



TOWN OF WEATHERSFIELD
SELECT BOARD

Phone: 802-674-2626
Fax: 802-230-6262

MEETING AGENDA

Monday, December 21, 2020 | 06:30PM
5259 US Route 5, Ascotney, VT 05030

REMOTE PARTICIPATION (CONFERENCE CALL/ DIAL IN)

Phone Number: (646) 749-3122 | Access Code: 837-211-861

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 Select Board 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

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 6:30PM
GoToMeeting: "Live/ Real-time" – December 21, 2020 | 6:30PM
SAPATV.org – Wednesday Afternoon

In-person attendance is 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 Select Board/ Town Manager and Citizen on Topics not on the Agenda
3. Review minutes from previous meetings: December 7, 2020
4. Hazard Mitigation Grant Program: Project Number 4356-4R
5. Town Manager Report
6. Small Business Relief Fund Grant Awards
7. Finance Report
8. Appropriations
9. Proposed FY22 Highway Department Budget
10. Errors & Omissions Certificate
11. Chain of Command Discussion
12. 2014 Purchase & Sale Agreement
13. Appointments
 - a. Budget Committee
 - b. Connecticut River Joint Commission
 - c. CRJC MT Ascotney Subcommittee
 - d. Fence Viewer
 - e. Selectmen Representative to School Board
 - f. Southern Windsor County Transportation Advisory Committee
 - g. Southern Windsor/ Windham Counties Solid Waste Management District
 - h. Tree Warden
14. Warrants
15. Any other Business
16. Adjourn

Select Board Meeting
Martin Memorial Hall
5259 Route 5, Ascutney VT
DRAFT of Select Board Meeting Minutes
Monday December 7, 2020 6:30PM

Select Board Members Present:

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

Online Attendees: Tavis Compo, Steve Heir, Rebecca Roy, Joshua Compo, Darrin Spaulding, Mychael Spaulding, Susanne Terrill, Rosalie McNamara, Ben Waters, 3 unknown callers.

1.) Call to Order by Chair, David Fuller at 6:19 pm

2.) Executive Session – 1 V.S.A § 313

Paul Tillman made a motion to go into Executive Session regarding personnel and contracts.

2nd – Joey Jarvis

No discussion

Vote – unanimous

Executive Session ended at 6:28 pm

David Fuller called meeting to order at 6:30 pm

3.) Comments from Select board/Town Manager and Citizens not on Agenda

John Arrison discussed the options for Town Meeting.

Open positions for election no longer need to take out a petition. Call the Town Clerk to sign a consent form. It will also be posted on the Town website.

Current terms set to expire in March do not expire on the date of Town Meeting. They expire the 1st warned hearing after Town Election.

David Fuller noted that everyone who was requested to attend the most recent Emergency Management meeting did. This included:

- Highway
- Food Shelves
- Library
- Town Office
- School Principal
- David Baker, Superintendent
- Fire Departments
- Golden Cross

The meeting was geared toward the function of the buildings in town.

4.) Review of minutes from previous meetings:

Approve the minutes from 11-23-20:

Michael Todd made a motion to approve the minutes from 11-23-20

2nd – Paul Tillman

No discussion

Vote – unanimous

5.) Town Manager Report

Brandon Gulnick, Town Manager presented his report:

The following will keep you up to date on various topics:

1. **New Website:** CivicCMS contacted our Website Design Team to begin the implementation process for the new Weathersfield Website. We scheduled a meeting on Tuesday, December 8, 2020 at 2:00pm to discuss the remainder of the project process, site content, and project dates. I will keep the Select Board and residents updated on this until the project is complete.
2. **LGER Grant:** All eligible expenses to be incurred from September 1 through December 30 must be submitted by December 11, 2020 in a second expenditure packet to finalize the grant requirements.
3. **Weathersfield Small Business Relief Fund:** The Town of Weathersfield received funding under the LGER Grant to establish a Small Business Relief Fund to provide Grants of up to \$1000 to small businesses in Weathersfield that have been affected by COVID-19. Applications must be submitted by December 18, 2020 no later than 12:00pm. Late applications will not be accepted.

6.) FY22 Budget Timeline

Rosalie McNamara presented the budget timeline that has been created. Please review the SAPATV meeting to see the presentation.

7.) Capital Equipment Note – Grader Loan

Steve Heir presented the Grader Loan information:

At the March 2020 Town Meeting the voters authorized the Select board to purchase a grader at a cost not to exceed \$ 240,000 to be financed for not more than seven years. Subsequently the Board voted to finance \$ 115,000 of the purchase price for seven years.

Peoples United Bank will lend us that amount for seven years at a rate of 2.5%.

The signing process for the loan paperwork will again be a bit different due to COVID-19. The Select board should vote to authorize the Chair to sign the loan paperwork instead of all the members signing as in the past. After that motion passes, the Chair should sign on pages 1, 4, and 6 and the Clerk should sign on page 4.

The Town Manager should have the paperwork for the meeting and I will phone into the meeting in case there are questions.

Michael Todd made a motion to authorize the Chair and Clerk to sign the paperwork for the grader loan.

John Arrison – 2nd

No discussion

Vote - unanimous

8.) West Weathersfield Rescue Squad Discussion

Joshua Compo presented a letter from the West Weathersfield Volunteer Fire Department requesting support in creating a rescue squad.

To the Weathersfield Town Manager and Select board,

The West Weathersfield Volunteer Fire Dept is seeking support in creating a rescue squad within our department to formalize and enhance our ability to provide qualified emergency medical care. We seek to apply for an EMS Agency License through the Vermont Department of Health as a first responder agency (not an ambulance agency).

The purpose of this application is to work in collaboration with the Town of Weathersfield and Golden Cross Ambulance Service to provide:

- Faster response time of qualified volunteer medical personnel prior to the arrival of Golden Cross Ambulance Service;
- Improved quality of care and timely interventions at the first point of contact for patients;
- Appropriate licensing and insurance coverage for our department's current response to medical calls.

In addition to providing faster, more qualified patient care at the first point of contact, we believe the long-term benefits for the department and the area we serve include:

- Providing the opportunity for current volunteer members to specialize in medical training, focusing their skills and responses to calls to reduce burnout;
- Actively recruit and develop a pool of qualified, licensed volunteer medical responders willing to serve the town without the requirement of serving as a firefighter;
- Improving volunteer recruitment and retention by clarifying roles and encouraging specialization and providing formal training.

Our department has three active firefighter/EMTs who are willing to provide EMS services to the townspeople of Weathersfield. We have twelve additional members waiting to take an EMR course, pending our becoming a first responder agency with the state of Vermont in accordance with state regulations for responding to medical calls.

Weathersfield is a geographically large town. Our department already fills emergency medical needs by initiating care for townspeople that have a significant wait for ambulance service due to our rural location. WWVFD has no interest in becoming an ambulance agency, we simply want to adhere to best practices required by the state while caring for the residents of West Weathersfield in cooperation with the town and our contracted ambulance service.

We do not anticipate any additional cost to the taxpayers. We seek your support in submitting our application by:

- Creating an updated municipal response plan
- Providing input for an operational written response plan between WWVFD and GCA

Respectfully,
WM/FD

At this time there are members of the WWVFD that are not responding to calls due to being told they are not to respond for medical care and are trained to do so.

Questions arose about insurance and Town liability.

Also, additional discussion was had how this would not cost the Town additional money with insurance, equipment, etc.

9.) Discussion – Purchasing Fire Gear from Fire Fighting Equipment & Gear Reserves

WWVFD put in a request for the following gear for their department:

- 3 Ice commander rescue suits for water rescues
- 19 High-Vis parkas

Joey Jarvis made a motion to transfer a sum not to exceed \$15,000 from fire department equipment gear reserve fund for these purchases.

John Arrison – 2nd

Additional discussion was had about the necessity of the items and when they would be used.

Current rescue suits are old and unusable.

Jackets will be used in situations when full gear is not required. These will not be worn out and around Town and will remain at the Fire Station to be used on calls only.

Vote

4 – aye

1 – nay

10.) Transfer Station Joint Committee Update

Brandon Gulnick, Town Manager presented an updated regarding the Transfer Station Joint Committee.

Dear Select Board Members & Weathersfield Residents:

As you know, the Towns of Weathersfield, Reading, and West Windsor established the Transfer Station Joint Committee that includes a Select Board member from each of the three (3) towns, the Town Administrator in West Windsor, and I. Since all three (3) of our Towns use the Transfer Station it is judicious for all three (3) towns to have input on Transfer Station operations.

The main issue we are working to resolve right now is an equal payment structure between our three (3) towns. To obtain an understanding of how many residents in each town use the Transfer Station, we began strictly enforcing the Permit Sticker for entrance into the Transfer Station. This resulted in a significant increase in Permit Stickers sold in West Windsor and demonstrated that the number of Permit Stickers Reading purchases annually per their allotment was not sufficient for the residents in their Town.

The next step to create an equal payment structure across our three towns is to create a Business Plan to propose at each Towns respective Town Meeting. To do this, the Town of West Windsor proposed working with DSM Environmental Services as a neutral third party.

The following tasks are in progress with DSM:

1. Utilizing the latest financial data provided to DSM by the Town of Weathersfield as the basis for development of the baseline case
 - a. Current cost data and revenues,
2. Tour the facility with the DSM to evaluate potential capital improvements/replacements that Weathersfield believes are necessary over the next several years.
3. Develop an excel spreadsheet model incorporating the up-to-date costs and revenues and expected capital needs to calculate total annual costs.
4. Use the most recent punch card revenues and sticker sales to estimate total revenues, which can be compared against costs.

This data will allow us to estimate what assessments would be necessary to cover the remaining overhead and fixed costs.

DMS will then provide an evaluation as to how assessments - to cover fixed costs not paid for through dump stickers - might be equitably apportioned among the three towns. This is an important component for two reasons. First, Weathersfield and Reading have traditionally assessed all households - either through property taxes, or through a utility fee, and then provided the vehicle permit at no cost, while West Windsor has simply charged residents who use the transfer station for the vehicle permit.

Second, there is a significant difference in the number of seasonal homes and vacant parcels among the three Towns (vacant parcels do not typically generate solid waste). For example, according to the 2010 census, Weathersfield had 1,153 households and 1,417 housing units with an 81% occupancy rate. This can be compared to Reading with 266 households and 34 housing units (occupancy rate of 61 %), and West Windsor, with 440 households and 889 housing units (occupancy rate of 51 %). In addition, many of West Windsor's housing units, both in condominiums and in a large private development contract for commercial dumpster collection of waste.

A draft memorandum outlining DMS Environmental's findings will be provided to us for review and comment. DSM will then make changes as necessary to the memorandum which we can distribute to the Select board members in anticipation of a joint meeting where DSM will present their findings and recommendations.

If you have any questions or concerns, please do not hesitate to contact me.

11.) 2014 Purchase & Sale Agreement

Brandon Gulnick presented an update to the 2014 Purchase & Sales Agreement regarding the Abbott property.

On September 21, 2020, our Administration released 2 proposals under Report 3. Proposed Solution #1 resolved the 2014 Purchase & Sale Agreement by amending the existing agreement and Proposed Solution #2 resolved the 2014 Purchase & Sale Agreement by holding a Tax Sale.

Over the course of 7 meeting regarding the 2014 Purchase & Sale Agreement the Select Board voted on each proposal and the vote failed. Therefore, it seems evident that neither proposal is acceptable to the Select Board. In an effort to obtain closure to this 6-year-old Purchase & Sale Agreement, our Administration is requesting insight from the Select Board as to what information to include in a proposal that will be acceptable for an affirmative vote.

To do this, our Administration modified Proposal #1 and Proposal #2 to include the information we collected over the course of the previous 7 meetings from both the Select Board and residents.

See the following attachments in regards to Abbott property:

ATTACHMENT A- PROPOSED SOLUTION #1
ATTACHMENT B - PROPOSED SOLUTION #2
ATTACHMENT C - JOHNSON EASEMENT

AGREEMENT ATTACHMENT D - BOARD OF
ABATEMENT APPLICATION
ATTACHMENT E- CONTRACT NEGOTIATIONS, BOA MINUTES, SELECT BOARD
MINUTES ATTACHMENT F-AMENDED PURCHASE & SALE AGREEMENT
ATTACHMENT G - LETTER TO EMILY ABBOTT

Brandon Gulnick asked the Select Board if they would consider a vote to grant the tax collector and the Town Manager full decision-making authority to resolve the 2014 Purchase and Sales agreement to the best of his judgement and ability.

David Fuller suggested a motion to grant the Town Manager and Tax Collector the authority to negotiate finality on the 2014 Purchase and Sales agreement with the ability to amend it and to ultimately keep in place the easement, parking lot and to recover the taxes owed on the property.

Paul Tillman 2nd-

Discussion –

John Arrison would like to change to “solution to” and it would come back to the Select Board for approval.

David Fuller said that they needed to trust the Town Manager and Tax Collector and if Brandon comes back to them in a certain time frame to let them know he was not able to settle this they will take it up at that time.

Joey Jarvis asked about details and at this time David Fuller does not want to divulge that information. He noted that the tax payers nor the Town will be paying for the back taxes.

Michael Todd noted that if this is a private sale, the Select board would not be involved at all.

Vote - unanimous

12.) Fire Department Contracts

Brandon Gulnick presented the updated Fire Department contracts. Changes include:

Changes Per November 30, 2020 Select Board Meeting

1. Changed date – Top left-hand corner
2. Added Section: Emergency Medical Service Response (Expectations during an EMS call/ Chain of Command)
3. Section 2.3 Removed the requirement for the Fire Departments to train together.
4. Section 4.2 (c) Removed the requirement of a Service Agreement
5. Changed section 5.2 (Town Manager to Select Board) per Ascutney volunteer Fire Association request. Typo
6. Section 8.4 Enforcement: Provides the Town with the ability to enforce the contract and gives the Town the ability to remove a member of a department if Weathersfield Policies, Rules, or Regulations and/or State/Federal law is violated. Each department respective membership will be required to vote to authorize the Town to do this.

John Arrison noted the old wordage was still being used in section 2.11.

Michael Todd made a motion to adopt the Fire Services Contract dated 12-7-20 with amendments as noted and allow for Chair to sign.

John Arrison – 2nd

Discussion:

Josh Compo discussed the issues with the following section:

SECTION 2.2 - EMERGENCY MEDICAL SERVICE RESPONSE

- Hartford Dispatch tones Appropriate Fire and Golden Cross.
- Appropriate Fire Department responds to make first contact with the patient.
- Fire Department gives a radio report with any pertinent information to the ambulance crew responding
- Ambulance arrives on scene and speaks with person in charge of scene.
- Ambulance crew will make determination of transportation needs of the patient.
- Ambulance crew takes care of all patient care.
- Fire Department assists with moving equipment and patient to the ambulance.
- Ambulance crew, if they need a driver, requests this from the fire department.

The Fire Department should not provide any patient care on scene. They are not a licensed entity with Vermont EMS.

At this time there are members from WWVFD not responding to calls due to concerns their licenses could be in jeopardy and not having support of the Town.

Chauncie Tillman asked what the legal aspect is of someone who is trained, licensed, certified, etc. arriving at a scene and not providing medical care until EMS shows up when those responding are trained to do so. Can licensed individuals be fined or lose their license if they don't respond.

Michael Todd also asked about a dividing line for calls, east vs west.

Vote - Unanimous

13.) Fire Department FY21 Budget Report

Brandon Gulnick present the Fire Department FY21 Budget Report:

Re: FY21 Budget to Actual - Fire Departments

Dear Select Board Members & Weathersfield Residents:

The Fire Department Budget is different than the rest of the departments in the Town of Weathersfield. Preferably, moving forward, our office will either be all-in or all-out. Being in between makes the accurate recording and accountability of financials for these

departments difficult. With the information we currently have, we were able to pull together this Finance Report.

FICA	Over by 333% (- \$109)
Dispatching Service	49.99%
Emergency Management	796%
West Weathersfield Fire Equipment Repair	55%
West Weathersfield Hose Testing	56%

14.) Fire Department FY22 Budget Discussion

Brandon Gulnick presented his current discussion with the AVFD and WWVFD regarding FY22 budgets.

Re: Fire Department FY22 Budget

Discussion Dear Select Board

Members:

Our administration has held budget meetings with both Fire Chiefs to discuss the FY22 Budget. *I have* requested one additional meeting with the West Weathersfield Fire Chief to discuss their FY22 Budget.

Our Finance Team's most notable concern is the difference in budgeting between the Fire Departments and the rest of the departments in Weathersfield.

Recommendation: Transition both Fire Department Budgets in FY22 to coincide with all other Town Departments to improve financial accountability and transparency for Weathersfield Residents.

15.) Appointments: None

- a. Budget Committee
- b. Connecticut River Joint Commission
- c. CRJC Mt. Ascutney Subcommittee
- d. Fence Viewer
- e. Selectman Representative to the School Board
- f. Southern Windsor County Transportation Advisory Committee
- g. Southern Windsor/Windham Counties Solid Waste Management District
- h. Tree Warden

16.) John Arrison made a motion to approve the warrants for December 7, 2020 as follows:

General Funds	Operating Expenses \$32,339.10 Payroll \$12,865.62
Highway Fund	Operating Expenses \$19,834.37 Payroll \$7,245.65
Solid Waste Management Fund	Operating Expenses \$11,052.57 Payroll \$,523.60
Library	Operating Expenses \$0.00 Payroll \$1,907.60
Grants	Operating Expenses \$0.00
Special Revenue	Operating Expenses \$0.00
Reserves	\$0.00
Long Term Debt	\$0.00
Grand Totals	Operating Expenses \$69,226.04 Payroll \$23,542.47
Michael Todd - 2 nd No Discussion Vote - Unanimous	

17.) Any other Business

18.) Adjourn

Michael Todd made motion to adjourn the meeting at 8:59 pm
Paul Tillman– 2nd
No discussion
Vote – unanimous

Respectfully,
Chauncie Tillman
Alt. Recording Secretary

DRAFT

Terms and Conditions

Major Disaster: FEMA-DR-4356-HMGP-VT

Hazard Mitigation Grant Program Project Number: 4356-4R

Project Name: Weathersfield (Town of) 6648 VT Route 131 Acq/Demo

Project Location: 6648 VT Route 131, Weathersfield, VT 05151 Latitude:43.405669, Longitude: -72.505901

Project Description / Scope of Work:

The Town of Weathersfield will acquire the property at 6648 VT Route 131 and demolish all existing structures within the parcel to return the property to its natural state as open space in perpetuity. Demolition will also include: 1) Removing all the debris from the site; 2) Filling in the foundation and basement; 3) Demolishing and in-filling the stone dry well; 4) Filling, cutting, and capping the well; 5) Removal of the septic tank, or crushing on site and filling with clean fill; 6) and Filling, seeding, grading, and mulching of the property.

The staging areas will be located directly north and south of the building. The stone wall at the back of the property and the sections of the mill spillway that remain along the river from the historic use of the property will not be disturbed as part of this undertaking.

Federal Funding:

The federal award is \$43,125.00, which is 75% of the total approved project cost of \$57,500.00.

Non-federal Funding:

As a condition of the federal award, the Recipient is required to contribute a non-federal match of \$14,375.00 which is 25% of the total approved project cost.

Source: Homeowner

Type: Cash

The Recipient is responsible for the non-federal share and any actual costs that exceed the total approved project cost. The Recipient will follow all non-federal matching requirements set forth in applicable law, regulations, and FEMA guidance and in compliance with 2 C.F.R. § 200.306. The non-federal match must be available at the time FEMA approves the federal award. The Recipient will ensure the non-federal cost share, cash and/or third-party in-kind contributions meet all the following criteria:

- Are verifiable from the non-federal entity's records;
- Are not included as contributions for any other federal award;
- Are necessary and reasonable for accomplishment of project or program objectives;
- Are allowable under Subpart E - Cost Principles;

- Are not paid by the federal Government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
- Are provided for in the approved budget when required by the federal awarding agency.

Overview. The following sections of this document set forth the various terms and conditions for the referenced project above under the Hazard Mitigation Grant Program (“HMGP”) with which both the Recipient and Sub-recipient must comply. Failure to comply with these terms and conditions could jeopardize the federal funding provided and result in the total or partial termination of the federal award and disallowance of some or all costs.

I. General Terms and Conditions

The Recipient and Sub-recipient must comply with the terms and conditions set forth in the FEMA-State Agreement and the 2018 Department of Homeland Security Standard Terms and Conditions.

II. Environmental and Historic Preservation Terms and Conditions

The Recipient and Sub-recipient must comply with terms and conditions set forth in the Record of Environmental Consideration (“REC”) for the project and summarized here:

- A. **EO 11990 CONDITION:** The Applicant is responsible for obtaining all required federal, state and local permits. Copies of permits or letters stating that permits are not required and all other documentation pertaining to these activities must be supplied to the state and FEMA as part of the permanent project files. All conditions imposed by any of these permits become conditions of this grant. Failure to comply may jeopardize FEMA funding.
- B. **NHPA:** All work must be completed from existing hard surfaces or within twenty (20) feet of the building. This twenty (20) foot buffer shall be delineated by temporary snow fencing (or similar) in areas outside of existing hard surfaces.
- C. **NHPA:** Outside of the twenty (20) foot buffer or existing hard surfaces, construction matting must be utilized during any work where heavy equipment will be driven or temporarily parked on site.
- D. **NHPA CONDITION:** (artifacts): In the event of the discovery of archaeological deposits (e.g. Indian pottery, stone tools, shell, old house foundations, old bottles) the Subrecipient and their contractor shall immediately stop all work in the vicinity of the discovery and take reasonable measures to avoid or minimize harm to the finds. The Subrecipient and their contractor shall secure all archaeological discoveries and restrict access to discovery sites. The Subrecipient shall immediately report the archaeological discovery to the Recipient (Stephanie Smith, 802 241-5362) and the FEMA Deputy Regional Environmental Officer Mary Shanks, 617-901-2204; FEMA will determine the next steps.

- E. **NHPA CONDITION:** (human remains): In the event of the discovery of human remains, the Subrecipient and their contractor shall immediately stop all work in the vicinity of the discovery and take reasonable measures to avoid or minimize harm to the finds. The Subrecipient and their contractor shall secure all human remains discoveries and restrict access to discovery sites. The Subrecipient and their contractor shall follow the provisions of applicable state laws, including 13 VSA 3761 (Unauthorized Removal of Human Remains), 13 VSA 3764 (Cemeteries and Monuments Grave markers and historic tablets) and 18 VSA 5212 (Permit to Remove Dead Bodies), or any amendments or supplanting laws and regulations. Violation of state law will jeopardize FEMA funding for this project. The Subrecipient will inform the Office of the Chief Medical Examiner Dr. Steven Shapiro, 802-863-7320, the State Archaeologist Dr. Jess Robinson, 802 -272-2509, the Recipient (Stephanie Smith, 802 241-5362) and the FEMA Deputy Regional Environmental Officer Mary Shanks, 617-901-2204. FEMA will consult with the SHPO and Tribes, if remains are of tribal origin. Work in sensitive areas may not resume until consultation is completed and appropriate measures have been taken to ensure that the project is compliant with the National Historic Preservation Act.
- F. **RCRA CONDITION:** The applicant shall ensure that all debris is disposed in a manner that is consistent with the Vermont Waste Management Division Hazardous Waste Program guidelines or at a permitted site/landfill.
- G. **RCRA CONDITION:** Unusable equipment, debris and material shall be disposed of in an approved manner and location. In the event significant items (or evidence thereof) are discovered during implementation of the project applicant shall handle, manage, and dispose of petroleum products, hazardous materials and/or toxic waste in accordance to the requirements and to the satisfaction of the governing local, state and federal regulations. These materials may include, but are not limited to propane cylinders, paints and solvents, coolants containing chlorofluorocarbons (CFCs), used oil, other petroleum products, used oil filters, fuel filters, cleaning chemicals, laboratory reagents, pesticides, batteries, and unlabeled tanks and containers. Equipment that may include these materials are ice machines, refrigerators, generators, computers, televisions, mercury switches, fluorescent lights, fluorescent light ballasts, sandblast units, paint sprayers, etc.
- H. **RCRA CONDITION:** If any asbestos containing material, lead based paints, and/or other toxic materials are found during remediation or repair activities, the applicant must comply with all federal, state, and local abatement and disposal requirements under the Toxic Substances Control Act (TSCA).
- I. Comply with the Programmatic Agreement between FEMA and the State concerning Section 106 of the National Historic Preservation Act and any memorandum of agreement and/or secondary programmatic agreement entered into for the project;
- J. Obtain FEMA environmental and historic preservation review before commencing any change in the scope of work for the project.
- K. If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

- L. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- M. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

III. Administrative Requirements Terms and Conditions

- A. The Recipient will notify the Sub-recipient in writing of all the sub-award information as required per 2CFR 200.331.
- B. The Recipient and Sub-recipient must comply with the requirements of 2 C.F.R. pt. 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards*. This includes, among other things, the requirement to comply with the procurement standards at 2 C.F.R. §§ 200.317-326.
- C. **Amendments.** The most common kinds of amendments are changes to the budget, change of scope requests, and extension requests.
 - 1. **Budget Amendments.** Before making any change to the FEMA-approved budget for this project, the Recipient must request prior written approval from FEMA where required by 2 C.F.R. § 200.308. If the total HMGP grant award for this declaration has an approved budget greater than the simplified acquisition threshold (currently \$250,000), the Recipient may not transfer funds for non-construction projects among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget for the entire HMGP grant award that FEMA last approved.
 - i. The Recipient must report any deviations from your FEMA approved budget in the first federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval. In addition, the Recipient will inform FEMA, as early as possible, when it estimates that it will not utilize the entire amount of the federal award and have excess funds at the end of the period of performance.
 - ii. The approval of any changes to the budget are entirely committed to FEMA's discretion.
 - 2. **Scope of Work Amendment.** The Recipient may request a change in the scope of work after FEMA approves the federal award so long as the new scope does not change the nature or total project cost of the activity, properties identified in any sub-application, the feasibility and effectiveness of the project, or the benefit cost ratio. Any requests for a change in the scope of work must be supported by adequate justification, to include a description of the proposed change, a written explanation of the reason or reasons for the change, an outline of remaining funds available to support the change, and a full description of the work necessary to complete activity.

- i. The approval of any changes to the scope of work are entirely committed to FEMA's discretion.
- ii. The Recipient must obtain FEMA's approval before the Recipient or Sub-recipient commences work on any change in the scope of work for the project.

3. **Extension Amendment.** If you determine that the work may not be completed and/or deliverables will not be finished within the sub-award period of performance and will exceed the prime award period of performance, a time extension is necessary.

- i. **Estimated Time of Completion.** The approved estimated time for the completion of this project is of **forty-two weeks (42) weeks**. The Recipient is responsible for setting the Subaward Period of Performance Start and End Date not to exceed the Prime Award period of performance established by FEMA. Any costs incurred outside the period of performance are not allowable.
- ii. The Sub-recipient through the Recipient must submit any request to extend the period of performance at least 60 days before the expiration of the prime award period of performance. The request must be in writing and must contain the justification detailed in the Hazard Mitigation Assistance Guidance, Part VI, § D.4.1, which includes a written explanation of the reasons for the delay, an outline of remaining funds available to support the extended period of performance, and a description of performance measures necessary to complete the activity.
- iii. FEMA will not process an extension request without justification and the decision to approve any extension request is committed entirely to FEMA's discretion. In order for FEMA to consider a request, the Recipient's performance and financial reports must be current.
- iv. FEMA will not approve extensions to the period of performance for delays caused by the lack of nonfederal match funding.

D. **Prime Award Period of Performance.** The FEMA established project completion deadline for **all sub-awards** under FEMA-DR-4356-HMGP-VT is **January 2, 2022**.

E. A non-federal entity, as explained in 2 C.F.R. § 200.309, may charge to a federal award only allowable costs incurred during the period of performance (except as described in 2 C.F.R. § 200.461) and any costs incurred before FEMA made the federal award or the pass-through entity makes a subaward that were authorized by FEMA or the pass-through entity.

- **Eligible Costs.** Allowable costs are those costs that are necessary and reasonable for the proper and efficient performance and administration of the federal award. The following costs associated with property acquisition and structure demolition are generally allowable:
 - Market value of the real property (land and structures) either at the time of sale or immediately prior to the most recent disaster or flood event, subject to

- applicable adjustments, provided State/local laws do not prohibit future improvements and/or require structure demolition
- For land already owned by ineligible entity, compensation is for the structure and for development rights only, not for the land. This includes any entity eligible to apply for award or subaward funding under the relevant funding program, even if the entity is not the Applicant or sub applicant for the project.
- Fees for necessary appraisals, title searches, title insurance, property inspections, and surveys
- Property tax liens or tax obligations can be extinguished with proceeds from property sale while performing the transfer of title
- Fees associated with the title transfer, contract review, and other costs associated with conducting the real estate settlement, including recordation of the deed and deed restrictions
- Demolition, site restoration, and site stabilization of the acquired site

Management Costs. Management costs are any indirect costs and administrative expenses that are reasonably incurred by a Grantee or subgrantee in administering a grant or subgrant award. A full list of the costs allowed as management costs are identified in the 2015 HMA Guidance Part IV H.3, Cost Estimate.

The following list provides examples of activities that are allowed for HMA funding:

- Eligible Applicant or sub applicant management cost activities may include:
 - Solicitation, review, and processing of sub applications and subgrant awards;
 - Sub application development and technical assistance to sub applicants regarding engineering feasibility, BCA, and EHP documentation;
 - Geocoding mitigation projects identified for further review by FEMA;
 - Delivery of technical assistance (e.g., plan reviews, planning workshops, training) to support the implementation of mitigation activities;
 - Managing grants (e.g., quarterly reporting, closeout);
 - Technical monitoring (e.g., site visits, technical meetings);
 - Purchase of equipment, per diem and travel expenses, and professional development that is directly related to the implementation of HMA programs; and
 - Staff salary costs directly related to performing the activities listed above.
- **Ineligible Costs.** Certain property-related costs that are not allowable under HMA programs include, but are not limited to, the following:
 - Compensation for land that is already held by an eligible entity, even if the eligible entity is not the sub applicant for the project; however, compensation for development rights (e.g., obtaining an open space easement) may be an allowable cost
 - Property acquisition and structural demolition projects where State and/or local laws or ordinances create a legal condition that requires structure demolition and/or prohibits future development of the property (e.g., a coastal setback requirement)
 - Remediation, remediation plans, and environmental cleanup and certification of contaminated properties; however, permitted disposal of incidental demolition,

- household hazardous wastes, and fuel tanks that support a residential use only may be an allowable cost
- Aesthetic improvements and landscaping, new site property acquisition, and public infrastructure and utility development
- **Ineligible Activities.** Certain activities and their associated costs are not eligible. A full list of ineligible activities is listed in the 2015 HMA Guidance Part III E.2, Ineligible Activities. The following list provides examples of activities that are not eligible for HMA funding:
 - Projects that do not reduce the risk to people, structures, or infrastructure;
 - Projects that are dependent on another phase of a project(s) in order to be effective and/or feasible (i.e., not a stand-alone mitigation project that solves a problem independently or constitutes a functional portion of a solution);
 - Projects for which actual physical work such as groundbreaking, or construction of a raised foundation has occurred prior to award or final approval.
 - Projects for preparedness activities or temporary measures (e.g., sandbags, bladders, geotubes, or portable generators);
 - Projects constructing new buildings or facilities,
 - Projects that create revolving loan funds;
 - Activities required as a result of negligence or intentional actions, or those intended to remedy a code violation, or the reimbursement of legal obligations such as those imposed by a legal settlement, court order, or State law;
 - Landscaping for ornamentation (trees, shrubs, etc.);
 - Site remediation of hazardous materials (with the exception eligible activities, such as the abatement of asbestos and/or lead-based paint and the removal of household hazardous wastes to an approved landfill);
 - Forest management;
 - Prescribed burning or clear-cutting;
 - Creation and maintenance of fire breaks, access roads, or staging areas; and
 - Irrigation systems;
 - Studies not directly related to the design and implementation of a proposed mitigation project; and
 - Preparedness measures and response equipment (e.g., response training, electronic evacuation road signs, interoperable communications equipment).

F. **Intended Purpose.** federal award dollars must be used for their intended purpose. Recipients of a federal award have been awarded funds to carry out the goals and objectives identified in the award. These funds are subject to certain regulations, oversight, and audit. Recipients are stewards of federal funds, must account for costs and justify expenditures. When a non-federal entity receives federal award dollars they are entrusted with the appropriate expenditure. The following actions are violations to federal awards and are subject to criminal prosecution, fines, restitution, and civil penalties:

- Charging personal expenses as business expenses against the award.
- Charging for costs which have not been incurred or are not attributable to the award.

- Charging for inflated labor costs or hours, or categories of labor which have not been incurred (for example, fictitious employees, contractors or consultants).
- Falsifying information in grant applications or contract proposals.
- Billing more than one federal award or contract for the same work.
- Falsifying test results or other data.
- Substituting approved materials with unauthorized products.
- Misrepresenting a project's status to continue receiving government funds.
- Charging higher rates than those stated or negotiated for in the bid or contract
- Influencing government employees to award a grant or contract to a particular company, family member, or friend.

- G. **Conflict of Interest.** As required per 2 CFR § 200.112, the non-federal entity must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity if the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, in which the employee, officer or agent must recuse themselves or otherwise is not eligible to participate in the award. Where there is an organizational conflict, the prospective Recipient is not eligible for the award.
- H. **Duplication of Benefits.** HMA funds cannot duplicate or be duplicated by funds received by or available to Applicants, sub applicants, or project or planning participants from other sources for the same purpose, such as benefits received from insurance claims, other assistance programs (including previous project or planning grants and subgrants from HMA programs), legal awards, or other benefits associated with properties or damage that are or could be subject of litigation. FEMA will treat benefits that are reasonably available as a duplication of benefits (DOB), even if the benefits were not sought or received. Individuals or entities must notify the Grantee and FEMA of all benefits that they receive or anticipate from other sources for the same purpose and must seek all such benefits available to them. The total amount of eligible costs will be reduced by the amount of available benefits prior to calculating the required cost share. The cost share is based on the total eligible costs after DOB deductions have been made. Duplications can occur at any time and FEMA must be reimbursed for benefits identified or received after an award.
- I. **Closeout.** The non-federal entity must submit, no later than 90 calendar days after the end date of the sub-award period of performance, all financial, performance, and other reports as required by the terms and conditions of the federal award. The closeout period is not part of the sub-award period of performance, costs incurred during this 90-day period are not allowed and will not be reimbursed.
- i. The non-federal entity must liquidate all obligations incurred under the federal award not later than 90 calendar days after the end date of the sub-award period of performance.
 - ii. The Recipient must submit a final payment of claim and supporting documentation for this project in accordance with 44 C.F.R. § 206.438 and Hazard Mitigation Assistance Guidance (2015).

J. Programmatic Terms and Conditions

For property acquisition and structure demolition or relocation projects for the purpose of creating open space, Applicants and sub-applicants must comply with Title 44 CFR Part 80 and this guidance. A project may not be framed in a manner that has the effect of circumventing these requirements.

Generally, FEMA-funded property acquisition and structure demolition or relocation projects with the purpose of creating open space consist of the following: the community purchases a flood-prone structure from a willing seller and then demolishes or relocates it to a site outside the floodplain. The purchased property is deed restricted and maintained as open space in perpetuity to restore and/or conserve the natural floodplain functions. Although some communities elect to develop a site outside the floodplain and relocate structures to the new site, simpler acquisition and structure demolition projects require minimal environmental review, are considerably less expensive, and allow the homeowner to determine where to relocate.

Federal law requires properties acquired with FEMA funds in structure demolition or relocation projects to be maintained as open space in perpetuity and Recipients and subrecipients to be responsible for oversight in ensuring and enforcing proper land use and for coordinating with FEMA on any future land use or property disposition issues.

During the development of an acquisition project for open space, property owners must complete all of the actions that are required to implement the property acquisition and structure demolition or relocation.

- A. The Recipient and Sub-recipient must comply with 44 CFR Part 80 – Property Acquisition and Relocation for Open Space.
- B. The Recipient and Sub-recipient must comply with 44 CFR pt. 206, subpart N - Hazard Mitigation Grant Program.
- C. The Recipient and Sub-recipient must comply with the Implementation section in the 2015 Hazard Mitigation Assistance Guidance.
- D. The Recipient and Sub-recipient must comply with the Implementation section in the Hazard Mitigation Assistance Guidance Addendum.
- E. The Recipient and Sub-recipient must comply with terms and conditions for the project summarized here:
 - 1. **Clear Title.** The subrecipient shall conduct a title search for Weathersfield (Town of) 6648 VT Route 131 Acq/Demo. The purpose of the title search is to ensure that the owner is the sole and actual titleholder to the property, to identify other persons with a property interest if the owner is not the sole and actual titleholder, and to ensure that the title is clear (i.e., there are no mortgages or liens outstanding on the sale of the property). In addition, the property must not have easements or other encumbrances that are incompatible with open space and that would make the property either ineligible for acquisition or noncompliant with FEMA's open space land use restrictions (see Addendum Part A.6.2).
 - i. All known encumbrances that are incompatible with open space use must be revised or extinguished to ensure that the property use is consistent with the open space

requirements in 44 CFR Part 80 and this guidance. Encumbrances include any encumbrance providing an interest in subsurface resource rights whether or not the interest involves an implicit right for surface access to the subsurface resource. The Applicant will obtain a title insurance policy reflecting that all incompatible easements or other encumbrances to the title have been extinguished to demonstrate a clear fee title in conformance with 44 CFR Section 80.17(b).

- ii. If evidence obtained during the review indicates long-dormant subsurface rights (usually in excess of 50 years or beyond the reach of a standard title search) and the identity of the subsurface owner is unknown or otherwise not reasonably ascertainable, FEMA may approve the eligibility of the acquisition on a case-by-case basis. If a right to access a subsurface resource is discovered and asserted after the acquisition, the Recipient and subrecipient are required to take all appropriate action to enforce the open space restrictions required by 44 CFR Section 80.19.
 - iii. Other title-related requirements are as follows:
 - A title insurance policy demonstrating that a clear title conveys must be obtained for each approved property that will be acquired
 - A physical site inspection for each property must be conducted to verify that there are no physical encumbrances to the property (a site survey may be necessary to clearly establish property boundaries)
 - The property title must be transferred by a warranty deed in all jurisdictions that recognize warranty deeds
 - All incompatible easements or encumbrances must be extinguished
 - The subrecipient must take possession at settlement
 - The subrecipient must record the deed at the same time as and along with the programmatic deed restrictions
 - The deed transferring title to the property and the programmatic deed restrictions will be recorded according to State law and within 14 days after the settlement
 - All property transfers must be consistent with 44 CFR Part 80 and this guidance
- A. **Statement of Voluntary Participation.** The Statement of Voluntary Participation formally documents the Notice of Voluntary Interest and information related to the purchase offer. The subrecipient must provide FEMA with a signed copy of the Statement of Voluntary Participation for each property post-award. For more information on voluntary interest documentation, see Addendum Part A.6.5.1. For more information on the purchase offer, see Addendum Part A.6.9. Participation is not voluntary for tenants of properties to be acquired; for information about considerations for tenants, see Addendum Part A.6.10.
- B. **Final Mitigation Offer.** The final Mitigation Offer to a property owner is based on the value assigned to a property (“purchase offer”) and applicable additions and deductions. Deductions to the purchase offer may include Duplication of Benefits (DOB) deductions, and additions may include any supplemental housing or insurance incentive payments. The subrecipient must ensure that all property owners are treated fairly and are offered an equitable package of benefits. The subrecipient (using a Statement of Voluntary Participation) shall inform each

property owner in writing of the market value (pre-event or current) of the property and the method used to determine the final Mitigation Offer.

If several entities or programs are acquiring property in the same area, property owners may find it confusing if different offers are made to area owners at different times. To avoid any negotiation difficulties or confusion, the subrecipient should coordinate the release of property valuation information and purchase offers to property owners for the various programs. The subrecipient may wish to set a time limit with the property owner for the validity of a purchase offer. The subrecipient must provide an appeal or reconsideration process for property owners who dispute the amount of the purchase offer property valuation.

- C. **Relocation and Removal of Existing Buildings.** Existing buildings that are part of an open space acquisition and demolition or relocation project must be removed and disposed of in accordance with applicable laws within 90 days of closing and settlement of the property acquisition transaction. The Recipient and subrecipient are responsible for the removal and disposal.

The FEMA Regional Administrator may grant an exception in accordance with 44 CFR Section 80.17(d) only for a particular property based upon written justification if extenuating circumstances exist and shall specify a final date for removal.

All relocated structures in open space acquisition and relocation projects must be placed on a site outside an SFHA, outside any regulatory erosion zones at a distance at least 60 times the average annual erosion rate measured from an appropriate “erosion reference feature,” and outside any other identified hazard areas. The owner is responsible for ensuring that the building is brought into compliance with all applicable laws and regulations.

Existing buildings that are part of an open space acquisition and demolition project must be demolished (resulting in the permanent destruction of each structure) and disposed of in accordance with applicable laws.

- D. **Open Space Land Use Requirement.** Subrecipients must apply deed-restriction language to all acquired properties to ensure that the property is maintained in perpetuity as open space consistent with natural floodplain functions, as agreed to by accepting FEMA mitigation award funding. Deed-restriction language is applied to acquired properties by recording the open space and deed restrictions. Modifications to the language in the FEMA Model Deed Restriction can be made only with prior approval from the FEMA Office of Chief Counsel through the appropriate FEMA Regional Office.

Allowable land uses for open space generally include parks for outdoor recreational activities, wetlands management, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow for evacuation), unpaved surfaces, and other uses that FEMA determines are compatible with the award and deed restrictions. See Addendum Part A.6.1 for a more detailed list of allowed uses. FEMA makes a determination of the open space compatibility of access to a subsurface resource on a case-by-case basis.

Land uses that are not allowable include:

- a. Hydraulic fracturing/HDD
- b. Walled buildings

- c. Flood control structures, such as levees, dikes, or floodwalls
- d. Paved surfaces
- e. Bridges
- f. Cemeteries
- g. Actions that pose health, safety, or environmental risk in the floodplain
- h. Above- or below-ground pumping stations or storage tanks
- i. Placement of fill materials
- j. Other uses that obstruct the natural and beneficial use of the floodplain

See Addendum Part A.6.2 for a more detailed list of land uses that are generally not allowed.

- E. **Future Federal Benefits.** After settlement of the property acquisition transaction, no disaster assistance for any purpose from any federal entity may be sought or provided with respect to the property, and FEMA will not distribute flood insurance benefits for that property for claims related to damage occurring after the date of settlement in accordance with the requirements in 44 CFR Part 80.

In addition, crops for which insurance is not available will not be eligible for any disaster assistance and are grown at the farmer's risk. Payment through the Non-Insured Crop Disaster Assistance Program (7 U.S.C. 7333) for damage to crops for which insurance is not available is considered "disaster assistance" and, as such, is not available to owners of open space-restricted land. However, benefits obtained through crop insurance programs offered under the federal Crop Insurance Act, as amended (7 U.S.C. 1501 et seq.), are not considered disaster assistance and are available to owners of open space-restricted land.

- F. **Open Space Monitoring, Reporting, and Inspection.** The Recipient will work with subrecipients to ensure that the property is maintained in accordance with land use restrictions. The Recipient and subrecipients should jointly monitor and inspect acquired properties every 3 years to ensure that the inspected parcels continue to be used for allowable open space purposes.

Every 3 years, the subrecipient, the Recipient, and FEMA must coordinate to ensure that the subrecipient submits documentation to the appropriate FEMA Regional Administrator certifying that the subrecipient has inspected the subject property within the month preceding the report and that the property continues to be maintained consistent with the provisions of the award/subaward. If the property subsequently transfers to an allowable transferee, the subrecipient, the Recipient, and FEMA will coordinate with that entity to submit the information.

The Recipient, the subrecipient, and FEMA have the right to enter the parcel, with notice, to inspect the property to ensure compliance with land use restrictions. Subrecipients may identify the open space nature of the property on local tax maps to assist with monitoring.

- G. **Enforcement.** If the required monitoring (or other information) results in the determination that the subject property is not being maintained according to the terms of the award, the subrecipient, Recipient, and FEMA are responsible for taking measures to bring the property back into compliance.

In the event a property is not maintained according to the identified terms, the Recipient shall notify the subrecipient (which includes successors in interest) that they have 60 days to correct the violation. If the subrecipient fails to demonstrate a good faith effort within the terms of the grant agreement within 60 days, the Recipient shall enforce the terms of the grant agreement by taking any measures it deems appropriate, including bringing an action of law or equity in a court of competent jurisdiction. If the Recipient fails to bring the property into compliance, FEMA may enforce the terms of the grant agreement by taking any measures it deems appropriate, including:

- Withholding FEMA mitigation awards or assistance from the Recipient, subrecipient, and current holder of the property interest (if different) pending corrective action
- Requiring the transfer of title
- Bringing an action of law or equity in a court of competent jurisdiction against the Recipient, subrecipient, and/or their respective successors

FEMA also reserves the right to transfer the property title and/or easement to a qualified third party for future maintenance. For additional information, see 44 CFR Section 80.19(e)(ii).

- F. **Cost Share.** Contribute a non-federal cost share of at least 25 percent of the total approved project cost. It is understood and agreed that the Sub-Recipient must provide the minimum amount of cost sharing as stipulated in the Recipient's budget approved by the Grants Officer.
- 1 The Recipient must maintain written records to support all allowable costs which are claimed as being its contribution to cost participation, as well as costs to be paid by FEMA. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with 2 CFR 200.306 Cost Sharing or Matching.
- G. **Sub-Award Closeout Requirements.** FEMA will review all closeout documentation for compliance and may send the Recipient a request for additional supporting documentation, if needed.
1. Recipients should closeout subawards as activities are completed. In addition, as cost underruns are identified, the Recipient should submit de-obligation requests to FEMA.
 2. As required by 44 CFR 206.438(d), the Recipient will submit a letter signed by the Governor's Representative or equivalent certifying that:
 - i. The reported costs were incurred in the performance of eligible work
 - ii. The approved work was completed, and the mitigation measure is in compliance with the provisions of the FEMA-State Agreement
 3. Verify that all required subaward activities have been accomplished in accordance with all programmatic guidance and proper grants management practices and 44 CFR Section 80.21,
 4. Verify that all properties identified in the sub-application have been acquired,

5. Verify that the Model Deed Restriction language was recorded with each corresponding deed.
6. The subrecipient shall provide to FEMA, through the Recipient, the following property information:
 - A photograph of the property site after project implementation
 - Certification the structure(s) was removed by demolition within 90 days of settlement of the property transaction
 - A copy of the recorded deed and attached deed restrictions for each property
 - Latitude and longitude coordinates of the property
 - A signed Statement of Voluntary Participation from the owner of each property identified in the subaward SOW (see Addendum Part A.6.5.1)
 - For each property identified in the FEMA Repetitive Loss database, a completed FEMA Form AW-501 documenting the completion of mitigation on the repetitive loss property is required. For more information about project closeout, see Part VI, F of the HMA Guidance.

IV. Acknowledgements

Signature Recipient

Signature Subrecipient

Print Name and Title

Print Name and Title

Date

Date



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | P (802) 674-2626 | F (802) 674-2117

Rosalie McNamara
Executive Assistant

December 18, 2020

Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Town of Weathersfield YTD Finance Report

Dear Select Board and Weathersfield Residents

The following is a snapshot of Finance in the Town of Weathersfield between 7/1/20 – 10/31/20:

General Fund Revenue is at 42%.

Admin Budget

- Revenue is at 40%
- Personnel is at 47%
- Expenses are at 44%.
- Electricity is high (59% of budget to date).
- Our County Courthouse Bond payment was budgeted for \$7,900, however, the bill came in at 9,022 contributing to the line going over budget by 14%.
- Website development is over budget at 143%. We have submitted reimbursement for this expense under the LGER grant. \$5,000 will be moved to the Emergency Management line decreasing this line to 0%.
- Water District salaries are at 58% to date. The Water Director increased the salary expectation from the Water District to the Town during the District's Annual Meeting.
- The GF-HR/Admin-Wages are at 47%. Both the Principal Clerk and Assistant to the Town Manager are coded to this line. This line will be broken out in the FY22 Budget. However, since a reorganization took place mid-year, we did not break out this line. The Finance Director role that was eliminated as a result of the reorganization is coded to the Finance Department. We will see a decrease in personnel expenses under that budget and an increase under the Admin budget.
- Note: COVID-19 Expenses contribute significantly to the total expenses to date. These expenses will be moved to the Emergency Management line item in the Fire Services Budget. In late January, these expenses will be reimbursed from an approved LGER Grant Application from the Vermont Department of Taxes.

Listers Budget

- Revenues are at 0% (Lister Office revenue generally comes in during March/ April).
- Personnel is at 41% & expenses in total are at 50%.
- The Software agreements/ Sup is OVER BUDGET at 153%
- Office Expenses are OVER BUDGET at 105%
- Total expenses are at 60%.
- The Listers restructured.

Land Use Budget

- Revenues are at 40% of budget with expenses at 33% of budget.
- The Administrative Officer line is currently at 47% of budget.
- The Printing line is **OVER BUDGET** at 167%

Police Department

- Revenue is at 87%
- Personnel is at 40%
- Expenses are at 39%
- Repairs and Supplies are at 95%
- Dues & Memberships are at 178%

Town Clerk

- Revenues are at 109%
- Personnel is at 33%.
- Expenses are at 33%.
- The Vault/ Land Records Supplies Line is at 145%
- Vault Fee to Reserve is at 100%
- Total Vault Expenses are at 122%

Finance

- Expenses for this department are at 38%.
- Personnel is at 32%.

Library

- Personnel is at 38.86%.
- Expenses are at 35.88%
- The Building Maintenance line is at 204.66%
- The total Building & Maintenance expenses are at 93%.
- The Computer line is at 75.27%.
- The Office supplies line is at 57.95%.
- The Dues line is at 180.12%
- The total Dues and Membership line is 34.86%

Highway

- Revenue is at 80%
- Expenses are at 30.77%.
- Workers Compensation line is at 58.45%.
- Covered Bridge Insurance line is at 50%.
- Highway Well Water line is OVER BUDGET at 449.46%.
- Chloride line is at 41.39%.
- Culvert line is at 90.13%
- Contract Work is at 93.25%

Solid Waste

- Personnel is at 37%.
- Expenses are at 37%.
- West Windsor Permit Stickers are at 230%
- Telephone and Internet is at 80%
- Recycle Expenses (Glass/Compost/mixed) are at 100%

Fire Departments

- Personnel expenses are at 14%
- Office Expenses are at 0%
- Utilities are at 34%
- Insurance expenses are at 49%
- Communications is at 158%
- Fire Equipment PPE/ Hose Testing is at 26%
- Highway and Fuel Service is at 14%
- Ascutney Fire expenses is at 0%
- West Weathersfield Fire expenses is at 29%
- Total expenses are at 41%.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

Attachments:

FY21 Budget to Actual YTD

Rosalie McNamara

Executive Assistant

Town of Weathersfield

FY 2022 Appropriations

Account Number	Name	FY 2022 Amounts Requested	Last Year	
11-9-901-90.01	American Red Cross	250.00	250.00	
	Big Heavy World	250.00		
	Cover Home Repair Inc			
	Friends of the Meeting House	1,000.00	1,000.00	
11-9-901-90.30	Green Mt RSVP	300.00	300.00	
11-9-901-90.67	Green Up Vermont	120.00	150.00	
	Health Care & Rehabilitation Services of Southeastern Vermont	2,683.00	2,683.00	
	M.A.P.P.	450.00	450.00	
11-9-901-90.20	Meals on Wheels	400.00	400.00	
11-9-901-90.10	Senior Solutions - Council on Aging for Southeastern VT	450.00	450.00	
11-9-901-90.69	The MOOver Rockingham - formerly SEVT the Current	125.00	125.00	
	Vermont Adult Learning	300.00	300.00	
11-9-901-90.50	Vermont Association for the Blind and Visually Impaired (VABVI)	750.00	750.00	
11-9-901-90.35	Southeastern Vermont Community Action (SEVCA)	1,500.00	1,500.00	
	Vermont Family Network	500.00	500.00	
	Vermont Rural Fire Protection Task Force	100.00	100.00	
11-9-901-90.60	Visiting Nurse and Hospice of Vt and NH (VNAVNH)	12,100.00	12,100.00	
11-9-901-90.65	Volunteers in Action	360.00	360.00	
11-9-901-90.55	VT Ctr Independent Living	185.00	185.00	
11-9-901-90.85	Windsor County Youth Services - MISSING 990 & request form		N/A	
	WISE	500.00	500.00	
	Windsor County Mentors			
FY 2020 Total		22,323.00	22,103.00	

* Appropriations were paid out 8/05/2019

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Weathersfield are hereby supplying the following changes to the 2020 Grand List. Specifically:
(Year)

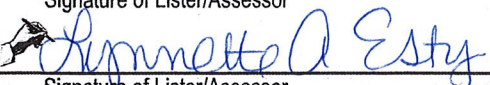

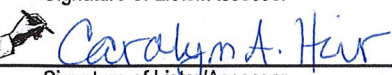







Owner	Bruso, Ira & Kristen		SPAN	705-224-11214	
Change From	\$219,300.-	Change To	\$216,400.-	Difference	\$2,900.-
Reason	correction to acreage				
Owner	Free, Chad		SPAN	705-224-11935	
Change From	\$40,700.-	Change To	\$44,400.-	Difference	\$3,700.-
Reason	correction to acreage				
Owner	Daniels: Anthony, Neil & Peter		SPAN	705-224-10393	
Change From	125,100.-	Change To	139,800.-	Difference	14,700.-
Reason	acreage change				
Owner	Daniels: Peter & Carol		SPAN	705-224-10400	
Change From	\$287,600	Change To	\$290,500.-	Difference	\$2,900.-
Reason	acreage change				
Owner	Daniels: Anthony, Neil & Peter		SPAN	705-224-10392	
Change From	\$164,400.-	Change To	\$149,800.-	Difference	\$14,600.>
Reason	acreage change				
Owner	Pratley, Peter		SPAN	705-224-11722	
Change From		Change To		Difference	\$80,700.-
Reason	Withdrawn from current use.				
Owner	Johnson: Charles & Terry		SPAN	705-224-10815	
Change From		Change To		Difference	\$68,000.-
Reason	Withdrawn from current use				
Owner	Noake, David		SPAN	705-224-11118	
Change From		Change To		Difference	\$131,100.-
Reason	Withdrawn from current use (portion)				

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Weatherfield are hereby supplying the following changes to the 2020 Grand List. Specifically:
(Year)


Owner	<u>Stevens, Hugh</u>		SPAN	<u>705-224-11462</u>
Change From		Change To	Difference	<u>\$134,200.-</u>
Reason	<u>removed from current use</u>			
Owner	<u>Daniels: Anthony, Neil, Peter</u>		SPAN	<u>705-224-10393</u>
Change From		Change To	Difference	<u>\$135,900.-</u>
Reason	<u>current use exemption</u>			
Owner	<u>Daniels: Anthony, Neil, Peter</u>		SPAN	<u>705-224-10392</u>
Change From		Change To	Difference	<u>\$144,200.-</u>
Reason	<u>current use exemption</u>			
Owner	<u>Moonsyde Farm, Inc</u>		SPAN	<u>705-224-11735</u>
Change From		Change To	Difference	<u>\$148,100.-</u>
Reason	<u>current use exemption</u>			
Owner	<u>Bishop, Joseph & Melody</u>		SPAN	<u>705-224-10142</u>
Change From	<u>\$103,300.-</u>	Change To	<u>\$</u>	Difference
Reason				
Owner			SPAN	
Change From		Change To	Difference	
Reason				
Owner			SPAN	
Change From		Change To	Difference	
Reason				
Owner			SPAN	
Change From		Change To	Difference	
Reason				

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor 	Date 12/14/2020	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date 12/16/2020	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

TOWN CLERK

I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

Signature of Town Clerk 	Printed Name	Date
---	--------------	------

32 V.S.A. § 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.

Meeting date December 21, 2020
 AP warrant date 12/12/20
 Payroll warrant date 1 12/10/20
 Payroll warrant date 2 12/17/20



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of December 21, 2020

	Check Date	Payroll	Operating Expenses
General Fund			
	12/10/2020	\$7,005.84	
	12/17/2020	\$7,006.56	
AP	12/21/2020		\$10,941.69
Total		<u>\$14,012.40</u>	<u>\$10,941.69</u>
Highway Fund			
	12/10/2020	\$4,219.30	
	12/17/2020	\$4,138.21	
AP	12/21/2020		\$16,972.07
		<u>\$8,357.51</u>	<u>\$16,972.07</u>
Solid Waste Mgmt Fund			
	12/10/2020	\$770.35	
	12/17/2020	\$768.98	
AP	12/21/2020		\$12,791.83
Total		<u>\$1,539.33</u>	<u>\$12,791.83</u>
Library			
	12/10/2020	\$942.05	
	12/17/2020	\$953.80	
Total		<u>\$1,895.85</u>	<u>\$0.00</u>
Grants			\$17,185.50
Special Revenue			\$0.00
Fire Gear AVFD			\$930.00
Long Term Debt			
Grand Totals		\$25,805.09	\$58,821.09

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 \$84,626.18. Let this be your order for the payments of these amounts.

12/18/20

Town of Weathersfield Accounts Payable

Page 1 of 3

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (General Fund)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AMAZONCR	AMAZON	12/16/20	Sanitizing supplies 444568885664	11-7-205-31.00 Emergency Management	71.98	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Gloves 468989855365	11-7-205-31.00 Emergency Management	111.52	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Bissell Vacuum 498883596636	11-7-101-24.10 GF-Office Equipment	99.99	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Hand sanitizer, hwy 534967365796	11-7-205-31.00 Emergency Management	29.99	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Neck gaiter, hwy 674334654379	11-7-205-31.00 Emergency Management	50.97	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Lysol Wipes 749547464744	11-7-205-31.00 Emergency Management	53.64	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Toner 783687898944	11-7-101-20.00 GF-Office Supplies	57.98	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Hand sanitizer, hwy 935899363465	11-7-205-31.00 Emergency Management	49.95	223233	12/21/20
AMAZONCR	AMAZON	12/16/20	Thermometer 998366577898	11-7-205-31.00 Emergency Management	115.96	223233	12/21/20
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	12/10/20	Water July-Sept 20 DEC 20 INVO	11-7-301-34.00 Water	125.92	223234	12/21/20
CANON	CANON	12/10/20	Nov 20 copier 22185113	11-7-201-20.00 Police-Office Supplies	33.00	223237	12/21/20
CANON	CANON	12/10/20	Nov 20 copier 22185113	11-7-103-18.00 TC-Copier Usage/Supplies/	49.00	223237	12/21/20
CAN	CANON SOLUTIONS AMERICA	12/07/20	Copier Maintenance 4034473227	11-7-103-18.00 TC-Copier Usage/Supplies/	281.79	223238	12/21/20
EYEMED	COMBINED INSURANCE CO OF	12/16/20	Dec20Premiums DEC20 PREMIU	11-7-601-14.10 Library-Insurance Benft	12.76	223240	12/21/20
EYEMED	COMBINED INSURANCE CO OF	12/16/20	Dec20Premiums DEC20 PREMIU	11-7-201-14.10 Police-Insurance Benefits	21.46	223240	12/21/20
EYEMED	COMBINED INSURANCE CO OF	12/16/20	Dec20Premiums DEC20 PREMIU	11-7-103-14.10 TC-Insurance Benefits	8.70	223240	12/21/20
COMCASTBU	COMCAST BUSINESS	12/10/20	MMH internet Dec20 MMHINTDEC20	11-7-101-31.00 GF-Telephone	218.19	223241	12/21/20
COMCASTBU	COMCAST BUSINESS	12/10/20	WWVFD internet Dec 2020 WWVFDDEC20	11-7-207-30.00 WWVFD Funding	144.72	223241	12/21/20
FAIRPOINT	CONSOLIDATED COMMUNICATIO	12/15/20	Nov 20 1879 School hse 6745347NOV20	11-7-302-39.00 1879 School house Maint	50.73	223242	12/21/20
COTTSYSTE	COTT SYSTEMS	12/10/20	December 20 hosting 137488	11-7-103-24.00 TC-Land Rec computer. Lea	345.00	223243	12/21/20
FLOANN	DANGO, FLO-ANN	12/10/20	Food for election workers ELECTION11/3	11-7-103-39.00 TC-Town Meetings and Elec	176.62	223245	12/21/20
FORDCL	FORD OF CLAREMONT	12/10/20	Service + oil change 40691	11-7-201-53.50 Service to Police vehicl	54.50	223248	12/21/20
GALLS	GALLS, LLC	12/09/20	Mask 017006071	11-7-205-31.00 Emergency Management	33.64	223249	12/21/20
GOLDEN	GOLDEN CROSS AMBULANCE IN	12/08/20	Dec 20 DEC2020	11-7-204-45.00 Golden Cross Ambulance	1859.00	223250	12/21/20
GMP	GREEN MOUNTAIN POWER	12/15/20	Fire Pump Nov 20 FIREPUMP NOV	11-7-205-31.10 Fire Hydrant El Service	66.86	223252	12/21/20

12/18/20

Town of Weathersfield Accounts Payable

Page 2 of 3

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (General Fund)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GMP	GREEN MOUNTAIN POWER	12/15/20	Perkinsville Light Nov 20 QSTLIGHTSNOV	11-7-301-30.01 GF-Perkins Village elec	223.45	223252	12/21/20
GMP	GREEN MOUNTAIN POWER	12/15/20	Perkinsville Light Nov 20 QSTLIGHTSNOV	11-7-301-30.01 GF-Perkins Village elec	68.45	223252	12/21/20
GMP	GREEN MOUNTAIN POWER	12/14/20	WWVFD 11/04-12/03 WFD11/4-12/3	11-7-207-30.00 WWVFD Funding	131.00	223252	12/21/20
HERSHENSO	HERSHENSON, CARTER, SCOTT	12/07/20	Zoning Enforcement Nelson 25647	11-7-105-43.00 Legal Expense	333.88	223253	12/21/20
HERSHENSO	HERSHENSON, CARTER, SCOTT	12/07/20	Reed Zoning Appeal 25648	11-7-105-43.00 Legal Expense	2784.83	223253	12/21/20
HOME DEPO	HOME DEPOT CREDIT SERVICE	12/18/20	4 Air purifiers 5970011	11-7-205-31.00 Emergency Management	1076.00	223254	12/21/20
BKENISTON	KENISTON, BONNIE	12/17/20	Gift Certificates 1023	11-7-101-26.50 GF-Awards and Recognition	100.00	223255	12/21/20
LEAF	LEAF	12/08/20	Copier lease Dec 20 11295973	11-7-101-44.00 GF-Copier Lease	311.50	223257	12/21/20
N DELT	NORTHEAST DELTA DENTAL	12/16/20	December 20 Premiums JAN2021	11-7-201-14.10 Police-Insurance Benefits	204.65	223259	12/21/20
N DELT	NORTHEAST DELTA DENTAL	12/16/20	December 20 Premiums JAN2021	11-7-601-14.10 Library-Insurance Benft	133.79	223259	12/21/20
N DELT	NORTHEAST DELTA DENTAL	12/16/20	December 20 Premiums JAN2021	11-7-103-14.10 TC-Insurance Benefits	108.05	223259	12/21/20
N DELT	NORTHEAST DELTA DENTAL	12/16/20	December 20 Premiums JAN2021	11-7-101-14.10 GF-Insurance Benefits	204.65	223259	12/21/20
VTAGHUMAN	OFFICE OF CHILD SUPPORT	12/10/20	Payroll Transfer PR-12/10/20	11-2-011-07.00 Garnishments	327.84	223262	12/21/20
VTAGHUMAN	OFFICE OF CHILD SUPPORT	12/17/20	Payroll Transfer PR-12/17/20	11-2-011-07.00 Garnishments	327.84	223262	12/21/20
RAD	RAD SYSTEMS	12/10/20	RAD renewal 21RCT 1020	11-7-201-27.00 Police-Tuition and Traini	75.00	223263	12/21/20
SPURRS	SPURRS REPAIR	12/09/20	Brake repairs 21887	11-7-201-53.50 Service to Police vehicl	199.84	223267	12/21/20
TOWNWEATH	TOWN OF WEATHERSFIELD	12/03/20	Payroll Transfer PR-12/03/20	11-2-011-15.00 Miscellaneous Deduction	119.70	223269	12/21/20
VERMONTHE	VITAL RECORDS	12/10/20	Engraved paper VT0747751- 543	11-7-103-20.00 TC-Office Supplies	25.00	223271	12/21/20
WBMASON	WB MASON CO INC	12/10/20	Cooler rental, paper IS1209613	11-7-101-20.00 GF-Office Supplies	32.35	223274	12/21/20
CHOICECAR	COBRA ADMINISTRATION & HE	12/07/20	Dec 20 Basic Admin fee 40-508621	11-7-101-14.30 GF-COBRA Admin fee	30.00	223275	12/21/20

12/18/20

Town of Weathersfield Accounts Payable

Page 3 of 3

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (General Fund)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		10941.69		
				=====		

12/18/20

Town of Weathersfield Accounts Payable

Page 1 of 2

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (Highway Fund)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ATG	ADVANTAGE TRUCK GROUP	12/08/20	Freightliner Service R30100544701	12-7-101-52.00 Repairs & Supplies	313.90	223230	12/21/20
ATG	ADVANTAGE TRUCK GROUP	12/16/20	Repairs X30102251201	12-7-101-52.00 Repairs & Supplies	5.32	223230	12/21/20
AIRGAS	AIRGAS USA, LLC	12/16/20	Hazmat charge 9107884851	12-7-101-52.00 Repairs & Supplies	141.55	223231	12/21/20
AMAZONCR	AMAZON	12/16/20	Winter gloves 694353846759	12-7-101-52.00 Repairs & Supplies	73.18	223233	12/21/20
BIBENS	BIBENS HOME CENTER INC.	12/10/20	Loop chain 258058/1	12-7-101-52.00 Repairs & Supplies	59.98	223236	12/21/20
EYEMED	COMBINED INSURANCE CO OF	12/16/20	Dec20Premiums DEC20 PREMIU	12-7-101-14.10 HWY-Insurance Benefits	73.05	223240	12/21/20
COMCASTBU	COMCAST BUSINESS	12/10/20	HW Internet Nov20 HW INT 1120	12-7-101-25.00 Internet Services	149.45	223241	12/21/20
EVANS	EVANS MOTOR FUEL	12/14/20	ULS Diesel DEC20 0013848-IN	12-7-101-51.10 Diesel Fuel	11224.72	223247	12/21/20
GMP	GREEN MOUNTAIN POWER	12/16/20	HW 11/04-12/03 HWN0V20	12-7-101-30.00 Electricity	214.50	223252	12/21/20
LAWSON	LAWSON PRODUCTS, INC	12/08/20	Supplies 9308049216	12-7-101-52.00 Repairs & Supplies	66.24	223256	12/21/20
N DELT	NORTHEAST DELTA DENTAL	12/16/20	December 20 Premiums JAN2021	12-7-101-14.10 HWY-Insurance Benefits	651.14	223259	12/21/20
NORTRAX	NORTRAX EQUIPMENT COMPANY	12/07/20	Washer/Parts 2052708	12-7-101-52.00 Repairs & Supplies	39.83	223261	12/21/20
OSGOOD	RALPH OSGOOD, INC.	12/10/20	Sched 40 pipe 28594	12-7-101-52.00 Repairs & Supplies	213.57	223264	12/21/20
SANEL	SANEL NAPA SPRINGFIELD	12/15/20	Oil, filter 370213	12-7-101-52.00 Repairs & Supplies	29.96	223265	12/21/20
SOUTHWOTH	SOUTHWORTH-MILTON, INC	12/16/20	Parts 2127831	12-7-101-52.00 Repairs & Supplies	26.86	223266	12/21/20
SOUTHWOTH	SOUTHWORTH-MILTON, INC	12/18/20	Parts, sensor SCINV5119839	12-7-101-52.00 Repairs & Supplies	978.10	223266	12/21/20
SOUTHWOTH	SOUTHWORTH-MILTON, INC	12/18/20	Parts: hose SCINV519841	12-7-101-52.00 Repairs & Supplies	2155.10	223266	12/21/20
STROBEL	STROBEL'S SERVICE STATION	12/16/20	oil, filter, grease NOV20SERVICE	12-7-101-52.00 Repairs & Supplies	287.12	223268	12/21/20
U1ST	UNIFIRST CORPORATION	12/07/20	Uniform Cleaning 12/04/20 0354542265	12-7-101-15.20 HWY-Uniforms & Cleaning	111.29	223270	12/21/20
U1ST	UNIFIRST CORPORATION	12/14/20	Uniform Cleaning 12/11/20 0354544217	12-7-101-15.20 HWY-Uniforms & Cleaning	111.29	223270	12/21/20
VOWP	VT OFFENDER WORK PROGRAMS	12/14/20	Road Signs SS5647	12-7-101-58.70 Road Signs	45.92	223273	12/21/20

12/18/20

Town of Weathersfield Accounts Payable

Page 2 of 2

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (Highway Fund)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		16972.07		
				=====		

12/18/20

Town of Weathersfield Accounts Payable

Page 1 of 1

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (Special Revenue)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COTTSYSTE COTT SYSTEMS	12/15/20	Digitization Grant	15-7-103-44.00	17185.50	223243	12/21/20
		137643	Digitization Expense			

		Report Total		17185.50		
				=====		

12/18/20

Town of Weathersfield Accounts Payable

Page 1 of 2

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (Solid Waste)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ALV	ALVA WASTE SERVICES, LLC.	12/10/20	Zero Sort November 20 36742	21-7-102-45.00 Zero Sort contain &Tipp	3475.00	223232	12/21/20
ALV	ALVA WASTE SERVICES, LLC.	12/10/20	Box Rental November 36743	21-7-102-50.00 Additional Equipment	140.00	223232	12/21/20
ALV	ALVA WASTE SERVICES, LLC.	12/10/20	Hauling Nov+Container 36744	21-7-102-45.00 Zero Sort contain &Tipp	267.00	223232	12/21/20
BESTSEPTI	BEST SEPTIC SERVICE LLC	12/08/20	Nov 20 TS port a potty 24647	21-7-101-45.00 Contractual Rental Expens	110.00	223235	12/21/20
BIBENS	BIBENS HOME CENTER INC.	12/07/20	Heater 257785/1	21-7-101-20.00 Supplies	119.99	223236	12/21/20
BIBENS	BIBENS HOME CENTER INC.	12/09/20	Lumber, repair to office 258069/1	21-7-101-20.00 Supplies	76.88	223236	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.10 C&D Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.26 C&D-Container Charge	338.68	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.10 C&D Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.10 C&D Tippage	435.76	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.05 Trash-Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.25 Trash Container charge	1244.41	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.05 Trash-Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D Container 12/01 0608073	21-7-101-45.05 Trash-Tippage	1109.82	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D 12/07 0611059	21-7-101-45.10 C&D Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D 12/07 0611059	21-7-101-45.26 C&D-Container Charge	462.24	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D 12/07 0611059	21-7-101-45.10 C&D Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/14/20	C&D 12/07 0611059	21-7-101-45.26 C&D-Container Charge	254.84	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/18/20	C&D Container 12/14 0611836	21-7-101-45.05 Trash-Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/18/20	C&D Container 12/14 0611836	21-7-101-45.05 Trash-Tippage	1264.27	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/18/20	C&D Container 12/14 0611836	21-7-101-45.10 C&D Tippage	251.13	223239	12/21/20
GOBIN	CASELLA WASTE SERVICES	12/18/20	C&D Container 12/14 0611836	21-7-101-45.05 Trash-Tippage	389.43	223239	12/21/20
EYEMED	COMBINED INSURANCE CO OF	12/16/20	Dec20Premiums DEC20 PREMIU	21-7-101-14.10 Insurance Benefits	4.61	223240	12/21/20
COMCASTBU	COMCAST BUSINESS	12/10/20	TS internet Dec20 TSINTDEC20	21-7-101-31.00 Telephone	135.85	223241	12/21/20
COMCASTBU	COMCAST BUSINESS	12/15/20	TS internet Nov20 TSINTNOVE20	21-7-101-31.00 Telephone	109.55	223241	12/21/20

12/18/20

Town of Weathersfield Accounts Payable

Page 2 of 2

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (Solid Waste)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WILLCOURT	COURTLAND WILLIAMS	12/16/20	TFS sticker reimbursement	21-7-101-23.00	50.00	223244	12/21/20
			STICKERREIM	Permits/Disposal Tickets			
DOLITL	DOOLITTLE'S PRINTSERVE, I	12/14/20	1000 10 punch cards	21-7-101-23.00	123.82	223246	12/21/20
			48589	Permits/Disposal Tickets			
GOOD	GOOD POINT RECYCLING	12/14/20	Oct/Nov non ced	21-7-102-45.01	139.05	223251	12/21/20
			76323	Recycling Expense			
GMP	GREEN MOUNTAIN POWER	12/15/20	TFS 11/04-12/03	21-7-101-30.00	190.65	223252	12/21/20
			TFSNOV20	Electricity			
N DELT	NORTHEAST DELTA DENTAL	12/16/20	December 20 Premiums	21-7-101-14.10	37.19	223259	12/21/20
			JAN2021	Insurance Benefits			
NERESREC	NORTHEAST RESOURCE RECOVE	12/17/20	Tire Container	21-7-102-45.01	303.75	223260	12/21/20
			75785	Recycling Expense			
Report Total					12791.83	=====	

12/18/20

Town of Weathersfield Accounts Payable

Page 1 of 1

12:09 pm

Check Warrant Report # 19386 Current Prior Next FY Invoices For Fund (Reserves)

Finance

For Check Acct 1 (General Fund) All check #s 12/21/20 To 12/21/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MES	12/07/20	MUNICIPAL EMERGENCY SERVI Gear, Ascutney Fire IN1520848	41-6-205-90.00 Fire Equ Reserve #16	930.00	223258	12/21/20
Report Total				930.00		

12/16/20
01:31 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/17/20 to 12/17/20 Departments 111 to 111

Page 1 of 1
payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13218	12/17/20	0.00	147.25
CONGDONJ	CONGDON, JENNIFER B.	E	13220	12/17/20	0.00	167.32
DANGOF	DANGO, FLORA ANN	E	13221	12/17/20	0.00	719.31
DANIELSWI	DANIELS, WILLIAM J.	E	13222	12/17/20	0.00	988.36
ESTYLYNNE	ESTY, LYNNETTE A.	E	13224	12/17/20	0.00	327.25
GRAHAMJ	GRAHAM, JOHN J.	E	13225	12/17/20	0.00	370.72
GULNICKB	GULNICK, BRANDON W.	E	13226	12/17/20	0.00	993.81
HIERCA	HIER, CAROLYN A.	E	13227	12/17/20	0.00	172.34
HIERS	HIER, STEVE A.	E	13228	12/17/20	0.00	153.48
MCNAMARAR	MCNAMARA, ROSALIE	E	13232	12/17/20	0.00	522.45
MORANCY	MORANCY, WALTER W.	E	13235	12/17/20	0.00	907.76
MORSE	MORSE, MARTHA J.	E	13236	12/17/20	0.00	54.42
MORSESTEP	MORSE, STEPHANIE J.	E	13237	12/17/20	0.00	148.03
SAVAGE	SAVAGE, OLIVIA I.		47907	12/17/20	441.95	0.00
SMITH	SMITH, STEVEN		47908	12/17/20	186.29	0.00
TERRILL	TERRILL, SUSANNE	E	13241	12/17/20	0.00	927.22
WHIDDEN	WHIDDEN, BERT C.	E	13245	12/17/20	0.00	406.84
					628.24	7006.56
					=====	=====

***7,634.80

12/16/20
01:32 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/17/20 to 12/17/20 Departments 121 to 121

Page 1 of 1
payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 13223	12/17/20	0.00	726.54
HUNTDON	HUNTLEY, DONALD A.	E 13229	12/17/20	0.00	572.90
LIVAS	LIVAS, PHILLIP A.	E 13230	12/17/20	0.00	555.77
LONGTIN	LONGTIN, ALEXANDER J.	E 13231	12/17/20	0.00	435.68
MOORER	MOORE, RAY A.	E 13234	12/17/20	0.00	676.09
PIPE	PIPE, SCOTT	E 13238	12/17/20	0.00	387.69
STAPLETON	STAPLETON, RAY E.	E 13240	12/17/20	0.00	783.54
				0.00	4138.21
				=====	=====

***4,138.21

12/16/20
01:32 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/17/20 to 12/17/20 Departments 131 to 131

Page 1 of 1
payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13219	12/17/20	0.00	122.36
RICHARDMA	RICHARDSON, MARK P.	E	13239	12/17/20	0.00	681.15
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13243	12/17/20	0.00	150.29
					-----	-----
					0.00	953.80
					=====	=====

*****953.80

12/16/20
01:32 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/17/20 to 12/17/20 Departments 211 to 211

Page 1 of 1
payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
DENNETTSH	DENNETT, SHAWN M.	47906	12/17/20	62.77	0.00
MERICLE J	MERICLE, JAMES S.	E 13233	12/17/20	0.00	279.70
WATERST	WATERS, TYLER M.	E 13244	12/17/20	0.00	489.28
				-----	-----
				62.77	768.98
				=====	=====

*****831.75

12/16/20
01:33 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/10/20 to 12/10/20 Departments 111 to 111

Page 1 of 1
payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13191	12/10/20	0.00	86.42
BEARSE	BEARSE, DEFOREST D.	E	13192	12/10/20	0.00	72.05
CONGDONJ	CONGDON, JENNIFER B.	E	13194	12/10/20	0.00	167.32
DANGOF	DANGO, FLORA ANN	E	13195	12/10/20	0.00	719.31
DANIELSWI	DANIELS, WILLIAM J.	E	13196	12/10/20	0.00	988.36
ESTYLYNNE	ESTY, LYNNETTE A.	E	13198	12/10/20	0.00	336.92
GRAHAMJ	GRAHAM, JOHN J.	E	13199	12/10/20	0.00	370.72
GULNICKB	GULNICK, BRANDON W.	E	13200	12/10/20	0.00	993.81
HIERCA	HIER, CAROLYN A.	E	13201	12/10/20	0.00	190.15
HIERS	HIER, STEVE A.	E	13202	12/10/20	0.00	153.48
MCNAMARAR	MCNAMARA, ROSALIE	E	13206	12/10/20	0.00	609.38
MORANCY	MORANCY, WALTER W.	E	13209	12/10/20	0.00	907.76
MORSESTEP	MORSE, STEPHANIE J.	E	13210	12/10/20	0.00	101.79
SAVAGE	SAVAGE, OLIVIA I.		47904	12/10/20	515.92	0.00
SMITH	SMITH, STEVEN		47905	12/10/20	186.29	0.00
TERRILL	TERRILL, SUSANNE	E	13214	12/10/20	0.00	927.22
WHIDDEN	WHIDDEN, BERT C.	E	13217	12/10/20	0.00	381.15
					702.21	7005.84

***7,708.05

12/16/20
01:33 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/10/20 to 12/10/20 Departments 121 to 121

Page 1 of 1
payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 13197	12/10/20	0.00	650.36
HUNTDON	HUNTLEY, DONALD A.	E 13203	12/10/20	0.00	640.07
LIVAS	LIVAS, PHILLIP A.	E 13204	12/10/20	0.00	334.90
LONGTIN	LONGTIN, ALEXANDER J.	E 13205	12/10/20	0.00	502.86
MOORER	MOORE, RAY A.	E 13208	12/10/20	0.00	747.37
PIPE	PIPE, SCOTT	E 13211	12/10/20	0.00	560.20
STAPLETON	STAPLETON, RAY E.	E 13213	12/10/20	0.00	783.54
				-----	-----
				0.00	4219.30
				=====	=====

***4,219.30

12/16/20
01:33 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 12/10/20 to 12/10/20 Departments 131 to 131

Page 1 of 1
payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E 13193	12/10/20	0.00	122.36
RICHARDMA	RICHARDSON, MARK P.	E 13212	12/10/20	0.00	681.15
TOPOLSKI	TOPOLSKI, JUDITH A.	E 13215	12/10/20	0.00	138.54
				-----	-----
				0.00	942.05
				=====	=====

*****942.05

12/16/20
01:34 pm

Town of Weathersfield Payroll

Page 1 of 1

Check Warrant Report #

payroll

Check date 12/10/20 to 12/10/20 Departments 211 to 211

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
DENNETTSH	DENNETT, SHAWN M.		47903	12/10/20	108.44	0.00
MERICLE J	MERICLE, JAMES S.	E	13207	12/10/20	0.00	284.94
WATERST	WATERS, TYLER M.	E	13216	12/10/20	0.00	485.41
					108.44	770.35

*****878.79