive session at 9:35 PM.

The town manager evaluation process was reviewed. Ms. Murphy will email the Select Board's evaluation forms this week. Board members are asked to complete them and return at the Feb. 20th meeting. Ms. Murphy will tabulate responses for final discussion on March 5th.

19. Adjourn

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 9:39 PM.

Respectfully submitted,
deForest Bearse

**TOWN OF WEATHERSFIELD, VERMONT
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WEATHERSFIELD SELECTBOARD

Daniel E. Boyer, Selector

C. Peter Cole, Vice-Chairperson

Amy Beth Main, Clerk

Kelly Murphy, Chairperson

Tom Leach, Selector