

Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Monday, October 16, 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		
Rhonda Fairbrother		
Annmarie Christensen		
Ryck Morales (SBA)		
Courtney Campbell		

**1 Call to Order**

Mr. Todd called the meeting to order at 6:33pm.

**2 Pledge of Allegiance**

Mr. Fuller led the pledge of allegiance.

**3 Agenda Review**

- Mr. Fuller stated that he would like to discuss the Ascutney Basin Bridge update under the Town Manager Report.
- Agenda Item #6: "Rep. John Arrison – Bike Path," will be moved to a later date as Rep. Arrison was unavailable for this meeting.
- Due to time constraints, obligations, and guests, Item #9 Village Wastewater Committee (Second Reading) and Item 10. "Town Managers Report" were switched in their order.

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

The Select Board alerted the online public that the project was not working and to reach out to Olivia.

Concerns about the intersection at Roberts Road approaching Melody Lane was discussed. It was pointed out that it is a hazard, especially in emergencies and that there was inquiry about getting a stop sign as there used to be one there. Discussion followed about possible solutions such as no parking signs, lowering the speed limit, and also how it is a dead end with no alternate route. The Select Board discussed traffic study requirements, and state verses town requirements about parking in the road. The Select Board stated that the Town Manager and the Highway Superintendent would look further into the matter.

**5 Approval of 10/02/23 Minutes**

The approval of the 10/02/23 Minutes will be moved to the next meeting due a conversation in the warrant section that the Select Board wants to include regarding the responsibilities and jurisdiction surrounding funding protocols between the Town and the Library and if the governing body of Weathersfield needs to work with the library trustees in these regards. What should be included in [Board Minutes](#) was also discussed.

**6 Rep. John Arrison – Bike Path**

Item #6 moved to the next meeting (see Item #3).

**7 Healthcare Analysis**

A cost benefit analysis was done for 2024 Healthcræ. The 2024 Health Insurance Study has been completed and the Select Board reviewed it from the [Select Board Packet](#).

Some key findings generated from the study:

- 1) MVP increased their costs this year by 12.5%, which would lead to a \$26,046 increase in Health Insurance in Weathersfield if we continue doing business with MVP in 2024.
- 2) The increase with MVP also affects our 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. See Health Insurance Study: 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. See Health Insurance Study: Pages 1-14 – Tables 1-25

The Town Manager reiterated that moving forward with MVP in 2024 would result in a \$26,000 increase in healthcare expenses for the Town and an average increase of \$383.25 annually for employees. Moving forward with the comparable Blue Cross Blue Shield plan is \$10,500 less than MVP and the average annual increase from employees is \$119 less annually than MVP. The deductible is also lower with Blue Cross Blue Shield, leading to lower contributions for employees in the Town.

This healthcare recommendation also adjusts the HSA's for single employees and employee plus HSAs making them proportional s by adding a percentage factor, which is the same ratio used for employer/employee shares in healthcare insurance costs from that percentage. The study has been circulated to all employees and the Town Manager hasn't received any negative feedback.

The Select Board discussed how these scenarios fit into the already adopted 2023-2024 budget and that the Town Manager would give a number at the next meeting. The Select Board discussed that once an insurance carrier is chosen, that the Town should stick with that carrier for a few years. The Select Board discussed how there needs to be a contingency with healthcare when doing the budget because some costs will be unknown.

The Select Board discussed putting language in the healthcare policy surrounding an opt-out insurance clause that is limited to existing employees. They can receive 50% of the premium that they would normally have as a cash opt-out option (capped out at \$10,000), which results in a savings for the Town, but employees can't work for the Town and opt out of healthcare unless they have documentation that they are receiving healthcare elsewhere. The Select Board concluded that they would take the issue up at a later date after the Town Manger had more numbers.

## 8 Q1 Finance Report

General Fund revenues are at 31% and expenses are at 30%. Most of our Special Appropriations have been invoiced and paid, and our county tax & county courthouse bond payment has been made. The \$40,000 special appropriation has been transferred to Fire Apparatus reserves. The \$10,000 transfer from the PD budget to Police Cruiser Reserves has been made. Overall, the General Fund is on track for Q1. See table 1 below.

FY24 Budget/Actual Summary Q1 - Table 1							
General Fund	FY24	Period 1	Period 2	Period 3	Q1	FY24	FY24
Revenues	Budget	Actual	Actual	Actual	Actual	Uncollected	% Budget
Tax Revenue	1,267,678	105,640	105,640	105,640	316,920	950,759	25%
Admin	219,863	79,507	43,040	7,272	129,819	90,044	59%
Finance	11,000	-	-	-	-	11,000	0%
Town Clerk	46,265	2,653	3,719	3,840	10,211	36,054	22%
Listers	15,000	-	-	-	-	15,000	0%
Land Use	6,122	811	1,284	398	2,493	3,629	41%
Police	16,000	24	1,050	-	1,074	14,926	7%
Gen. Fire	40,000	40,000	-	-	40,000	(0)	100%
AVFD	-	-	-	-	-	-	-
WWVD	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,621,928</b>	<b>228,634</b>	<b>154,732</b>	<b>117,151</b>	<b>500,517</b>	<b>1,121,411</b>	<b>31%</b>
General Fund	FY24	Period 1	Period 2	Period 3	Q1	FY24	FY24
Expense	Budget	Actual	Actual	Actual	Actual	Unexpended	% Budget
Admin	489,133	62,224	37,016	71,881	171,121	318,013	35%
Finance	115,387	9,273	8,678	12,281	30,232	85,155	26%
Town Clerk	142,052	11,118	9,247	22,249	42,614	99,438	30%
Listers	64,673	3,524	1,963	2,954	8,440	56,233	13%
Land Use	51,066	2,891	5,244	326	8,461	42,605	17%
Police	382,786	24,662	23,825	49,904	98,390	284,396	26%
Gen. Fire	88,442	-	4,284	40,557	44,841	43,601	51%
AVFD	91,361	4,225	13,797	13,277	31,300	60,061	34%
WWVD	56,571	6,510	7,944	5,722	20,175	36,396	36%
Library	140,457	13,037	11,074	13,278	37,389	103,068	27%
<b>Total Expenditures</b>	<b>1,621,928</b>	<b>137,463</b>	<b>123,072</b>	<b>232,429</b>	<b>492,964</b>	<b>1,128,964</b>	<b>30%</b>
<b>Net Revenue/Expense</b>	<b>-</b>	<b>91,171</b>	<b>31,660</b>	<b>(115,278)</b>	<b>7,552</b>	<b>(7,552)</b>	

Highway Fund revenues are at 31% and expenses are at 28%. The grader & dump truck payments have been made. Overall, the Highway Department is on track for Q1. See table 1 below.

Highway Fund - Table 2	FY24	Period 1	Period 2	Period 3	Q1	FY24	FY24
	Budget	Actual	Actual	Actual	Actual	Unexpended	% Budget
<i>Total Revenue</i>	1,172,494	117,014	117,044	125,551	359,610	812,884	31%
<i>Total Expense</i>	1,172,494	59,496	92,748	174,604	326,848	845,646	28%
<i>Net Revenue/ Expense</i>	-	57,519	24,296	(49,053)	32,762	(32,762)	

Solid Waste Fund fixed revenues are at 99%. Fixed revenues are received through the solid waste assessment in Weathersfield, Reading, and West Windsor, and are made up of these three (3) annual payments, which have all been received as of September 30th. Variable revenues are at 28%, which includes revenues from punch ticket sales. Fixed expenses are at 25%, and variable expenses are at 25%. Overall, the Solid Waste Fund appears to be on track for Q1. See Table 3 below.

Solid Waste Fund - Table 3	FY24	Period 1	Period 2	Period 3	Q1	FY24	FY24
	Budget	Actual	Actual	Actual	Actual	Unexpended	% Budget
<i>Fixed Revenues</i>	142,671	-	77,150	64,350	141,500	1,171	99%
<i>Variable Revenues</i>	192,098	6,812	22,213	24,627	53,652	138,446	28%
<i>Total Revenue</i>	334,769	6,812	99,363	88,977	195,152	139,617	58%
<i>Fixed Expenditures</i>	142,671	6,317	4,587	22,681	33,584	109,087	24%
<i>Variable Expenditures</i>	192,098	19,489	3,858	23,750	47,097	145,001	25%
<i>Total Expense</i>	334,769	25,806	8,445	46,430	80,681	254,088	24%
<i>Fixed Revenue/Expense</i>	-	(6,317)	72,563	41,669	107,916	(107,916)	
<i>Variable Revenue/Expense</i>	-	(12,677)	18,354	878	6,555	(6,555)	
<i>Total Net Revenue/Expense</i>	-	(18,994)	90,917	42,547	114,471	(114,471)	

## 9. Town Manager Update

### a. SBA

A representative from the [Small Business Administration](#) (SBA) spoke about the opportunities that they provide. This includes low-interest disaster loans to help businesses and homeowners recover from declared disasters. Those eligible to apply are businesses located in declared disaster areas, private nonprofits, homeowners, and renters affected by declared disasters, including civil unrest and natural disasters such as hurricanes, flooding, and wildfires.

The loans are used for losses not covered by insurance or funding from the Federal Emergency Management Agency for both personal and business and for business operating expenses that could have been met had the disaster not occurred. The Representative for SBA stated that there are low interest rates and that those with lower amount of resources can really benefit from what SBA has to offer.

The Select Board discussed how federal funding deadlines should be extended due to what is going on at the higher levels of government. The

Select Board stated that anyone in Weathersfield that needs assistance with disaster recovery to please reach out to the Town Office.

**b. Ascutney Basin Bridge**

The Select Board discussed how the Highway Superintendent was given authority to rent a bridge until the new one is able to be constructed and that he reached out to two companies and is still waiting hear back. The Select Board expressed concern that while waiting for federal funding, there is an engineer report stating that the current bridge has safety concerns.

**c. Road Maintenance**

An RFP is out for 2023-2024 plowing for the upcoming winter season and those bids will be reviewed by the Select Board at the second meeting in November, 2023.

**d. Highway Department Position**

The Town has received 3 applications for the Highway Department Position and interviews are being set up.

**e. FY25 Budget**

FY25 budget template have been distributed and the Highway Department Budget will be brought forward at the next meeting.

**10. Village Wastewater Committee (Second Reading)**

There were two changes to the language of the Village Wastewater Committee Policy and Procedures. Editorial corrections were made to change two instances of “commission” to “committee” and to change amended policy” to “policy.” The Select Board agreed that they should keep this policy moving forward and to address a few minor items labeled version #3 sent to the Town Manager for review.

The Select Board discussed that based on the engineering study and the scope of the engineering study, the idea of having a joint committee for both Ascutney and Perkinsville would lend itself to a greater degree of success, you’d have to have institutional knowledge of the members to address both village needs. Based on Vermont guidance, having a member of the Planning Commission verses a Select Board member as part of the committee would be very helpful.

Additional changes to the second version of the document was discussed and the Select Board concluded that it would be useful to continue the second reading until the next meeting.

**Motion:** To move that the Select Board continue the second reading of the Village Wastewater Policy to the November 6, 2023 meeting.

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

**Vote:** All in Favor

**TOWN OF WEATHERSFIELD, VERMONT**  
**VILLAGE WASTEWATER COMMITTEE**  
**POLICY AND PROCEDURES**

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**I. PURPOSE AND MISSION**

The purpose of the Village Wastewater Committee is to work with our engineering firm during the development of the Weathersfield Wastewater Feasibility Study, which includes identifying whether there is a wastewater problem and need, potential solutions, and what the cost would be for each potential solution. The Village Wastewater Committee will review the engineers preliminary engineering report, draft report, and final report, and make recommendations to the Selectboard regarding its opinion on this work, and what our next steps should be.

**II. ORGANIZATION**

- a. A Village Wastewater Committee will be established for both villages, and be titled the "Perkinsville Village Wastewater Committee," and the "Ascutney Village Wastewater Committee."
- b. Each Committee will have three 3-5 members, consisting of a Selectboard or Planning Commission member, and other town residents.
- c. The Committee, at the first meeting after appointment, shall conduct a reorganization meeting, electing a Chairperson, Vice-Chairperson, and Clerk.

**III. MEETINGS**

- a. The Committee shall comply with all provisions of Vermont's Open Meeting Law.
- b. At its reorganization 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. REPORTS**

- a. The Committee shall report to the Selectboard during the second Selectboard meeting each month, summarizing its activities and the progress on the Wastewater Feasibility Study in general.
- b. The Committee shall submit an annual report for publication in the Town Report.



**TOWN OF WEATHERSFIELD, VERMONT**  
**VILLAGE WASTEWATER COMMITTEE**  
**POLICY AND PROCEDURES**

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**V. INCONSISTENT POLICIES REPEALED**

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

**VI. SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Selectboard hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

**VII. EFFECT**

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

This amended Policy 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 Sixth (6<sup>th</sup>) day of November 2023, and is effective as of this date until amended or repealed.

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Michael Todd, Chair

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Kelly O'Brien, Clerk

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David Fuller, Member

\_\_\_\_\_  
Wendy Smith, Member

\_\_\_\_\_  
August Murray, Member



## 11. Appointments

- a. Budget Committee (5 Vacancies)
- b. Energy Coordinator (1 Vacancy)
- c. Green Up Coordinator (1 Vacancy)
- d. Lister (2 Vacancies)
- e. Parks and Recreation (1 Vacancy)
- f. Planning Commission (1 Vacancy)
  - i. Brian Bosenberg
- g. Veterans Memorial Committee (2 Vacancies)
- h. Village Wastewater Committee
  - i. Andrea De Luna-Murray
  - ii. Ann Marie Christensen
  - iii. John Arrison
  - iv. Mark Richardson
- i. Zoning Board of Adjustment (2 Vacancies)

**Motion:** To appointment Brian Bosenberg to the Planning Commission.

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

**Vote:** All in Favor

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

## 12. Approve Warrant

To approve the warrants for 10/16/2023 as followed:

General Funds  
Operating Expenses: \$26,702.17  
Payroll: \$16,861.59

Library  
Operating Expenses: \$.00  
Payroll: \$2,391.97

Highway Fund  
Operating Expenses: \$21,651.33  
Payroll: \$8,914.70

TC Reserves \$11,055.00

Solid Waste Management Fund  
Operating Expenses: \$2,143.68  
Payroll: \$1,853.53

Grand Totals:  
Operating Expenses: \$61,552.18  
Payroll: \$30,021.79

**Made by:** Ms. O'Brian

**Second:** Dr. Murray

**Vote:** All in favor

## 13. Any other business

Verify that the Town website is updating visitors and subscribers.

The Select Board briefly discussed ARPA funding, its uses, and having further discussions.

**14. A Future Agenda Items**

- a. Solid Waste Fee Assessment Policy
- b. ARPA
- c. Storm Damage / FEMA
- d. Second Reading of Committee

**15. Adjourn**

**Motion:** To adjourn the meeting.

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

**Vote:** All in favor

The meeting adjourned at 8:29 PM.

Respectfully submitted,  
Nichole Gagnon

WEATHERSFIELD SELECT BOAR

\_\_\_\_\_  
Michael Todd, Chairperson

\_\_\_\_\_  
David Fuller, Vice-Chairperson

\_\_\_\_\_  
Wendy Smith, Selector

\_\_\_\_\_  
August Murray, Selector

\_\_\_\_\_  
Kelly O'Brien, Clerk

