

Select Board

Center Meeting Church

Weathersfield Center Road, Perkinsville VT 05151

Monday June 18, 2018

7:00 PM

Regular Meeting

MINUTES

Approved 7/2/2018

Select Board Members Present: N. John Arrison

Daniel Boyer

Thomas Leach

Kelly Murphy

Select Board Members Absent: C. Peter Cole

Ed Morris, Town Manager

Others Present:

Robert Rivers	Ray Stapleton	Darlene Kelly
Robert Carbin	Colby Hodgdon	Edith Stillson

1. **Call to Order**

Ms. Murphy called the meeting to order at 7:00PM.

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

The Ascutney Farmers Market has a rotating space for local non-profits to fund-raise and showcase their organization. It is held every Saturday from 9:00 AM – 12:00 Noon on Route 5 near Schoolhouse Road.

Ms. Murphy read a letter from Dave Fuller commending Ray Stapleton for “leading by example”.

Mr. Arrison said the Friends of the Meetinghouse had received a \$7000 anonymous grant for work on the Meetinghouse steeple.

Mr. Leach said someone had approached him to complain about a neighbor of theirs with code violations. Mr. Morris said he is working with the person to get the violations cleared up. He said there are many violations throughout town. Enforcement is extremely time-consuming and Sven will get to it as he can. He said he would like to see the zoning administrator's hours increased to full-time. Ms. Murphy said it would be on a future agenda.

Ms. Murphy commented on the excellent condition of the roads around town.

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

None.

4. **Review minutes from previous meetings – 6/4/2018**

Additions/corrections/deletions:

- a. Edits on page 2, 3, 4, and 6

Motion: To approve with edits

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

Vote: Unanimous in favor

5. **Approve Solid Waste Contract**

The Southern Windsor/Windham Solid Waste District has chosen Casella Waste Management for the new solid waste services contract because they had the best price and they have provided good service under the current contract. Mr. Morris recommended authorizing him to sign the contract on behalf of the Town.

Motion: To authorize the Town Manager to sign the Solid Waste Contract between Casella Waste Management and the Southern Windsor/Windham Solid Waste District on behalf of the Town of Weathersfield.

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

Vote: Unanimous in favor

6. Approve Line of Credit for FY19 Cash Flow (Steve Hier)

Town Treasurer Steve Hier recommended establishing a line of credit of \$270,000 to cover periods of low cash-flow during the fiscal year. It is only drawn on as needed and is repaid when cash flow allows.

Motion: So moved

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

Vote: Unanimous in favor

7. Approve Submission of Municipal Grant in Aid Letter of Intent

The state is offering the town \$15,400 in grant in aid funds to address more hydraulically connected roads. The town needs to provide a match of \$3,850 in cash or in-kind services. Total project cost becomes \$19,250. A full segment must be completed as a condition of the funding, which can cost a bit more than the total project cost.

Two segments were just completed on Downer Hill Road using similar funds this year.

Motion: To approve the Town Manager to accept the Municipal Roads Program Grant in Aid for FY 2019 in the amount of \$15,400.

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

These funds will be available July 1st, but a new project won't begin until next spring. The actual segment(s) hasn't been identified yet, although preference will be given to the steepest segments as those must be completed the soonest under the Act.

Vote on the motion: Unanimous in favor

8. **Class IV Road Sign Approval for Stone Hill Farm Road**

Residents on the newly renamed Stone Hill Farm Road asked the Select Board to place a street sign at the junction of Stone Hill Farm Road and Stokes Road because people still cannot find the homes that are located on Stone Hill Farm Road. Mr. Morris had previously argued against placing signs on Class IV roads, but felt an exception in this case is warranted for public safety reasons.

Residents Bob Rivers and Bob Carbin asked the board to add “not a through road” to the sign because it shows as a through road to Springfield on some maps.

Highway Superintendent Ray Stapleton has examined the site and has found a suitable location for the sign.

Motion: To approve the placement of a road sign for Stone Hill Farm Road with the Class IV designation and the words “Not a Through Road” added.

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

Vote: Unanimous in favor

NOTE: Ms. Murphy said the board would continue with the agenda items in the order written until 8:00 PM when she would switch to the articles involving the fire departments.

9. **VDCP Grant Approvals**

The grant for the handicap ramp at the 1879 schoolhouse requires the board to re-sign the Sample Residential Anti-Displacement and Relocation Plan and the Municipal Policies and Codes. The town has signed them before, but they have expired.

Motion: To approve signing the Residential Anti-Displacement and Relocation Plan and Municipal Policies and Codes

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

Vote: Unanimous in favor

Mr. Morris also asked the board to waive the three-quote requirement of the purchasing policy to permit hiring Hartgen Archaeological Associates. Hartgen did the environmental review for this grant and it makes sense to have them complete the section 106 review to complete the process. The quote for the work is \$2,690.

Mr. Morris said he is working on updating the purchasing policy with changes to include raising the threshold for requiring an RFP. The cost of writing an RFP for less than \$5000 exceeds the savings realized by the process.

Motion: To approve waiving the three-quote requirement in the purchasing policy and extending the historic preservation review to include a section 106 review to Hartgen Archaeological Associates, with a cost not to exceed \$2,690.00

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

Vote: Unanimous in favor

10. **Award FY2019 Baltimore Road Culvert Bid**

The town was awarded a Clean Water Block grant to do the last culvert on Baltimore Road. The estimated cost of the project is \$200,000. Four companies bid on the project. The lowest bidder was A.S. Clark and Sons at \$169,268. The quote will remain valid through next spring. They have worked for us before and done good work. Everett Hammond will be overseeing the project. Mr. Morris recommended awarding the bid to A.S. Clark and Sons.

Motion: To award the Baltimore Road Culvert job for the Clean Water Block Grant to A.S. Clark and Sons in the amount of \$169,268 plus any boulder and ledge removal needed.

Made by: Mr. Leach **Second:** Mr. Arrison

There will be some in-kind work to meet the match.

Vote: unanimous in favor

(Jump to finance policy review)

11. **AVFD Ballistic Helmet Reimbursement Request**

(At 8:00 PM)

Mr. Morris stated that in March, AVFD had submitted a bill for helmets requesting reimbursement from the town. Mr. Morris rejected the request. There followed an email from Mark Girard saying that the board was not supporting firefighter safety. Since then there have been multiple trainings and there is a better understanding of what equipment might be necessary for active shooter situations. The bill has been resubmitted and brought to the board to discuss. Mr. Morris said he now feels that the town should be working toward acquiring the right equipment, but that the proper training in its use must come first. He recommended reimbursing AVFD for the helmets with the condition that they not be used until responders have been properly trained and have signed documentation stating they would volunteer to help the RTF team.

The board, the two fire chiefs and several firefighters discussed the situation. Points raised:

- The recently adopted fire agreement stressed the importance of communication between the board and the departments. The board was asked to get involved with something they knew nothing about and actions that followed reflected the lack of upfront communication.
- The board is absolutely committed to firefighter safety.
- This equipment would not be used in any other situations.
- The departments have agreed to respond together. How does this work when one department has equipment that the other does not?
- The five helmets cost \$1244.
- The number of helmets to purchase cannot be set by the number of people who have volunteered to train, as some may ultimately decide they do not wish to participate.

- Should we be relying on volunteers for these rescues? Only three members showed up at the last fire in Ascutney.
- It is not necessary to have the helmets to be trained in their use.

Motion: To approve reimbursing AVFD for the purchase of 5 ballistic helmets under the condition that they will not be used until responders are properly trained and proof of this training is filed with the town.

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

Vote: 3 opposed; 1 in favor - motion fails

12. **Approve Golden Cross Contract**

Motion: To approve signing a new contract with Golden Cross Ambulance Inc. for the provision of advanced level EMT services in the amount of \$22,308 annually.

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

Response time to the west side of town is still a concern to WWVFD. At times Chief Dauphin needs to call mutual aid if response time is too great for the situation or if a paramedic is not on board. Mr. Morris asked Chief Dauphin to let him know when mutual aid has been called.

Vote on the motion: Unanimous in favor

13. **Fire Commission Update**

Ms. Murphy gave a report on the last Fire Commission meeting held on June 11th. The meeting was recorded on SAPA TV. There will be a joint meeting of the board, the commission and the departments on August 13th at Martin Hall.

Chief Dauphin said his members had voted to have the board pursue what a municipal department would look like and to go forward with its recommendation.

14. **Fire Department Matrix (Cont. from 6/4/2018)**

The question of what the town will choose for its fire services must be decided first as it drives all other subsequent discussions. Both departments must take an active role in the discussion but not until the town manager has done the research and created the options to discuss. Success in implementation will rest on the level of cooperation between the departments.

Motion: To direct the Town manager to do exploratory work on the creation of a municipal fire department.

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

Vote: Unanimous in favor

The Board then turned to Budget Review. It was 9:00 PM.

Motion: To continue the meeting to 9:30 PM.

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

Vote: Unanimous in favor

15. **Finance Policy Review (Darlene Kelly)**

Purchasing Policy

- The format was changed to reflect the VLCT model policy.
- Purchase authorization section has changed
- Recommend increasing threshold for RFP to \$10,000 (currently \$5000)

Ms. Murphy asked for clarification/definitions for “bid”, “RFP” and “RFQ”.

Motion: To move the Purchasing Policy to a second reading

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

Vote: Unanimous in favor

Fund Balance and Reserve Fund Balance Policy

Page 2 – Undesignated Reserve Fund Appropriations – Add “or” between A, B and C.

Page 3 – very last paragraph – at the town manager's discretion (add) “with approval from the select board”

Motion: To move to second reading

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

Vote: Unanimous in favor

Cash Receipts, Petty Cash and Returned Check Policy

The wording under “Proper Payee” will be redone to make requested clarifications.

Motion: To move to a second reading

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

Vote: Unanimous in favor

Credit Card policy

This policy takes the place of the purchasing cards policy and procedure. Mr. Arrison felt that the policy was too lenient when the credit card is abused. He wanted it to be strengthened (possible criminal charges and recovery of legal fees). Ms. Murphy agreed. Ms. Murphy also asked that recipients of the cards be required to sign a statement that they have read and understand the policy.

Motion: To move to a second reading

Made by: Mr. Leach **Second:** Mr. Arrison

Vote: Unanimous in favor

It was 8:00 PM at this point. The board turned to #11 on the agenda.

16. **Budget Review and Reserves Discussion (Darlene Kelly)**

Projections were done through the third week of June. Everything is looking good.

17. **Compensation Plan Discussion (Cont. from 6/4/2018)**

Mr. Leach said he is concerned about a program that includes raises based on evaluations; it has the potential to go awry and can turn people against each other. Mr. Morris agreed and said he was trying to put some safeguards in place to offset that possibility - no “pay for performance” model.

18. **Board of Liquor Control Commissioners**

Global Montello Group is purchasing the two Jiffy Marts in town. They need the liquor license currently held at both locations to transfer with the transfer of ownership.

At 9:14 PM, Ms. Murphy recessed the select board meeting and opened the Board of Liquor Control Commissioners.

Motion: To approve the Class 2 Liquor and Tobacco license for Global Montello Group for both Jiffy Mart stores #466 at 301 VT Route 131 and #437 at 4276 VT Route 106.

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

Vote: Unanimous in favor

At 9:15 PM, Ms. Murphy closed the Board of Liquor Control Commissioners and re-opened the select board meeting.

19. **Appointments** - None

20. **Approve Warrants**

Motion: To approve the warrants for June 18, 2018 as follow:

General Funds	Operating Expenses	\$82,789.38
	Payroll	\$15,539.67
Highway Fund	Operating Expenses	\$11,716.88

	Payroll	\$7,995.75
Solid Waste Management Fund		
	Operating Expenses	\$6,570.50
	Payroll	\$1,413.06
Library	Operating Expenses	\$865.02
	Payroll	\$1,469.10
Grants	Operating Expenses	\$0.00
Agency Monies	Operating Expenses	\$0.00
Reserves		\$0.00
Long Term Debt		\$0.00
Grand Totals	Operating Expenses	\$101,941.78
	Payroll	\$26,417.68

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

Vote: Unanimous in favor

21. **Future Meeting Agenda Items**

22. **Adjourn**

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 9:19

Respectfully submitted,

deForest Bearse

WEATHERSFIELD SELECTBOARD

N. John Arrison, Selector	Daniel E. Boyer, Selector
C. Peter Cole, Vice-Chairperson	Tom Leach, Clerk
Kelly Murphy, Chairperson	