

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board Meeting  
Martin Memorial Hall  
5259 Route 5  
7:00 PM, SEPTEMBER 8, 2015

MINUTES  
APPROVED 9/21/2015

Select Board Members Present: N. John Arrison  
Daniel Boyer  
C. Peter Cole  
Lynn Esty  
David Fuller

Jim Mullen, Town Manager

Others Present:

Bonnie DuPrey	Patience Bearse	Kelly Murphy	Michael Barrup
Wanda Gropler	Edith Stillson	J. Compo	John Cassidy
Charles Horton	Julia Lloyd Wright	Tracey Dauphin	Mychael Spaulding
Josh Dauphin	M. R. Wiltshire	Levi Parker	Wes Hazeltine
John Esty	Patrick Howe	Darrin Spaulding	Nancy Nutile-Mcmenemy
Ernest Shand	Anthony Whittemore	Danny Haines	Bette Jo Esty
Amanda (?)			

1. Call to Order

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

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

Mrs. Esty announced there would be a democratic caucus on Sunday, Sept. 20<sup>th</sup> at 6PM at Martin Hall. The Weathersfield Republican meeting will be Sept. 17<sup>th</sup> at 7PM at Martin Hall. The Inn at Weathersfield is donating 10% from dinner and drinks to benefit Weathersfield Proctor Library on Wednesday, Sept. 9<sup>th</sup>.

Mr. Fuller announced that Richard Moore, a 92-year old farmer from Springfield, has been inducted into the Vermont Agricultural Hall of Fame.

Energy Coordinator Julia Lloyd Wright stated that the Solarize program that has been ongoing all summer with Cavendish, Reading and West Windsor is winding down and that signed contracts are due Sept. 30<sup>th</sup>.

3. Review minutes from previous meetings – June 15, 2015

Additions/corrections/deletions: None

Motion: To accept the minutes as written.

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

**4. Weathersfield Fire Services –**

**A. Discuss issue raised at 8/17/15 meeting regarding proper use of equipment**

Mr. Arrison stated that he had sent an email to another Select Board member regarding the use of ATVs (by West Weathersfield Fire Dept. personnel) during the aftermath of Tropical Storm Irene. He and others had witnessed people being transported in the cargo basket on the front of the ATV. He said if anyone can show that the manufacturer condones the use of ATVs in such manner he would offer an apology. He had mentioned this in light of the purchase of an amphibious vehicle by the WWVFD. He said his message was intended as a cautionary note, and admitted he could have chosen his words a bit differently. He said the WWVFD Chief has said there would be guidelines drawn up for the vehicle's operation, which he (Mr. Arrison) assumes will follow the manufacturer's recommendations. Mr. Arrison stated that he was satisfied with this. He said that if the equipment is operated outside of the manufacturer's recommendations, it exposes the Town to liability, regardless of the circumstance under which the action occurs.

Tracey Dauphin stated that this activity had occurred in 2011 and asked that in the future, such complaints be taken directly to the department and in a more timely fashion. Mr. Arrison agreed.

Mr. Dauphin said that one of the reasons they chose the ARGO is because there are guidelines for its operation and because it can carry more equipment and personnel than the ATVs.

Mr. Dauphin said the WWVFD will be submitting a 5-year plan to the Board within the next two months.

Mr. Dauphin said maintenance of the ARGO will be done through an ARGO dealer and the WWVFD will pay for its insurance. (The insurance comes from VLCT PACIF and is billed to the Town. WWVFD reimburses the Town.)

Mrs. Esty asked if the Town would be held liable if the insurance isn't paid. Mr. Dauphin said that if the insurance isn't paid, the vehicle won't be put in use or operation.

The department has taken possession of the machine; it is currently being stored at Mr. Dauphin's residence while policies, procedures and training are being drawn up.

Mr. Fuller said he had learned from a couple of insurance companies that such a vehicle wouldn't be insurable because of uncertainties. He said he didn't know that WWVFD was going to the Town for its insurance, which creates a link between the Town and the machine. He said purchase of this machine was a surprise, which he said was unfortunate. He also expressed concern about the nature of some of the remote rescues for which the machine might be used.

Mr. Dauphin said there will be all types of search and rescue operations that will arise and the fire department is responsible for responding to all of them.

Mrs. Esty reiterated the fact that no one outside of WWVFD knew about the plan to purchase the ARGO. There was no opportunity for the Board to converse with the department about the consequences of owning such a vehicle.

Both Mr. Arrison and Mrs. Esty stated that the Town doesn't want to be responsible for this machine, but that the Town ultimately becomes responsible due to the insurance connection, regardless of who pays the premiums.

**B. Discuss possibility of forming one fire department**

Mr. Arrison stated that this discussion was intended to be preliminary only and that no decisions would be made this evening. As the item was on the agenda by request of Mr. Fuller, Mr. Arrison turned the discussion over to him.

Mr. Fuller said that this is not about the services that the each department provides to the Town, but rather it is about the relationship of the departments with the Town. He suggested looking at the possible duplication of equipment and the advances in technology that have occurred. The new trucks can provide more than the trucks they are replacing. He mentioned the need for equipment inventories. He said the Town hasn't changed much – still 1700 parcels, population of 2800 ± , road mileage still roughly the same. He called for an evaluation of what we have, no different from any other department, and set a goal. He called for the evaluation/information gathering to end in March of 2017. He asked to poll the Board for their opinions.

Mrs. Esty reminded everyone that the current departments are private non-profit organizations that the Town cannot dissolve. If the Town chose to create a municipal fire department, then there could potentially be three fire departments serving the Town.

Mr. Cole said that the most important task is to be sure the Town is best served and is not overburdened with excess equipment.

Mr. Boyer said he is in favor of a single department with a paid fire chief.

Mr. Arrison said he is discouraged that the Board spends a great deal of time contending with the animosity between the two departments and toward the Select Board. He said a single department might help smooth that out. He suggested hiring an independent consultant to analyze the current situation and make recommendations on improvements.

Mr. Spaulding said he was in favor of hiring a consultant. Mr. Compo said that the Select Board should consider having a feasibility study done to see what it would take to create a single fire department and should consider what the Town needs for fire protection. Mrs. Murphy agreed with hiring a consultant and urged looking at best practices in the vicinity (e.g. there is a town with two nonprofits and a single chief).

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Mr. Wiltshire expressed concern that a single volunteer department might not be able to handle the number of calls that the two departments now handle.

Mr. Arrison said that perhaps both departments could create a single five-year plan as a place to start.

**Motion:** That the Board set up a 5-member committee to evaluate fire services.

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

Mr. Fuller said the purpose of the committee will be to gather information that may or may not lead to a decision.

Mr. Howe asked that members of the fire departments be involved in the determination of what equipment is needed by the Town. Mrs. McMenemy asked if the Fire Commission could be responsible for gathering information and if there is anyone at the state level that could address the questions about equipment needs.

**5. Weathersfield Proctor Library**

**A. Approve submission of ADA grant application – Ernie Shand**

The Library would like to apply for a Vermont Community Development Grant to construct an ADA-compliant bathroom, an ADA door into the building, an ADA-compliant ramp to the door and remove the existing ramp from the front of the building. The fire marshal has prohibited the public from using the existing toilet in the basement (hence the porta-potty outside the building). The projected cost is \$74,000. Since the building is owned by the Town, the Select Board must apply for the grant. The grants are awarded quarterly. It may be possible to try for the February round. A 25% Town match is required (\$19,000). Services in kind are accepted. There is approximately \$100,000 in the library reserve fund. This addition will have no affect on the large addition to the library, if the footprint of the large addition remains unchanged from its original configuration.

**Motion:** To apply for the Vermont Community Development Grant for to make the library compliant with the bathroom.

**Made by:** Mr. Fuller     **Second:** Mrs. Esty     **Vote:** Unanimous in favor

**B. Appoint Trustee to fill vacant Library Trustee seat**

**Motion:** To appoint Cindy Osgood to fill out the Library Trustee seat vacated by Susan Whittemore until the Town Meeting/election in March 2016.

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

**6. Highway Garage: Approve proposals for plumbing and heating systems**

Mr. Arrison said an RFP had been published for heating systems for the bay areas and the office. Three proposals had been received. One of the proposals did not meet the required criteria. Mr. Hazeltine had not had time to look at the proposals.

**Motion:** To move this to the highway committee for approval. The full board can approve the decision having had a chance to look at these and let us award the bid.

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

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Discussion:** None.

**Vote:** Unanimous in favor.

**7. Perkinsville Schoolhouse: Approve proposals for plumbing and heating systems**

Proposals were requested for plumbing and heating systems for the 1879 building.

Plumbing system: Three bids have been received for the plumbing.

**Motion:** To award a contract to D.W. Behn Plumbing and Heating for the 1879 schoolhouse.

Mr. Mullen said he wanted to work out a substitution with Mr. Behn for an instantaneous water heater instead of a hot water tank.

**Made by:** Mr. Fuller      **Second:**                      **Vote:** Unanimous in favor

Heating System: Three bids have been received.

**Motion:** To award a contract to Harriman's Heating, LLC to install a heating system within the 1879 Perkinsville Schoolhouse as specified in their 8/13/2105 proposal to include Option #2 to insulate all the ductwork.

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

**8. Award funds from Transfer Station Bottle/Can Redemption Program – Round 2**

Two requests for funds have been received.

**Motion:** To award \$100 from the 5 Cent Returnable Cans & Bottles Donations Fund to the Reading Fire Department Auxiliary and \$200 to Weathersfield Beautification and to set November 2, 2015 as the next date to award grants.

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

**9. Review FY15 year-end budget projections**

Mr. Mullen said this is still a work in progress and that there may still be changes made by the auditors.

General Fund

Presently, the General Fund ended the year with a \$25,000 surplus. Not included in the surplus is the fact that we spent \$30,000 on the Perkinsville School to date, but we took out a loan in this fiscal year. The auditors said that if you borrow money, it cannot be assigned to a previous fiscal year. The same holds true for the purchase of the police cruiser – purchased last fiscal year, loan taken out this fiscal year.

The receivables are reduced by \$125,000 to reflect the Hodgdon's tax abatement.

The Town provides \$3000 in administrative services to the Ascutney Fire District. There is no other connection between the Town and the District. There is no connection between the District and Ascutney Fire Department either.

Ascutney Fire Dept. equipment repair line was over budget because an expense was incorrectly posted to FY15.

Highway Fund

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

The Highway Fund appears to have a \$47,000 deficit. This appears to be due to the gravel purchase of \$26,000, guard rails \$10,000, and salt \$15,000. Mr. Mullen said it may have to do with gravel that was purchased for flood repairs following Irene and again in 2013 for which we received grant funding.

Mr. Mullen said we have not yet received the final check for Irene, but we are approved to receive it. The flooding repairs from 2013, mainly Tarbell Hill Road, are still in progress.

Mr. Mullen feels that we drew down the fund balance with this budget.

Solid Waste

Mr. Mullen said we were trying to draw the fund balance down by \$19,000 and we drew it down by \$29,000. We have raised the per parcel fee for this fiscal year which will raise \$4500. We also need to examine the punch ticket price now. The amount of recyclables coming in to the transfer station has increased with the new mandatory recycling laws. This will be discussed again at the 2<sup>nd</sup> meeting in October.

**10. Approve FY15 year-end transfers to and from Reserve Funds**

Mr. Mullen said these transfers have been done in the past without a paper trail. The auditors are asking for more formality and they and Crystal composed a list of transfers to be made with the exact amount of each transfer included.

**Motion:** To authorize the FY15 transfer of a total of \$53,459.40 from the Town Highway Capital Maintenance & Improvements Reserve Fund (#41-2-011-04.00) to five Fund 15 Grant Funds and one Fund 12 Highway Fund as described in a 9/2/15 memo with attachments from Town Manager Jim Mullen to the Weathersfield Select Board.

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

**Motion:** To authorize the FY15 transfer of 8 funds to and from various Town Clerk funds as described in a 9/2/15 memo with attachments from Town Manager Jim Mullen to the Weathersfield Select Board.

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

**11. Approve resolution for a Municipal Planning Grant**

The grant would facilitate updating the zoning bylaws to comply with changes to the Town Plan. Regional Planning would assist.

**Motion:** To apply for a 2016 Municipal Planning Grant

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

**12. Maple Street Reconstruction Project:**

**A. Bids due 9/16/15**

**B. Additional funds awarded to project**

**C. Construction Inspection proposals due 9/24/15**

These items are for information. No action was required or taken.

**13. Municipal Manager Candidate Screening Committee: fill one "Citizen Member" vacancy**

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Motion:** To appoint Mike Todd to the committee.

**Made by:** Mr. Cole      **Second:** Mrs. Esty      **Vote:** Esty, Arrison, Boyer and Cole voted in favor; Fuller abstained. Motion carries.

**14. Weathersfield Energy Committee: Make initial appointments to committee**

No one has asked to be appointed to this committee. This will be revisited in two weeks.

**15. Both Town Accountant and Assistant Treasurer Positions filled**

Mr. Mullen said that Colin Butler is the new accountant and Ester Allen is the new assistant Town Treasurer.

**16. Concerns regarding cell tower appearance/SBA Towers IV, LLC and AT&T Mobility**

Mr. Mullen stated that the Department of Public Service has contacted the Public Service Board regarding the discrepancy between the actual appearance of the tower and its permitted appearance. Mr. Mullen has been contacted SBA with a proposed new design for the tower. However, Mr. Mullen said there are still questions that he is seeking answers to.

**17. Appointments**

There were no appointments.

**18. Approve Warrants**

**Motion:** To approve the warrants for July 7, 2015 as follow:

General Funds	Operating Expenses	\$36,967.24
	Payroll	\$17,632.08
Highway Fund	Operating Expenses	\$92,174.40
	Payroll	\$12,279.27
Solid Waste Management Fund		
	Operating Expenses	\$6,960.25
	Payroll	\$1,751.42
Library	Operating Expenses	\$40.00
Grants	Operating Expenses	\$909.65
Agency Monies	Operating Expenses	\$0.00
Reserves		\$258.95

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

**19. Future Meeting Agenda Items**

**20. Adjourn**

**Motion:** To adjourn the meeting

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

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

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The meeting adjourned at 8:59PM.

Respectfully submitted,  
*deForest Bearse*

**WEATHERSFIELD SELECTBOARD**

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N. John Arrison, Chairperson

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Daniel E. Boyer, Vice-Chairperson

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David T. Fuller, Selector

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C. Peter Cole, Selector

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Lynn Esty, Selector