

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, April 8, 2024
6:30 PM
REGULAR MEETING

Select Board Members Present: Kelly O’Brien, David Fuller, Michael Todd, Rika Henderson, Nathan McNaughton

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

Olivia Savage	Josh Dauphin (remote)	
Ray Stapleton		
Joseph Bublat (remote)		
deForest Bearse (remote)		

- 1 Call to Order**
Mr. Todd called the meeting to order at 6:30pm.
- 2 Pledge of Allegiance**
Mr. Fuller led the pledge of allegiance.
- 3 Agenda Review**
Item 6: Draft Local Hazard Mitigation Plan was removed from the agenda and put under future agenda items.
- 4 Comments from Selectboard members, Town Manager, and Citizens on Topics not on the Agenda**
None.
- 5 Review Minutes from Previous Meeting: 3/18/24**
Corrections: Delete hearing closed, O’Brian to O’Brien, clarify “item” in the Appointment section.
Motion: To approve the 3/18/24 minutes.
Made by: Ms. O’Brien **Second:** Ms. Henderson

Vote: All in Favor

6 Draft Local Hazard Mitigation Plan

Although this item was taken from the agenda, the Select Board concluded that they would review the material. Mr. Fuller stated that he sent out a letter asking the Town to intervene on the intersection of Amsden Schoolhouse Road and Route 131. Mr. Fuller also stated that the natural debris, particularly the trees by the rivers, need to be addressed to combat flooding. These items should be part of the mitigation plan.

7 Large Gathering Permits

- a. Wellwood Orchard: Car Show & Food Vendors on 10/12 or 10/13**
- b. Wellwood Orchard: Harvest Festival on 8/31 c.**
- c. Wellwood Orchard: Strawberry Festival on 6/29**
- d. Running Bear Campground: Celebration of Life on 8/31**

The Select Board discussed what constitutes the need for a large gathering under the Weathersfield Large Assembly Ordinance.

Motion: To approve the large gathering permits at Wellwood Orchard: Car Show & Food Vendors on 10/12 or 10/13, Harvest Festival on 8/31, and Strawberry Festival on 6/29.

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

Vote: All in Favor

Motion: To approve the Large Gathering Permit for Running Bear Campground: Celebration of Life on 8/31.

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

Vote: All in Favor

8 Perkinsville Electric Hydrant Replacement

On November 11, 2023, there was a motor vehicle accident that resulted in damage to the Perkinsville Electric Hydrant, including damage to the pump control box, conduit, controls, and hydrant. This is a high priority project because this is the only hydrant in the village that serves as a water supply source (pgs. [106-112](#)).

Following the accident, the Town submitted a claim to its insurance company. The hydrant was insured for \$26,733.41, and VLCT sent a check for this amount, and the check has been deposited into the bank.

Following the bid opening, the insurance company stated that if the cost exceeds the amount we received, they will pursue Black River's Insurance Company for the additional amount. In this case, the cost to do this project is

\$10,516.59 more than the Town had received from its insurance company. The bill will need to be paid upon completion of the work.

Motion: To award the bid to Daniels Construction for a cost not to exceed \$37,250.

Made by: Mr. Fuller

Second: Mr. McNaughton

Vote: All in Favor

The Select Board and Town employees discussed how only one bid was received and how people can't be forced to bid so the purchasing policy would need to be waived. The Select Board then discussed and clarified the insurance and reimbursement situation.

Motion: To amend the motion.

Made by: Mr. Fuller

Second: Mr. McNaughton

Vote: All in Favor

Motion: To award the bid for the Perkinsville Electric Hydrant Project to Daniel's Construction in an amount not to exceed \$37,250, and to authorize the use of \$10,516.59 from the Rainy-Day fund to cover the cost until the remaining insurance funds are received to replace this amount in the Rainy-Day fund.

Made by: Mr. Fuller

Second: Mr. McNaughton

Vote: All in Favor

The Select Board would take up the waiver of the purchasing policy under Item 16: Any Other Business.

9 Monthly Meetings

During the meeting on March 18th, monthly meetings were discussed and about doing a trial period during summer months. The Town Manager put together a draft schedule for the Select Board meetings up until March 2025.

The Select Board discussed how they would have one meeting a month during the summer and the month of September. If fell on a holiday, the meeting would be on a Tuesday. It was pointed out that March 6, 2025 was actually a Thursday and that meeting is the Select Board Reorganizational Meeting.

Concerns surrounding having a meeting on December 23, 2024 were expressed and the Select Board agreed to skip that meeting. The Select Board agreed to keep the meetings at Martin Memorial Hall so it is not confusing, for constancy, and the extra work for staff moving locations.

The proposed Select Board schedule is (below) without the changes discussed (above).

Meeting Date	Meeting Time
Monday, April 8, 2024	6:30pm
Monday, April 22, 2024	6:30pm
Monday, May 13, 2024	6:30pm
Tuesday, May 28, 2024	6:30pm
Monday, June 24, 2024	6:30pm
Monday, July 22, 2024	6:30pm
Monday, August 19, 2024	6:30pm
Monday, September 23, 2024	6:30pm
Monday, October 28, 2024	6:30pm
Tuesday, November 12, 2024	6:30pm
Monday, November 25, 2024	6:30pm
Monday, December 9, 2024	6:30pm
Monday, December 23, 2024	6:30pm
Monday, January 13, 2025	6:30pm
Monday, January 27, 2025	6:30pm
Monday, February 10, 2025	6:30pm
Monday, February 24, 2025	6:30pm
Monday, March 6, 2025	6:30pm

The Select Board discussed the internal controls at the town office regarding the warrant and how many members of the Select Board should be signing the warrant, and how all Select Board members would receive a copy of the warrant.

Motion: To authorize Kelly O'Brien sign off on the warrants.

Made by: Mr. McNaughton **Second:** Ms. Henderson

Vote: All in Favor

Motion: To amend the motion to include the months.

Made by: Ms. Henderson **Second:** Mr. McNaughton

Vote: All in Favor

Motion: To have Kelly O'Brien sign off on the warrants for the months of June, July, August, September, and October 2024.

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

Vote: All in Favor

It was pointed out that there would need to be an alternate if Ms. O'Brien was unavailable.

Motion: To authorize Dave Fuller as the alternate.

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

Vote: All in Favor

The Chair amended the motion to include the months.

Vote: All in Favor

Motion: To have Dave Fuller as alternate for the months of June, July, August, September, and October 2024.

Vote: All in Favor

10 Review: Policy for Conduct of Meetings and Hearings

The Select Board reviewed the Weathersfield [Policy for Conduct of Meetings and Hearings](#) (pages 114-120). Mr. Fuller pointed out how in other towns, the Town Manager or the Town Clerk opened the Reorganizational meetings. The Select Board agreed to start a draft of the language they would like to see and then warn a hearing.

11 ARPA Discussion

ARPA funds must be committed by December 31, 2024, or we will need to send them back to the U.S. Department of the Treasury. We received \$818,054.44 and the board has assigned \$582,168.27 to date. We have \$235,886.17 remaining to allocate.

American Rescue Plan Act Funding							
CATEGORY	Code	FY22	FY23	FY24	Assigned at 3/7/24	Unassigned at 3/7/24	TOTAL
	16-7-101	Spent	Spent	Spent			
Admin. Stipend	10.10		\$3,000.00				\$3,000.00
FICA	11.00		\$299.50				\$299.50
Retirement	13.00		\$247.50				\$247.50
COVID Supplies	20.00	\$2,567.58					\$2,567.58
Firefighting Gear	20.10		\$14,230.00				\$14,230.00
Firefighting Equipment	24.00		\$5,929.00				\$5,929.00
AVFD Hose	25.00			\$15,274.92			\$15,274.92
Police Cruiser	27.00		\$34,092.00	\$31,632.23			\$65,724.23
COVID Testing	30.00	\$859.97					\$859.97
Building Assessments	33.00	\$1,102.50	\$4,725.00				\$5,827.50
COVID Cleaning	40.00	\$916.30					\$916.30
Late Filing Penalties	45.00		\$13,818.00				\$13,818.00
Foodshelf Equipment	53.00	\$9,290.36					\$9,290.36
MMH Basement Project	60.00	\$12,289.49	\$1,022.00				\$13,311.49
MMH Drainage	62.00				\$5,000.00		\$5,000.00
Roof Replacements	65.00		\$147,566.37	\$113,777.04			\$261,343.41
MMH Generator	69.00		\$14,124.50	\$404.01			\$14,528.51
Schoolhouse Generator	69.10			\$1,049.00	\$1,951.00		\$3,000.00
Business Grants	90.00	\$12,000.00					\$12,000.00
AFD#2 Grant	91.00		\$29,500.00	\$45,500.00			\$75,000.00
WWVFD					\$60,000.00		\$60,000.00
16-7-101-99.00	99.00					\$235,886.17	\$235,886.17
TOTAL		\$39,026.20	\$268,553.87	\$207,637.20	\$66,951.00	\$235,886.17	\$818,054.44

The board requested that I review the expenses proposed by residents and board members during our public input meetings, prioritize them, and provide a chart of how we can best utilize our remaining ARPA funds. Here are some ideas. Please let me know if you would like to explore them further. Other ideas that have come forward include replacing the posts at Veterans Memorial Park, Town Welcome Signs, Fire Department Training Stipends, and Martin Memorial Hall paving.

American Rescue Plan Act Funding		
Proposed Expense	Estimated \$	Notes
MMH Improvements	\$ 105,000.00	Electrical, Humidity, Security, Redesign
Hoisington Field	\$ 18,000.00	Master Plan, Updated Field Surveying
Trail Improvements	\$ 15,000.00	Town Forest (Walking, Biking, Snow Shoeing, etc.)
Gardening Club	\$ 2,500.00	Beautification of Weathersfield
Tree Maintenance	\$ 15,000.00	See Tree Wardens RFP
Digitization of Proceedings	\$ 25,000.00	See Town Clerks Estimate
Addition to Highway Garage	\$ 54,500.00	Shed roof addition to store flammables & storage.
Total	\$ 235,000.00	

The Select Board discussed the Solid Waste deficit and if it were possible to use ARPA funds to relieve the burden. The Town is going to meet and work on a plan in pursuit of a resolution to the issue.

Motion: To \$18,000.00 for Hoisington Field, \$15,000 for Trail Improvement, \$2,500 for Gardening Club, and \$15,000 for Tree Maintenance for a total of \$50,500, with the associated monies be allocated according to a plan pending approval.

Made by: Mr. Fuller

Second: Mr. McNaughton

Vote: All in Favor

12 Municipal Roads Grants-In-Aid

The Town needs the Select Board to sign off on the Letter of Intent to participate in the SFY25 Municipal Roads [Grants-In-Aid Program](#) (pg. 124).

Motion: To approve the letter of intent to participate in the SFY25 Municipal Roads Grants-In-Aid Program and authorize either the Town Manager or the Chair to sign.

Made by: Mr. Fuller

Second: Mr. McNaughton

Vote: All in Favor

13 Town Manager Update

a. Upcoming Meetings

The Town Manager shared [Upcoming Meetings](#) throughout the town (pg. 125).

b. Upcoming Events, Meetings, and Notable Information

The Town Manager shared [Upcoming Events, Meetings, and Notable Information](#) (pg. 126).

c. Wheeled Excavator IFB

Bids are due on 4/17/24 at 11am, and the bid review will take place at the 4/22/24 Select Board meeting.

d. Ascutney Basin Bridge Project RFB

Bids are due on 4/30/24 at 11am, and the bid review will take place at the 5/13/24 Select Board meeting.

e. Transition to Key Communications & First Light Fiber from Comcast

The transition has taken place to Key Communications, and phones have been installed. FirstLight will have their piece completed by June 30th.

f. Finance

The Town welcomed Patience Barse to the Finance Team. Over the past week, the Town has reviewed the General Fund, Highway Fund, Solid Waste Fund, and Water District Budgets, Monthly Finance Reports, and reviewed the Debt Schedule and Reserve Accounts, with a plan for next week is to go through all Town Grants, ARPA, FEMA/ Flood Damage, and the Audit.

Over the next month, the Town will go through Capital Planning, NEMRC trainings, Current Contracts, among various other financial trainings in AP and the GL.

g. Town Office Restructure

The Town restructured the offices at Martin Memorial Hall. Listers have been moved into the old Police Department Office, the Town Manager is in the old Listers Office, Land Use has been moved to the old Town Manager Office, and Finance is in the old Land Use Office. The old Finance Office has been converted to the Treasurer's Office.

h. Shared Services Assessment

The Town continues to work on the assessment to share services with neighboring towns.

i. Town Audit

The Town received the draft audit and anticipate an audit presentation to the Select Board in May.

j. Year-End Projections

During the next Select Board meeting in April, or the first meeting in May, the Town will be presenting our year-end projections for all funds.

k. Grant System

The Town is working on a Grant System in Town. Over the years, the Town has significantly increased the receipt of grant funding and have decided to create a proactive grant system. Creating a system like this will further increase the odds of receiving funding and enable the Town to build off the grants received in the past and are currently managing.

l. Vermont Town & City Managers Conference

The Town Manager will be at the Town & City Managers Association Spring Conference on May 16th & 17th. Topics include River Corridor Management – State and Local Partnerships, Helping Municipalities Recruit, ICMA Update, VLCT Legislative Update, Housing Discussion, and Addiction Recovery Advocates.

The Select Board took some time to discuss charging for the use of the 1879 Schoolhouse in the way that Martin Memorial Hall is

14 Future Agenda Items

- ARPA
- Draft Local Hazard Mitigation Plan
- Policy for Conduct of Meetings and Hearings
- Energy Section of the Town Plan

15 Appointments

Mr. Todd read the vacancies out loud for the public:

Appointments

- a. Animal Control Officer (1 Vacancy)
 - i. Cathy Sullivan
- b. Board of Listers (2 Vacancies)
- c. Budget Committee (4 Vacancies)
- d. Conservation Commission (1 Vacancy)
- e. Energy Coordinator (1 Vacancy)
- f. Health Officer (1 Vacancy)
- g. Parks and Recreation (3 Vacancies)
 - i. Ray Stapleton
- h. Selectboard Representative to Schoolboard
- i. Transportation Advisory Committee (1 Vacancy)
 - i. Ray Stapleton
- j. Veterans Memorial Committee (4 Vacancies)
 - i. Mark Richardson
 - ii. Alison Roth
- k. Zoning Board of Adjustment (1 Vacancy)

Motion: To appoint Cathy Sullivan as Animal Control Officer; Ray Stapleton to Parks and Recreation, and the Transportation Advisory Committee; Mark Richardson and Alison Roth to the Veterans Memorial Committee.

Made by: Mr. Fuller

Second: Ms. Henderson

Vote: All in Favor

Approve Warrant

To approve the warrants for 4/8/2024 as followed:

General Funds
Operating Expenses: \$32,076.56
Payroll: \$18,853.10

Library
Payroll: \$3,658.26
Operating Expenses: \$0

Highway Fund
Operating Expenses: \$38,662.23
Payroll: \$18,381.73

Grants: \$12,900.03
VMC Banner: \$31.00

Solid Waste Management Fund
Operating Expenses: \$13,937.72
Payroll: \$3,074.55

Grand Totals:
Operating Expenses: \$97,607.54
Payroll: \$43,967.64

Made by: Ms. O'Brien

Second: Mr. Fuller


Vote: All in Favor

16 Any Other Business

Motion: To award the bid for the Perkinsville Electric Hydrant Replacement to Daniel's Construction for a price not to exceed \$5,800 and to waive the purchasing policy, with note that Town Highway had reached out to 5 vendors to secure that bid, with 1 response.

Made by: Mr. Fuller **Second:** Ms. Henderson

Vote: All in favor

	<p style="text-align: right;">Page 1 of 1</p> <h2 style="text-align: center;">PROPOSAL</h2> <p>SUBMITTED TO: Town of Weathersfield</p> <p>ATTENTION: Ray Stapleton PHONE: 802-291-3219 E MAIL highway@weathersfield.org JOB NAME Perkinsville Hydrant JOB LOCATION: Perkinsville</p>		
<p>April 8, 2024</p> <p>We propose to remove rock that is blocking intake of structure and remove debris in the structure.</p> <p style="text-align: right;">Lump Sum \$5800.00</p>			
<small>4.3 <i>Documents including Drawings and Specifications prepared pursuant to this Proposal are instruments of service in respect of the Project and Daniels shall retain an ownership and property interest therein whether or not the Project is completed. Copies of such documents may be made and retained for information and reference in connection with the use and occupancy of the Project by OWNER and others; however, such documents are not intended or represented to be suitable for reuse by any party on extensions of the Project or on any other project. Any reuse without written verification or adaptation by Daniels for the specific purpose intended will be at that party's sole risk and without liability or legal exposure to Daniels and that party shall indemnify and hold harmless Daniels from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Daniels to further compensation at rates to be agreed upon by Daniels and said party.</i></small>			
<table border="1" style="width: 100%;"><tr><td style="text-align: center;"><small>PAYMENT to be made as follows: INVOICES MONTHLY, PAYABLE WITHIN THIRTY DAYS, NO RETENTION. Finance Charge of 1 1/2% per month charged to past due accounts including all collection and attorney fees.</small></td></tr></table>		<small>PAYMENT to be made as follows: INVOICES MONTHLY, PAYABLE WITHIN THIRTY DAYS, NO RETENTION. Finance Charge of 1 1/2% per month charged to past due accounts including all collection and attorney fees.</small>	
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<small>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above this proposal. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry their own Property, Liability and Builder's Risk insurance. Daniels to carry General and Automotive Liability and Workers Compensation Insurance. Market volatility may necessitate changes in this proposal.</small>	<p>AUTHORIZED SIGNATURE:</p> <p style="text-align: center;"><u>BARRY SLEATH</u></p> <p>Barry Sleath, Project Superintendent NOTE: This proposal may be withdrawn if not accepted within 15 days.</p>		
<p>ACCEPTANCE OF PROPOSAL <i>The above prices, specifications, and conditions are satisfactory and are hereby accepted.</i></p>			
<table border="0" style="width: 100%;"><tr><td style="width: 50%;">SIGNATURE: _____ <div style="text-align: center;"><small>(Owner or Agent)</small></div></td><td style="width: 50%;">DATE OF ACCEPTANCE: _____</td></tr></table>		SIGNATURE: _____ <div style="text-align: center;"><small>(Owner or Agent)</small></div>	DATE OF ACCEPTANCE: _____
SIGNATURE: _____ <div style="text-align: center;"><small>(Owner or Agent)</small></div>	DATE OF ACCEPTANCE: _____		

17 Adjourn

Motion: To adjourn the meeting.

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

Vote: All in favor

The meeting adjourned at 8:32pm.

Respectfully submitted,
Nichole Gagnon

WEATHERSFIELD SELECT BOARD

Michael Todd, Chairperson

Rika Henderson, Clerk

Nathan McNaughton, Vice-Chairperson

Dave Fuller, Selector

Kelly O'Brien, Selector