

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Thursday, March 8, 2018
7:00 PM
REORGANIZATION MEETING

MINUTES APPROVED 3/19/2018

Select Board Members Present: N. John Arrison
Daniel Boyer
C. Peter Cole
Tom Leach
Kelly Murphy

Select Board Members Absent:

Ed Morris, Town Manager

Others Present:

Ray Stapleton

1. Call to Order

Mr. Morris called the meeting to order at 7:00 PM.

2. Election of Chairperson

Mr. Boyer nominated Ms. Murphy for chairperson. Mr. Arrison seconded. All were in favor except for Ms. Murphy, who abstained from voting.

3. Election of Vice-Chairperson

Ms. Murphy nominated Mr. Cole for vice-chairperson. Mr. Boyer seconded. All were in favor except for Mr. Cole who abstained from voting.

4. Election of Board Clerk

Mr. Cole nominated Mr. Leach for Board Clerk. Mr. Arrison seconded. All were in favor except for Mr. Leach who abstained from voting.

5. Appointment of Recording Secretary

Motion: To appoint deForest Bearse as Recording Secretary

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

Vote: Unanimous in favor

6. Designate regular meeting dates, times, and location

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Motion: To designate the 1st and 3rd Mondays of the month at 7PM at Martin Hall as regular meeting dates, times and location of the Select Board meetings.

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

Vote: Unanimous in favor

7. Designate newspaper of record for Town

Motion: To designate the Valley News as the newspaper of record for the Town

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

Vote: Unanimous in favor

8. Appoint Select Board Representative to Fire Commission

Mr. Cole nominated Ms. Murphy as Select Board representative to the Fire Commission. Mr. Boyer seconded and all were in favor, except Ms. Murphy who abstained.

9. Appoint Select Board Representative to Highway Committee

Mr. Leach nominated Mr. Boyer to the Highway Committee. Mr. Cole nominated Mr. Arrison. Mr. Boyer accepted withdrawal. Ms. Murphy seconded the nomination for Mr. Arrison. All voted in favor, except Mr. Arrison who abstained.

10. Review Policy for Conduct of Meetings and Hearings

11. Review Ethics Policy

12. Review Conflict of Interest Policy

Each selector received a paper to sign signifying receipt of the Conduct of Meetings and Hearings, Ethics and Conflict of interest policies.

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

Ms. Murphy thanked the voters for passing the budgets and reserves. 700 people clicked on the SAPA TV budget review video. It seems to have been an effective tool for informing the voters.

The Board thanked the highway crew for dealing with yet another storm. Mr. Stapleton said the new snow plow/truck has been received but is not yet on the road.

14. Review minutes from previous meeting – 3/5/2018

These minutes were not available.

15. Review of Select Board Responsibilities Presentation

Mr. Morris gave a power point presentation on basic Select Board duties and responsibilities.

Select Board

Duties and Responsibilities

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SELECT BOARD

In a Selectboard – Manager style of government

Select Board Authority

- The Selectboard authority works as board authority, with no member (even the chair) having any more decision making authority than any other member of the board.
- The board chairs responsibility is to:
 - Preside over meetings
 - Serve as the official head of the Town for all ceremonial purposes
 - Serves as the spokesperson of the Town
 - Sets the agenda
- Outside the confines of a properly warned meeting Selectboard members have no decision making authority.

Select Board Responsibilities

shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns and town school districts not committed by law to the care of any particular officer (24 V.S.A. § 872).

Other Officers

The Selectboard's powers are limited by statute insofar as selectpersons are prevented from acting in areas reserved for other officers(24 V.S.A. § 872).

The Selectboard has no authority over other elected officials' including but not limited to:

- Clerk and their appointed assistant
- Listers
- Treasurer or their appointed assistant

These elected officials can set their own hours and manage their positions the way they see fit.

The Selectboard does have authority over their pay benefits and budgets (outside the use of state regulated fees).

Independent Boards

- The Selectboard also has no authority over independent boards (elected boards).
 - School Board and Supervisory Union controls the affairs of the school
 - Library Trustees controls the affairs of the Library (Hartford Decision)
 - Cemetery Commissioners

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SELECT BOARD

Town Manager Style of Government

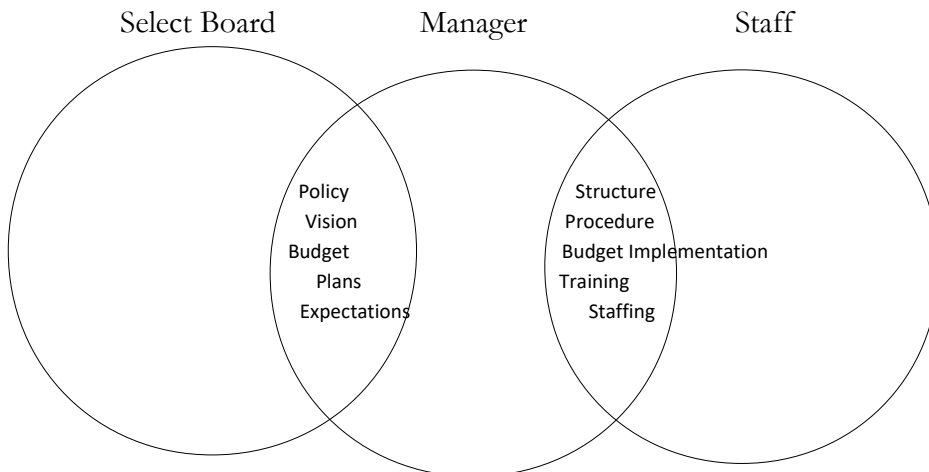
On March 3, 1970 the Town of Weathersfield voted to move to a Town Manager form of government in accordance with (24 V.S.A. § 1232).

The Selectboard/Manager style of government is very similar to that of corporate business structure:

- Selectboard develops budgets, policy and vision (except for the mandated approvals needed)
- Manager is tasked with implementation

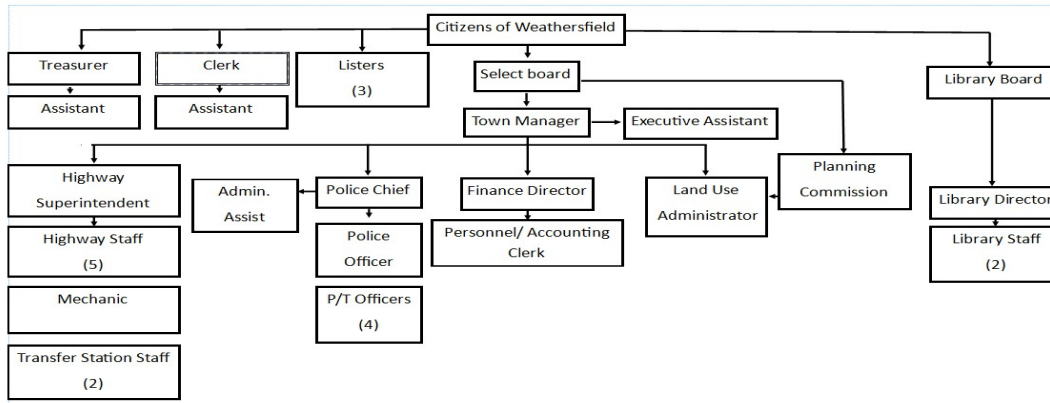
Voters	Stockholders
ELECT	
Select Board	Board of Directors
HIRE	
Town Manager	President of Company
MANAGE	
Town Departments	Company Departments

Finance	Finance
Human Resources	Receivables
Tax Collection	Human Resources
Police	Sales
Highway	Marketing
Land Use	Production
Solid Waste	Purchasing



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SELECT BOARD



(Policies and Ordinances)

Conflict of Interest

- The board must refrain from conflict of interest or the perception of conflict of interest.
- Mere allegations of conflicts of interest can cause damage to reputations and undermine public confidence in local government.
- Disclosure of potential conflicts effectuates transparency and affords opportunities for discussion and evaluation of potential conflicts.
- When a conflict is identified and disclosed, the local official should recuse themselves from participation in the matter under consideration, but cannot be forced to recuse themselves.

Ethics

- The ethical failures of one public official resonate widely and reflect on all.
- You are a model for a high standard of performance and behavior, and that means avoiding even the appearance of ethical misconduct.
- Values-Based Ethics
- Be truthful with fellow elected officials, the public, and others.
- Do not accept gifts or other special considerations because of your public position.
- Do not use your public position for personal gain.
- Support the public's right to know and promote meaningful public involvement.
- Excuse yourself from decisions when you or your family's financial interest may be affected by government actions.

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- What governs ethics in the Town of Weathersfield
 - Weathersfield Ethics Policy (All boards, commissions, staff and appointed positions)
 - ICMA Code of Ethics (Manager)
 - GFOA Code of Ethics (Finance Director)
 - Police Department Code of Conduct Policy (Police Department)

Quorum

- The Selectboard quorum is three members (majority of the board).
- The board must have a quorum to conduct business.
- No matter how many members are present at a meeting, a majority of the entire board (3 or more) must agree to make any decisions.
- One or more of the members of a public body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location (1 V.S.A. § 312.a.2.A).
- When one or more members of a public body participate in a meeting electronically (e.g., by conference call or Skype), any vote taken by the public body that is not unanimous must be taken by roll call (1 V.S.A. § 312.a.2.B).

Open Meeting Law

- Agenda must be posted at least 48 hours in advance of a regular meeting and 24 hours in advance of a special meeting.
- Minutes must be taken at every meeting and posted within 5 business days.
- Communication about Town business between 3 or more members is considered a meeting.
- Information can be shared electronically with the board, but back and forth email communication is considered an illegal meeting.
- It is also illegal for two members to discuss Town business, and then one of those members talking with another member about the same business in an effort of forming a decision.

Summary

- Selectboard has no authority to direct the actions of other elected officials or independent boardselectboard decisions and directives must come from a properly warned meeting.
- The Selectboard's responsibility in a SB/Manager form of government is development of budgets, policy and vision (except for the mandated approvals needed).
- Any request from a board member for agenda items should go through the chair.
- Any request for staff to conduct any work must go through the manager .

**TOWN OF WEATHERSFIELD, VERMONT
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16. Future Meeting Agenda Items

a. March 19, 2018

a.i. Appointments

17. Adjourn

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 7:45PM.

Respectfully submitted,

deForest Bearse

WEATHERSFIELD SELECTBOARD

Daniel E. Boyer, Selector

C. Peter Cole, Vice-Chairperson

N. John Arrison, Selector

Kelly Murphy, Chairperson

Tom Leach, Board Clerk