



**TOWN OF WEATHERSFIELD  
SELECTBOARD  
REMOTE/ VIRTUAL MEETING AGENDA**

**Monday, June 1, 2020 | 07:00PM**

**REMOTE PARTICIPATION (CONFERENCE CALL/ DIAL IN)**

**Phone Number: (312) 757-3121 | Access Code: 507-109-997**

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Pursuant to Governor Phil Scott's March 30, 2020 Order Suspending Certain Provisions of the Open Meeting Law, *See H.681*, and the Governor's March 21, 2020 order imposing strict limitation on the number of people that may gather in one place, this meeting of the Weathersfield Selectboard will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Weathersfield website, at

[http://cms2.revize.com/revize/weathersfieldvt/covid-19\\_resident\\_information/guidance\\_for\\_remote\\_meetings.php](http://cms2.revize.com/revize/weathersfieldvt/covid-19_resident_information/guidance_for_remote_meetings.php)

For this meeting, members of the public who wish to watch the meeting may do so in the following manner:

Comcast Channel "1087" and VTEL Channel "161" on Wednesday at 7:00PM

GoToMeeting: "Live/ Real-time" – June 1, 2020 | 7:00PM

SAPATV.org – Wednesday Afternoon

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real-time, via technological means. In the event that we are unable to do so, despite our best efforts, we will post on the Weathersfield website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting.

1. Call to Order
2. Comments from Selectboard/ Town Manager and Citizens on Topics not on the Agenda
3. Review Minutes from Previous Meeting (s) 05-04-2020; 05-18-2020
4. Discussion of April 22, 2020 Board Email
5. Town Manager Report
6. Consider a vote to establish a written agreement between the Town's Reserve Funds and General fund up to \$500,000.
7. Consider a vote to request an extension to August 15 for filing the abstract Grand List this year.
8. Discussion – Fire Truck Insurance
9. Consider a Vote to Advertise the RFP for a Tandem Axle Dump Truck
10. Consider a Vote to Advertise the RFP for a Motor Grader
11. Appointments
  - a. Budget Committee
  - b. Connecticut River Joint Commission
  - c. CRJC Mt Ascutney Subcommittee
  - d. Fence Viewer
  - e. Parks and Recreation Commission
  - f. Selectmen Representative to Schoolboard
  - g. Southern Windsor County Transportation Advisory Committee
  - h. Southern Windsor/Windham Counties Solid Waste Management District
  - i. Tree Warden
  - j. Veteran's Memorial Committee
12. Approve Warrants
13. Any other business
14. Adjourn

Select Board Meeting  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
DRAFT of Select Board Meeting Minutes  
Monday May 4,2020 7:00PM

Select Board Members Present:

Paul Tillman  
Michael Todd  
David Fuller  
Joey Jarvis  
N. John Arrison  
Brandon Gulnick, Town Manager

Online Attendees : Darlene Kelly, Julia Lloyd Wright, Martha (Norwich Solar)

- 1.) Call to Order by Chair, David Fuller at 7:02 pm
- 2.) Review of minutes from previous meetings:
  - a. Minutes from 2-18-20  
Motion to approve – Michael Todd  
2<sup>nd</sup> – Paul Tillman  
No discussion  
Vote – unanimous
  - b. Minutes from 4-6-20  
Motion to approve – John Arrison  
2<sup>nd</sup> – Michael Todd  
No discussion  
Vote – Unanimous
  - c. Minutes from 4-20-20  
Motion to approve – John Arrison  
2<sup>nd</sup> – Paul Tillman  
Discussion – John Arrison requested that when the public comments online to please make sure their name is fully noted with the comment.  
Vote - unanimous
- 3.) Comments from the Select Board, Town Manager and Citizens on topics not on the Agenda:

John Arrison addressed to the email sent to the Select Board on 4/22/20 “I’ve been a Select Board member off and on for many years since 1990. During all the years of service there has never been an effort to limit any Selectors access to speak to the Town Manager. In my opinion, not only do each of us have the right to speak to the Town Manager, we have an obligation to both share knowledge and gather information to make an informed decision at Board meetings. Some of us are bound to have more knowledge

on an issue than other board members. An example is Paul (Tillman) and Michael (Todd) there bound to have a little more information than I might on matters of zoning and planning. I fully understand that none of us have the right to instruct the Town Manager or any of the staff in any way, shape, manner or form. This includes instructing the Town Manager to not meet with another Board member. Instructions of this nature leaves the Town Manager in an awkward position. Should he listen to the instructions of one Board member, make a decision he feels is in the Town's best interest or wait for instructions from the whole Board. If the Board wishes to strictly adhere to the wordage in the email of 4/22, then it applies to all 5 members. None of us will have any reason to meet with the Town Manager for reasons I have described. The Chair will be limited to only setting the agenda and conducting meetings, which is the Chair's only responsibility regardless. I do not feel that this is in the best interest of the Board or the Town for getting anything accomplished. Last, I would like to address the Open Meeting Law and remind all of us, including myself that telephone calls that discuss issues is potential abuse and a violation of the Open Meeting Law. Documented proof or not, you could be participating in a violation. Recently, I was told by a third party that there was a 4 to 1 vote, in hand, on a future issue to be discussed. True or not, I find hearing anything of this nature disturbing. Most rumors have origins in facts at some point."

Paul Tillman wanted to acknowledge that May 4<sup>th</sup> was National Firefighters Day and wanted to thank all the firefighters in Town for all that they do.

David Fuller – "John you just pointed out an email that came from me. I guess part of the problem I have is, including tonight, what you just did. I think you should have shared your thoughts with me prior so that I would have a written response to what happened. This isn't the first time that you've had to be, at least, asked to go before a sensitive issue. I recall sitting with Kelly Murphy, she did the same thing and you got into a heated dispute about the same type of actions. I will have a response to what you just said after I read that over and carefully craft a response."

David Fuller added other items that the Board needs to discuss:

1. A review of Brandon (Gulnick's) job performance.
2. Upcoming meetings that are going to be dealing with long standing issues.  
(Abbott property, Fire Department, Solid Waste)

No comments from Town Manager.

No comments from Citizens.

#### 4.) COVID – 19 UPDATE – EMD/EMC/TM

Over the weekend there was a rise of 23 positive tests. The number of tests taken in the State of VT is now at 17,332. 902 of those were positive. The majority of those are recovering.

Today the Governor announced that hospitals will start receiving out patient services for elective surgeries. Outdoor work and construction can begin with crews of 10 or less providing they can still carry forward with the 6-foot distancing. Manufacturing with the same rules.

The Town Manager also noted how the Town Offices are moving forward. At this time the Town Office is still closed to the public, but the staff is continuing to come back to work in my regular fashion.

From the Town Manager: (please see full Town Manager report attached):

#### **MANDATORY HEALTH & SAFETY REQUIREMENTS**

All employees must follow Vermont Department of Health and CDC guidelines:

1. Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
2. All employees must observe strict social distancing of 6 feet while on the job.
3. No congregation of employees is allowed. All common areas, such as break rooms and cafeterias, but excluding restrooms, are closed.
4. Employees must wear face coverings over their nose and mouth when in the presence of others.
5. Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization should be required before entering, and leaving, job sites.
6. All common spaces and equipment, including bathrooms, frequently touched surfaces and doors (door handles and or knobs), tools and equipment, and vehicles must be cleaned and disinfected at the beginning, middle and end of each day and prior to transfer from one person to another.
7. No employee enters if they have symptoms of respiratory illness.
8. When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
9. No more than 2 people shall occupy one vehicle when conducting work.
10. No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.
11. All business, non-profit and government operations must use remote work whenever possible.
12. All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA provided standard by May 4, 2020. \*As of this date, all Town employees have completed training. \*

At this time, the Town has created a Development Team and a Review Team. The Development Team will draft what it will look like for all of our offices to reopen. The

Review Team will review that proposal and possibly make revisions and send it back to the Development Team to make those revisions. Once both teams are in agreement, they will determine what day to reopen all of the offices with the Select board.

The teams are as follows:

Development Team	Review Team
Flo-Ann Dango - TC	Brandon Gulnick - TM
Darlene Kelly - FD	David Fuller - EMD
Susanne Terrill - HR	Steve Hier - T
Carolyn Hier - L	Mark Richardson - LD

There will be a meeting on Thursday, May 7<sup>th</sup> to see what the teams currently have put together.

#### WHAT DOES THIS MEAN FOR MARTIN MEMORIAL HALL?

1. If you feel sick, stay at home. Do not come to work. No exceptions.
2. Everyone in Martin Memorial Hall must remain 6 feet apart.
3. We cannot have lunch together in the conference room. Please eat lunch in your individual offices.
4. All staff must wear mask coverings while in Martin Memorial Hall, except when you are in your office alone. Immediately upon departure of your office you must wear a mask covering.
5. Every office must have their own hand sanitizers.
6. No more than 2 employees per office.

#### WORKING FROM HOME

1. There are no changes to the Work-at-Home criteria, approval forms, and reports. All previous agreements remain in full effect.

Brandon Gulnick also wanted to make residents aware of the following:

- The Small Business Administration has re-opened the portal for disaster loan advance application. This only applies to agriculture at this time.
- He wanted to encourage all self employed and Independent Contractors to apply for Pandemic Unemployment Assistance.
- Pandemic Emergency Unemployment compensation for those who have already exhausted their unemployment benefits or whose benefit year has expired and were not able to reapply.
- Small Business Debt Relief program, which provides immediate relief to small businesses with non-disaster SBA loans.

John Arrison “When you said Town office will re-open, did you mean to the public?”

Brandon Gulnick “We’re working on what re-opening will look like. Once we have a plan for re-opening, we will discuss with the Select Board at the next Select Board meeting.”

David Fuller “Brandon and I talked at the last meeting, May 13<sup>th</sup> tax payment coming up– the Town Manager and Darlene Kelly have developed a program to track that. That may impact decisions we need to make.”

- 5.) Representative Annmarie Christensen – Dissolution of Perkinsville Village (Update) - Annmarie was not on the call for this meeting.
- 6.) Town Manager presented his report \*Excerpt\*(see full report attached)

## HIGHWAY DEPARTMENT

The Highway Department received notification from the State of Vermont releasing the funds for Grants & Aid and Better Roads Grant that will be used for the Skyline Drive project. Nate Stearns is currently working on the easement documentation for the two properties along Skyline Drive. As soon as these easements are secured the project will move forward to completion.

The Highway Department is continuing to do essential highway maintenance such as ditching and grading throughout the Town. I have received several compliments from residents regarding the work the Highway Department has been doing. One of Which Town Manager Report – Town of Weathersfield, Vermont | P.O. Box 550 | 5259 Route 5, Ascutney, VT 05030 4 | Page came from Ginger Wimberg, who stated “Dear Brandon, We are writing to compliment and thank the Ray Stapleton and the Town Crew for the excellent job they did this past week on Henry Gould Rd. There was a wash out as you come onto the road that was caused by the run-off from a nearby driveway. Not only did they fix the wash out but they did extensive work that will divert the water in the event of future heavy rains. If you have the opportunity you should drive out to see the work they did on both sides of the Salmond Covered Bridge. Please extend our thanks to Ray and the other workers. We have been walking Henry Gould Road since we moved nearby 29 years ago. It has never looked so good. Sincerely, Jim and Ginger Wimberg.”

The Highway Department has protocols in place to keep each worker safe, maintaining social distancing, and proper CDC recommendations for COVID-19 best practices. All Highway Workers and Transfer Station workers have personal protective equipment, including masks, to safely conduct essential Highway Department business for Weathersfield residents. Ray Stapleton has been working on an RFP for the Grader and Dump Truck. We anticipate having these on one of the Select board Agendas for review in May.

The 2020 Property and Casualty Intermunicipal Fund (PACIF) Grant is open. Ray and I will be getting this in next week. Applications will be accepted on a rolling basis until

October 31, 2020 or until funds have been exhausted, whichever comes first. The Board of Directors allocated \$200,000 to help members purchase equipment and make facility improvements that significantly reduce the potential for future workers' compensation, property, auto, or liability insurance claims. Examples of previously approved requests include rearview back-up cameras, installation of a battery disconnect switch, portable or installed eye wash stations, ergonomics-focused gear for law enforcement, officer body camera systems, material handling equipment, portable light towers, bollards, general safety equipment, and fuel nozzle shutoffs. The Highway Department detour signs, chainsaw emergency safety kits, road mowing signs, stop and slow paddles, chainsaw chaps, and helmets will be some of the items we will be including in Weathersfield's grant application.

## TRANSFER STATION

The RFP for Single Stream Recycling Services was advertised on April 13th and are due by May 13th. Proposals will be opened in the Office of the Town Clerk at this time and included in Select board packets for review at the May 18th meeting.

On Tuesday, April 28th I held a meeting with Martha Harrison (Town Administrator – West Windsor), Winn Johnson (Select board Chair – West Windsor), Bob Allen (Select board Chair – Reading), and Ray Stapleton (Highway Superintendent – Weathersfield). The focus of our meeting regarded the Transfer Station. Topics of discussion included the following:

1. Establishing an equal payment system between the Town of Weathersfield, West Windsor, and Reading;
2. The revised Window Decal Procedure beginning on July 1, 2020;
3. The expiring Single Stream Recycling Contract with Casella;
4. The expiring Solid Waste Contract with Casella in 2021; and
5. Potential solutions for C&D

As you know, the payment system across the three (3) towns that share the Transfer Station is unequal. Weathersfield residents pay a per parcel fee, Reading residents pay an assessment fee that is unclear at this time, and the Town of West Windsor pays per user, which varies each year. All users pay for punch cards.

The existing Window Decal Procedure is failing and there is no enforcement. Beginning on July 1, 2020, residents of each town will be required to come into the Town Hall within their respective towns and provide an unexpired Vehicle registration with either a Town of Weathersfield, Reading, or West Windsor address. Their plate numbers will be printed out using a label maker and attached onto their numbered permit. This will allow the Transfer Station employee to quickly match a vehicles Window Decal to the accompanying plate number of the vehicle entering the Transfer Station, completely eliminating many of our ongoing issues. Each town will have a different colored window decal to be affixed to the lower corner of the windshield on the passenger side of the vehicle. If a window decal needs to be updated due to purchasing a replacement vehicle

the decal will be replaced with no cost to the user, however, their old decal will become null and void. Decals will be valid for one-year. Once the policy draft is complete, this will be put on the Select board Agenda for review and approval.

The disposal for C & D (Construction of Demolition Waste), which is defined as waste generated from construction, demolition, remodeling, or renovating buildings, is unrestricted in the Town of Weathersfield. To be clear, C & D does not include mattresses, furniture, etc., People are currently using the Transfer Station as the primary site to dispose all C & D waste no matter the quantity they generate. Contractors bring large quantities of C & D waste to the Transfer station during a construction project. There is not a clear definition of the level of service for C & D waste to be provided by the Transfer Station. Some residents are unaware of other available vendor options. We are currently operating under a large deficit in C & D waste disposal cost. C & D waste and household trash waste are the two highest expenses at the Transfer Station. C & D costs are difficult to manage due to the inability to gauge volume/ weight. If the Town cannot accurately and consistently charge for C & D waste disposal it will continue to be a struggle to control costs.

#### OPTIONS UNDER REVIEW

1. Install a Scale to weigh waste (Price based per pound)
  - a. Allows for accurate and consistent charging
  - b. Allows for charging by the pound for trash as well as C & D
    - i. More labor intensive
  - c. Would not reduce quantity of C & D waste brought to the site
  - d. Eliminates human judgment
  - e. Eliminates residents debating charges
  - f. Involves initial financial investment
  - g. Possible bottleneck weighing vehicles before and after dumping
  - h. Requires an additional employee
  - i. Requires annual certification and increased maintenance
  - j. Adaptation to the fee collection system
2. C & D waste to be bagged or brought in barrels
  - a. Allows for consistent charging based on volume
  - b. Debates over cost due to weight of bags VS volume may arise
  - c. Cost fluctuations per container tippage due to charging residents by volume rather than weight
  - d. No initial investment
  - e. No additional manpower required
  - f. Difficult for residents to bag large amounts resulting in less waste brought to the facility
3. Limit the amount of C & D waste allowed per day and bag all C & D waste
  - a. Will allow for consistent charging based on volume
  - b. Debates over cost due to weight of bags VS volume may arise



- c. Cost fluctuations per container tippage due to charging residents by volume rather than weight
  - d. No initial investment
  - e. No clear way to accurately track C & D waste brought by each resident
  - f. Need to set the number of bags allowed per day
  - g. No additional manpower required
4. No longer accept the Disposal of C & D waste
- a. Will decrease services provided to residents
  - b. Will eliminate C & D waste disposal cost
  - c. Will reduce hours required to manage C & D waste
  - d. Will require residents to use a private vendor even with a small amount of waste
  - e. Will provide a dumpster for other materials (mattresses, couches, etc.,)

The Highway Superintendent, Select board Representative to Solid Waste, and I will be continuing discussion on the topics above. A proposal is in progress for future discussions between the Town of Weathersfield, West Windsor, and Reading.

#### ASCUTNEY FIRE DISTRICT #2

During the Prudential Committee meeting on Wednesday, April 22, 2020 we decided to bring the billing system into our office. Wendy has been appointed to the committee to assist the District and we are moving forward with training for a new Water Operator. As the Water Director of Ascutney Fire District #2 and Town Manager, I have decided to move accounts receivable into Town offices. Accounts payable have been handled by our office for a long time. Accounts receivable have been handled by Nathalie Whitney at her home residence. The Town uses NEMRC and Nathalie uses Quick Books. These systems cannot talk to each other and cause significant confusion. In addition, the separation causes issues for users of the water system, budgeting, managing delinquencies, providing accurate information for grants, etc., etc, etc, in order to professionalize the Ascutney Fire District #2 and provide stability, we are going through a transition. The Ascutney Fire District #2 will remain a separate entity, however, we will be managing it for residents that use it.

In return, Ascutney Fire District #2 will be paying \$4,000 of the Town Managers salary, \$2,079 of the Accountants salary, and \$3006 of the Accounts Payable Salary. With the integration of NEMRC, the Ascutney Fire District #2 will not be a burden for my team to handle and my team and I are in agreement to add the additional work to our regular duties. The cost to move the Ascutney Fire District #2 to NEMRC is \$10,795.00 to be paid by Ascutney Fire District #2. As you know, the District is an enterprise fund and all salaries, benefits, supplies, postage, office expenses, legal notices, training, electricity, gas, administrative support, legal fees, outside services, financial review, dues, insurance, repairs and maintenance, testing, recording fees, state operating fees, mileage/ travel, and debt service is paid for by revenue generated from water user fees.

The District needs stabilization and this is a great start to get it back on track. The long-term goal is to determine the capacity of the system and add additional residents to the system overtime.

Our next meeting will be held on May 6, 2020 at which point Darlene and I will be presenting the proposed FY21 budget for Prudential Committee review and approval. The committee will also be reviewing and approving their Annual District Meeting Warning, which is scheduled for June 9, 2020 at 7:00PM.

#### FIRE DEPARTMENT CONTRACTS

A fourth meeting was conducted with both the Ascutney & West Weathersfield Fire Departments during the month of April. A fifth meeting is scheduled with both departments in May.

#### EMERGENCY MANAGEMENT PLAN

Our next Emergency Management Team meeting will be held on May 20, 2020 downstairs of Martin Memorial Hall. Our topics for review are the Local Emergency Management Plan Long Form, which describes our Short Form (adopted in the previous Select board Meeting) in more detail. Drafting this plan will take 2-3 Emergency Management Team meetings. After the plan is crafted and finalized, we will be presenting it to the Select board for review. Following the approval of this plan, our Emergency Management Team will move on to develop a Continuity of Operations Plan "COOP." I'm hopeful we will begin working on COOP in July.

#### May 14, 2020 Tax Sale

The Tax Sale for delinquent property taxes will be held on May 14, 2020 at 10:00am. The public may attend by phone or GoToMeeting. If the public wishes to attend by phone the number to call is 646-749-3131 and the access code is 248-925-205. If the public wishes to attend virtually, go to <https://global.gotomeeting.com/join/248925205>. The access code is the same as above. The three properties scheduled for Tax Sale include parcel numbers 030118.06, 130245, and 110222.

#### ITEMS UNDER REVIEW

Town Forest/Abbott Report (May 18th/ June 1)  
Road Grader RFP (May 18th)  
Dump Truck RFP (May 18th)  
Fire Department Report (TBA)  
IT Managed Services (TBA)  
Performance Evaluations (Scheduling throughout May/June)  
Town Plan (Under Review)  
Proactive Grant System (In progress)  
Analysis of Existing Service (In progress)

Office Restructure (In progress)  
Financial Analysis (In progress)  
Capital Improvement Plan (TBA)  
Information Management Analysis (TBA)

#### 7.) Norwich Solar Project Update from Martha:

Town Garage Update – the application is still under review at the Public Utility Commission (PUC). The Agency of Natural Resources has expressed a concern about potential impact of Northern Long Eared Bats in the area from cutting trees at the site.

The next action is the Agency of Natural Resources will file their evidence and testimony to the Public Utility Commission and that is due May 27, 2020.

David Fuller “Did the PUC lift a stay, there was a stay ordered issued, but that got lifted? Will that allow you to study more?”

Martha “Yes”

David Fuller “How much of an area, acreage wise of concern, are these trees? Does it dramatically affect the project?”

Martha “After we walked the site, we had a biologist that specializes in bat acoustic testing and bat habitat and a member of Fish & Game, walked the entire site and what was identified was the potential roosting trees in the Northwest corner along the property line. In the South East corner along the property line are 3 or 4 contained White Pine trees that could be potential bat roosting trees.”

They are hoping to reach an agreement that the trees in the array can be cut in the off season of the bats roosting then you are not impacting the bats. This would mean cutting the trees outside of April 15<sup>th</sup> – October 15<sup>th</sup>.

Martha “To answer your question, it is on the edges of the array that are of concern. The issue is that if there is shown to be activity in that area there where be a 100-foot buffer around each tree. Then it would encroach into the area of the array.”

#### Transfer Station Update -

Recap – Last fall the Agency of Natural Resources requested that a Phase 1 environmental site study to be conducted. That report was finished in November 2019, the final results were sent to Sven on 12/19/19, and then there were changes within the Town so Martha reached out to Kelly Murphy and then David Fuller 1/22/20.

The report was also provided to the Agency of Natural Resources and while this was happening, the Public Utilities Commission review was phased. The result of Phase 1 was

that they would like to see a Phase 2. They characterized it as a limited Phase 2 for the landfill area of where the solar array is proposed.

Brandon Gulnick “What is the level of risk to move forward with Phase 2?”

Martha – “Risk is potentially low, but is still there because of the lack of information about how the soil was put on, the experts say the landfill soil appears to be stable and there is healthy vegetative cover all over it. There are no odors that were detected when they did their site work. The only evidence that they saw was the potential water quality of the eastern wetlands, which is outside of the leach area, but there is a presence of oxidation.”

Brandon Gulnick “If we moved forward with Phase 2 and Hazardous Waste was found, how would that impact you and how would that impact the Town?”

Martha “The project is willing to move forward with the Phase 2 assessment work; however, they would prefer not to move forward until the option is signed. The project is put into its budget, the cost of this limited Phase 2. We wouldn’t move forward if a risk that there was a larger issue at the landfill.”

Brandon Gulnick “How much is the cost of the limited Phase 2?”

Martha “Greater than \$10,000. Phase 1 was over \$5,000.

Brandon Gulnick “So if the project falls through, the Town would not become liable for all the money put forth by Norwich Solar?”

Martha “That’s correct.”

David Fuller requested additional time to review all the information given to the board prior to voting to sign the option to lease.

#### 8.) Energy Coordinator Description – Tabled

Review the Energy Coordinator Description Statute Title 24, Chapter 033, Sub Chapter 12 and how that applies to and benefits the Town, Planning Commission, etc.

What do we want from this position?

How long is the term?

Review the Energy Coordinator positions from other towns.

Work with Town Manager to create a document that works for current and future Energy Coordinators.

Tabled for further discussion.

9.) Consider a Vote to Approve the Highway Representative Description – Tabled

Select board DPW representative duties and responsibilities

Appointment:

DPW Select Board rep shall be appointed as soon as possible after annual town meeting. Term shall expire after Town meeting the following year.

Purpose:

To aid the Town Manager with issues related to the DPW to work with the Town Manager on future Select board agenda items in relation to the DPW for full Select board review Be present during Bid Openings as the Select board Representative (When Possible).

Duties & Responsibilities:

1. Act as a liaison for the Select board to the Town Manager regarding DPW
2. Meet with the DPW Superintendent and Town Manager as needed
3. Work with the Town Manager & DPW Superintendent now or in the future on issues resulting in the reclassification of any Town DPW, Trail, or Right of Way
4. Aid the Town Manager with issues relating to DPW

Acknowledgement:

It is not the SB rep to make any decisions real or implied on behalf of the SB or the TM. Also, it is not the SB reps roll, in any way, to direct the DPW head or employees how to do their job.

Michael Todd “Number 2, you said to “Meet with the DPW Superintendent and Town Manager as needed” Is this so that the Rep doesn’t go talk with the Superintendent by himself?”

Brandon Gulnick “Yes, that is correct”

Michael Todd suggested to remove acknowledgement prior to approval.

This could be applied to all positions within the Town.

Tabled for further discussion.

10.) Consider a Vote to authorize the Town Manager to develop an Advisory Committee Description for Select board review – Tabled

11.) Authorize the Town Manager to Bid at the Tax Sale

Tax Sale is schedule for May 14, 2020 at 10:00 AM

Parcel #130245

John Arrison made the motion that we authorize the Tax Attorney or Select board Member on behalf of the Town, both the amount due plus expenses on Parcel 130245 at the public Tax Sale at Martin Memorial Hall on May 14, 2020 at 10:00 AM.

Michael Todd 2<sup>nd</sup>

No discussion

Vote - Unanimous

Michael Todd made a motion to extend the Select board meeting by 10 minutes.

2<sup>nd</sup> Paul Tillman

Vote - unanimous

Parcel # 030118-06

John Arrison made the motion that the Town does not bid on this parcel. Take no action.

Michael Todd 2<sup>nd</sup>

No discussion

Vote - Unanimous

Parcel #110222

John Arrison made the motion that we authorize the Tax Attorney or Select board Member on behalf of the Town, both the amount due plus expenses on Parcel 110222, if needed, at the public Tax Sale at Martin Memorial Hall on May 14, 2020 at 10:00 AM.

Michael Todd 2<sup>nd</sup>

No discussion

Vote - Unanimous

12.) Appointments

- a. Budget Committee – Tabled
- b. Connecticut River Joint Commission – Tabled
- c. CRJC Mt. Ascutney Subcommittee – Tabled
- d. Fence Viewer – Tabled
- e. Parks and Recreation Commission – Tabled
- f. Selectman Representative to the School Board – Tabled
- g. Southern Windsor County Transportation Advisory Committee
  - i. Brandon Gulnick

Michael Todd made the motion to appoint Brandon Gulnick to the Southern Windsor County Transportation Advisory Committee.

Paul Tillman 2<sup>nd</sup>

No discussion

Vote -unanimous

- h. Southern Windsor/Windham Counties Solid Waste Management District
  - i. Brandon Gulnick

Paul Tillman made the motion to appoint Brandon Gulnick to the Southern Windsor/Windham Counties Solid Waste Management District.

Joey Jarvis 2<sup>nd</sup>

No discussion

Vote -unanimous

- i. Tree Warden – Tabled
- j. Veteran’s Memorial Committee
  - i. Chris Whidden

Michael Todd made the motion to appoint Chris Whidden to the Veteran’s Memorial Committee.

Paul Tillman 2<sup>nd</sup>

No discussion

Vote -unanimous

- 13.) Description of Select board Representative to Public Affairs – Tabled
- 14.) Description of Select board Representative to Economic Development – Tabled
- 15.) Description of Select board Representative to Solid Waste – Tabled
- 16.) Approve Warrants

John Arrison made a motion to approve the warrants for May 4, 2020 as follows:

General Funds	Operating Expenses \$87,294.31 Payroll \$14,515.67
Highway Fund	Operating Expenses \$15,655.48 Payroll \$8,251.47
Solid Waste Management Fund	Operating Expenses \$7,441.23 Payroll \$1,506.42
Library	Operating Expenses \$0.00 Payroll \$1,799.54
Grants	Operating Expenses \$293.46
Special Revenue	Operating Expenses \$0.00
Reserves	\$0.00
Long Term Debt	\$0.00

Grand Totals

Operating Expenses \$110,684.48  
Payroll \$26,073.10

Michael Todd 2<sup>nd</sup>  
No discussion  
Vote - Unanimous

17.) Any other business

18.) Adjourn

Paul Tillman made motion to adjourn the meeting  
Michael Todd 2<sup>nd</sup>  
No discussion  
Vote – unanimous

Meeting was adjourned at 9:11 pm

Respectfully,  
Chauncie Tillman  
Alt. Recording Secretary



# TOWN OF WEATHERSFIELD, VERMONT

## SELECT BOARD

Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Monday, May 18, 2020  
7:00 PM  
REGULAR MEETING

## MINUTES

**Select Board Members Present:** David Fuller  
Joseph Jarvis  
Paul Tillman  
Michael Todd

**Select Board Members Absent:** N. John Arrison

**Brandon Gulnick, Town Manager**

Others Present:

Matthew Priestly	Annmarie Christensen*		
Jim Toher	Darlene Kelly*		

\*Participated in the meeting via GoTo Meeting

### 1. Call to Order

Mr. Fuller called the meeting to order at 7:02 PM.

This meeting was closed to the public in accordance with the orders of the Governor and the CDC guidelines. Public participation was facilitated via the GoTo Meeting video-conferencing platform and conference calling. The number for people to join or call in to the meeting was published on the meeting agenda and on the Town's website. Mr. Gulnick monitored the calls and the video-platform while Mr. Fuller ran the meeting. The meeting was recorded for SAPA TV.

Mr. Fuller thanked both fire departments for their assistance during and after the storm that swept through Town on Friday, May 15<sup>th</sup>. The strong winds resulted in many downed trees resulting in much property damage. No road damage and no injuries were reported.

**2. Review minutes from previous meetings – 5/4/2020** – The minutes were not in the Board's meeting packet, so this item was tabled to the first meeting in June.

### 3. Comments from Select Board and Town Manager and Citizens on Topics not on the Agenda

Mr. Tillman thanked everyone who had helped out during the storm.

**TOWN OF WEATHERSFIELD, VERMONT**  
**SELECT BOARD**

There were no other comments.

**4. Selectboard Comments from Information Regarding COVID-19**

At the last Selectboard meeting, Mr. Fuller had asked Board members to reach out to people to gauge how they were faring during the pandemic. Mr. Tillman and Mr. Jarvis said the people they talked with expressed weariness with the quarantine and masks and an eagerness to move on. There is concern for the welfare of children in daycare centers and schools should they re-open soon. Mr. Todd said he concentrated on being informed of activities at the State level. Mr. Fuller said he had spoken with two former Board members and a local business owner who urged the Board to be cautious in Town financial matters. Budget shortfalls are expected everywhere.

**5. Representative Annmarie Christensen – Dissolution of Perkinsville Village (Update)**

With regard to COVID-19, Representative Christensen said education expenses must be paid. However, there is a bill in the legislature that, if passed, would have the state pick up any interest payments if the Town needs to borrow money to pay to school expenses.

The bill to dissolve the Perkinsville village corporation passed the House unanimously. It went on to the Senate and then COVID hit and so has stalled. It will go before the full senate next week. It is expected to pass. Neither the Town nor Perkinsville have a charter, so the request to dissolve the corporation didn't need to go to the legislature. The votes are basically pro forma.

Even though the incorporated village of Perkinsville will be dissolved, Perkinsville will remain a designated village center.

Mr. Fuller asked for the Board's consent to move item #11 of the agenda to this point in the meeting as representatives of both bids were present.

**Motion:** To move item #11 to this point in the meeting

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

**Vote:** All in favor

Mr. Gulnick stated the bids had been opened on Thursday (May 14<sup>th</sup>) in the Town Clerk's office. Two bids had been received – Casella, and Alva Waste. Mr. Gulnick presented to the Board a chart showing the price comparison of each bidder based on 250 tons of zero-sort/single stream recyclables and 52 pulls per year. FY21 projections for Casella were \$49,246 to Alva's \$41,130. FY22 projections were \$51,120 for Casella and \$41,130 for Alva.

# TOWN OF WEATHERSFIELD, VERMONT

## SELECT BOARD

Each bidder was given an opportunity to present their bid to the Board and to answer questions from the Board. When the discussion and questioning were concluded, Mr. Fuller called for a motion.

**Motion:** To award the bid to Alva Waste Services for a 1-year term (for FY21) with an option to renew for a second year (FY 22) at a cost quoted in the bid proposal of May 13, 2020.

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

**Vote:** All in favor

### **6. Financial Report from the Town**

Mr. Gulnick reported that the Town billed \$7,592,940.75 for the total tax year. As of May 14<sup>th</sup>, the Town had taken in \$287,771.10 less than what was billed.

There is just under \$500,000 owed to the Town.

The need to be cautious financially was repeated.

### **7. Consider a vote to establish a Tax Anticipation Note Line of Credit with Peoples United Bank in the amount of \$270,000**

Town Treasurer, Steve Hier, asked the Board to consider borrowing \$500,000 in anticipation of taxes to cover cash flow needs. He recommended borrowing this amount from the Town's reserve funds, to be paid back with interest.

The Board decided to table a decision on this matter to the next meeting in hopes of having additional information from the Listers (how many properties they need to assess and how much time they will need to firm up the Grand List).

### **8. Consider a vote to request extension to August 15 for filing the abstract Grand List this year**

This was tabled to the next meeting.

### **9. Town Manager Report**

The target date for re-opening the Town Office is July 6<sup>th</sup>. Multiple ideas for safety precautions are being discussed and implemented in anticipation of that date.

The Land Use Office is addressing multiple complaints regarding people building without permits.

### **10. Website Update**

The redesigned website is live but is still under construction. Because most of the work is being done by Town staff, the Town has only spent \$1900 on it. It should be fully operational by the end of June.

**TOWN OF WEATHERSFIELD, VERMONT**  
**SELECT BOARD**

**11. Solid Waste Bid Opening**

(See above.)

**12. Consider a vote to approve the Highway Representative Description**

Due to the lateness of the hour, the Board decided to pass all four of the re-written descriptions.

**Motion:** To pass all four position descriptions (Highway, Economic Development, Public Affairs, and Solid Waste representatives) as presented

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

**Vote:** All in favor

**13. Consider a vote to approve the Economic Development Representative Description**

(See #12 above.)

**14. Consider a vote to approve Public Affairs Representative Description**

(See #12 above.)

**15. Consider a vote to approve Solid Waste Representative Description**

(See #12 above.)

**16. Appointments**

No appointments were requested or made.

**17. Approve Warrants**

**Motion:** To approve the warrants for 5/18/2020 as follow:

General Funds	Operating Expenses	\$31,896.02
	Payroll	\$14,218.99
Highway Fund	Operating Expenses	\$11,216.28
	Payroll	\$8,485.21
Solid Waste Management Fund		
	Operating Expenses	\$5,670.58
	Payroll	\$1,440.27
Library	Operating Expenses	\$0.00
	Payroll	\$1,799.54
Grants	Operating Expenses	\$0.00

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Special Revenue	Operating Expenses	\$0.00
Reserves		\$0.00
Long Term Debt		\$0.00
Grand Totals	Operating Expenses	\$48,782.88
	Payroll	\$25,944.01

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

**Vote:** All in favor

**18. Any Other Business**

Hodgdon's Salvage Yard permit expires this month. The Board agreed to grant an extension as it has done in previous years.

**Motion:** To authorize an extension of the Hodgdon Brothers Salvage Yard permit for up to 90 days due to COVID-19 circumstances

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

**Vote:** All in favor

Mr. Fuller asked the Board to recognize that Mr. Gulnick is working too much and to bear that in mind before asking for something. "Too many things going on right now."

**19. Adjourn**

**Motion:** To adjourn the meeting

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

**Vote:** All in favor

The meeting adjourned at 8:57 PM.

Respectfully submitted,  
*deForest Bearse*

WEATHERSFIELD SELECTBOARD

**TOWN OF WEATHERSFIELD, VERMONT**  
**SELECT BOARD**

N. John Arrison, Selector

David Fuller, Chairperson

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Joseph Jarvis, Clerk

---

Paul Tillman

---

Michael Todd, Vice- Chairperson

DRAFT

# Town Manager Report

**To:** Weathersfield Selectboard  
**Cc:** Weathersfield Residents & Staff  
**From:** Brandon Gulnick, Town Manager  
**Date:** June 1, 2020



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## COVID-19 & TOWN OPERATIONS

The Town developed a COVID-19 Safety & Health Work Plan describing the implementation of mandatory health and safety requirements established by the Vermont Department of Health, VOSHA, and the Vermont Agency of Commerce and Community Development in accordance with Governor Scott's COVID-19 Executive Order and subsequent Addenda as well as guidelines from the Centers for Disease Control.

*See Attachment A*

Martin Memorial Hall will be open to the public beginning Monday, June 22, 2020. A Phase I Reopening and Training Plan is currently under development to be complete by June 11, 2020. Key components of the plan include the relocation of the buildings main entrance & exits, which will be identified by free standing signs, a limit of 2 people from the general public upstairs at any given time (excluding researchers in the Town Clerk's Office), markings on the floor indicating 6 foot spacings, plexi glass barriers at all points on the Front Desk & Town Clerk's Office, and the requirement of masks. Additionally, a log of anyone who enters the building from this point forward will be maintained in the event contact tracing is required by the Health Department. The upstairs bathroom will be closed to the public in Phase I until hands free devices are installed. For the convenience of Weathersfield Residents, we ordered an outdoor protected bulletin board to provide Public Notices outside of Martin Memorial Hall. We anticipate the bulletins delivery on June 11, 2020.

## SUMMER MEETING SCHEDULE

In the past, the Selectboard held meetings in various places throughout Weathersfield during the Summer months. COVID-19 restrictions will make it more complicated to do this during Summer 2020. I am requesting the Selectboard provide an opinion on this topic.

## PERFORMANCE EVALUATIONS

Performance Evaluations have been scheduled with all Town Staff. The purpose of this preliminary evaluation is to obtain a firm understanding of where we are, where we need to be, and how we're going to get there. Historically, performance evaluations were done annually. Moving forward, performance evaluations will be conducted quarterly.

## **TRANSFER STATION**

Jim Toher (Casella) visited the Transfer Station on 05/25/2020 to confirm what he thought was on-site. Jim also confirmed with the vendor who provided and installed the ZS compactor and box back in 2017. The Town owns the ZS box and compactor unit. Additionally, the Town owns the trash compactor, but no other boxes are owned by the Town of Weathersfield, including the glass box and trash overflow box. Thus, prior to June 30th, Casella will be removing the glass dumpster only.

Alva Waste and I scheduled a meeting for Wednesday, June 3, 2020 to review the contract for Single Stream Recycling & a Trash Overflow box.

A draft report for Reading and W. Windsor has been assembled and is currently under review. A meeting with the Selectboard Representative to Solid Waste and the Highway Superintendent will take place to finalize this report.

## **ASCUTNEY FIRE DISTRICT #2**

The Prudential Committee approved the transition of Management for the Water Department and FY21 budget (Attachment B). The Ascutney Fire District #2 is holding its Annual Meeting on June 9, 2020. I encourage residents of AFD#2 to attend this meeting.

## **TOWN FOREST PROJECT**

I'm in the process of reviewing all of the information involved in this project. A lot of work has been done to date and I anticipate providing a full report to the public this Summer. Due to COVID-19 restrictions, I recommend we hold this meeting outside so that all Weathersfield residents with an interest in this project can be heard.

## **ITEMS UNDER REVIEW**

Town Forest/ Abbott Report (May 18<sup>th</sup>/ June 1)  
Road Grader RFP (May 18<sup>th</sup>)  
Dump Truck RFP (May 18<sup>th</sup>)  
Fire Department Report (TBA)  
IT Managed Services (TBA)  
Performance Evaluations (Scheduling throughout May/June)  
Town Plan (Under Review)  
Proactive Grant System (In progress)  
Analysis of Existing Service (In progress)  
Office Restructure (In progress)  
Financial Analysis (In progress)  
Capital Improvement Plan (TBA)  
Information Management Analysis (TBA)



ATTACHMENT A

[Weathersfield COVID-19 Workplan]

# **TOWN OF WEATHERSFIELD COVID-19 SAFETY & HEALTH WORK PLAN**

Effective June 1, 2020

## **A. Purpose**

This plan describes the implementation of mandatory health and safety requirements established by the Vermont Department of Health, VOSHA, and the Vermont Agency of Commerce and Community Development in accordance with Governor Scott's COVID-19 Executive Order and subsequent Addenda as well as guidelines from the Centers for Disease Control.

## **B. Responsibilities**

Town of Weathersfield has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform with the mandatory safety and health requirements applicable to COVID-19.

### **Brandon Gulnick, Town Health Officer**

For the purpose of ensuring compliance with the most recent safety and health requirements, the Town Health Officer is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

## **C. Determination of Exposure Risk by Job Duty**

We have determined the COVID-19 exposure risk level of all municipal functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3900. Classes of employees have been assigned to risk categories as follows:

<b>Work Area and/or Job Duties</b>	<b>COVID-19 Risk Level</b>
EMS/Rescue/Ambulance	High
Police Department	Medium
Highway Department	Low
Office Staff (Town Clerk, Finance, Treasurer, Human Resources/ Admin., Listers)	Low
Land Use Administrator (Limited Access to the Public)	Low
Firefighters (Not providing patient transport)	Medium
Firefighters (Providing patient transport)	High
Solid Waste Personnel	Medium
Town Manager	Medium
Water Operators	Low
Emergency Management Director	Medium

## **D. Hazard Control Measures**

Weathersfield is implementing the following hazard control measures to minimize employees' workplace exposure to COVID-19.

- Face-to-face meetings are limited and require that both parties follow Hazard Control Measures as described in the Safety & Health Workplan.
- Use of face masks is mandatory within the workplace when in the presence of others.
- Plexiglass barriers have been installed at cashier stations and other fixed locations where customer service contact occurs. Barriers must be used to the maximum extent possible.
- Every employee has received training that meets the VOSHA and ACCD requirements for COVID-19 content and acceptable work practices.
- It is mandatory for employees to maintain six feet (6') of physical separation (social distancing) at all times, including when interacting with the public, with the exception of certain public safety and medical encounters that require close personal interaction.
- In office settings, workstations are separated by at least six feet (6') to maintain social distancing requirements. Two stations are unable to be separated six feet (6') and in those settings employees are required to wear a face mask when more than one (1) employee occupies the office.
- No more than two (2) employees are permitted to travel together in a single vehicle.
- Common employee areas are closed to the extent feasible. Where common areas are not closed, employees have been trained to maintain six feet (6') of physical separation, and in each room a reminder sign is posted to aid compliance.
- All restrooms, common areas that remain in use, doorknobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with CDC disinfection guidance.
- Each employee is responsible for his/her own workspace. Common areas will be cleaned on a rotating schedule by all employees.
- To monitor employee health at the beginning of each shift, all employees are asked whether they have certain symptoms, and their temperature is checked. Employee monitoring procedures are performed by HR (Susanne Terrill). Employees have been trained to not report to work if they are ill or exhibit signs or symptoms of COVID-19.
- Signs at all entrances indicate that all employees must wear masks, that all entrants are strongly encouraged to do so, and that individuals with COVID-19 symptoms shall not enter the premises.
- When feasible, garage doors and/or windows are opened to encourage the flow of fresh air.
- Travel between worksites is minimized to the extent feasible.
- Adequate handwashing facilities and products are provided for all employees. Where soap and water are not available, hand sanitizer is provided.
- A safe process for receiving supplies and deliveries is in place and strictly adhered to.

## **E. Personal Protective Equipment**

In general, most employees will not have a need for true personal protective equipment as they will not be using N-95 respirators. Should an employee desire to voluntarily use an N-95 mask, we will provide them with a copy of [OSHA 1910.134 Appendix D](#).

## **F. Training**

All employees have completed the COVID-19 training program developed by VOSHA. In addition, supervisory staff regularly reinforce safety and health requirements and monitor adherence to the elements stated in this plan. Given the nature of the COVID-19 pandemic, we will respond to new safety and health information, implement new procedures or practices if or when they are required, and update this plan to incorporate new requirements or changes in work practices.

Documentation that confirms employees have completed the COVID-19 training is located:

Online: [Weathersfieldvt.org/covid-19localresourcecenter](https://weathersfieldvt.org/covid-19localresourcecenter)

Email: [Weathersfield@weathersfield.org](mailto:Weathersfield@weathersfield.org)

ATTACHMENT B

[AFD#2 Budget]

Current Yr Pd: 10 - Budget Status Report

Account	Budget	FY 20 Actual as of 04/29/20	Projected 2020 Year End	FY 2021 Budget
<b>25-6 REVENUES</b>				
25-6-101-01.00 Water Fee Revenue	71,000	62,544	71,000	89,222
25-6-101-02.00 Hookup Fee Revenue	3,000	3,750	3,750	1,500
25-6-101-03.00 Grant Revenues	-	-		-
25-6-101-04.00 Interest Revenues	25	22	15	25
25-6-101-05.00 Rental Revenues	-	-		-
25-6-101-92.00 Transfer in Reserves	-	-	10,795	
25-6-101-99.00 Miscellaneous Revenue				-
<b>Revenue Subtotal</b>	<b>\$74,025.00</b>	<b>\$66,315.42</b>	<b>\$85,560.00</b>	<b>\$90,747.00</b>
<b>25-7 EXPENSES</b>				
25-7-101-10.00 Salaries and Wages	11,000	8,083	10,544	15,955
25-7-101-11.00 FICA	842	618	807	1,221
25-7-101-13.00 VMERS Retirement	-	-	-	-
25-7-101-14.00 Insurance Benefits	-	-	-	-
25-7-101-16.00 Workers' Compensation	510	-	-	1,276
25-7-101-17.00 Unemployment Insurance	-	-	-	-
25-7-101-20.00 Supplies	800	996		800
25-7-101-21.00 Postage	1,100	621	745	1,000
25-7-101-22.00 Office Expenses	400	250	300	400
25-7-101-23.00 Legal Notices	150	-	-	1,000
25-7-101-27.00 Training	250			1,200
25-7-101-30.00 Electricity	6,500	6,671	8,000	7,500
25-7-101-31.00 Gas	1,300	400	480	1,200
25-7-101-40.00 Town Admin Support	4,000	4,000	4,000	9,085
25-7-101-41.00 Highway Admin Support	200	328	328	-
25-7-101-43.00 Legal Fees	200	2,454	2,454	1,500
25-7-101-44.00 Outside Services	500	989	11,784	1,750
25-7-101-45.00 Financial Review	2,000	-	-	2,000
25-7-101-46.00 VLCT Dues & Other dues	1,305	1,117	1,305	1,305
25-7-101-48.00 Insurance	1,700	1,612	1,700	1,700
25-7-101-49.00 Bank Fees and Interest	50	-	-	50
25-7-101-60.00 Repairs and Maintenance	5,000	2,582	3,500	5,000
25-7-101-65.00 Testing	500	712	854	1,200
25-7-101-74.00 Recording Fees	100	-	-	-
25-7-101-75.00 State Operating Fees	800	391	469	800
25-7-101-80.00 Loan Expenditures				
25-7-101-91.00 Depreciation Expense		-		1,500
25-7-101-92.00 Transfer out Reserves	2,513	-	-	-
25-7-101-93.00 Mileage/Travel	-	36	36	1,000
25-7-101-98.00 Debt Service	31,805	31,805	31,805	31,805
25-7-101-99.00 Miscellaneous	500	119	200	500
Capital Reserve				
<b>Expense Subtotal</b>	<b>74,025</b>	<b>63,785</b>	<b>79,311</b>	<b>90,747</b>
<b>Total Rev to Exp</b>	-	2,531	6,249	0

CHARTERED BY  
NEW HAMPSHIRE  
AUGUST 20, 1761

# Town of Weathersfield

POST OFFICE BOX 550  
ASCUTNEY, VERMONT 05030-0550

CHARTERED BY  
NEW YORK  
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E-mail: [accountant@weathersfield.org](mailto:accountant@weathersfield.org)  
Website: <http://www.weathersfieldvt.org>

## FINANCE DEPARTMENT

**DATE:** 01-June-20  
**TO:** Selectboard  
**FROM:** Darlene Kelly  
**SUBJECT:** May 20 Financial Report with projections

Attached please find the summary financial report for the month and year-to-date ending May 27, 2020

## General Fund

**Administration:** Revenues are 102% of budget and expenses are 89% of budget. In total the administration budget is slightly under budget, YTD as we should be at 92% of budget. There are several lines that are over budget and more projected as the end of the fiscal year happens. A few lines items not spent include \$6,000 in grant match, employee insurance saving \$4,167, maintenance in town parks is under by \$3,208 and tuition and training under by \$2,856 these savings will help offset those overspent. I project the admin budget to be at 99% of expenses for the end of the fiscal year.

**Fire Services:** The fire service expenses are on budget YTD at 88% COVID-19 expenses are at \$6,725 at the end of May. I expect the two department to fully use their allocations and the fire service expenses to be at 95% of the budget at year end.

**Police:** Police revenues are at 68% and expenses at 95% of budget. There are several line items over budget. Revenue is well below the YTD target. I project the expenditure will be 100% of budget at year end.

**Finance:** Expenses are at 93% of budget and I project it to be 102% of budget at year end.

**Lister:** Lister Revenue are 87% of budget and expenditures are 77%. I project Listers to be at 85% of the budget at year contributing to the savings in the over all general fund. I recommend funds still be moved to the reappraisal reserve as this is the guidance from PVR for the Act60 funds from the state this would be up and above what we budgeted.

**Town Clerk:** Town clerk revenues are 114% of budget and expense are 88%. The state increased fees for liens after the budget was prepared so this what is contributing the increase in revenues. I project revenues to be at 120% and expenses at 103% as additional fees collected will be transferred to Town Clerk's reserves as per statue.

**Land use:** Revenues are at 63% of budget and expenses at 47%. I project revenue to be at 70% and expenses at 52% for year end. Savings are coming from the absence of the Land Use administrator for several months and the position being cut to part-time with limited benefits.

This savings is a large contributor to the overall savings in the general fund.

**Library:** Revenues are 100% of budget and expenditures are at 88%, which is below budget YTD. The library has not been able to have many of their library programs, cutting down on travel and ordering books is the reasons for these savings. I project the expenditures will be at 94% of budget at year end adding to the savings in the general fund.

Overall, the general fund revenues are at 101% of the budget and expenditures at 89% which is slightly below the target for May. We were able to adjust tax revenue as we made our final payment to the school, we increased our revenue by \$44,678 from late homestead filings for year end. I project the General Fund to be at 102% of budget in revenues and 97% in expenditures at year end. These are only projections and I will be able update more by the second meeting in June.

## **Highway Fund**

Highway fund revenues are at 100% while expenses are at 86% of budget, on target for May. State highway revenue was more than we had budgeted by \$1,181. I project the highway fund expenditures to be at 93% of budget at year end. Savings are coming from a milder winter where overtime was down, salt was cut almost in half, snowplow blades and tires purchases were down as well.

## **Solid Waste**

Solid waste revenues are at 97% and expense at 93%. Zero Sort expenses are over budget at 178% of budget, C&D trucking is over budget at 117% and trash pickup is 115% for the period. Overall tippage and recycling is 110% of budget. I'm projecting revenue to remain at 97% of budget and expenses to be at 100% causing a deficit for year end.



TOWN OF WEATHERSFIELD  
Weathersfield, Vermont

TO: Weathersfield Selectboard

FR: Steven Hier, Treasurer

DA: May 20, 2020

RE: Line of Credit

In an effort to further clarify my request lets divide what we normally do for cash flow borrowing separate and apart from what impact COVID-19 might have on it this year.

The bulk of our revenue comes from property taxes which are paid quarterly. Our expenses are paid out mostly on a monthly or weekly basis. There are times of the year where our revenue does not come in quickly enough to provide cash to pay our bills. At those times we borrow from our bank and then repay the bank when our cash flow improves. We usually do a Line of Credit which allows us to borrow the money only when we need it and pay it back as soon as our revenue catches up.

A “NORMAL” YEAR

So, in a normal year we run the highest risk of being short of cash in the weeks leading up to the tax collection dates. So mid-June to mid-August, mid-October to mid-November, mid-February to mid-March, and mid-April to mid-May are the likely times we would need to borrow cash which we would repay just after the tax collection date. Say we borrowed \$ 75,000 each time and paid it back (plus interest) three weeks after each borrowing. The bank considers that a \$ 300,000 line of credit (\$ 75,000 borrowed four times during the year). We only pay interest on this money when we actually draw down on the line of credit. In this example we would have paid 12 weeks of interest on what we borrowed, \$ 75,000.

If our upcoming 2020-2021 budget year will be a “normal” year I believe that a line of credit of \$ 200,000 would be sufficient.

I have done a cash flow projection for next year. Even without the complications of COVID-19 there would be periods during the year where our expenditures will exceed our revenues and we will have a negative cash flow. If we could project FY21 to be a normal year I would suggest that we look to do a \$ 200,000 Line of Credit.

The Town does have just over \$ 1,018,000 in its Reserve Funds. Some of you will remember that we borrowed \$ 190,000 from these funds last summer to help finance the Center Road paving project. We are repaying that money, with interest, over a five year period. This practice was approved by our auditors. We pay the Reserve Funds

interest that would match what we would otherwise pay our bank. That helps to grow those funds.

It seems to me that using our Reserve Funds for our cash flow borrowing makes perfect sense. We would be using only a small portion of the \$ 800,000 remaining in Reserve Fund cash and only for 3-4 weeks each quarter at most. We would pay the Reserve Funds interest at a rate similar to what our bank would charge. That money would help to grow our Reserve Funds instead of being paid to the bank.

I recommend that the Board authorize the Town Manager and the Town Treasurer to establish a written agreement between our Reserve Funds and our General Fund such that the Town may borrow up to \$ 200,000 from the Reserve Funds at an interest rate comparable to what we would pay to our bank to cover temporary cash flow needs.

We would only draw on the Reserve Funds when we need money to cover cash flow. The interest paid would be distributed among the individual reserve funds.

#### POSSIBLE IMPACT OF COVID-19

It seems pretty likely that we will not be able to send tax bills out on our regular schedule and that the August tax collection date will need to be pushed back into September. That will increase the amount of money we need to borrow temporarily to meet our cash flow needs for that delay of about a month.

How likely is it that this coming budget year will be a normal year? It certainly seems possible, if not likely, that there could be an increase in delinquent taxes. Individuals who have been out of work and businesses that have been closed may not be able to pay their taxes in full on time. Those taxes may go delinquent or even could be abated in some cases. Less money comes in each quarter in tax revenue. However, we still have bills to be paid, and we still are required to turn over to the school district the full amount of school taxes.

This borrowing is different in scope. Now we are not talking about a couple of weeks until tax revenue comes in. We need to borrow the money until the delinquent taxes are paid or any deficit due to an increase in abated taxes is made up. Here is where we need to be more careful about accessing our Reserve Funds cash. How much of that money do we want to tie up and for how long?

We won't likely know the extent of any issue we have until we start collecting taxes. At that point we will have to assess the nature of our issue and determine the best way forward. That will take a bit of time. We may need additional cash in the meantime especially in order to make the school tax transfer. Here is where the Reserve Funds can be used – only in the short term unless we decide otherwise at the time – to buy (excuse the pun) us time to decide the best way forward.

So, it would seem prudent to increase the limit on borrowing from the Reserve Funds above the \$ 200,000 suggested above. I would suggest \$ 500,000 as a limit instead. This would give us room to pay out an additional warrant or to make our school tax transfer despite a rise in unpaid taxes. Again, this would be only a temporary, short term solution that would give us time to address any longer term solution needed.

I would change my recommendation made above such that that the Board authorize the Town Manager and the Town Treasurer to establish a written agreement between our Reserve Funds and our General Fund such that the Town may borrow up to \$ 500,000 from the Reserve Funds at an interest rate comparable to what we would pay to our bank to cover temporary cash flow needs.

We would only draw on the Reserve Funds when we need money to cover cash flow. The interest paid would be distributed among the individual reserve funds.

# TOWN OF WEATHERSFIELD, VERMONT

## CAPITALIZATION OF ASSETS POLICY

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**Purpose.** In order to provide for the proper control and conservation of Town of Weathersfield property as well as proper accounting for financial reporting purposes, the Town Manager or his or her designee shall maintain a schedule of capitalized assets reported in conjunction with the Town of Weathersfield's annual audit.

**Implementation.** Capitalization of assets, inclusive of computers, computer equipment, software, vehicles and machinery, office equipment, land and structures, and infrastructure such as roads, bridges, rights-of-way, culverts, etc., occurs when all of the following are met:

1. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;
2. The asset is used in the operation of the town's activities;
3. The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
  - \$ 5,000 individual component value
  - One year of useful life
  - All buildings and land must be reported regardless of value and useful life at date of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged in equal amounts over the estimated useful lives of all capital assets. The assets' estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Weathersfield, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

Selectboard Members:

# TOWN OF WEATHERSFIELD, VERMONT

## CAPITALIZATION OF ASSETS POLICY

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\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Vice Chair)

\_\_\_\_\_  
(Board Clerk)

\_\_\_\_\_  
(Selectperson)

\_\_\_\_\_  
(Selectperson)

TOWN OF WEATHERSFIELD, VERMONT  
CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY

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**Article 1. Authority.** Under the authority granted in 24 V.S.A. § 2291(20), the Town of Weathersfield hereby adopts the following policy concerning conflicts of interest and ethical conduct.

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in its officers will be preserved. It is also the intent of this policy to ensure that all decisions made by public officers are based on the best interests of the municipality.

**Article 3. Application.** This policy applies to all individuals elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions of the Town of Weathersfield.

**Article 4. Definitions.** For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A real or seeming incompatibility between a public officer's private interests and his or her public or fiduciary interests to the municipality he or she serves. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer or a person or group closely tied with the officer including his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of an official act or action, or any other matter pending before the officer or before the public body in which the public officer holds office. A conflict of interest may take any of the four following forms:
  - a. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
  - b. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer.
  - c. A direct personal conflict of interest arises when a public officer acts on a matter that has a direct impact on the officer in a non-financial way but is of significant importance to the officer.

TOWN OF WEATHERSFIELD, VERMONT  
CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY

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- d. An indirect personal conflict of interest arises when a public officer acts on a matter in which the officer's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the body to which that officer belongs.

A "conflict of interest" does not arise in the case of an official act or action in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision.

**B. Emergency** means an imminent threat or peril to the public health, safety, or welfare.

**C. Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.

**D. Official act or action** means any legislative, administrative or quasi-judicial act performed by any public officer while acting on behalf of the municipality. This term does not apply to ministerial acts or actions wherein no discretionary judgment is exercised.

**E. Public body** means any board, council, commission, or committee of the municipality.

**F. Public interest** means an interest of the municipality, conferred generally upon all residents of the municipality.

TOWN OF WEATHERSFIELD, VERMONT  
CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY

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- G. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include municipal employees.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

**Article 5. Prohibited Conduct.**

- A. A public officer shall not participate in any official act or action if he or she has a conflict of interest, whether real or perceived, in the matter under consideration.
- B. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- C. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.
- D. A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- E. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- F. A public officer who is a member of a public body shall not give the impression that he or she has the authority to make decisions or take actions on behalf of that body.

**Article 6. Disclosure.** A public officer who, while serving on a public body, may have a conflict of interest, whether real or perceived, in a matter under



TOWN OF WEATHERSFIELD, VERMONT  
CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY

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consideration by that public body shall, prior to taking an official act or action or participating in any official act or action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse him or herself from a matter due to a conflict of interest, whether real or perceived.<sup>1</sup>

**Article 7. Consideration of Recusal.** Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

**Article 8. Recusal.**

**A. Recusal of Appointed and Elected Officers.** After taking the actions listed in Articles 6 and 7, a public officer, whether appointed or elected, shall declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.<sup>2</sup> Otherwise, the public officer shall recuse him or herself from the matter under consideration. A public officer that recuses him or herself may, but not must, explain the basis for that decision.

**B. Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.<sup>3</sup>

**Article 9. Recording.** The minutes of the meeting or the written decision / minutes

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<sup>1</sup> Such request shall not be considered an order for the officer to recuse him or herself.

<sup>2</sup> Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

<sup>3</sup> Certain appointed public officers such as a Zoning Administrator and members of the Zoning Board of Adjustment or Development Review Board may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

TOWN OF WEATHERSFIELD, VERMONT  
CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY

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from the meeting / hearing shall document the actions taken in Articles 6 through 8.

**Article 10. Post-Recusal Procedure.**

- A. A public officer who has recused himself or herself from participating in an official act or action by a public body shall not sit with the public body, deliberate with the public body, or participate in the discussions about that official act or action in any manner in his or her capacity as a public officer, though such member may still participate as a member of the public or private party, if applicable.
- B. The public body may adjourn the proceedings to a time, date, and place certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

**Article 11. Enforcement.**

- A. **Enforcement Against Elected Officers; Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases in which an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 10, the Selectboard may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:
  - 1. The chair of the Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.
  - 2. The Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Selectboard may admonish the offending public officer in private.
  - 3. The Selectboard may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
  - 4. Upon majority vote in an open meeting, the Selectboard may request (but

TOWN OF WEATHERSFIELD, VERMONT  
CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY

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not order) that the offending public officer resign from his or her office.

**B. Enforcement Against Appointed Officers.** The Selectboard may choose to follow any of the steps articulated in Article 11A. In addition to or in lieu of any of those steps, the Selectboard] may choose to remove an appointed officer from office, subject to state law.

**Article 12. Exception.** The recusal provisions of Article 8 shall not apply if the Selectboard determines that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall only be required to disclose such conflict as provided in Article 6.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Weathersfield, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

Selectboard Members:

\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Vice Chair)

\_\_\_\_\_  
(Board Clerk)

\_\_\_\_\_  
(Selectperson)

\_\_\_\_\_  
(Selectperson)

# TOWN OF WEATHERSFIELD, VERMONT

## FRAUD PREVENTION POLICY

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**PURPOSE.** The purpose of this policy is to provide a mechanism for employees and officers to bring to the attention of the Town Manager or Selectboard Chair any complaints regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of town financial statements in accordance with this policy.

**REPORTS OF IRREGULARITY.** Any employee who has a complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports, or who observes any questionable accounting practices, should report such complaint to the Town Manager or the Selectboard Chair.

The report should include a description of the matter or irregularity, the period of time during which the employee observed the matter or irregularity, and any steps that the employee has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee's option, the employee's contact information if additional information is needed. However, a report shall not be deemed deficient because the employee did not include contact information.

Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial variation in the Town's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

**INVESTIGATION.** Upon receiving such a report, the Selectboard shall investigate the issues identified in the report. The Selectboard may consult with the Town Manager, Town Treasurer, any other Town employee, officer, legal counsel, independent auditors, or any other person or entity as part of their investigation. At the conclusion of the investigation, the *Selectboard* shall prepare a written response to the report, which shall be a public document.

# TOWN OF WEATHERSFIELD, VERMONT

## FRAUD PREVENTION POLICY

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In accordance with 24 V.S.A. § 1686(c), any town officer who willfully refuses or neglects to submit his or her books, accounts, vouchers, or tax bills to the auditors after five business days following his or her receipt by certified mail of a written request by a public accountant that is approved and signed by the Selectboard, or to furnish all necessary information in relation thereto, shall be ineligible for reelection for the year ensuing and be subject to the penalties otherwise prescribed by law.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Weathersfield, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

Selectboard Members:

\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Vice Chair)

\_\_\_\_\_  
(Board Clerk)

\_\_\_\_\_  
(Selectperson)

\_\_\_\_\_  
(Selectperson)

# TOWN OF WEATHERSFIELD, VERMONT

## INVESTMENT & BANKING POLICY

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**PURPOSE.** In accordance with 24 V.S.A. § 1571(b), moneys received by Town of Weathersfield may be invested and reinvested by the treasurer with the approval of the Selectboard. The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the proper management and investment of the funds of the Town of Weathersfield

This Policy does not apply to public trust funds held by the Town of Weathersfield. These public trust funds are managed under a separate investment policy for trust assets, adopted by the Weathersfield trustees of public funds in accordance with 24 V.S.A. § 2432. It does not apply to bond fund investments made in accordance with applicable bond debenture requirements.

**OBJECTIVES.** The primary objectives in priority order of investment of the funds of the Town of Weathersfield shall be safety, liquidity, yield, and local investment:

**Safety.** Safety of principal shall be the foremost objective of Town funds. Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the Town's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Town's investment portfolio.

**Liquidity.** The Town's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. The portfolio will consist primarily of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds to ensure liquidity for short-term funds.

**Yield.** The investment portfolio will be designed to attain a market rate of return

# TOWN OF WEATHERSFIELD, VERMONT

## INVESTMENT & BANKING POLICY

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throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

**Local Investment.** Where possible, funds may be invested for the betterment of the local economy. The Town may accept a proposal from an eligible institution that provides for a reduced rate of interest, provided that such institution documents the use of deposited funds for community development projects. Local investment is of tertiary importance compared to the safety, liquidity, and yield objectives described above.

**POOLING.** Except where prohibited by law, cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

**STANDARD OF CARE.** The standard of care to be used by the treasurer and Selectboard shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**CONFLICTS OF INTEREST.** The Selectboard and the treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the Town's investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Town conducts business, and further disclose any personal financial or investment positions that could be related to the performance of the Town's investments. Selectboard members and the treasurer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

**INTERNAL CONTROLS.** The Selectboard and treasurer will establish a system of internal controls, which shall be documented in writing to prevent the loss of

# TOWN OF WEATHERSFIELD, VERMONT

## INVESTMENT & BANKING POLICY

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invested funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Town.

**AUTHORIZED INVESTMENTS AND INSTITUTIONS.** Public deposits shall only be made in qualified public depositories as established by Vermont law. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the Town must supply the following as appropriate:

1. Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;
2. Proof of National Association of Securities Dealers (NASD) certification;
3. Proof of state registration;
4. Certification of having read and understood and agreeing to comply with the Town's investment policy; and
5. Evidence of adequate insurance coverage.

The treasurer and Selectboard will conduct an annual review of the financial condition and registration of all qualified financial institutions and broker/dealers.

The following investments will be permitted under this policy:

1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
2. U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
3. Certificates of deposit and other evidences of deposit at financial institutions;
4. Bankers acceptances;
5. Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by a nationally recognized rating agency;
6. Investment grade obligations of state and local governments and public authorities;
7. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
8. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated



# TOWN OF WEATHERSFIELD, VERMONT

## INVESTMENT & BANKING POLICY

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- securities; and
9. Local government investment pools, either state-administered or developed through joint powers statutes, and other intergovernmental agreement legislation.

**COLLATERALIZATION.** Collateralization using obligations fully guaranteed by the full faith and credit of a Vermont municipality, the State of Vermont, and/or the United States Government will be required on certificates of deposit and repurchase agreements. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral will always be held by an independent party, in the Town's name, with whom the Town has a current custodial agreement. Evidence of ownership must be supplied to, and retained by, the Town.

**SAFEKEEPING AND CUSTODY.** All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the treasurer as evidenced by safekeeping receipts in the Town's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

**REPORTING.** The treasurer will prepare a quarterly investment report that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter. The report will include a listing of individual securities held at the end of the reporting period, realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over a one-year duration that are not intended to be held until maturity, average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks, listing of investment by maturity date, and percentage of the total portfolio which each type of investment represents.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Weathersfield, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

Selectboard Members:

TOWN OF WEATHERSFIELD, VERMONT  
INVESTMENT & BANKING POLICY

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\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Vice Chair)

\_\_\_\_\_  
(Board Clerk)

\_\_\_\_\_  
(Selectperson)

\_\_\_\_\_  
(Selectperson)

# *Town of Weathersfield*

CHARTERED BY  
NEW HAMPSHIRE  
AUGUST 20, 1761

Board of Listers  
POST OFFICE BOX 550  
ASCUTNEY, VERMONT 05030-0550

CHARTERED BY  
NEW YORK  
APRIL 8, 1772

Telephone: [802] 674-2626  
Facsimile: [802] 674-2117

E-mail: [lister@weathersfield.org](mailto:lister@weathersfield.org)  
[lister3@weathersfield.org](mailto:lister3@weathersfield.org)

May 14, 2020

Dear Selectboard members,

The State of Vermont has given listers and assessors the option of requesting an extension to August 15 for filing the abstract of the Grand List this year. The Weathersfield Board of Listers has decided that given the limitations placed on us by the current Covid-19 situation, that we would like to request the extension. We believe that it is prudent to have that buffer of time should it be necessary. We are aware that our filing of the abstract affects setting the tax rate and subsequent printing of tax bills, and intend to file in as timely a manner as possible.

Sincerely,

*Carolyn Huer*

*Shymette Q Esty*

Weathersfield Board of Listers



State of Vermont  
Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

Agency of Administration

April 14, 2020

To: Board of Listers/Assessors, All Vermont Towns

Dear Listers/Assessors:

Under the provisions of 32 V.S.A § 4342, with the approval of the Selectboard, the Board of Listers may request an extension of time to complete work relating to the duties of listers and/or assessors.

Due to the COVID-19 impacts on operations, an extension of all towns to August 15, 2020, is hereby granted and applies to all acts mentioned in 32 V.S.A § 4341. The requirements of 32 V.S.A § 5404 (b) for transmission to the Director of the Division of Property Valuation and Review (PVR) are also extended to September 15, 2020. The electronic grand list and 411 must be transmitted to the Director *on or before* this date.

Sincerely,

Jill Remick, Director, Property Valuation & Review Division

If you do not plan to file your Grand List past the June deadline, then you may disregard this letter and no further action needs to be taken. IF your town wishes to take advantage of this extension, please do the following.

Please sign and submit a copy to PVR on or before June 4 or June 24 depending on your town's filing requirements. You may submit a copy electronically at [tax.pvr@vermont.gov](mailto:tax.pvr@vermont.gov), or via Fax at (802) 828-2239, or via postal mail at the address above, Attn: PVR. **Please retain a copy of this letter for your Grand List as well to file with the town or city clerk.**

We, the Selectboard for the Town of \_\_\_\_\_ approve of this extension for the 2020 grand list filing.

Selectboard Chair:

\_\_\_\_\_/\_\_\_\_\_/2020  
(Printed Name) (Signature) (Date)



**From:** [Carolyn Hier](#)  
**To:** [Brandon Gulnick](#); [Lynn Esty](#)  
**Cc:** [dtfullerfarminc@hotmail.com](#); [Joseph Jarvis](#); [John Arrison](#); [Mike Todd](#); [Paul Tillman](#)  
**Subject:** RE: Agenda Item Tabled  
**Date:** Tuesday, May 19, 2020 5:35:56 PM

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**From:** Brandon Gulnick <Townmanager@weathersfield.org>

**Sent:** Tuesday, May 19, 2020 9:51 AM

**To:** Carolyn Hier <Lister@weathersfield.org>

**Subject:** Agenda Item Tabled

Hello Carolyn,

The Selectboard asked for clarification regarding the extension requested and tabled the agenda item to the next meeting. The board asked the following questions:

1. How far behind is your office?
2. How many properties do you need to visit?
3. Will additional hours and overtime aid your office in finishing on time?

Feel free to contact me if you have any questions.

Sincerely,

Brandon

- 1) How far behind is your office? ***We are behind, but still hopeful to finish by our original deadline.***
- 2) How many properties do you need to visit? ***We have approximately 45 left.***
- 3) Will additional hours and overtime aid your office in finishing on time? ***We currently have enough hours available for the remaining listing year, that we should be adequate.***

***From the beginning of the state of emergency, we have been following the guidelines put in place by the Governor, Property Valuation and Review, and the Town of Weathersfield. These made it very challenging to carry out our regular duties. Working remotely was impractical for many of our regular duties, we were discouraged from working in our office with more than one person at a time, and were not allowed to ride in the same vehicle. It seemed a waste of gas and money to make our visits in separate vehicles. The weather was not conducive to doing exterior visits, and no interior visits were allowed. This resulted in a series of phone calls and/or emails to gather the required information. Our intention when requesting an extension was to have a safety net IF we find it necessary. We remain hopeful that we won't actually need additional time.***

*Carolyn Hier*  
*Lynn Esty*  
*Alexis Skalaban*



## **TOWN OF WEATHERSFIELD, VERMONT REQUEST FOR PROPOSAL | TANDEM AXLE DUMP TRUCK**



06/01/2020

### **TANDEM AXLE DUMP TRUCK RFP**

The Town of Weathersfield is accepting sealed Proposals for one (1) Tandem Axle Dump Truck of the latest standard model being manufactured and which has been regularly advertised.

P.O. Box 550 | 5259 Route 5, Ascutney, VT 05030

## **TOWN OF WEATHERSFIELD REQUEST FOR PROPOSAL**

The Town of Weathersfield, VT is seeking sealed proposals for furnishing the Town with the following piece of equipment for the Highway Department:

### **One (1) TANDEM AXLE DUMP TRUCK**

Sealed competitive proposals will be received in the Town Manager's Office, 5259 US Route 5 | PO BOX 550, Ascutney, VT 05030 until 2:00PM on July 1, 2020. Late bids will not be opened and will be returned to the proposer.

**Note: All envelopes shall be clearly marked "DUMP TRUCK Bid" and written to the attention of the Town Manager.**

Further information and complete specifications may be obtained via email at [Weathersfield@weathersfield.org](mailto:Weathersfield@weathersfield.org) or in person by appointment only by contacting Susanne Terrill at 802-674-2626.

The Town of Weathersfield reserves the right to reject any or all proposals or to accept the proposal deemed to be in the best interest of the Town of Weathersfield, as well as to waive any informalities.

The Town of Weathersfield is requesting that all companies submit proposals on the Dump Truck based on the attached specifications dated June 1, 2020.



## **INTRODUCTION**

The Town of Weathersfield is soliciting proposals for the purchase of a new tandem axle dump truck that meets Town specifications and all Federal, State, and Local regulatory compliance requirements to be used to haul road material, including gravel, ditching stone, and sand. The truck will also be used to perform winter maintenance on town highways, including plowing and sanding. Bidders should contact Mike Murray from Viking-Cives for information regarding the body, wing, and plow.

## **TECHNICAL SPECIFICATIONS**

The technical specifications for the purchase of a dump truck includes truck chassis; dump bed, manuals, training, and support; paint; warranty; service and support as identified in this (“RFP”).

It is the responsibility of the Supplier to ensure that Town specifications are met, as well as all Federal, State and Local regulatory (e.g. AQMD, CARB, etc.) compliance requirements. The Town of Weathersfield reserves the right to accept or reject any or all proposals. These specifications and scope of services shall become part of the contract agreement.

It is not the intent of these specifications to specify the make of unit or assemblies, although names may be used for reference.

### **1. General**

- a. Conventional Chassis
- b. Set back axle-truck
- c. Primary Steering location; left hand
- d. TRUCK/TRAILER CONFIGURATION
- e. DOMICILED, USA 50 STATES (INCLUDING CALIFORNIA AND CARB OPT-IN STATES)
- f. CONSTRUCTION SERVICE
- g. GOVERNMENT BUSINESS SEGMENT
- h. DIRT/SAND/ROCK COMMODITY
- i. TERRAIN/DUTY: 10% (SOME) OF THE TIME, IN TRANSIT, IS SPENT ON NON-PAVED ROADS
- j. MAXIMUM 8% EXPECTED GRADE
- k. MAINTAINED GRAVEL OR CRUSHED ROCK - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE
- l. WESTERN STAR VOCATIONAL WARRANTY
- m. EXPECTED FRONT AXLE(S) LOAD: 16000.0 lbs.
- n. EXPECTED REAR DRIVE AXLE(S) LOAD: 40000.0 lbs.
- o. EXPECTED GROSS VEHICLE WEIGHT CAPACITY: 56000.0 lbs.
- p. EXPECTED GROSS COMBINATION WEIGHT: 80000.00 lbs.

## 2. Engine

- a. Minimum of 475 HP @ 1700RPM, 1700 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 475 Peak HP
- b. 2016-2019 ONBOARD DIAGNOSTICS/2010 EPA/CARB/FINAL GHG17 CONFIGURATION
- c. 2008 CARB EMISSION CERTIFICATION - CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LEFT SIDE OF HOOD)
- d. STANDARD OIL PAN
- e. ENGINE MOUNTED OIL CHECK AND FILL
- f. ONE PIECE VALVE COVER
- g. SIDE OF HOOD AIR INTAKE WITH DONALDSON HIGH CAPACITY AIR CLEANER WITH Safety ELEMENT, FIREWALL MOUNTED
- h. DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE
- i. (3) DTNA GENUINE, AGM STARTING AND CYCLING, MIN 2190CCA, 570RC, THREADED STUD BATTERIES
- j. PASSENGER SEAT BATTERY BOX VENTED TO OUTSIDE OF CAB
- k. BATTERY BOX MOUNTED UNDER PASSENGER SEAT
- l. WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN
- m. PLASTIC BATTERY BOX COVER
- n. POSITIVE LOAD DISCONNECT WITH DASH MOUNTED CONTROL SWITCH
- o. POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER
- p. LOW VOLTAGE BATTERY DISCONNECT AT 12.3 VOLTS FOR ISOLATED CIRCUITS WITH LOCAL ALARM
- q. BW MODEL BA-921 19.0 CFM SINGLE CYLINDER AIR COMPRESSOR WITH SAFETY VALVE
- r. AIR COMPRESSOR DISCHARGE LINE
- s. ELECTRONIC ENGINE INTEGRAL WARNING AND DERATE PROTECTION SYSTEM
- t. JACOBS COMPRESSION BRAKE
- u. RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH HORIZONTAL TAILPIPE
- v. ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD ACTIVE REGENERATION AND DASH MOUNTED SINGLE REGENERATION REQUEST/INHIBIT SWITCH
- w. STANDARD EXHAUST SYSTEM LENGTH
- x. RH STANDARD HORIZONTAL TAILPIPE
- y. 13 GALLON DIESEL EXHAUST FLUID TANK
- z. 100 PERCENT DIESEL EXHAUST FLUID FILL
- aa. STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING

- bb. POLISHED ALUMINUM DIAMOND PLATE DIESEL EXHAUST FLUID TANK COVER
- cc. LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION
- dd. NO MUFFLER/TAILOPIPE SHIELD
- ee. BORG WARNER (KYSOR) REAR AIR ON/OFF ENGINE FAN CLUTCHAUTOMATIC FAN CONTROL WITH DASH SWITCH AND INDICATOR LIGHT, NON-ENGINE MOUNTED
- ff. DDC SUPPLIED ENGINE MOUNTED FUEL FILTER/FUEL WATER SEPARATOR WITH WATER-IN-FUEL INDICATOR
- gg. FULL FLOW OIL FILTER
- hh. 1500 SQUARE INCH ALUMINUM RADIATOR
- ii. MOUNTING FOR FIREWALL MOUNTED SURGE TANK
- jj. ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT
- kk. GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT
- ll. CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES
- mm. HDEP FIXED RATIO COOLANT PUMP AND RADIATOR DRAIN VALVE
- nn. NO RADIATOR/OIL PAN GUARD
- oo. 1350 ADAPTER FLANGE FOR FRONT PTO PROVISION
- pp. PHILLIPS-TEMRO 1500 WATT/115 VOLT BLOCK HEATER
- qq. PHILLIPS-TEMRO 300 WATT/115 VOLT OIL PREHEATER
- rr. CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR
- ss. ALUMINUM FLYWHEEL HOUSING
- tt. MITSUBISHI 12V MOD 3.175-DP60 STARTER WITH INTEGRATED MAGNETIC SWITCH

### **3. Transmission**

- a. (Allison 4500 RDS) 5<sup>th</sup> Generation Controls, Wide Ratio, 6-speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, On/Off Highway

### **4. Transmission Equipment**

- a. ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV
- b. ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES
- c. PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY  
SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 3, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY
- d. S1 PERFORMANCE PRIMARY SHIFT SCHEDULE, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY

- e. S2 PERFORMANCE 2 SECONDARY SHIFT SCHEDULE, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY
- f. 1900 RPM PRIMARY MODE SHIFT SPEED
- g. 1900 RPM SECONDARY MODE SHIFT SPEED
- h. FUEL SENSE 2.0 DISABLED - PERFORMANCE - TABLE BASED
- i. NO REAR PTO TRANSMISSION RANGE
- j. BODY LIGHTING POWER WIRED TO CUSTOMER INTERFACE CONNECTOR WITH SEPARATE STOP/TURN
- k. ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR
- l. CUSTOMER INSTALLED CHELSEA 280 SERIES PTO
- m. PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION
- n. MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN
- o. PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED
- p. TRANSMISSION PROGNOSTICS - ENABLED 2013
- q. WATER TO OIL TRANSMISSION COOLER, FRAME MOUNTED
- r. TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK
- s. SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)

#### **5. Front Axle and Equipment**

- a. DETROIT DA-F-20.0-5 20,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE
- b. BENDIX 16.5X6X ES HEAVY DUTY SPIDER CAM FRONT BRAKES, SINGLE ANCHOR, FABRICATED SHOES
- c. NON-ASBESTOS FRONT BRAKE LINING
- d. CONMET CAST IRON FRONT BRAKE DRUMS
- e. FRONT BRAKE DUST SHIELDSDETROIT DA-F-20.0-5 20,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE
- f. BENDIX 16.5X6X ES HEAVY DUTY SPIDER CAM FRONT BRAKES, SINGLE ANCHOR, FABRICATED SHOES
- g. NON-ASBESTOS FRONT BRAKE LINING
- h. CONMET CAST IRON FRONT BRAKE DRUMS
- i. FRONT BRAKE DUST SHIELDS

#### **6. Front Suspension**

- a. 20,000# TAPERLEAF FRONT SUSPENSION
- b. MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION
- c. FRONT SHOCK ABSORBERS

#### **7. Rear Axle and Equipment**

- a. RT-46-160 46,000# R-SERIES TANDEM REAR AXLE

- b. 4.56 REAR AXLE RATIO
- c. IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING
- d. MXL 18T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES
- e. MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES
- f. DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES
- g. (1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AXLE VALVE AND (1) REAR-REAR AXLE VALVE
- h. INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH
- i. INDICATOR LIGHT FOR EACH DRIVER CONTROLLED TRACTION DEVICE SWITCH
- j. BENDIX 16.5X7X ES HEAVY DUTY STAMPED SPIDER CAM REAR BRAKES, SINGLE ANCHOR
- k. NON-ASBESTOS REAR BRAKE LININGBRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)
- l. CONMET CAST IRON REAR BRAKE DRUMS
- m. REAR BRAKE DUST SHIELDS
- n. REAR OIL SEALS
- o. WABCO TRISTOP D LONGSTROKE 2-DRIVE AXLE SPRING PARKING CHAMBERS
- p. HALDEX AUTOMATIC REAR SLACK ADJUSTERS
- q. SYNTHETIC 75W-90 REAR AXLE LUBE

## **8. Rear Suspension**

- a. TUFTRAC 46,000# REAR SPRING SUSPENSION
- b. TUFTRAC STANDARD RIDE HEIGHT
- c. AXLE CLAMPING GROUP
- d. 56 INCH AXLE SPACING
- e. FORE/AFT AND TRANSVERSE CONTROL RODS
- f. REAR SHOCK ABSORBERS - ONE AXLE

## **9. Brake System**

- a. WABCO 4S/4M ABS
- b. REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES
- c. FIBER BRAID PARKING BRAKE HOSE
- d. STANDARD BRAKE SYSTEM VALVES
- e. RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE
- f. WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER

- g. WABCO OIL COALESCING FILTER FOR AIR DRYER
- h. AIR DRYER MOUNTED INBOARD ON LH RAIL
- i. ALUMINUM AIR BRAKE RESERVOIRS
- j. BW DV-2 AUTO DRAIN VALVE WITHOUT HEATER TO WET TANK; DRAIN VALVE CABLES ON ALL OTHER TANKS

#### **10. Trailer Connections**

- a. AIR CONNECTIONS TO END OF FRAME WITH GLAD HANDS FOR TRUCK AND NO DUST COVERS
- b. PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, ABS CENTER PIN POWERED THROUGH IGNITION
- c. SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME

#### **11. Wheelbase & Frame 5100MM (201 INCH) WHEELBASE**

- a. 7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
- b. PARTIAL INNER FRAME REINFORCEMENT AT FRONT SUSPENSION
- c. BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW PLOW
- d. 1600MM (63 INCH) REAR FRAME OVERHANG
- e. FRAME OVERHANG RANGE: 61 INCH TO 70 INCH
- f. 12 INCH INTEGRAL FRONT FRAME EXTENSION
- g. CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 119.57 in
- h. CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 116.57 in
- i. CALC'D FRAME LENGTH - OVERALL: 303.46
- j. FRAME HEIGHT TOP FRONT UNLADEN: 42.8 in
- k. FRAME HEIGHT TOP FRONT LADEN: 39.59 in
- l. FRAME HEIGHT TOP REAR UNLADEN: 44.48 in
- m. FRAME HEIGHT TOP REAR LADEN: 41.78 in
- n. CALCULATED FRAME SPACE LH SIDE: 59.31 in
- o. CALCULATED FRAME SPACE RH SIDE: 170.78 in
- p. CALC'D SPACE AVAILABLE FOR DECKPLATE: 119.78 in
- q. SQUARE END OF FRAME
- r. STANDARD WEIGHT ENGINE CROSSMEMBER
- s. STANDARD CROSSMEMBER BACK OF TRANSMISSION
- t. STANDARD MIDSHIP #1 CROSSMEMBER(S)
- u. STANDARD REARMOST CROSSMEMBER
- v. HEAVY DUTY SUSPENSION CROSSMEMBER
- w. STANDARD WEIGHT REAR SUSPENSION CROSSMEMBER

## **12. Chassis Equipment**

- a. 16 INCH PAINTED STEEL BUMPERBUMPER MOUNTING FOR SINGLE LICENSE PLATE
- b. FRONT ANTI-SPRAY CAB MOUNTED MUDFLAPS
- c. GRADE 8 THREADED HEX HEADED FRAME FASTENERS
- d. EXTERIOR HARNESES WRAPPED IN ABRASION TAPE

## **13. Fuel Tanks**

- a. 80 GALLON/302 LITER ALUMINUM FUEL TANK - LH
- b. 25 INCH DIAMETER FUEL TANK(S)
- c. POLISHING OF FUEL/HYDRAULIC TANK(S) WITH POLISHED STAINLESS-STEEL BANDS
- d. FUEL TANK(S) FORWARD
- e. POLISHED STEP FINISH
- f. CHROME FUEL TANK CAP(S)
- g. EQUIFLO INBOARD FUEL SYSTEM
- h. HIGH TEMPERATURE REINFORCED NYLON FUEL LINE

## **14. Tires**

- a. (8) TIRE, REAR 11R22.5 Load Range H HDR2, 491 rev/mile, 75 MPH, Drive
- b. (2) TIRE, FRONT 315/80R22.5 Load Range L G289 WHA, 484 rev/mile, 68 MPH, All-Position

## **15. Hubs**

- a. CONMET PRESET PLUS PREMIUM IRON FRONT HUBS
- b. CONMET PRESET PLUS PREMIUM IRON REAR HUBS

## **16. Wheels**

- a. ACCURIDE 41012 22.5X9.00 10-HUB PILOT 3.12 INSET 10-HAND ALUMINUM DISC FRONT WHEELS
- b. ACCURIDE 40008 22.5X8.25 10-HUB PILOT 10-HAND HD ALUMINUM DISC REAR WHEELS
- c. POLISHED FRONT WHEELS; INSIDE AND OUTSIDE
- d. FRONT WHEEL MOUNTING NUTS
- e. REAR WHEEL MOUNTING NUTS

## **17. Cab Interior**

- a. In-dash storage bin
- b. 2.5 lb. fire extinguisher
- c. Heater, defroster, and air conditioner
- d. Storage box; mounted in cab
- e. Extra 12-volt CB-ACC power
- f. Cab door latches with manual door locks

- g. One (1) 12-volt, in-dash power supply
- h. Triangular reflector kit
- i. Air suspension driver seat with mechanical lumbar and integrated cushion extension
- j. 2-man, toolbox, non-suspension passenger seat with headrest
- k. 3-point driver and passenger seat belts
- l. Adjustable tilt and telescoping steering column

#### **18. Instruments and Controls**

- a. Low air pressure light and buzzer
- b. One (1) single brake application air gauge
- c. 2-inch primary and secondary air pressure gauges
- d. 2-inch electronic fuel gauge
- e. Engine coolant temperature gauge
- f. 2-inch transmission oil temperature gauge
- g. Engine and trip hour meters integral within driver display
- h. One (1) dash-mounted PTO switch with indicator lamp
- i. Electric Engine oil pressure gauge
- j. AM/FM radio with Weather band
- k. Dash-mounted radio
- l. Two (2) radio speakers in cab
- m. MPH speedometer/odometer
- n. Tachometer gauge
- o. Voltage display gauge
- p. Self-canceling turn signal flasher with hazard lamps overriding stop lamps

#### **19. Design & Color**

- a. The entire unit shall be painted with manufactures standard base coat and clear coat. Truck Frame shall be painted black unless otherwise approved.

#### **20. Dump Bed**

- a. Viking PLSD14'
- b. Plow and Sander

#### **21. Manuals/ Training/ Support**

- a. The bidder shall supply one dump truck operator manual and one parts/service manual (hardcopy and on a CD).
- b. Bidder shall also provide one (1) time on-sight training for dump truck operation and general maintenance
- c. Bidder shall provide operator instruction/safety/maintenance procedures on CD with the unit.
- d. "Truck and Chassis Manuals for Parts and Services"



## **22. Service and Support**

- a. On-site warranty support shall be provided by the dump truck supplier (if applicable)
- b. Dump truck supplier will provide a warranty for the chassis for seven (7) year unlimited mileage.
- c. A full-service dealership must be within 30 miles of the Town of Weathersfield
- d. Provide a trade estimate for this vehicle at 84 months
- e. Trade in value of a 1996 MACK DUMP TRUCK with PLOW WING AND SANDER can be inspected at the Weathersfield Highway Garage, 483 Stoughton Pond Road, Perkinsville, VT 05151

TOWN OF WEATHERSFIELD, VERMONT  
TANDEM AXLE DUMP TRUCK

**BID SHEET**

Make of Unit Bid	_____
Model of Unit Bid:	_____
Year of Unit Bid:	_____
7 Year/7000 Hour Full Machine Warranty:	\$ _____
Price of Unit:	\$ _____
Less Trade (1996 Mack Dump Truck (Plow Wing and Sander):	\$ _____
Net Cost:	\$ _____

DELIVERY DATE \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Company Representative Name (Printed)

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Date



## **TOWN OF WEATHERSFIELD, VERMONT REQUEST FOR PROPOSAL | ROAD GRADER**



06/01/2020

### **ROAD GRADER RFP**

The Town of Weathersfield is accepting sealed Proposals for one (1) Motor Grader of the latest standard model being manufactured and which has been regularly advertised.

P.O. Box 550 | 5259 Route 5, Ascutney, VT 05030

## **TOWN OF WEATHERSFIELD REQUEST FOR PROPOSAL**

The Town of Weathersfield, VT is seeking sealed proposals for furnishing the Town with the following piece of equipment for the Highway Department:

### **One (1) Articulated All Wheel Drive Motor Grader**

Sealed competitive proposals will be received in the Town Manager's Office, 5259 US Route 5 | PO BOX 550, Ascutney, VT 05030 until 2:00PM on July 1, 2020. Late bids will not be opened and will be returned to the proposer.

**Note: All envelopes shall be clearly marked "AWD Motor Grader Bid" and written to the attention of the Town Manager.**

Further information and complete specifications may be obtained via email at [Weathersfield@weathersfield.org](mailto:Weathersfield@weathersfield.org) or in person by appointment only by contacting Susanne Terrill at 802-674-2626.

The Town of Weathersfield reserves the right to reject any or all proposals or to accept the proposal deemed to be in the best interest of the Town of Weathersfield, as well as to waive any informalities.

The Town of Weathersfield is requesting that all companies submit proposals on the motor grader based on the attached specifications dated June 1, 2020.

## GENERAL SPECIFICATION

<b>MODEL:</b>	Latest Standard Model being Manufactured
<b>WARRANTY:</b>	7 year/7000 Hour Full Machine, No Cost Warranty
<b>DELIVERY:</b>	<p>Proposer must perform a complete pre-delivery service prior to delivery of equipment.</p> <p>Proposer must state the number of days for delivery from time of order. In the event of a late delivery, a \$150.00 per day late fee will be assessed against the purchase price with the total not to exceed 2.5% of purchase price.</p>
<b>MANUALS:</b>	<p>One (1) complete service manual, digital and printed</p> <p>One (1) complete parts manual, digital and printed</p> <p>One (1) operator's manual</p> <p>One (1) training video (if available)</p>
<b>TRAINING:</b>	Upon delivery to end-user Proposer will provide instruction to operators on proper operation and daily maintenance.
<b>BIDDER:</b>	<p>There shall be \$500,000.00 minimum of product liability coverage by the manufacturer and a minimum of \$500,000.00 liability coverage by the product installers to protect the Town of Weathersfield. Certification shall be provided with Proposal.</p> <p>Preference may be given to the Proposer who has a local dealer with a reasonable amount of parts inventory for the unit that has been proposed and a complete service facility. On new models or equipment not previously purchased by the Town of Weathersfield, the Selection Team may elect to have a demonstration of the models being considered.</p>
<b>REQUIREMENTS:</b>	All motor graders must meet all State, Federal and OSHA requirements.
<b>AWARD:</b>	Award of bid will be based on the following criteria: Features, Performance, Cost, Resale Value, Warranty, Service, Parts Availability, Trade in Value of Existing Road Grader, and any other criteria deemed in the best interest of the Town of Weathersfield.

## INTENT

1. It is the intent of the Town of Weathersfield to purchase one (1) articulated all-wheel drive motor grader with a minimum of 37,000-pound operating weight, 250 net horsepower, inclusive of these specifications dated June 1, 2020.
2. It is the intent of the Town of Weathersfield to trade its current 2015 Caterpillar 140M motor grader with wing, scarifier, and front push blade. This may be viewed at the Highway Garage located at 483 Stoughton Pond Road, Perkinsville, VT 05151.
3. All Motor Graders bid on must be of the latest standard model being manufactured and which has been regularly advertised.
4. It is not the intent of these specifications to specify the make of unit or assemblies, although names may be used for reference.
5. Completed bids to be submitted by a person authorized to represent the bidder. Sealed competitive bids will be received at the Town Manager's Office, 5259 US Route 5 | PO BOX 550, Ascutney, Vermont 05030 on or before July 1, 2020 at 2:00 pm at which time they will be publicly opened and read aloud in the Town Clerk's Office. Bids received after that time will not be opened and will be returned to bidder.
6. **Note: All envelopes shall be clearly marked "Articulated AWD Motor Grader Bid" and written to the Attention of the Town Manager.**
7. The complete unit, including all accessories and extras, complete parts books, service manuals and operator's manuals, to be delivered to the Highway Garage, 483 Stoughton Pond Road, Perkinsville, VT 05151.
8. Delivery of the Motor Grader shall be made after July 1, 2020 and within six months of the bid award.
9. All proposals must be submitted on the attached bid sheets and each bidder is required to submit with their bid, complete manufacturers specifications on the unit to be furnished.

## **SPECIFICATIONS:**

### **General:**

1. Base machine weight shall be no less than 37,500 lbs.
2. Machine shall be of the latest model.
3. Tires shall be a radial 17.5 x 25 SNOPLUS or approved equal.

### **Engine:**

1. The engine shall be a turbo-charged, direct injection, variable horsepower diesel engine with a minimum rating no less than 250HP.
2. Covers shall be provided for engine compartment to protect against airborne debris.
3. A 120-volt engine block heater shall be available to assist in cold weather starting.
4. Engine coolant shall be extended life coolant with protection to no less than - 40° F.
5. Engine shall have oil and fuel filters, air filter with pre-cleaner and indicator.
6. Reversing Fan Drive

### **Powertrain:**

1. Transmission shall be a direct drive, power shift, counter shaft type with fully automatic hands-free shift feature.
2. All Wheel Drive
3. Transmission shall not have less than eight (8) forward speeds and not less than six (6) reverse speeds.
4. Differential Lock/ Unlock shall be electro-hydraulically controlled and shall not have speed restrictions for engaging/ disengaging.

### **Steering:**

1. Steering wheel or joystick controls, either is acceptable.

### **Brakes:**

1. Four-wheel power brakes completely sealed.
2. Parking brake shall be

### **Hydraulic System**

1. Lock valves shall be integrated into the main implement valve to prevent cylinder drift.
2. Blade lift cylinders shall have independent float capability.
3. Machine shall have hydraulic controls and lines to run the following implements:
  - a. Angle Moldboard
  - b. Snow Wing Mast
  - c. Snow Wing Lift
  - d. Front Lift
  - e. Rear Lift
4. Rear attachment capability

### **Front Axle and Tandems**

1. Front Axle oscillation with left and right wheel lean.
2. Rear fenders and/or removable front fenders.
3. Machine must be equipped with a “0” degree wheel lean bar to help eliminate any tire wear on outer edges.
4. Oscillating 4-wheel tandem drive, with full machine articulation having no interference between tandem wheel and machine structure.

### **Operators Station**

1. An enclosed sound suppressed cab with rollover protective structure (ROPS).
2. Cab shall have a fixed front window with intermittent wiper/washer, left and right-hand doors with side windows having wiper/wash and the rear defrosters with independent speed control and additional circulating fans.
3. All standard and optional gauges as indicated in the manufacturer’s literature.
4. Auxiliary controls shall be available for control of attachment implements and/or work tools.
5. Digital machine hour meter shall be provided.
6. AM/FM radio with CD and speakers.
7. Two (2) 12-volt sources shall be provided, one for a 2-way radio and the second for accessories.
8. Two (2) outside heater mirrors and one (1) inside wide-angle rear-view mirror.

### **Moldboard**

1. A 14’ long, 24” high and 7/8” thick moldboard shall be available with 8” X 5/8” thick cutting edges installed
2. The standard mounting hardware for cutting edges and end bits shall be 5/8”.
3. Hydraulic controlled blade side shift and tilt, blade float hydraulics.
4. Circle slip clutch.
5. Moldboard Hydraulic accumulator preferred.

### **Electrical**

1. Starting system shall be a 24-volt direct electric type
2. Machine shall have an alternator that meets the amperage requirements of the machine and added lights and accessories.
3. Electrical system shall have a master disconnect switch
4. LED Headlights with front turn signals, dimmer switch for road lighting. Factory installed tall light kit.
5. LED Stop, tail, rear turn signals and back up lights shall be included.
6. Cab mounted LED beacon light with tree guard and switch mounted in cab. Federal Signal Highlighter 454201 or approved equal.
7. LED Mid frame lights to illuminate moldboard, wing lamps mounted on the right-hand side of cab to illuminate snow wing, and front mounted cab lights.
8. Back-up alarm.



**Additional Features**

1. Hydraulic snow wing and post and 12' blade.
2. Full machine warranty for 7 years from date of purchase.

**Trade**

1. 2015 Caterpillar 140M motor grader with wing, scarifier, and front push blade.
2. 5000 Hours

**Exceptions & Deviations**

Proposers shall fully describe every variance exception and/or deviation. List the item number here and fully explain any items in non-compliance with specification.

Additional sheets may be used if required.

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TOWN OF WEATHERSFIELD, VERMONT  
ARTICULATED ALL WHEEL DRIVE MOTOR GRADER

**BID SHEET**

Make of Unit Bid	_____
Model of Unit Bid:	_____
Year of Unit Bid:	_____
7 Year/7000 Hour Full Machine Warranty:	\$ _____
Price of Unit:	\$ _____
Less Trade (2015 Cat 140M):	\$ _____
Net Cost:	\$ _____
Delivery Date:	_____

**OPTIONS**

A. 7 Year/7000 Hour Maintenance Program	\$ _____
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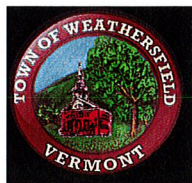
\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Company Representative Name (Printed)

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Date

Meeting date	June 1, 2020
AP warrant date	05/28/20
Payroll warrant date 1	05/21/20
Payroll warrant date 2	05/28/20



## TOWN OF WEATHERSFIELD, VERMONT

### Warrants for Meeting of June 1, 2020

	Check Date	Payroll	Operating Expenses
<b>General Fund</b>			
	05/21/20	\$7,380.83	
	05/28/20	\$7,698.38	
AP	5/28/2020		\$32,276.50
Total		\$15,079.21	\$32,276.50
<b>Highway Fund</b>			
	05/21/20	\$4,447.70	
	05/28/20	\$4,145.21	
AP	5/28/2020		\$24,927.53
		\$8,592.91	\$24,927.53
<b>Solid Waste Mgmt Fund</b>			
	05/21/20	\$744.58	
	05/28/20	\$726.00	
AP	5/28/2020		\$7,979.88
Total		\$1,470.58	\$7,979.88
<b>Library</b>			
	05/21/20	\$899.77	
	05/28/20	\$899.77	
Total		\$1,799.54	\$0.00
<b>Grants</b>			
<b>Special Revenue</b>			
			\$0.00
<b>Reserves</b>			
<b>Long Term Debt</b>			
Grand Totals		\$26,942.24	\$65,183.91

### Selector

To the Treasurer of the Town of Weathersfield, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$92,126.15. Let this be your order for the payments of these amounts.

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05/27/20  
04:42 pm

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (General Fund)  
For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Page 1 of 4  
Account

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AFLAC	AFLAC	05/07/20	Payroll Transfer PR-05/07/20	11-2-011-10.00 AFLAC	73.33	222489	05/27/20
AFLAC	AFLAC	05/07/20	Payroll Transfer PR-05/07/20	11-2-011-14.10 Insurance Prem Liability	26.04	222489	05/27/20
AFLAC	AFLAC	05/14/20	Payroll Transfer PR-05/14/20	11-2-011-10.00 AFLAC	73.33	222489	05/27/20
AFLAC	AFLAC	05/14/20	Payroll Transfer PR-05/14/20	11-2-011-14.10 Insurance Prem Liability	26.04	222489	05/27/20
AFLAC	AFLAC	05/21/20	Payroll Transfer PR-05/21/20	11-2-011-14.10 Insurance Prem Liability	26.04	222489	05/27/20
AFLAC	AFLAC	05/21/20	Payroll Transfer PR-05/21/20	11-2-011-10.00 AFLAC	73.33	222489	05/27/20
AFLAC	AFLAC	05/28/20	Payroll Transfer PR-05/28/20	11-2-011-10.00 AFLAC	73.33	222489	05/27/20
AFLAC	AFLAC	05/28/20	Payroll Transfer PR-05/28/20	11-2-011-14.10 Insurance Prem Liability	26.04	222489	05/27/20
AMAZONCR	AMAZON	05/01/20	Wipes 656863984837	11-7-205-31.00 Emergency Management	28.68	222490	05/27/20
AMAZONCR	AMAZON	04/20/20	Toner 855336363863	11-7-101-20.00 GF-Office Supplies	93.88	222490	05/27/20
AT&T SVC	AT & T MOBILITY	05/16/20	MAY 20 Mobile phone 05242020	11-7-101-31.00 GF-Telephone	164.21	222491	05/27/20
AT&T SVC	AT & T MOBILITY	05/16/20	MAY 20 Mobile phone 05242020	11-7-201-31.00 Police-Telephone/communic	160.69	222491	05/27/20
DEFOREST	BEARSE, DEFOREST	05/14/20	memorial day wreath,mulch MEMORIALFY20	11-7-302-38.89 Memorial Day	254.45	222492	05/27/20
BIBENS	BIBENS HOME CENTER INC.	05/18/20	Office COVID station 237502/1	11-7-205-31.00 Emergency Management	11.68	222493	05/27/20
BIBENS	BIBENS HOME CENTER INC.	05/11/20	Plexi glass COVID-19 L41789/1	11-7-205-31.00 Emergency Management	238.71	222493	05/27/20
BIBENS	BIBENS HOME CENTER INC.	05/11/20	Plexi glass COVID19 L41793/1	11-7-205-31.00 Emergency Management	-128.71	222493	05/27/20
BIBENS	BIBENS HOME CENTER INC.	05/12/20	Screws and Clamp COVID-19 L41869/1	11-7-205-31.00 Emergency Management	10.34	222493	05/27/20
COMPETIT	CCI MANAGED SERVICES	05/14/20	Think pad adapter CW-48470	11-7-101-20.00 GF-Office Supplies	59.00	222495	05/27/20
GOEWEG	CLIFTON R GOEWY	05/07/20	Weathersfield placques 0002	11-7-101-26.50 GF-Awards and Recognition	180.00	222496	05/27/20
COLONI	COLONIAL LIFE	05/07/20	Payroll Transfer PR-05/07/20	11-2-011-14.10 Insurance Prem Liability	59.01	222497	05/27/20
COLONI	COLONIAL LIFE	05/14/20	Payroll Transfer PR-05/14/20	11-2-011-14.10 Insurance Prem Liability	59.01	222497	05/27/20
COLONI	COLONIAL LIFE	05/21/20	Payroll Transfer PR-05/21/20	11-2-011-14.10 Insurance Prem Liability	59.01	222497	05/27/20
COLONI	COLONIAL LIFE	05/28/20	Payroll Transfer PR-05/28/20	11-2-011-14.10 Insurance Prem Liability	59.01	222497	05/27/20
COMCAST	COMCAST	05/16/20	Phone TS,Admin,Lib 101402721	11-7-101-31.00 GF-Telephone	334.41	222498	05/27/20
COMCAST	COMCAST	05/16/20	Phone TS,Admin,Lib 101402721	11-7-601-31.00 Library-Telephone	82.06	222498	05/27/20

05/27/20

## Town of Weathersfield Accounts Payable

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Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (General Fund)

Account

For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESSC	COMMERCIAL CARD SERVICES	05/14/20	Late fee interest 5869LIBRARY	11-7-601-99.00 LIB-Miscellaneous Expense	52.81	222499	05/27/20
BUSINESSC	COMMERCIAL CARD SERVICES	05/20/20	APR 20 Charges APR20	11-7-105-23.10 Advertising and Notices	-538.11	222499	05/27/20
BUSINESSC	COMMERCIAL CARD SERVICES	05/20/20	APR 20 Charges APR20	11-7-105-42.50 Dues and Subscriptions	25.00	222499	05/27/20
BUSINESSC	COMMERCIAL CARD SERVICES	05/20/20	APR 20 Charges APR20	11-7-205-31.00 Emergency Management	366.70	222499	05/27/20
BUSINESSC	COMMERCIAL CARD SERVICES	05/20/20	Late fee EMLATEFEE	11-7-101-99.00 GF-Miscellaneous Expendit	42.81	222499	05/27/20
FAIRPOINT	CONSOLIDATED COMMUNICATIO	05/18/20	1879 Schl Hse 67453471879S	11-7-302-39.00 1879 School house Maint	46.08	222500	05/27/20
COTTSYST	COTT SYSTEMS	06/01/20	June 20 Monthly hosting 134333	11-7-103-24.00 TC-Land Rec computer. Lea	345.00	222501	05/27/20
CVC	CVC PAGING	05/05/20	Microphone 10365837	11-7-207-30.00 WWVFD Funding	62.03	222502	05/27/20
GALLS	GALLS, LLC	05/11/20	UA tech 1/2 zip 015634898	11-7-201-15.00 Police-Uniforms and Clean	40.77	222504	05/27/20
GATE	GATEKEEPER	05/19/20	2 Keys SO-53079	11-7-101-20.00 GF-Office Supplies	11.50	222505	05/27/20
GMP	GREEN MOUNTAIN POWER	05/08/20	May 20 MMH 200009MAY20	11-7-301-30.00 Electricity & Gas	258.66	222506	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-2-011-09.00 Lincoln Life Supplemental	122.00	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-201-14.10 Police-Insurance Benefits	75.56	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-601-14.10 Library-Insurance Benft	29.91	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-102-14.00 Finance-Insurance Benfit	33.97	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-105-14.10 Land Use-Insurance Benefi	44.84	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-101-14.10 GF-Insurance Benefits	69.41	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-104-14.10 Listers-Insurances Benefi	16.34	222507	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	11-7-103-14.10 TC-Insurance Benefits	40.77	222507	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-7-601-14.10 Library-Insurance Benft	1657.61	222508	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-2-011-14.10 Insurance Prem Liability	119.51	222508	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-2-011-14.10 Insurance Prem Liability	174.00	222508	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-2-011-14.10 Insurance Prem Liability	61.92	222508	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-7-201-14.10 Police-Insurance Benefits	1138.50	222508	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-7-101-14.10 GF-Insurance Benefits	1179.79	222508	05/27/20

05/27/20

## Town of Weathersfield Accounts Payable

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Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (General Fund)

Account

For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-2-011-14.10 Insurance Prem Liability	123.85	222508	05/27/20
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums JUNE 20PREMI	11-2-011-14.10 Insurance Prem Liability	923.20	222508	05/27/20
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums JUNE20PREMIU	11-7-103-14.10 TC-Insurance Benefits	108.05	222509	05/27/20
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums JUNE20PREMIU	11-7-601-14.10 Library-Insurance Benft	133.79	222509	05/27/20
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums JUNE20PREMIU	11-7-101-14.10 GF-Insurance Benefits	204.65	222509	05/27/20
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums JUNE20PREMIU	11-7-102-14.00 Finance-Insurance Benfit	133.79	222509	05/27/20
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums JUNE20PREMIU	11-7-201-14.10 Police-Insurance Benefits	204.65	222509	05/27/20
OREILLY	O'REILLY AUTO PARTS	05/18/20	LED mini PD 5683-228241	11-7-201-52.00 Repairs and Supplies	23.87	222511	05/27/20
VTAGHUMAN	OFFICE OF CHILD SUPPORT	05/21/20	Payroll Transfer PR-05/21/20	11-2-011-07.00 Garnishments	327.84	222512	05/27/20
VTAGHUMAN	OFFICE OF CHILD SUPPORT	05/28/20	Payroll Transfer PR-05/28/20	11-2-011-07.00 Garnishments	327.84	222512	05/27/20
PRKVLL TR	PERKINSVILLE VILLAGE TREA	05/20/20	4th Qrt pymt FY20 4TH QTRFY20	11-2-010-13.00 Due to Perkinsville Treas	713.92	222513	05/27/20
ROCELE	ROCKINGHAM ELECTRICAL SUP	05/14/20	Battery Smoke alarm S3155549.002	11-7-301-60.10 Building Maintenance	25.00	222516	05/27/20
SPURRS	SPURRS REPAIR	05/08/20	Oil change police 21631	11-7-201-53.50 Service to Police vehicl	81.88	222518	05/27/20
STAPLES	STAPLES CREDIT PLAN	04/21/20	toner, paper 9814085160	11-7-101-20.00 GF-Office Supplies	92.98	222520	05/27/20
STAPLES	STAPLES CREDIT PLAN	05/02/20	paper 9815057031	11-7-101-20.00 GF-Office Supplies	49.98	222520	05/27/20
VMERS DB	VMERS DB.	05/07/20	Payroll Transfer PR-05/07/20	11-2-011-05.00 Retirement	1717.86	222522	05/27/20
VMERS DB	VMERS DB.	05/14/20	Payroll Transfer PR-05/14/20	11-2-011-05.00 Retirement	1713.96	222522	05/27/20
VMERS DB	VMERS DB.	05/21/20	Payroll Transfer PR-05/21/20	11-2-011-05.00 Retirement	1746.20	222522	05/27/20
VMERS DB	VMERS DB.	05/28/20	Payroll Transfer PR-05/28/20	11-2-011-05.00 Retirement	1798.29	222522	05/27/20
VOWP	VT OFFENDER WORK PROGRAMS	05/26/20	Envelopes PR9491	11-7-101-20.00 GF-Office Supplies	49.35	222523	05/27/20
WWVFD	WEST WEATHERSF. VOL. FIRE	05/13/20	May 20 Expenses and gasWW MAY20-1EXPEN	11-7-207-30.00 WWVFD Funding	408.17	222524	05/27/20
WWVFD	WEST WEATHERSF. VOL. FIRE	05/13/20	May 20 Expenses and gasWW MAY20-1EXPEN	11-7-207-51.00 WWVFD Fuel	61.15	222524	05/27/20
WWVFD	WEST WEATHERSF. VOL. FIRE	05/13/20	May 20 Expenses WWVFD MAY20EXPENSE	11-7-207-30.00 WWVFD Funding	1147.33	222524	05/27/20
WEXFLEET	WEX BANK	05/14/20	May 20 Gas 65482118	11-7-201-51.00 Gas and Oil	546.43	222525	05/27/20
PRTAXES	IRS - PAYROLL TAXES	05/21/20	Payroll Transfer PR-05/21/20	11-2-011-02.00 Social Security W/H	2858.22 E	1536	05/20/20

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## Town of Weathersfield Accounts Payable

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Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (General Fund)

Account

For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PRTAXES	IRS - PAYROLL TAXES	05/21/20	Payroll Transfer	11-2-011-01.00	1744.92 E	1536	05/20/20
			PR-05/21/20	Federal Income Tax W/H			
PRTAXES	IRS - PAYROLL TAXES	05/28/20	Payroll Transfer	11-2-011-01.00	1800.21 E	1537	05/27/20
			PR-05/28/20	Federal Income Tax W/H			
PRTAXES	IRS - PAYROLL TAXES	05/28/20	Payroll Transfer	11-2-011-02.00	2862.16 E	1537	05/27/20
			PR-05/28/20	Social Security W/H			
PITNEYPP	PITNEY BOWES POSTAGE BY P	05/27/20	D'Tax notices	11-7-101-21.00	200.00 E	1538	05/21/20
			052120POSTAG	GF-Postage			
PRUDEN	PRUDENTIAL RETIREMENT	05/21/20	Payroll Transfer	11-2-011-11.00	160.50 E	1540	05/21/20
			PR-05/21/20	Deferred Compensation			
VT TAX	VERMONT DEPARTMENT OF TAX	05/07/20	Payroll Transfer	11-2-011-04.00	587.32 E	1541	05/28/20
			PR-05/07/20	State Income Tax W/H			
VT TAX	VERMONT DEPARTMENT OF TAX	05/14/20	Payroll Transfer	11-2-011-04.00	575.59 E	1541	05/28/20
			PR-05/14/20	State Income Tax W/H			
VT TAX	VERMONT DEPARTMENT OF TAX	05/21/20	Payroll Transfer	11-2-011-04.00	601.18 E	1541	05/28/20
			PR-05/21/20	State Income Tax W/H			
VT TAX	VERMONT DEPARTMENT OF TAX	05/28/20	Payroll Transfer	11-2-011-04.00	622.07 E	1541	05/28/20
			PR-05/28/20	State Income Tax W/H			
Report Total					32276.50		

05/27/20

## Town of Weathersfield Accounts Payable

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Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (Highway Fund)

Account

For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor		Invoice	Invoice Description		Amount	Check	Check
		Date	Invoice Number	Account	Paid	Number	Date
AMAZONCR	AMAZON	04/15/20	Electric Start	12-7-101-52.00	79.99	222490	05/27/20
			946369997643	Repairs & Supplies			
AT&T SVC	AT & T MOBILITY	05/16/20	MAY 20 Mobile phone	12-7-101-31.00	67.35	222491	05/27/20
			05242020	Wireless/Pager Service			
BIBENS	BIBENS HOME CENTER INC.	04/27/20	Lanyard realtree-Green	12-7-101-52.00	3.59	222493	05/27/20
			L40320/1	Repairs & Supplies			
BUSINESSC	COMMERCIAL CARD SERVICES	05/14/20	late fee interest	12-7-101-99.99	59.38	222499	05/27/20
			HW5851	Miscellaneous Expenses			
EAST	EASTERN METAL OF ELMIRA	05/08/20	Signs	12-7-101-52.00	672.43	222503	05/27/20
			44684	Repairs & Supplies			
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums	12-7-101-14.10	197.27	222507	05/27/20
			JUNE 20PREMI	Insurance Benefits			
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums	12-7-101-14.10	589.90	222508	05/27/20
			JUNE 20PREMI	Insurance Benefits			
MVP	MVP HEALTH CARE	05/08/20	June 20 Premiums	12-7-101-14.10	9662.34	222508	05/27/20
			JUNE 20PREMI	Insurance Benefits			
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums	12-7-101-14.10	714.07	222509	05/27/20
			JUNE20PREMIU	Insurance Benefits			
PETE'S	PETE'S TIRE BARN, INC.	04/11/20	Tires for old tractor	12-7-103-52.10	231.56	222514	05/27/20
			041509	Tires			
PIP	PIPE, SCOTT	05/19/20	Boot Reimbursemnt FY20	12-7-101-53.50	79.97	222515	05/27/20
			BOOTSFY20	Safety Equipment			
SMI	SMITH, GARDNER	05/13/20	trapping Beavers	12-7-101-45.00	550.00	222517	05/27/20
			041720	Contract Work			
SPURRS	SPURRS REPAIR	05/08/20	Brakes F350	12-7-101-52.00	445.98	222518	05/27/20
			21632	Repairs & Supplies			
STPIERRE	ST. PIERRE INC.	05/15/20	Gravel Blend 05/04-05/14	12-7-101-58.26	11386.84	222519	05/27/20
			1005030	Gravel Purchase			
U1ST	UNIFIRST	05/15/20	HW uniforms	12-7-101-15.20	93.43	222521	05/27/20
			0354485531	Uniforms & Cleaning			
U1ST	UNIFIRST	05/22/20	HW uniforms 05/22	12-7-101-15.20	93.43	222521	05/27/20
			0354487555	Uniforms & Cleaning			



05/27/20  
04:42 pm

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (Highway Fund)  
For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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Report Total				24927.53		
				=====		

05/27/20

## Town of Weathersfield Accounts Payable

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04:42 pm

Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (Solid Waste)

Account

For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GOBIN	CASELLA WASTE SERVICES	05/11/20	PU 05/01-05/08 562605	21-7-102-45.00 Zero Sort contain &Tipp	577.84	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/11/20	PU 05/01-05/08 562605	21-7-102-45.00 Zero Sort contain &Tipp	696.95	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/11/20	PU 05/01-05/08 562605	21-7-101-45.25 Trash Container charge	245.00	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/11/20	PU 05/01-05/08 562605	21-7-101-45.10 C&D Tippage	991.27	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/11/20	PU 05/01-05/08 562605	21-7-101-45.26 C&D-Container Charge	735.00	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/11/20	PU 05/01-05/08 562605	21-7-101-45.05 Trash-Tippage	1365.82	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/18/20	PU 05/12-05/15 563411	21-7-102-45.00 Zero Sort contain &Tipp	264.89	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/18/20	PU 05/12-05/15 563411	21-7-102-45.00 Zero Sort contain &Tipp	288.92	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/18/20	PU 05/12-05/15 563411	21-7-101-45.05 Trash-Tippage	1330.31	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/18/20	PU 05/12-05/15 563411	21-7-101-45.10 C&D Tippage	541.38	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/18/20	PU 05/12-05/15 563411	21-7-101-45.26 C&D-Container Charge	490.00	222494	05/27/20
GOBIN	CASELLA WASTE SERVICES	05/18/20	PU 05/12-05/15 563411	21-7-101-45.25 Trash Container charge	245.00	222494	05/27/20
COMCAST	COMCAST	05/16/20	Phone TS,Admin,Lib 101402721	21-7-101-31.00 Telephone	53.84	222498	05/27/20
LINCOLN	LINCOLN NATIONAL LIFE INS	05/13/20	June 20 premiums JUNE 20PREMI	21-7-101-14.10 Insurance Benefits	35.91	222507	05/27/20
N DELT	NORTHEAST DELTA DENTAL	05/27/20	June 20 Premiums JUNE20PREMIU	21-7-101-14.10 Insurance Benefits	37.19	222509	05/27/20
NERESREC	NORTHEAST RESOURCE RECOVE	05/13/20	Tire and scrap metal 73565	21-7-102-45.03 Disposal of Tires	452.00	222510	05/27/20
NERESREC	NORTHEAST RESOURCE RECOVE	05/13/20	Tire and scrap metal 73565	21-7-102-45.01 Recycling Expense	-371.44	222510	05/27/20

05/27/20  
04:42 pm

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19258 Current Prior Next FY Invoices For Fund (Solid Waste)  
For Check Acct 1 (General Fund) All check #s 05/20/20 To 05/28/20

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
Report Total				7979.88	=====	

05/27/20  
04:56 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/21/20 to 05/21/20 Departments 111 to 111

Page 1 of 1  
Account

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
CONGDONJ	CONGDON, JENNIFER B.		47801	05/21/20	167.32	0.00
DANGOF	DANGO, FLORA ANN	E	12463	05/21/20	0.00	711.17
DANIELSWI	DANIELS, WILLIAM J.	E	12464	05/21/20	0.00	714.78
DAY	STILLSON, DIANA L.		47804	05/21/20	152.21	0.00
ESTYJOSH	ESTY, JOSHUA W.	E	12466	05/21/20	0.00	113.40
ESTYLYNNE	ESTY, LYNNETTE A.	E	12467	05/21/20	0.00	230.60
GRAHAMJ	GRAHAM, JOHN J.	E	12468	05/21/20	0.00	363.95
GULNICKB	GULNICK, BRANDON W.	E	12469	05/21/20	0.00	996.47
HIERCA	HIER, CAROLYN A.	E	12470	05/21/20	0.00	256.10
HIERS	HIER, STEVE A.	E	12471	05/21/20	0.00	148.58
KELLY	KELLY, DARLENE R.	E	12473	05/21/20	0.00	885.11
MORANCY	MORANCY, WALTER W.	E	12477	05/21/20	0.00	857.86
MORSE	MORSE, MARTHA J.	E	12478	05/21/20	0.00	53.16
SMITH	SMITH, STEVEN		47803	05/21/20	127.87	0.00
STAPLENIC	STAPLETON, NICKOLAS E.	E	12481	05/21/20	0.00	340.99
TERRILL	TERRILL, SUSANNE	E	12483	05/21/20	0.00	688.93
WHIDDEN	WHIDDEN, BERT C.	E	12486	05/21/20	0.00	572.33
					447.40	6933.43
					=====	=====

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05/27/20  
04:57 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/21/20 to 05/21/20 Departments 121 to 121

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Account

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	12465	05/21/20	0.00	796.04
HUNTDON	HUNTLEY, DONALD A.	E	12472	05/21/20	0.00	563.15
LIVAS	LIVAS, PHILLIP A.	E	12474	05/21/20	0.00	551.47
LONGTIN	LONGTIN, ALEXANDER J.	E	12475	05/21/20	0.00	425.94
MOORER	MOORE, RAY A.	E	12476	05/21/20	0.00	664.76
PIPE	PIPE, SCOTT	E	12479	05/21/20	0.00	674.73
STAPLETON	STAPLETON, RAY E.	E	12482	05/21/20	0.00	771.61
					-----	-----
					0.00	4447.70
					=====	=====

\*\*\*4,447.70

05/27/20  
04:57 pm

Town of Weathersfield Payroll

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Check Warrant Report #

Account

Check date 05/21/20 to 05/21/20 Departments 131 to 131

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	12462	05/21/20	0.00	111.45
RICHARDMA	RICHARDSON, MARK P.	E	12480	05/21/20	0.00	642.77
TOPOLSKI	TOPOLSKI, JUDITH A.	E	12485	05/21/20	0.00	145.55
					-----	-----
					0.00	899.77
					=====	=====

\*\*\*\*\*899.77

05/27/20  
04:57 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/21/20 to 05/21/20 Departments 211 to 211

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Account

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
-----	-----	-----	-----	-----	-----
MERICLE J	MERICLE, JAMES S.	47802	05/21/20	281.34	0.00
WATERST	WATERS, TYLER M.	47805	05/21/20	463.24	0.00
				-----	-----
				744.58	0.00
				=====	=====

\*\*\*\*\*744.58

05/26/20  
03:17 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/28/20 to 05/28/20 Departments 111 to 111

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BEARSE	BEARSE, DEFOREST D.	E	12487	05/28/20	0.00	72.05
CONGDONJ	CONGDON, JENNIFER B.		47806	05/28/20	167.32	0.00
DANGOF	DANGO, FLORA ANN	E	12489	05/28/20	0.00	711.17
DANIELSWI	DANIELS, WILLIAM J.	E	12490	05/28/20	0.00	948.46
ESTYLYNNE	ESTY, LYNNETTE A.	E	12492	05/28/20	0.00	332.63
GRAHAMJ	GRAHAM, JOHN J.	E	12493	05/28/20	0.00	363.95
GULNICKB	GULNICK, BRANDON W.	E	12494	05/28/20	0.00	996.47
HIERCA	HIER, CAROLYN A.	E	12495	05/28/20	0.00	411.44
HIERS	HIER, STEVE A.	E	12496	05/28/20	0.00	148.58
KELLY	KELLY, DARLENE R.	E	12498	05/28/20	0.00	885.11
MORANCY	MORANCY, WALTER W.	E	12502	05/28/20	0.00	857.86
MORSE	MORSE, MARTHA J.	E	12503	05/28/20	0.00	53.16
SKALABAN	SKALABAN, ALEXIS H.		47808	05/28/20	116.86	0.00
SMITH	SMITH, STEVEN		47809	05/28/20	127.87	0.00
STAPLENIC	STAPLETON, NICKOLAS E.	E	12506	05/28/20	0.00	362.83
TERRILL	TERRILL, SUSANNE	E	12508	05/28/20	0.00	688.93
WHIDDEN	WHIDDEN, BERT C.	E	12510	05/28/20	0.00	453.69
					412.05	7286.33
					=====	=====

\*\*\*7,698.38



05/26/20  
03:17 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/28/20 to 05/28/20 Departments 121 to 121

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	12491	05/28/20	0.00	637.42
HUNTDON	HUNTLEY, DONALD A.	E	12497	05/28/20	0.00	545.43
LIVAS	LIVAS, PHILLIP A.	E	12499	05/28/20	0.00	543.05
LONGTIN	LONGTIN, ALEXANDER J.	E	12500	05/28/20	0.00	425.94
MOORER	MOORE, RAY A.	E	12501	05/28/20	0.00	671.64
PIPE	PIPE, SCOTT	E	12504	05/28/20	0.00	550.12
STAPLETON	STAPLETON, RAY E.	E	12507	05/28/20	0.00	771.61
					-----	-----
					0.00	4145.21
					=====	=====

\*\*\*4,145.21

05/26/20  
03:17 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/28/20 to 05/28/20 Departments 211 to 211

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payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	47807	05/28/20	283.53	0.00
WATERST	WATERS, TYLER M.	47810	05/28/20	442.47	0.00
				726.00	0.00
				=====	=====

\*\*\*\*\*726.00

05/26/20  
03:17 pm

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/28/20 to 05/28/20 Departments 131 to 131

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payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E 12488	05/28/20	0.00	111.45
RICHARDMA	RICHARDSON, MARK P.	E 12505	05/28/20	0.00	642.77
TOPOLSKI	TOPOLSKI, JUDITH A.	E 12509	05/28/20	0.00	145.55
				-----	-----
				0.00	899.77
				=====	=====

\*\*\*\*\*899.77