Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, December 4, 2023
6:30 PM
REGULAR MEETING
Draft Minutes

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

Murray, Wendy Smith (remote) **Select Board Members Absent:** 

# Brandon Gulnick, Town Manager

Others Present:

Malia Lordere	Halle Abuayyash (remote)	Barbara Thomas
Ray Stapleton	Joshua Dauphin (remote)	Ryan Gumbart
Darrin Spaulding	Colby Hodgdon	
Annmarie Christensen (remote)	Cheise Hodgdon	

#### 1 Call to Order

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

# 2 Pledge of Allegiance

Dr. Murray led the pledge of allegiance.

## 3 Agenda Review

The Chair moved the agenda around so that individuals attending the meeting for particular items did not have to sit through so much of the meeting. The Lister's report and the Land Use Update were moved up on the agenda.

# 4 Comments from SB, TM, and Citizens on Topics not on the Agenda Mr. Fuller stated that the school would be discussing the budget within the next few weeks and that it is being <u>reported</u> that the homestead and non-homestead tax rates are anticipated to be around 18.5%.

Chief Spalding shared the progress on the work being done with the firetruck.

# 5 Review Minutes from Previous Meeting(s): 11/20/23 Additions/corrections/deletions:

- a. Executive Session time correction.
- **b.** Add Ms. Smith's attendance at Executive Session.

**Motion:** To approve the 11/20/23 minutes.

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

Vote: All in favor

#### 6 Lister's Report – Solid Waste Fee Assessment

The Lister gave an update on if everyone was paying their share of waste management, in which she stated that everyone was and that no one was being charged twice. The Select Board discussed if there was any discrepancy with the list. They concluded that a voter's checklist might be good, as well as a possible policy amendment in the future and how the biggest hit with taxes will come from the CLA. The Select Board inquired as to what formula the State of Vermont is using to come up with their numbers.

Year	CLA	Inventory @ FMV	Inv Adjusted by CLA
2023	80.97	62,638,509	50,718,401
2022	87.89	58,613,560	51,515,458
2021	93.11	59,219,681	55,139,145

# 7 Land Use Update

The Land Use Administrator gave some updates on what has been going on the Land Use Department, describing the Waterway Naming Project, the Town Forest Kiosks and Interpretive Trails, New Member Packets, the Town Forest Management Plan, and Regularly Scheduled Hikes/Historical Walks.

The Land Use Administrator added that PUD hearing continuation for Habitat for Humanity will be at the next Planning Commission meeting on December 11, 2023. The Planning Commission has been working on the Town Plan Energy Section and it could be a soon as January that it is sent to the Select Board for review.

The Select Board discussed some discrepancies with the Zoning Board of Adjustment (ZBA) minutes and it was concluded that the Land Use Administrator would be combining the ZBA and Planning Commission minutes going forward.

# **8** Vote to Award Temporary Bridge Bid

On 10/25/23, the Town advertised an Invitation for Bids to install a temporary bridge on Ascutney Basin Road. The Ascutney Basin Bridge was damaged during the storm back in July, requiring a weight limit restriction. The temporary bridge will be used until the bridge deck is replaced on the permanent bridge.

The Town received 1 bid from Daniels Construction for \$69,500 to install the temporary bridge and dense grade approaches, and \$1,500 per month for the rental of the bridge. The Town will be advertising an Invitation for Bids to

replace the bridge deck on our permanent bridge within the next few weeks and anticipate that project commencing in spring/summer 2024. The Town anticipates renting the bridge for 9-12 months.

The Select Board discussed FEMA requirements for reimbursement. The Town's estimated share of all FEMA projects is between \$75,000 & \$87,500. The Town does have a Highway Capital Maintenance & Improvements reserve that has \$89,685.09 and will have \$104,685.09 if the recommended year-end fund balance allocations were to be approved.

The Select Board discussed the damage to the Ascutney Basin Bridge, how it had been inspected, and the extent of the damage. The Select Board agreed that there wasn't a choice about fixing it or not because it is a matter of safety for residents and businesses that use the bridge.

**Motion:** To award the temporary bridge bid to Daniel's Construction in the amount of \$69,500 for the installation and \$1,500 per month for the rental.

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

Vote: 4 yays, 1 absent at vote

**Motion:** To allow the Town Manager, Chair, Treasurer, and Highway Superintendent to sign the loan documents for the temporary bridge and rental for Ascutney Basin Bridge.

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

**Vote:** All in Favor

#### 9 Bicycle Pedestrian Path – Perkinsville

The <u>Transportation Alternatives Program</u> was presented to the Select Board and discussion was had about how having alternative transport is part of the <u>Town Plan</u>, as well as the benefits of having a bike path in the village, safety concerns, and putting forward funds but also liking the ability to apply for grants. The Select Board discussed the language in the draft cover letter and pointed out places appropriate for revision. The Town Manager will make the revisions.

**Motion:** To submit the grant and to authorize the Chair to sign the cover letter for the grant once the cover letter is revised.

Made by: Dr. Murray Second: Mr. Fuller

**Vote:** All in Favor

# 10 Appropriations

# Town of Weathersfield FY 2025 Appropriations

Account Number	Name	FY25 Appropriation Request	FY24 Approved Appropriation
11-9-901-90.01	American Red Cross	250.00	250.00
11-9-901-90.71	Friends of the Meeting House	1,000.00	1,000.00
11-9-901-90.30	Green Mt RSVP	300.00	300.00
11-9-901-90.67	Green Up Vermont	150.00	150.00
11-9-901-90.15	Health Care & Rehabilitation Services of Southeastern Vermont	2,683.00	2,683.00
11-9-901-90.58	M.A.P.P.	450.00	450.00
11-9-901-90.20	Meals on Wheels	400.00	400.00
11-9-901-90.10	Senior Solutions - Council on Aging for Southeastern VT	2,000.00	475.00
11-9-901-90.69	The MOOver Rockingham - formerly SEVT the Current	125.00	125.00
11-9-901-90.70	Vermont Adult Learning	300.00	300.00
11-9-901-90.50	Vermont Association for the Blind and Visually Impaired (VABVI)	750.00	750.00
11-9-901-90.35	Southeastern Vermont Community Action (SEVCA)	1,500.00	1,500.00
11-9-901-90.79	Vermont Family Network	500.00	500.00
11-9-901-90.73	Vermont Rural Fire Protection Task Force	100.00	100.00
11-9-901-90.60	Visiting Nurse and Hospice of Vt and NH (VNAVNH)	12,100.00	12,100.00
11-9-901-90.65	Volunteers in Action	1,000.00	360.00
11-9-901-90.55	VT Ctr Independent Living	185.00	185.00
11-9-901-90.85	Windsor County Youth Services - MISSING 990 & request form		N/A
11-9-901-90.90	WISE	500.00	500.00
11-9-901-90.77	Windsor County Mentors	480.00	480.00
	Total	24,773.00	22,608.00

**Motion:** To approve the FY24-25 funding requests, with the 9 being in the Special Articles and the rest to be included in the General Fund.

Made by: Dr. Murray Second: Mr. Fuller

Vote: All in Favor

# 11 FY25 General Fund Budget

The Select Board had previously discussed all three budgets at a previous meeting, but had been waiting for the numbers for workers compensation and insurance to come back. In total, there was a fiscal increase of 1.8 cents. If to assume the Grand List is the same as last year, the Town would be looking at two and a half percent, which is an \$18 increase on per \$100,000 municipal value.

Town of Weathersfield					
FY25 Topside Summary	FY2025 BUDGET				
General Fund	FY24	FY25	FY24 - FY25	FY24 - FY25	
Revenues	Budget	Proposed	\$ CHANGE	% CHANGE	
GF Tax Revenue	1,307,678	1,368,442	60,764	4%	
Administration	220,863	243,375	22,512	9%	
Finance	11,000	11,000	-		
Library	-	-	_	0%	
Town Clerk	46,265	45,845	(421)	-1%	
Listers	15,000	15,000	_	0%	
Land Use	6,122	10,500	4,378	42%	
Police Department	76,000	76,000	_	0%	
Fire Services	40,000	40,000	-		
Special articles(Fire Service)					
Total - Revenues	1,722,928	1,810,161	87,233	5%	
General Fund Expenses					
Administration	468,475	478,869	10,394	2%	
Library	140.457	149,627	9,170	6%	
Finance	115,387	139,480	24,093	17%	
Town Clerk	141,402	147,198	5,796	4%	
Listers	64,673	54,138	(10,535)	-19%	
Land Use	51.066	68,766	17,700	26%	
Police Department	442,787	448,727	5,940	1%	
General Fire Services	147.989	149,835	1.846	1%	
WW Fire Department	76,806	82,081	5,275	6%	
AV Fire Department	73,886	91,440	17,554	19%	
Special articles	73,000	,,,,,	-	.,,,	
Subtotal - Expenses	1,722,928	1,810,161	87,233	5%	
Net	(0)	0	0		

Motion: To approve the FY25 General Fund budget \$1,810,161 of which

\$1,368,442 to be raised by taxes.

Made by: Mr. Fuller Second: Dr. Murray

Vote: All in Favor

The Select Board discussed the increase in the Ascutney Fire Department's budget. The Select Board and the Ascutney Fire Chief went over the line items and discussed some of the rational for the increases, which related to equipment and PPE, particularly helmets, and necessity of the equipment and quantity was discussed at length.

FY25 Ascutney Fire Department Proposed Budget						
Account	Description	FY24 Budget	FY25 Proposed	Difference \$	Difference %	
REVENUES	Tax Revenue	73,886	91,440	17,554	19%	
	Total Revenue	73,886	91,440	17,554	19%	
EXPENDITUR	ES					
11-7-206	ASCUTNEY FIRE					
11-7-206-10.70	Fire Warden Stipend	540	557	17	3%	
11-7-206-10.80	Fire Chief Stipend	1,557	1,607	50	3%	
11-7-206-10.90	President Stipend	667	688	21	3%	
11-7-206-11.00	FICA	212	218	6	3%	
11-7-206-16.00	Workers Compensation	1,650	1,219	(431)	-35%	
11-7-206-20.00	Supplies	5,461	6,780	1,319	19%	
11-7-206-20.10	PPE	5,400	15,770	10,370	66%	
11-7-206-21.00	Postage	300	300	-	0%	
11-7-206-23.50	Radios/Pagers	-	3,120	3,120		
11-7-206-27.00	Training	1,635	1,600	(35)	-2%	
11-7-206-29.00	Fire Warden mileage	350	350	-	0%	
11-7-206-30.01	AVFD-Hose Testing	3,815	3,400	(415)	-12%	
11-7-206-30.10	Electricity	2,537	2,537	-	0%	
11-7-206-31.00	Telephone & Internet	1,635	1,687	52	3%	
11-7-206-32.00	Fuel Oil/Propane	6,238	7,000	762	11%	
11-7-206-34.00	Water	763	900	137	15%	
11-7-206-42.00	Dues and Fees	300	300	-	0%	
11-7-206-43.00	Legal Expense	500	500	-	0%	
11-7-206-45.00	Accounting Svcs.	545	600	55	9%	
	Active 911	-	750	750	100%	
11-7-206-48.00	Insurance	8,737	7,757	(981)	-13%	
11-7-206-51.00	AVFD Fuel	3,270	3,800	530	14%	
11-7-206-60.00	Maintenance & Repairs	11,799	12,000	201	2%	
11-7-206-60.10	Vehicle Maintenance	15,975	18,000	2,025	11%	
	Total Expense	73,886	91,440	17,554	19%	
	Net Revenue/Expense		(0)	(0)		

# **12** FY25 Highway Fund Budget

The Highway Department budget had been updated to include the COLA & Healthcare decision. The budget also includes the new Childcare Contribution payroll tax at .33%. Overall, the budget is increasing by \$16,075 or 1.35%. Last year, the Town used \$46,689 in fund balance to limit tax increases, and proposed the use of \$20,000 this year.

## FY25 HIGHWAY PROPOSED BUDGET FY24 FY25

	Description	FY24	FY25	D. 66	D/66
Account	Description	Approved	Proposed	Difference \$	Difference %
REVENUES					
12-6	HIGHWAY REVENUES				
12-6-101-01.00	HWY-Tax Revenue	945,983	987,690	41,707	4%
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%
12-6-103-01.05	HWY-Serv to Solid Waste	16,524	17,053	529	3%
12-6-103-01.14	SWD-Admin to Hwy	10.465	10,800	335	3%
12-6-106-90.00	Fund Balance carryover	46,689	20,000	(26,689)	-133%
12-6-106-90.10	Use of Fund Balance		20,000	(20,005)	10070
12 0 100 70110					
	Total Revenue	1,172,494	1,188,569	16,075	1%
EXPENDITUR	ES				
12-7	HIGHWAY EXPENDITURES				
12-7-101-10.10	HWY-Superintendent	70,705	72,968	2,263	3%
12-7-101-10.20	HWY-Regular Wages	264,599	275,506	10,907	4%
12-7-101-10.21	HWY-Overtime Wages	38,690	39,928	1,238	3%
	HWY-CCC Tax		1,282	1,282	100%
12-7-101-11.00	HWY-FICA	28,611	29,713	1,102	4%
12-7-101-13.00	HWY-Retirement	19,635	21,362	1,727	8%
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	37,170	(10,433)	-28%
12-7-101-17.00	Unemployment Insurance	2,020	2,097	77	4%
12-7-101-20.00	Office Supplies	400	400		0%
12-7-101-20.10	PPE		1,200	1,200	100%
12-7-101-23.50	Highway Advertising	350	350	-,=	0%
12-7-101-24.00	Equipment	2,000	330	(2,000)	0.0
12-7-101-25.05	IT Services	1.462	1,477	15	1%
12-7-101-26.50	Awards & Recognition	1,402	1,500	1,500	170
12-7-101-20.50	Training and Conferences	675	675	1,500	0%
12-7-101-27.00	Electricity	3.095	3,251	156	5%
12-7-101-31.00	Telephone & Internet	1,921	3,312	1,391	42%
12-7-101-31.00	Security System Maint.	1,921	173	173	4270
12-7-101-33.00	Legal Expense	300	300	1/3	0%
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	3,500	0%
12-7-101-48.00	HWY-Insurance	14.489	16,575	2.086	13%
12-7-101-48.20	Coverred Bridge Insuranc	9,063	10,373	1,310	13%
12-7-101-48:20	Expense Reimbursement	250	250	1,510	0%
12-7-101-50.00	Diesel Fuel	60,000	60,000	-	0%
12-7-101-51.10	Gasoline			250	5%
12-7-101-51.20		5,250	5,500	250	0%
12-7-101-52.00	Repairs & Supplies	75,000 6,686	75,000 6,686		0%
	Grader Svc & Warranty	-,	-,	-	
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%

			oposee		
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%
12-7-101-71.10	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%
12-7-101-85.02	Debt Svc - Paving Intere	2,090	1,045	(1,045)	-100%
12-7-101-85.03	Debt Svc Grader Int	2,054	1,643	(411)	-25%
12-7-101-85.04	Debt Svc - Dump Trk Int	2,198	1,759	(439)	-25%
12-7-101-86.06	Debt Service-18 Plow T-I	1,925	1,540	(385)	-25%
12-7-101-99.99	Miscellaneous Expenses	-		-	
12-7-106-90.10	Transfer to Hwy Cap Main	-		-	
12-7-106-90.20	Tranfer to Hwy Equip.	15,000	-	(15,000)	
	Total Expense	1,172,494	1,188,569	16,075	1%
	Net Revenue/Expense		0	0	

Motion: To approve the FY25 Highway Budget in the amount of

\$1,188,569, of which \$987,690 to be raised by taxes.

Made by: Mr. Fuller Second: Dr. Murray

Vote: All in Favor

# **13** FY25 Solid Waste Budget

#### FY25 SOLID WASTE PROPOSED BUDGET

Account	Description	FY24 Approved	FY25 Proposed	Difference S	Difference %
REVENUES					
21-6	SW REVENUES				
21-6-101-02.00	From Prior Fund Balance	-			
21-6-101-05.00	SW Assessment - Wea.	78,321	80,951	2,630	3%
21-6-101-05.25	SW Assessment - Read.	22,740	23,504	764	3%
21-6-101-05.50	SW Assessment - WW	41,610	43,007	1,397	3%
21-6-101-06.10	Punch Cards - Wea.	168,996	208,852	39,856	19%
21-6-101-06.12	Punch Cards - Read.	3,024	3,500	476	14%
21-6-101-06.14	Punch Cards - WW	6,578	10,000	3,422	34%
21-6-101-07.05	Recycling - Other	13,500	8,500	(5,000)	-59%
	Total Fixed Revenue	142,671	147,462	4,791	3%
	Total Variable Revenue	192,098	230,852	38,754	17%
	Total Revenue	334,769	378,314	43,545	12%

21-7-101	Solid Waste Admin				
21-7-101-07.15	Expenses - SW Reserve	-			
21-7-101-10.10	Operators Wages	26,763	27,619	856	3%
21-7-101-10.20	Attendants Wages	19,935	20,573	638	3%
21-7-101-10.21	Solid Waste Overtime Waş	1,335	1,378	43	3%
	CCC-Tax		164		
21-7-101-11.00	FICA	3,674	3,792	118	3%
21-7-101-13.00	Retirement	1,475	1,586	111	7%
21-7-101-13.10	VMERS Liability Chgs.	-	-	-	
21-7-101-14.10	Insurance Benefits	8,215	9,754	1,539	16%
21-7-101-15.00	Uniforms & Cleaning S.W	650	920	270	29%
21-7-101-16.00	Workmen's Compensation	7,671	8,327	656	8%
21-7-101-17.00	Unemployment Insurance	259	268	9	3%
21-7-101-20.00	Supplies	850	850	-	0%
21-7-101-23.00	Permits/Disposal Tickets	1,000	1,000	-	0%
21-7-101-23.50	Advertising	-	-	-	
21-7-101-25.05	IT Services	1,462	1,477	15	1%
21-7-101-30.00	Electricity	1,850	2,158	308	14%
21-7-101-31.00	Telephone & Internet	3,100	1,750	(1,350)	-77%
21-7-101-45.00	Rental - Port-a-Potty	1,320	1,320	-	0%
21-7-101-45.05	Trash-Tippage	90,102	85,327	(4,775)	-6%
21-7-101-45.10	C&D Tippage	57,576	67,948	10,372	15%
21-7-101-48.00	SW-Insurance	1,524	1,727	203	12%
21-7-101-62.00	Facilty Construct/Mainte	300	300	-	0%
21-7-101-62.50	Highway Service /Station	16,524	17,053	529	3%
21-7-101-62.60	Hwy Superinten Admin Su	10,465	10,800	335	3%
21-7-101-62.65	Town Office Admin Suppo	18,342	18,929	587	3%
21-7-101-74.00	Annual Audit of accounts	1,000	1,065	65	6%
21-7-101-81.00	Debt Svc - Principal	10,130	10,130	-	0%
21-7-101-85.00	Debt Svc - Interest	2,127	1,823	(304)	-17%
21-7-101-91.00	Depreciation	1,500	1,500	-	0%
21-7-102	Recycling			-	
21-7-102-45.00	Zero Sort contain &Tipp	33,090	69,942	36,852	53%

Motion: To approve the FY25 Solid Waste Budget in the amount of

\$378,314.

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

**Vote:** All in favor

The Select Board discussed having a survey for the voters to take on what they would like to see happen with Solid Waste.

# **14** Town Manager Update

## a. Police Cruiser

There is an invitation for bid on the police cruiser, but there will likely be further discussion on this issue in the future.

## **15** Appointments

- a. Budget Committee (5 Vacancies)
- b. Conservation Commission (1 Vacancy)
- c. Energy Coordnator (1 Vacancy)
- d. Green Up Coordnator (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)

i. Andrea Murray

**Motion:** To appoint Andrea Murray to the Zoning Board of Adjustment.

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

Vote: 4 yays, 1 abstention- Dr. Murray

The Village Wastewater Committee will be addressed at a future meeting.

# **16** Approve Warrant

To approve the warrants for 12/4/2023 as followed:

General Funds Library

Operating Expenses: \$44,855.50 Payroll: \$2,361.42

Payroll: \$17,484.96 Operating Expenses: \$28.50

Highway Fund Veterans Memorial \$43.94 Operating Expenses: \$45,066.88 ARPA- Roof Replacement

Payroll: \$8,696.91 \$7,786.89

Solid Waste Management Fund Grand Totals:

Operating Expenses: \$212.89 Operating Expenses: \$97,994.60

Payroll: \$1,991.81 Payroll: \$30,535.10

Made by: Mr. Fuller Second: Dr. Murray

**Vote:** All in Favor

## **17** Any Other Business

None.

#### **18** Future Agenda Items

• Town Meeting Articles

Backhoe

**Motion:** To go into Executive Session.

Made by: Dr. Murray Second: Mr. Fuller

Vote: All in favor

The Select Board went into Executive Session at 9:26pm. No action was taken.

## 19 Adjourn

Motion: To adjourn the meeting.

Made by: Mr. Fuller Second: Dr. Murray

Vote: All in favor

The meeting adjourned at 9:30pm.

Respectfully submitted, Nichole Gagnon

# WEATHERSFIELD SELECT BOARD

Michael Todd, Chairperson	
	August Murray, Selector
Wendy Smith, Selector	
	David Fuller, Vice-Chairperson
Kelly O'Brien, Clerk	