

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

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

MINUTES

Select Board Members Present: Daniel Boyer
C. Peter Cole
Tom Leach
Amy Beth Main
Kelly Murphy

Select Board Members Absent:

Ed Morris, Town Manager

Others Present:
Michael Lewellen
Darlene Kelly

1. Call to Order

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

2. Comments from Select Board and Town Manager

Mr. Boyer thanked Ray Stapleton and Tom Leach for helping he and wife assist a neighbor who was having a medical issue.

Ms. Main asked if the Road Maintenance Reserve Fund was designated for a specific road. Mr. Morris said no.

Ms. Murphy said the Board would hold its reorganization meeting on Thursday, March 8th at 7PM. She thanked Ms. Main for her service on the Board and for filling in.

Mr. Morris reminded everyone to come out and vote on Town Meeting Day.

3. Comments from Citizens on topics not on the agenda

There were no comments.

4. Review minutes from previous meetings – 2/20/2018

Additions/corrections/deletions:

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a. None

Motion: To accept the minutes from February 20th, 2018

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

Vote: Mr. Boyer and Ms. Murphy abstained; all others were in favor. Motion carried.

5. Emergency Management Coordinator Update

Emergency Management Coordinator Mike Lewellyn updated the Board on his activities over the previous year. He said he had completed the required training and had attended additional workshops and events. He said he is working with Mr. Morris and the highway department on communications. It was a quiet year for most part.

Mr. Lewellen has been attending the LEPC– local emergency planning committee - meetings. He and Mr. Morris are working on communication regarding emergency shelters in surrounding towns. This type of information should go into the local emergency plan. Mr. Morris said an email group had been created following the July 1st event; it goes out simultaneously to all who need the information during an event.

Mr. Lewellen has been posting pre-storm information on Facebook to help people be more prepared.

Mr. Lewellen wants to continue serving as coordinator and has submitted his letter to Mr. Morris.

The Board thanked Mr. Lewellen for his service.

6. Town Challenge

The annual Town Challenge will be held on Saturday, March 10th, at 7PM at the school.

7. Medicare Opt-Out Request

Mr. Morris said he has been working on the opt-out as had been previously discussed. He now was asking for permission to work outside the 50% limit specified in the Personnel Policy, but to remain within the \$10,000 cap during this first year to help FloAnn make the transition.

Motion: To allow the Town Manager to exceed the 50% match stated in the Personnel Policy, but not to exceed the \$10,000 cap to help an employee transition from the Town insurance to Medicare during the 2018 calendar year.

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

Vote: Unanimous in favor

8. Board of Liquor Control Commissioners

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Ms. Murphy recessed the Select Board meeting at 7:21 and opened the Board of Liquor Control Commissioners.

Mr. Morris said the Police Chief had no issues with any of these applications.

a. First/Second Class License Application

a.i. Mr. G's Restaurant Corp/DBA Exit Ate Restaurant

Motion: To grant a First/Second Class Liquor License to Mr. G's Restaurant Corporation DBA Exit Ate Restaurant at 202 Route 131.

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

Vote: Unanimous in favor

b. Second Class License Renewal

b.i. Coco Mart Inc/DBA Jiffy Mart/301 Route 131

b.ii. Coco Mart Inc/DBA Jiffy Mart/31 & 106

Motion: To grant a Second Class Liquor License to Coco Mart Inc. DBA Jiffy Mart at 301 Route 131 and at Routes 131 and 106.

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

Vote: Unanimous in favor

Ms. Murphy closed the Board of Liquor Control Commissioners at 7:23 PM and re-convened the Select Board meeting.

9. Review Changes to the Personnel/Accounting Clerk Job Description

Mr. Morris said this is before the Board because Colleen Hammond will be leaving the Town's employ soon.

Mr. Morris said the position will be more in line with an HR position and will be in charge of payroll. This person will assist with accounts payable as well.

There were some small wording changes - "superior" knowledge was changed to "working" knowledge. It will recommend human resource and accounting experience.

Some of these changes will address the checks and balances in the audit deficiencies. Mr. Morris said he will be checking in with the auditors about the changes before going too far with them, but it does help with separation of reconciling books and writing checks.

Darlene Kelly will be the direct supervisor. The HR responsibilities will be more under Mr. Morris's direction. It will be a little bit of both.

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Ms. Kelly said there is need to improve onboarding and exiting. This position will be someone who can work with and for employees and be conversant about benefits.

Mr. Morris said the ad would be published tomorrow.

Motion: Move to accept the job description for the Finance Personnel/Accounting Clerk

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

Vote: Unanimous in favor

10. Appointments

No appointments were made.

11. Approve Warrants

Motion: To approve the warrants for March 5, 2018 as follow:

General Funds	Operating Expenses	\$35,170.46
	Payroll	\$13,770.68
Highway Fund	Operating Expenses	\$9,670.89
	Payroll	\$12,469.03
Solid Waste Management Fund	Operating Expenses	\$3,367.18
	Payroll	\$1,417.78
Library	Operating Expenses	\$329.72
	Payroll	\$1,578.14
Grants	Operating Expenses	\$0.00
Agency Monies	Operating Expenses	\$0.00
Dry Hydrant Fund		\$0.00
Reserves		\$0.00
Grand Totals	Operating Expenses	\$48,538.25
	Payroll	\$29,235.63

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

Ms. Main asked about floor lamps on page 1 of 3. Ms. Kelly said that was a library expense. She said she didn't realize that these items aren't usually reported in Select Board warrant.

Mr. Leach asked about uniforms. Ms. Kelly said it was either highway or solid waste.

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Ms. Main asked if we were getting fire department expenses regularly. Mr. Morris said they tend to be irregular from WWVFD; Ascutney pays their own. They don't really have a lot of expenditures.

Vote: Unanimous in favor

12. Future Meeting Agenda Items – Ms. Murphy said the re-organizational meeting will be on March 8th. March 19th will be the next regular meeting. Ms. Murphy asked for a budget and overtime report for that meeting. Mr. Morris will do a “Select Board 101” presentation for all members at the meeting on the 8th. She said it will be good for new members and for staff and the public to hear it.

a. Support Request for Solar Project/GroSolar

b. Fund Balance Discussion

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

At 7:38 PM, Mr. Boyer motioned to enter executive session as per 1 V.S.A §313(3). The motion was seconded by Mr. Cole and all were in favor.

14. Adjourn

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 8:42 PM.

Respectfully submitted,

deForest Bearse

WEATHERSFIELD SELECTBOARD

Daniel E. Boyer, Selector

C. Peter Cole, Vice-Chairperson

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Amy Beth Main, Clerk

Kelly Murphy, Chairperson

Tom Leach, Selector

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