

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, November 6, 2023
6:30 PM
REGULAR MEETING
Draft Minutes

Select Board Members Present: Michael Todd, David Fuller, Kelly O'Brien, Wendy Smith, August Murray

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

Olivia Savage	Dave Bearse	
Ray Stapleton	Ray Moore	
John Arrison (remote)	Annmarie Christensen	
William Daniels		

1 Call to Order

Mr. Todd called the meeting to order at 6:32pm.

2 Pledge of Allegiance

Dr. Murray led the pledge.

3 Agenda Review

None.

4 Comments from the SB, TM, and Citizens on Topics not on the Agenda

Mr. Todd reminded everyone about the Veterans Day Ceremony on November 11, 2023 at 11am at Veterans Memorial Park in Perkinsville, VT.

Mr. Fuller spoke about how TDS upgrading broadband seems to be progressing in a positive direction.

5 Review Minutes from Previous Meeting: 10/16/2023

The Town Manager stated that the 10/2/2023 minutes will be on the next agenda.

- a. Corrections:** Change "project" to "projector," Boar" to "Board," and "O'Brian" to "O'Brien," and to put Mr. Fuller's statement that the Board "take this up for discussion and consideration."

Motion: To approve.

Made by: Mr. Fuller **Second:** Dr. Murray

Vote: All in Favor

6 2024 Healthcare

The [2024 Health Insurance Study](#) has been completed and the key findings generated from the study are as followed:

1. MVP increased their costs this year by 12.5%, which would lead to a \$26,046 increase in Health Insurance in Weathersfield if the Town continues doing business with MVP in 2024.
2. The increase with MVP also affects Town employees, increasing their costs annually by \$198 in 2024 for Single Plans, \$382 in 2024 for Employee + Child Plans, \$396 in 2024 for Single + Spouse Plans, and \$557 in 2024 for Family Plans.
3. The Town and Employees will save money by switching to the comparable Blue Cross Blue Shield (BCBS) Plan. For example, the total annual increase for the Town this year will be \$15,461 (\$10,585 less than MVP) if we switch to BCBS. The total increase for employees opting into a Single Plan through BCBS is \$136 in 2024, employees opting into a Single + Child plan will have a \$263 increase in 2024, employees opting into an Employee + Spouse plan will have a \$272 increase in 2024, and employees opting into a Family Plan will have a \$383 increase in 2024.
4. The deductible in 2023 through MVP was \$3,200 for Single Plans and \$6,400 for Employee + (Spouse, Child, and Family) Plans. The deductible through BCBS in 2024 is \$2,850 for Single Plans and \$5,700 for Employee + (Spouse, Child, and Family) Plans. Page 6 – Table 8
5. The existing arrangement with the HSA is disproportionate between employees that opt into a Single Plan and Employees that opt into an Employee + (Spouse, Child, or Family) Plan. For example, in 2023, employees opting into a Single Plan have a \$3,200 deductible, and receive a \$3,000 HSA, OR a 94% contribution toward their deductible through the HSA. Employees opting into an Employee + (Spouse, Child, or Family) Plan have a \$6,400 deductible and receive a \$5,000 HSA, or a 78% contribution toward their deductible through the HSA. See Health Insurance Study: Page 3 - Table 3.
6. As demonstrated in the 2024 Health Insurance Study on the following pages, all Plan Types were analyzed between MVP & BCBS. A Cost-Benefit Analysis was completed, and that Analysis demonstrates that the BCBS CDHP Plan provides the best benefits to employees at the most reasonable cost to the Town as compared to all other plan types between BCBS & MVP. Pages 1-14 – Tables 1-25

The Select Board discussed the value of switching plans and verified that Town employees involved in healthcare were able to have their questions answered and understood their healthcare options. They found that there is a significant cost savings by making the change in healthcare plans, although healthcare costs are up in general.

Motion: To offer the BCBS Gold CDHP Plan in 2024 to employees with an 86% (Employer) / 14% (Employee) contribution share.

Made by: Ms. Smith **Second:** Dr. Murray

Vote: All in Favor

Motion: To offer an HSA in 2024 to employees with an 86% (Employer) / 14% (Employee) share of the deductible for all Plan types.

Made by: Mr. Fuller **Second:** Ms. O'Brien

Vote: All in Favor

Discussion followed about how in the past, the Town set an HSA based on what the deductible was, but there wasn't a formula for calculating the HSA. The Town Manger stated that it makes it consistent with the employee contribution of the plan cost, making the deductible consistent with that ratio. Mr. Fuller inquired about what happens when someone leaves during the year and then the money is gone and if there is a fair solution for that. The Town Manger stated that he had looked into a Health Reimbursement Account, but it would add a lot of administration costs. The Town Manager will look into a way to resolve this issue, but suggested perhaps a portion of the HSA be repaid by the former employee and that he would look further into the matter.

7 FY25 COLA

The Cost-of-Living Adjustment is 3.2% in 2024. Overall, the tax impact per % increase is below for all funds, including Wages, FICA, Retirement, Workers Compensation, and Unemployment. As wages increase, these line-items will also increase based on various percentages.

Budget Increase Per % Increase in Wages (Includes Wages, FICA, Retirement, WC, and UE)					
1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
12,588	18,910	25,247	31,598	37,963	40,566

FY25 Personnel COLA Tax Impact Study							
Wages		1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
General Fund	616,648	622,814	625,898	628,981	632,064	635,147	636,381
Budget Increase Per % Increase		6,166	9,250	12,333	15,416	18,499	19,733
Highway Fund	373,994	377,734	379,604	381,474	383,344	385,214	385,962
Budget Increase Per % Increase		3,740	5,610	7,480	9,350	11,220	11,968
Solid Waste Fund	53,476	54,011	54,278	54,545	54,813	55,080	55,187
Budget Increase Per % Increase		535	802	1,070	1,337	1,604	1,711
Wages All Funds	1,044,118	1,054,559	1,059,780	1,065,000	1,070,221	1,075,441	1,077,530
Budget Increase Per % Increase		10,441	15,662	20,882	26,103	31,324	33,412
Total FICA		1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
All Funds	79,875.02	80,673.77	81,073.15	81,472.52	81,871.90	82,271.27	82,431.02
Budget Increase Per % Increase		799	1,198	1,598	1,997	2,396	2,556
Total Retirement		1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
All Funds	61,562	62,177	62,485	62,793	63,101	63,409	63,532
Budget Increase Per % Increase		616	923	1,231	1,539	1,847	1,970
Workers Compensation FY24		1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
Highway	48,846	49,171	49,334	49,497	49,659	49,822	49,887
Budget Increase		325	488	651	813	976	1,041
Solid Waste	7,916	7,979	8,010	8,041	8,072	8,103	8,115
Budget Increase		62	93	124	155	187	199
Police	27,359	27,619	27,749	27,879	28,009	28,139	28,191
Budget Increase		260	390	520	650	780	832
Admin	1,274	1,294	1,324	1,364	1,413	1,473	1,537
Budget Increase		20	50	90	139	199	263
Librarians	515	523.53	536.31	553.37	574.68	600.26	627.54
Budget Increase		9	21	38	60	85	113
All Funds Totals	85,910	86,586	86,953	87,334	87,728	88,137	88,358
Budget Increase Per % Increase		676	1,042	1,423	1,818	2,227	2,447
Unemployment		1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
All Funds FY24	5,638.24	5,694.62	5,722.81	5,751.00	5,779.19	5,807.38	5,818.66
Budget increase Per % Increase		56	85	113	141	169	180
Total (FICA, Ret. WC, UE)	141,436.75	1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
		143,584	144,685	145,801	146,932	148,076	148,591
Budget Increase Per % Increase		2,147	3,249	4,365	5,495	6,639	7,154
All Funds - Total Cost of COLA Increases		1.00%	1.50%	2.00%	2.50%	3.00%	3.20%
		12,588	18,910	25,247	31,598	37,963	40,566

The Select Board discussed how it is going to be important to incorporate these numbers now because it is going to impact the numbers in the budget moving forward. There have been federal increases and that these numbers align with the federal numbers. After discussion about different kinds of cost of living adjustments and the differences, such as with Social Security, the Select Board concluded that for the sake of predictability with the budget and considering how it is a reasonable and practical increase, to move forward with the 3.20% increase. Mr. Fuller pointed out that the Grand List also needs to be looked at so that there is no sticker shock. The Town Manger stated that there is limit to the amount of depreciation and that he will release that information at the next meeting.

Motion: To approve the COLA 3.20 % increase.

Made by: Dr. Murray **Second:** Ms. Smith

Vote: All in Favor

8 Replace Police Cruiser

Over the past couple of years, The Town has replaced two (2) police cruisers. The Town's third and final cruiser should also be replaced this year. Following replacement, The Town will have a good rotation on cruiser replacement. Currently, the cruiser in question has 122,000 miles on it, needs rear knuckles, front bushings, the blower is broken on the windshield, and there is surface rust on the drivers and passenger door.

The estimated total cost to fix the rear knuckles, front bushings, and blower will be \$5,500. It is estimated that it will cost \$57,200 for a new cruiser, including the cost of the vehicle, extended warranty, and upfitting. The Town puts about 15,000 miles on the cruisers per year plus 7,000 idle hours.

The Town currently has \$31,464.71 in the Police Cruiser reserves following the transfer of \$10,000 to reserves that the Select Board authorized from the FY24 Police Department Budget. The Town recently sold the other car in auction for \$2,550, and estimates show that this car will be selling for \$6,500. Last year the Police Department budget finished the year with an estimated \$20,000 fund balance.

The Town anticipates receiving fund balance figures from the auditors by mid-November and will be ready to present them at the next meeting. Replacing this cruiser will complete the Police Department fleet. The current request is for the Select Board to authorize obtaining bids, and support to replace this cruiser.

Chief Daniels explained that the car in question was not able to pass inspection and therefore has been pulled off the road. They have held off on doing the repairs because if they were to sell the car at auction, they would only get between \$5,500-\$6,500 as the other cruiser that was sold at auction sold for \$2,550 after paying for the fees and services. The \$3,500 worth of repairs must be done to make the cruiser road worthy. In speaking with Ford, they are going to stop production of the police cruisers right now so what already exists is what is available.

The Select Board discussed the different options, such as keeping the car and repairing it, or putting it up for a vote by the people to purchase a new car or, funding the reserve account or, taking the funds out of the rainy day fund. The Select Board expressed concern about how long it has taken the new cars to be unfitted right off the lot.

The Select Board discussed how it could be a year before a new cruiser can be purchased and that the broken cruiser is just sitting there. The Select Board concluded that they need numbers on the new cruiser option and that for now, fix the broken cruiser so that there is not only two cruisers available as a new car will have to be bought anyways. The Select Board stated that the Chief does not have to be there for the future meetings in regards to this topic and it has now become a financial issue for the Town Manger to address.

9 FY25 Highway Department Budget

The FY25 Highway Department Budget has been assembled. The overall budget is increasing by \$23,463 and includes the COLA adjustment and the decision on healthcare. The tax need is increasing by \$54,959. There is a new line item in the Highway budget called Highway Insurance Benefits 2025 Contingency, which is where what is needed in healthcare knowing that between January 1st and June 30th of 2025, there will be a potential health insurance cost increase. Highway Insurance property, auto, workers compensation, and liability has not been released yet, but inflation was added. Final figures should be ready by November 20th thus, this budget is not ready to be voted on.

The Town Manager spoke on how the Highway to Solid Waste revenue is a revenue because the Solid Waste Fund is an enterprise fund so the Town charges that budget with highway department labor and highway department administration, and the expenses in the Solid Waste Fund are split between everyone who uses the transfer station.

FY25 HIGHWAY PROPOSED BUDGET						
Account	Description	FY24 Approved	FY25 Proposed	Difference \$	Difference %	Notes
REVENUES						
12-6	HIGHWAY REVENUES					
12-6-101-01.00	HWY-Tax Revenue	945,983	986,039	40,056	4%	
12-6-101-01.17	HWY-Appropriation Revenu	-		-		
12-6-101-02.00	Hwy-State Aid	152,535	152,728	193	0%	
12-6-101-11.00	HWY-Driveway Permits	64	64	-	0%	
12-6-101-11.50	HWY-Overweight Permits	234	234	-	0%	
12-6-101-12.00	HWY-Sale of Equip & Vehi	-		-		
12-6-101-20.00	Solar Lease Revenue	-		-		
12-6-101-80.00	HWY-Transfr from Fund Ba	-		-		
12-6-101-90.00	Refund of PY Expense	-		-		
12-6-101-99.00	HWY-Miscellaneous Income	-		-		
12-6-103-01.05	HWY-Serv to Solid Waste	16,524	16,524	-	0%	
12-6-103-01.14	SWD-Admin to Hwy	10,465	10,465	-	0%	
12-6-103-02.11	Hwy to WWFD Diesel	-	-	-		
12-6-106-90.00	Fund Balance carryover	46,689	15,000	(31,689)	-211%	
12-6-106-90.10	Use of Fund Balance	-		-		
Total Revenue		1,172,494	1,181,054	8,560	0.72%	

The Town Manger went over the expenses and will make adjustments to wages and reflect that at the next meeting. The Town used \$46,000 last year and the highway tax revenue needed is \$40,056, with \$31,689 coming from the line item Fund Balance Carryover.

The Town Manager presented the line items on the Expense portion of the Highway budget, pointing out that the summer mowing contract has increased, but that was just part of the contract. Interest rates decrease each year as the principle is paid on the paver loan, grater loan, plow truck, and dump truck. The Highway superintendent pointed out that using the fund balance was fine for one year, but that it costs more for a couple years after to get caught back up again. There was only an \$8,560 increase in the Highway Budget for this year, but because the Town has to make up what it used in the fund balance last year, it comes out being \$40,000.

EXPENDITURES**12-7 HIGHWAY EXPENDITURES**

12-7-101-10.10	HWY-Superintendent	70,705	70,705	-	0%	
12-7-101-10.20	HWY-Regular Wages	264,599	264,599	-	0%	
12-7-101-10.21	HWY-Overtime Wages	38,690	38,690	-	0%	
12-7-101-10.95	Accrued Vacation Expense	-	-	-	-	
12-7-101-11.00	HWY-FICA	28,611	28,611	(0)	0%	
12-7-101-13.00	HWY-Retirement	19,635	20,570	935	5%	
12-7-101-14.10	HWY-Insurance Benefits	145,672	145,033	(639)	0%	
	HWY-Ins. Benefits (2025 Cont)	-	7,252	7,252	100%	
12-7-101-14.90	HWY-Employee Benefit Opt	7,857	9,401	1,544	16%	
12-7-101-15.20	HWY-Uniforms & Cleaning	5,800	6,356	556	9%	
12-7-101-16.00	Workmen's Compensation	47,603	49,959	2,356	5%	Pending: Will receive updated WC on 11/17
12-7-101-17.00	Unemployment Insurance	2,020	2,020	(0)	0%	
12-7-101-20.00	Office Supplies	400	400	-	0%	
12-7-101-20.10	PPE	-	1,200	1,200	100%	
12-7-101-21.00	Postage	-	-	-	-	
12-7-101-23.50	Highway Advertising	350	350	-	0%	
12-7-101-24.00	Equipment	2,000	-	(2,000)	-	
12-7-101-25.05	IT Services	1,462	1,477	15	1%	
12-7-101-26.50	Awards & Recognition	-	1,500	1,500	-	
12-7-101-27.00	Training and Conferences	675	675	-	0%	
12-7-101-30.00	Electricity	3,095	3,251	156	5%	
12-7-101-31.00	Telephone & Internet	1,921	3,312	1,391	42%	
12-7-101-35.00	Security System Maint.	-	173	173	-	
12-7-101-43.00	Legal Expense	300	300	-	0%	
12-7-101-43.50	Penalties & Fines	-	-	-	-	
12-7-101-44.00	Equipment Rental	-	-	-	-	
12-7-101-45.00	Contract Work	8,000	9,000	1,000	11%	
12-7-101-45.03	Summer Mowing	13,000	16,500	3,500	21%	
12-7-101-45.10	Radio Service	5,040	5,040	-	0%	
12-7-101-48.00	HWY-Insurance	14,489	14,953	464	3%	Pending: Will receive updated Insurance on 11/17

The highway fund balance shouldn't be significant enough to require a special article. There will be one special article for the Highway budget, which will be the backhoe that has needed to be replaced for 5 years now. The Highway Reserves are in good shape, with \$419,000. The Select Board discussed how expensive equipment has become and how important it is to have enough in reserves to prepare for that. The Highway Superintendent stated that he is looking to create a quality capital plan and how there are key points in time to trade in equipment/vehicles where they are valued higher.

12-7-101-48.20	Covered Bridge Insurance	9,063	9,353	290	3%	Pending: Will receive updated Insurance on 11/18
12-7-101-50.00	Expense Reimbursement	250	250	-	0%	
12-7-101-51.10	Diesel Fuel	60,000	60,000	-	0%	
12-7-101-51.20	Gasoline	5,250	5,500	250	5%	
12-7-101-52.00	Repairs & Supplies	75,000	75,000	-	0%	
12-7-101-52.20	Grader Svc & Warranty	6,686	6,686	-	0%	
12-7-101-56.10	Grant Match	-	-	-	-	
12-7-101-57.10	Paving repairs	10,000	10,000	-	0%	
12-7-101-57.15	Reconstruct/Pave Class 2	50,000	50,000	-	0%	
12-7-101-58.15	Salt	45,000	43,000	(2,000)	-5%	
12-7-101-58.26	Gravel Purchase	70,000	75,000	5,000	7%	
12-7-101-58.30	Chloride	37,500	40,000	2,500	6%	
12-7-101-58.60	Culverts	8,200	8,500	300	4%	
12-7-101-58.70	Road Signs	500	600	100	17%	
12-7-101-59.00	Reclamation and Other Ex	2,500	2,500	-	0%	
12-7-101-71.00	Fees and Permits	-	-	-	-	
12-7-101-71.10	Storm Water Permits	1,350	1,350	-	0%	
12-7-101-81.02	Debt Svc - Paving Princ.	38,000	38,000	-	0%	
12-7-101-81.03	Debt Service Grader	16,429	16,429	-	0%	
12-7-101-81.04	Debt Svc - Dump Truck	17,575	17,575	-	0%	
12-7-101-81.05	Debt Service 18 Plow Tru	14,000	14,000	-	0%	

The Select Board discussed how with current interest rates, any borrowing/purchasing is going to be scary right and that assembling a package that does not include borrowing would be ideal. Using ARPA funds to offer set some of the costs was discussed. The Select Board and the Town Manager discussed putting together a five (5) year Capital Plan, although the Town Manager stated that while the Town doesn't have the capacity do it at the moment, he has been discussing it for the future.

The Highway Superintendent stated that he would like to put together a capital plan for paving and that there might be an opportunity to use ARPA funds to have someone come

in and create a 10+ year comprehensive capital plan. The Town Manager will have the missing pieces of the Budget assembled at the next meeting.

10 FY25 Solid Waste Budget

The FY25 Solid Waste Fund Budget has been assembled. FY25 Solid Waste Fund Budget is not ready to be voted on as it still needs the COLA and health insurance added to it. The variable expenses are the biggest increase in the budget. There had been 93 pulls of CND over the last 12 months and the Town has disposed of 368 tons of CND material. There was 54 pulls of 253 tons of recycling materials, 57 pulls and disposal of 575 tons of municipal solid waste materials, and 12 pulls and 61 tons of glass. \$65,000 has been spent on CND, \$57,000 on recycling, \$82,000 on municipal solid waste, and \$3,300 on glass.

The Town Manager and the Solid Waste Representative met with the Town's hauler, Alva Waste, to receive estimates for the FY25 costs. On a larger scale, the solid waste district is going out to bid for haulers, which is between Alva Waste and Casella. In FY22, there was an estimated 49,000 punches, then the Town will raise \$211,000 in variable revenues. If the Town receives the \$8,500 in other variable revenues, it will have a grand total of \$220,000 in variable revenues, which is a \$13,223 shortfall in what is needed to cover variable expenses.

The Select Board discussed charging extra for CND, or potentially having a different ticket for CND, or a special sticker. It was discussed how the hauler is charging more to get rid of it and having to pay more at the receiver. The current ticket price is \$4.25 and a 3.2% increase would take it to \$4.38. The Select Board concluded that this might not be the place to make the decision and that it should perhaps be brought to the committee, especially since there are three Towns involved, but that it would be good if the Select Board could submit some ideas to the committee.

11 Storm Damage Update

The Town advertised three (3) projects to obtain bids:

1. Temporary Bridge IFB
 - a. Advertised 10/25/23.
 - b. Pre-Bid Conference 11/2/23 @ 2:30pm
 - c. Question period ends on 11/17/23 @ 12:30pm
 - d. Bids Due 11/27/23 @ 11am
 - e. Public Bid Opening 11/27/23 @ 2pm.
 - f. Selectboard Review: 12/4/23
2. Little Ascutney Bridge Engineering IFB
 - a. Advertised 10/25/23.
 - b. Pre-Bid Conference 11/2/23 @ 3:30pm
 - c. Question period ends on 11/17/23 @ 12:30pm
 - d. Bids Due 11/27/23 @ 11am
 - e. Public Bid Opening 11/27/23 @ 2:10pm.
 - f. Selectboard Review: 12/4/23
3. Upper Falls Covered Bridge Engineering IFB
 - a. Advertised 10/25/23.
 - b. Pre-Bid Conference 11/2/23 @ 4pm
 - c. Question period ends on 11/17/23 @ 12:30pm
 - d. Bids Due 11/27/23 @ 11am
 - e. Public Bid Opening 11/27/23 @ 2:15pm.

The Town has made an effort to obtain three (3) estimates to fix the Perkinsville Dry Hydrant but had only received one (1) estimate from Daniels Construction. The total cost to move forward with this is \$5,800. To move forward with this project, the Town will need the Select Board to waive the policy that requires three (3) estimates, and document it in the minutes per FEMA. The Town approached five (5) contractors for an estimate but only Daniels Construction came back with a written estimate.

Motion: To waive the purchasing policy requirement for the request for the repair of the Perkinsville Hydrant and to award that estimate at a cost of no more than \$5,800 to Daniels Construction.

Made by: Mr. Fuller **Second:** Ms. O'Brien

Vote: All in Favor

12 Village Wastewater Committee (Second Reading Continued)

The engineers have a 30% report completed for both villages. They are currently waiting for the committee to be formed before submitting them. The committee, according to the engineers, is a local decision, and is not a requirement for the project. If the town decides not to form a committee, then the engineers will send the drafts for the Select Board to review. The policy has been revised and any changes made to the policy are tracked in red.

The Select Board discussed having public input on the report and Mr. Fuller stated that it seems like there should be more than 30% done before this happens. The Select Board wanted to the engineers to know that they are in the process of forming a committee. The Select Board discussed how it could be read to the public at a Select Board meeting or how it could get sent off to the Planning Commission instead. The Select Board concluded that Otter Creek can leave a few copies at the Town Office so that people who are interested can just pick one up.

The Select Board reiterated page 46 on how the committee should have an end date that parallels the Village Wastewater project end date. The Town Manager will find out if the policy itself becomes null and void when the committee is disbanded. Community outreach concerns were discussed, which led to a further discussion on responsibilities of the committee and the responsibilities of Otter Creek. There was a lot of nuanced responsibilities for the committee and because of this, the Select Board wants to read over the feasibility study for clarification. The Town Manager will research and make a decision about whether or not to keep the responsibility section for the committee.

Motion: To continue the second reading of the Village Wastewater Committee policy and have the Wastewater Policy available to the public before the next Select Board meeting on November 20, 2023.

Made by: Dr. Murray **Second:** Ms. O'Brien

Vote: All in Favor

TOWN OF WEATHERSFIELD, VERMONT

VILLAGE WASTEWATER COMMITTEE

POLICY AND PROCEDURES

I. PURPOSE AND MISSION

The purpose of the Village Wastewater Committee is to support and act as the liaison for the Town of Weathersfield and Otter Creek Engineering, Inc. for the Perkinsville and Ascutney Wastewater Feasibility Study. The Engineer will prepare an evaluation of potential community wastewater solutions for the Ascutney and Perkinsville Villages, provide order of magnitude cost opinions for alternatives, and provide recommendations for further study in a feasibility study report.

II. ORGANIZATION

A. An Advisory Committee shall be established and be titled the "Village Wastewater Committee."

B. The Committee shall have at least ~~35~~ members, and may consist of a Planning Commission member, and other town residents (ideally, including residents of both villages impacted by the study).

C. Members of the Committee shall be appointed, ~~and any vacancy filled,~~ by the Selectboard. The term of each member shall be as established by the Selectboard. Any appointment to fill a vacancy shall be for the unexpired term, expire upon the completion of the wastewater feasibility study.

D. Any member of the Committee may be removed at any time for just cause by vote of the Selectboard, for reasons given to the member in writing, and after a public hearing on the issue if the member so requests.

III. MEETINGS

A. The Committee shall comply with all provisions of Vermont's Open Meeting Law.

B. At its organization meeting, the Committee shall establish a regular meeting day, time, and location.

C. The Committee shall publish an agenda in accordance with the statutes.

D. The Committee shall keep written minutes of all the meetings. Minutes of the meetings will be approved at the following meeting, signed by the Chairperson, and submitted to the Town Clerk for recording.

IV. DUTIES AND RESPONSIBILITIES

A. The Village Wastewater Committee shall ~~be designated to act as the Owner's representative~~ act as an advisory committee, with respect to the services to be performed

or furnished by Engineer and responsibilities of Owner under the Feasibility Study Agreement. The Committee shall have authority to transmit instructions, receive information, and ~~render-recommend~~ decisions to the Selectboard relative to the Agreement on behalf of the Town of Weathersfield.

B. Cooperate with the Selectboard, Planning Commission, Zoning Board of Adjustment, ~~Road Committee~~, or other municipal or private organizations on matters affecting the village wastewater project and resources of the municipality.

C. Provide the ~~Selectboard~~Selectboard with regular updates of the Feasibility Study progress, monthly and at 30%, 90% completion and final report.

D. Committee Outreach.

- a. Develop and prepare a community outreach program to inform affected residents of Wastewater Feasibility Study and receive comments/input of needs/concerns that will be included in the Report to the Selectboard.
- b. Coordinate and post Notice of the Otter Creek Engineering presentation of the completed Wastewater Feasibility Study to Selectboard and town.

V. INCONSISTENT POLICIES REPEALED

This policy shall amend and replace any inconsistent provisions of any policy of the Town of Weathersfield in effect at the time of enactment of this policy governing any activity included in this Policy.

VI. SEVERABILITY

If any provision (or portion thereof) of this Policy shall for any reason be held invalid, void, or unenforceable by judicial decision or legislative amendment, the valid and enforceable provisions of this Policy will continue to be in full force and effect.

VII. EFFECT

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This Policy and any amendments shall be entered in the minutes of the Selectboard's meeting it was amended at.

The foregoing Policy is hereby adopted by the Selectors of the Town of Weathersfield, Vermont, this ____ (__) day of _____ 2023, and is effective as of this date until amended or repealed.

13 Town Manger Update

a. New Employees

The Town recently filled the Transfer Station & Highway Department vacancies. The Town welcomes David Picknell to the Transfer Station and Evan McClure to the Highway Department. David Picknell has been the temporary attendant at the Transfer Station and has accepted the position permanently. The Town interviewed several people for the Highway Department and extended the offer to Mr. McClure. Mr.

McClure is a resident of Perkinsville, and has worked for the Highway Department in Hartland, VT since 2018.

b. Projects

The Upper Falls Covered Bridge Project is complete. The propane tank has been buried and connected to the generator. The generator project is complete.

c. Policies

- 1) Personnel Policy – Under Review
- 2) Purchasing Policy – Under Review
- 3) MMH Rules & Regulations – Under Review
- 4) 1879 Schoolhouse Rules and Regulations – Under development

d. Upcoming Holidays

- 1) Veterans Day – Town Office Closed on 11/10/23 & Transfer Station Closed 11/11/23
- 2) Thanksgiving – Town Office Closed on 11/23/23
- 3) Christmas – Town Office Closed on Monday 12/25/23
- 4) New Years – Town Office will be closed on Monday, 1/1/24.

14 Solid Waste Fee Assessment Policy

There have been people getting charged when they should not be. There were about 40 people who were exempt from the \$50.00 policy and it is important to figure out how they were excluded from the fee. Property that has building, no septic, water, etc. does not generate waste and therefore should not be charged. This could also result in a change in the other direction, where a vacant lot gets a house on it and should be getting charged.

The Select Board concluded that anyone who has evidence that they were charged when they should not have been can be reimbursed. It was stated that this is one of the issues of not having a fully staffed Lister's office. The Town Manager will assign the Lister the project of getting the list sorted out.

15 Appointments

- (a) Budget Committee (5 Vacancies)
- (b) Conservation Commission (2 Vacancies)
 - (i) Bruce Cox
- (c) Energy Coordinator (1 Vacancy)
- (d) Green Up Coordinator (1 Vacancy)
- (e) Lister (2 Vacancies)
- (f) Parks and Recreation (1 Vacancy)
- (g) Veterans Memorial Committee (2 Vacancies)
- (h) Village Wastewater Committee
 - (i) Ann Marie Christensen
 - (ii) John Arrison
 - (iii) Mark Richardson
- (i) Zoning Board of Adjustment (2 Vacancies)

Motion: To appoint Bruce Cox to the Conservation Commission.

Made by: Ms. O'Brien **Second:** Mr. Fuller

Vote: All in Favor

The Board will appointment the Village Wastewater committee when the policy is complete.

16 Approve Warrant

Motion: To approve the warrants for 11/6/2023 as followed:

General Funds
Operating Expenses: \$57,005.39
Payroll: \$24,890.86

Library
Operating Expenses: \$0.
Payroll: \$3,632.68

Highway Fund
Operating Expenses: \$29,108.87
Payroll: \$14,628.58

Covered Bridge: \$29,500.00
Special Revenue: \$16,482.38
ARPA Roofing: \$48,838.28

Solid Waste Management Fund
Operating Expenses: \$34,499.30
Payroll: \$2,833.46

Grand Totals:
Operating Expenses: \$215,434.22
Payroll: \$45,985.58

Made by: Mr. Fuller

Second: Dr. Murray

Vote: All in favor

17 Any Other Business

None.

18 Future Agenda Items

Healthcare opt out option for current employees

Solid Waste Fee Assessment Policy

FEMA Updates

Town and School Connection

19 Adjourn

Motion: To Adjourn.

Made by: Ms. O'Brien

Second: Mr. Fuller

Vote: All in Favor

The meeting adjourned at 9:49 PM.

Respectfully submitted,
Nichole Gagnon

WEATHERSFIELD SELECT BOARD

Michael Todd, Chairperson

David Fuller, Vice-Chairperson

Wendy Smith, Selector

August Murray, Selector

Kelly O'Brien, Clerk