



TOWN OF WEATHERSFIELD
SELECT BOARD

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

MEETING AGENDA

Monday, November 2, 2020 | 07:00pm

Ascutney Fire Station
540 VT-131, Ascutney, VT 05030

REMOTE PARTICIPATION (CONFERENCE CALL/ DIAL IN)

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

We're moving the Weathersfield Select Board meeting to the Ascutney Fire Station due to the General Election at Martin Memorial Hall. 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 7:00PM
GoToMeeting: "Live/ Real-time" – November 2, 2020 | 7:00PM
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. Executive Session - 1 V.S.A. § 313
3. Comments from Select Board/ Town Manager and Citizen on Topics not on the Agenda
4. Review minutes from previous meetings: October 19, 2020
5. 2014 Purchase and Sale Agreement
 - a. Motion to Support Option 1
 - b. Johnson Easement; Letter to Emily Abbott; Proposal to Board of Abatement, Amended P & S
6. Local Government Expense Reimbursement Grant (COVID-19)
 - a. Vote to Authorize the Town Manager to Purchase Laptops from Lenovo
 - b. Vote to Authorize the Town Manager to Purchase iPads from Apple
7. FY22 Fire Department Contracts
 - a. Ascutney Volunteer Fire Association Questionnaire
8. Vote to Purchase Fire Gear from Fire Fighting Equipment & Gear Reserves
9. Town Manager Report – Website Update, FY22 Budget, Water District, Open Items Requiring Resolution
10. Town Manager Vacation Agreement (Waive Policy & Authorize Chair to Sign Agreement)
11. Transfer Station Joint Committee Update
12. Transfer Station Permit Sticker Policy – Second Reading
13. Highway Access Policy – First Reading
14. Land Use Administrator Fees
15. Appointments
 - a. Budget Committee
 - b. Connecticut River Joint Commission
 - c. CRJC MT Ascutney 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
16. Warrants
17. Any other Business
18. Adjourn

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, October 19, 2020
7:00 PM
REGULAR MEETING**

MINUTES

Select Board Members Present: N. John Arrison
David Fuller
Joseph Jarvis
Paul Tillman
Michael Todd

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

Ray Stapleton	Chris Whidden	Darrin Spaulding
Bill Devon	Susanne Terrill	Olivia Savage

The Public was permitted to attend this meeting in person. Remote public participation was facilitated via the GoTo Meeting video-conferencing platform and conference calling. The number for people to join or call in to the meeting was published on the meeting agenda and on the Town's website. Mr. Gulnick monitored the calls and the video-platform while Mr. Fuller ran the meeting. The meeting was broadcast live on SAPA TV.

Call to Order

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

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

There were no comments from Board members.

Mr. Gulnick stated that he would be meeting with Ginger Wimberg, Heather Shand, the Conservation Commission and anyone interested to discuss next steps for the future of the Tenney maple tree at the Park and Ride. VTrans would like to take the tree down before snow falls as it has declined significantly in the past year. Mr. Gulnick will share the results of this meeting with the Board at the next meeting. Mr. Fuller asked to have the Town Tree Warden involved in the discussion.

There were no comments from citizens.

TOWN OF WEATHERSFIELD, VERMONT

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Mr. Fuller thanked the Weathersfield Historical Society for an informative and entertaining annual meeting. He also thanked Ginger Wimberg for her eight years as President of the Society. Mrs. Wimberg stepped down as President at the meeting. Ellen Clattenburg is the new President.

2. Review minutes from previous meetings – October 5, 2020

Additions/corrections/deletions:

a. None

Motion: To pass

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

Vote: All in favor

3. 2014 Purchase and Sale Agreement

a. Motion to Support Option 2 and to Support the Tax Collector's decision

This motion was still on the table after having been made and tabled at the September 21st meeting.

b. Update – Waysville Engineering

The Town engaged Waysville Engineering to look for evidence of septic discharge on the town-owned parcel on Thrasher Road. Mr. Todd and Mr. Fuller were present during the investigation. Multiple test pits failed to show any evidence of discharge. Therefore, there should be nothing to negatively affect the appraised value of the parcel.

However, there still remains a \$3,000 shortfall.

Mr. Gulnick restated the two options for the Board.

Mr. Todd withdrew his motion to support Option 2 (from the September 21st meeting).
Mr. Jarvis withdrew his second.

Motion: To support Option #1 (to amend the Purchase and Sales Agreement)

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

Mr. Jarvis felt the Board would be setting a dangerous precedent if it exercised this option.

Mr. Fuller said other things have surfaced that make this not good for the Town; e.g. the lack of an easement across the Johnson property and the fact that the easement bisects the Abbott property (which had resulted from the lack of an easement across Johnson's land). He felt that choosing to exercise option #1, the Town would be unable to renegotiate these issues.

Mr. Tillman said he doesn't support an exchange of tax revenue for the Johnson easement.

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Vote on the motion: 4 opposed, 1 in favor
The motion was defeated.

Motion: To support Option #1 with the following amendments:

- Secure the Johnson easement;
- Relocate the easement across the Abbott property so that it follows a straight-line path to the forest;
- Have the Town Manager notify the Abbotts of the shortfall in principal; and
- Have the Selectboard craft and agree on a proposal to the Board of Abatement by December 15th

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

Vote: 4 in favor; 1 opposed

Motion carries.

4. Town Manager Report

**a. Administrative Restructure; Homestead Penalty; Town Wide Reappraisal;
Fire Department Contracts**

Website redesign - The Board approved the design of the home page of the website. Mr. Gulnick said the project will now progress to Phase 3. He anticipates that the new website should be finished by December.

Administrative Restructuring – The full-time finance director position has been eliminated. Kelly Fu, who joined the meeting remotely, will be the Town's part time accountant starting November 2nd. Mr. Gulnick also created a Principal Clerk position to serve as staff for boards and committees who currently lack staff support from the Town Office. Olivia Savage has been hired to fill the position. Funds from the full-time finance director position will cover both of these new positions. No additional funding will be needed.

Susanne Terrill's work tasks will shift somewhat as the result of the Principal Clerk. Ms. Terrill's duties will expand more in line with her experience and background.

Homestead Penalty – The deadline for filing one's homestead exemption was extended from April 15th to July 15th with an additional extension to October 15th if needed. To date, 12 parties have filed late and been assessed an 8% late filing penalty. Mr. Arrison said that sometimes the exemption cannot be filed on time due to circumstance beyond the landowner's control

The Board agreed that 8% was too high.

Motion: To drop the homestead penalty from 8% to 3% for the tax year 2021

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

Vote: 4 in favor, 1 abstention

TOWN OF WEATHERSFIELD, VERMONT

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Mr. Gulnick said he has had the opportunity to work with both fire departments in 2020 and asked the Board how these entities would be defined in the future.

The Town Clerk asked if the Board would consider not meeting on November 2nd as the meeting space has to be set up for voting the next day. The Board felt more inclined to reschedule the meeting or to move to a different location than to cancel the meeting.

Town wide reappraisal- Mr. Gulnick explained reappraisal - what it is and how it works. The listers have withdrawn their request for a reappraisal at this time.

5. Capital Equipment Note – Tandem Axle Dump Truck Loan

Steve Hier joined the meeting remotely. He said the truck will cost less than the Town authorized for payment (\$220,000 vs \$198,020). \$75,000 will come reserves, so we will need to borrow \$123,020. People's United Bank will loan the Town this amount for seven years at 2.5% interest.

Motion: To authorize the Selectboard Chair and Clerk to sign the loan agreement as described

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

Vote: All in favor

The Board agreed to take up the discussion on the Transfer Station at this time.

Transfer Station Permit Sticker Policy – First Reading

The Board began discussion of the interim policy. It is set to expire June 2021. The new policy would tie transfer station stickers to vehicle registrations rather than to land parcels. Stickers are free to Weathersfield residents. People must come to the Town Office to get their stickers (instead of mailing them in the tax bills.) Board members were concerned that administering and enforcing the new policy would put a burden on the employees at the transfer station.

Bill Devon of Weathersfield Center Road complained that he had lost his original sticker and was told at the Town Office he would need to pay \$50 for a new one. He felt that was too high a price. (He was ultimately given a free sticker at the meeting.)

Motion: To accept the interim policy with a cap of two free stickers per parcel for Weathersfield residents only until June 30, 2021

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

Vote: 3 in favor, 2 opposed

Motion: To offer a refund or a credit in punches (to those who have paid \$50 for a sticker)

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

TOWN OF WEATHERSFIELD, VERMONT
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Vote: All in favor

6. Set Public Hearing Date/Time: Zoning Bylaw Updates

Zoning Administrator Chris Whidden presented the Board with a list of proposed zoning bylaw changes. The changes have been accepted by the Planning Commission and now require a hearing with the Selectboard. The Board can adopt the changes following the hearing or pass them on to the Town Meeting in the spring.

Motion: To set a public hearing date for the proposed zoning changes submitted by the Planning Commission for November 16th at 7PM

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

Vote: 4 in favor, 1 opposed

Motion carries.

7. Transfer Station Permit Sticker Policy – First Reading

(See above)

At 9:00 PM, Mr. Arrison motioned to extend the meeting for 30 minutes. Mr. Todd seconded the motion and all were in favor.

8. FY22 Fire Department Contracts

Two contracts are proposed. They are “dramatically” different from one another.

Mr. Arrison said he doesn’t like having two different contracts and that he prefers contract #1 as it gives the Town more control. He said with two contracts, nothing will change.

Motion: To accept contract #1

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

The question was asked if contract #1 applies to both departments. As written, it applies to both.

Josh Dauphin, Chief of West Weathersfield Volunteer Fire Department, felt contract #1 was the best for the Town as it has “teeth” and creates accountability.

Amendment to the motion: To have a decision by no later than December 7th

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

Vote: 4 in favor; 1 opposed

Motion carries.

At 9:28 PM, Mr. Todd motioned to extend the meeting another 15 minutes. Mr. Tillman seconded the motion and all were in favor.

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(Note for the record: Ascutney Fire Chief Darrin Spaulding, who has been appointed as spokesperson for AVFD, had been at the meeting earlier, but had left by the time this discussion was started.)

Mr. Todd asked for time to hear back from AVFD and to discuss some changes he would like to propose to the contract (training requirements, emergency medical services, fundraising).

Mr. Fuller said he wants to be sure the departments get the financial resources they need and continues to believe that a hybrid model (Town + non-profits) is still possible.

Motion: To table

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

Vote: All in favor

9. Appointments – No appointments were requested or made.

10. Approve Warrants

Motion: To approve the warrants for 10/19/2020 as follow:

General Funds	Operating Expenses	\$31,337.75
	Payroll	\$12,791.03
Highway Fund	Operating Expenses	\$16,197.63
	Payroll	\$7,066.28
Solid Waste Management Fund	Operating Expenses	\$10,303.02
	Payroll	\$1,538.72
Library	Operating Expenses	\$0.00
	Payroll	\$1,907.60
Grants		
Special Revenue		\$0.00
Reserves		
Long Term Debt		
Grand Totals	Operating Expenses	\$57,838.40

TOWN OF WEATHERSFIELD, VERMONT
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Payroll

\$23,303.63

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

Vote: All in favor

11. Any Other Business

Motion: To enter Executive Session for personnel

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

Vote: All in favor

12. Adjourn

Motion: To adjourn the meeting

Made by: **Second:**

Vote:

The meeting adjourned at

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

N. John Arrison, Selector

David Fuller, Chairperson

Joseph Jarvis, Clerk

Paul Tillman

Michael Todd, Vice- Chairperson



Town of Weathersfield

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

Brandon W. Gulnick
Town Manager

November 3, 2020

Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Report 6 – 2014 Purchase & Sale Agreement

Dear Select Board & Weathersfield Residents,

EXECUTIVE SUMMARY

This is the **6th Report** regarding the 2014 Purchase & Sale Agreement between the Town and Emily Abbott. **The First Report** was given on August 17th. This report examined the Purchase & Sale Agreement and included an analysis of the Tax Collectors Findings and Recommended Next Steps. **The Second Report** was given on September 7th. This Report drilled into the conditions and contingencies unsatisfied to date and discussed three (3) options for the Town. **The Third Report** was given on September 21st. This Report presented two (2) Proposals. Proposal #1 resolves the 2014 Purchase & Sale Agreement by amending the existing agreement and Proposal #2 resolves the 2014 Purchase & Sale Agreement by voiding the Agreement and holding a Tax Sale pursuant to 32 V.S.A. § 5252. During this Meeting, a motion was made and seconded to Support the Tax Collector's decision to hold a Tax Sale on this property. **The Fourth Report** was given on October 5th, 2020. This report revised the Total Amount of Delinquent Taxes Owed and disclosed the hiring of Waysville Engineering to determine whether there is Septic Effluent on the 2.86 Acre Parcel the Town acquired through the 2014 Purchase & Sale Agreement. **The Fifth Report** was given on October 19, 2020. This report addressed the findings of Waysville Engineering. According to Waysville, there is no evidence that the abutting property is discharging wastewater effluent onto the parcel that was acquired by the Town. The Select Board made a motion to rescind their motion to void the Purchase & Sale Agreement and hold a Tax Sale pursuant to 32 V.S.A. § 5252. The Select Board made a motion to support Option 2, which amends the existing Purchase & Sale Agreement and supports waiving over \$100,000 in delinquent property taxes in exchange for the easement that provides Weathersfield Residents with access into the Town Forest and the 2.86 Acre Parcel across the street, which will be used as a Parking Lot. The Select Board requested that the Town Manager move into negotiations with Terry Johnson to obtain an easement through parcel #05-01-55.000, draft a letter to Emily Abbott, and draft an amended Purchase & Sale Agreement. If the Select Board votes to support this option, the Town Manager will draft a proposal to the Board of Abatement.

NEXT STEPS

1. Select Board reviews the draft Letter to Emily Abbott.
2. Select Board reviews the draft Amended Purchase & Sale Agreement.
3. Select Board reviews the negotiated Purchase & Sale Agreement for the Johnson Easement.
4. Select Board votes to move forward with either Option 1 or Option 2.

Attachments:

Attachment A - Letter to Emily Abbott
Attachment B – Johnson Easement
Attachment C – Amended Purchase & Sale Agreement



Town of Weathersfield

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Brandon W. Gulnick
Town Manager

November 3, 2020

Emily Abbott
739 Thrasher Road
Windsor, VT 05089

Re: Delinquent Taxes / Purchase & Sale Agreement

Dear Emily Abbott,

I am writing this letter to update you regarding the next steps to release the delinquent tax lien on your property.

On July 14, 2014 you signed a Purchase & Sale Agreement to satisfy over \$86,000 in delinquent taxes. This delinquency, according to the Agreement, is comprised of approximately \$41,515 in principal and the remainder in interest and penalties.

When this agreement was signed, the goal was to satisfy the total principal due (\$41,515) and then request the Board of Abatement waive the interest and penalties.

The following is true as of November 3, 2020:

1. The Jason Smith Road Property was sold on December 2, 2014 for \$22,000.00. The Town of Weathersfield received \$18,063.29 to satisfy the \$15,846.20 delinquent tax lien on the Jason Smith Property and to reduce the amount of remaining principal owed on the 739 Thrasher Road Property by \$2,217.09. The total remaining balance of principal after this sale was \$27,451.71.
2. You deeded the Town the 2.86 Acre Parcel of Land and the requested Easement on March 2, 2020. Following this deed transfer the Town of Weathersfield hired an Appraisal Firm. The appraisal firm determined the value of the 2.86 Acre Parcel & Easement is \$23,000.
3. The Total Amount in Principal due is \$4,451.71.
4. The Total amount of Interest & Penalty is \$73,999.25.

Please pay the Town of Weathersfield \$4,451.71 to complete the requirements within the 2014 Purchase & Sale Agreement. After this payment is made, we will move the completed Agreement to the Board of Abatement with Select Board Support.

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

Brandon Gulnick
Tax Collector

ATTACHMENT A

[Letter to Emily Abbott]



Property Card: 0 THRASHER ROAD
Weathersfield, VT

NO PHOTO
AVAILABLE

Parcel ID: 05-01-55.000

Owner: JOHNSON CHARLES & TERRY

Co-Owner:

Mailing Address: PO BOX 314

ASCUTNEY, VT 05030-0314

Property Description: LAND - LANDLOCKED

Book / Page: 139 / 382

Date Transfer Recorded:

Status: A

SPAN: 705-224-10812

Category: M

Total Acres: 2.4

Real Value: \$1,200

Land Value: \$1,200

Building Value: \$0

Homestead Value: \$0

Housesite Value: \$0



www.cai-tech.com

10/28/2020

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

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Property Information - Weathersfield, VT

ATTACHMENT B
[Johnson Easement]



Town of Weathersfield

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

Brandon W. Gulnick
Town Manager

October 24, 2020

Terry Johnson
511 Thrasher Road
Windsor, VT 05089

Re: Purchase & Sale Agreement – 0 Thrasher Road, Windsor, VT

Dear Terry Johnson,

The Town of Weathersfield is interested in obtaining a 30ft wide Easement across your property located at 0 Thrasher Road in Weathersfield, Parcel # 05-01-55.000.

During our conversation today (Saturday, October 24, 2020) we made the following offer:

- The Town of Weathersfield will purchase the Easement from you for \$1,200 (the entire parcel has been appraised for \$1,200).
- An anonymous person will construct a fence around your well.
- The Town will test your water source to determine whether there is any lead in your water.
- The Town will conduct the necessary research with the State & compile a report to explain the details of your water pipes that run across I91.
- The Town will pay all attorney & closing costs associated with the Easement Deed.

The value of the above-mentioned items is estimated to be \$5,000.

Please review our offer and respond back to me no later than Monday, November 2, 2020 at 5:30PM.

Respectfully,

Brandon Gulnick
Town Manager

ATTACHMENT C

[Amended Purchase & Sale Agreement]

Purchase and Sale Agreement

Now comes Emily Abbott for herself, as well as her heirs, successors and assigns, and the Town of Weathersfield and agrees as follows:

Mrs. Abbott owes over \$100,000 in delinquent taxes going back to the year 2000. Her delinquency is comprised of approximately \$41,515 in principal and the remainder in interest and penalties.

To satisfy her delinquent tax bill, Mrs. Abbott agrees to the following:

1. She will subdivide the 5.06 acre parcel she owns at the corner of Thrasher Road and Jason Smith Road using the brook as the dividing line. This will create two lots, one of approximately 2 acres and the other 3 acres. The three-acre parcel is the more easterly parcel and borders the interstate. She will deed the 3-acre parcel to the Town. It is the intent of the Town to construct a gravel trailhead parking lot on this parcel for use by those seeking to access the Town Forest.
2. She will grant a permanent, non-motorized right of way to the Town on the property she owns on the north side of Thrasher Road. The right of way will be in a location mutually agreeable to the Town and Mrs. Abbott; a tentative location has already been selected. It is the intent of the Town to use the right of way for a trail for non-motorized recreation such as for hiking, mountain biking, and horseback riding. Agreement of trail location shall not be unreasonably withheld.
3. She will pay the Town whatever money she receives from the sale of the two-family dwelling and lot she owns at 206 Jason Smith Road, minus closing costs. The property shall not be sold for less than \$20,000.

The Town agrees to the following:

1. The Town is responsible for any appraisals, surveying, and closing costs.
2. To support the application pending before the Board of Abatement to cover the value of her delinquent tax obligation remaining after the value of the following are backed out: (a) the three acre parcel, (b) the right of way, (c) cash received from the sale of her house on Jason Smith Road (minus closing costs), and (d) appraisal, survey, permitting, and closing costs. The value of the parcel and right of way will be determined by appraisal.
3. To release the delinquent tax lien on the two-family dwelling at 206 Jason Smith Road at the time of the sale of the property.
4. In the case the Town decides to post the trail as open for public use, the Town will screen the beginning of the trail easement from the Abbott residence with trees, bushes, and/or fencing.
5. If the Town decides to post the trailhead parking area as open, the Town agrees to post a sign indicating the Parking Lot as open only during daylight hours.

The Purchase and Sale Agreement contains the following contingencies:

1. The removal of the current use lien on the three-acre parcel
2. The release of Emily's existing mortgage for the three-acre parcel and the easement area.
3. The Town obtaining an easement through Parcel # 05-01-55 from Terry Johnson to connect the Town's easement from Parcel # 05-01-54 to Parcel # 05-01-57.

The parties have made this Agreement:

Emily Abbott

Date

Weathersfield Select Board Chair

Date

Weathersfield Town Manager

Date



Town of Weathersfield

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

Brandon W. Gulnick
Town Manager

November 2, 2020

Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Local Government Expense Reimbursement Grant (COVID-19)

Dear Select Board & Weathersfield Residents,

On August 27, 2020, our Administration applied to the Vermont Department of Taxes under Act 137 for \$54,555.60. On 9/25/20 the application was approved.

Our expenses are broken down as follows:

	March 1 – August 30	September 1 – December 31
Supplies & Equipment	\$4,922.84	\$22,739.64
Sanitation	\$2,062.64	\$846.28
Facility Alterations	\$442.68	\$700.00
Other Expenses	\$3,242.19	\$15,850.00
Emergency Management Comp.	\$0.00	\$3,500.00
Totals	\$10,670.35	\$43,635.92

See enclosed attachments:

Attachment A: Expenses 3/1/20 – 8/30/20
Attachment B: Expenses 9/1/20 – 12/31/20
Attachment C: Three (3) Laptop Quotes
Attachment D: Three (3) Tablet Quotes

In an effort to complete Weathersfield's response to COVID-19 prior to Winter, I am requesting the Select Board vote on the following:

Vote to Authorize the Town Manager to purchase 12 Laptops from Lenovo for a total not to exceed \$12,119.88.

Vote to Authorize the Town Manager to purchase 9 iPads from Apple for a total not to exceed \$7,469.82.

The purchase of Laptops & Tablets will give Town Officials the tools we need to work remotely in the case of another shutdown due to COVID-19.

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

Respectfully submitted,

Brandon Gulnick
Town Manager

ATTACHMENT A

[Expenses 3/1/20 – 8/30/20]

LOCAL GOVERNMENT EXPENSE REIMBURSEMENT GRANT			
EXPENSES MARCH 1, 2020 - AUGUST 30, 2020			
(B) Supplies and Equipment	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	Amount Requested
3/15/2020	Laptop	Necessary expenditure for working remotely & facilitating remote meetings	\$ 1,518.00
4/14/2020	Supplies	Public health expenses for protective supplies	\$ 33.92
4/20/2020	ID Badges	Necessary expenditure to identify oneself 6 feet away	\$ 79.42
5/12/2020	Thermometers	Public health expenses for monitoring employee temperatures	\$ 131.98
5/12/2020	Facial Coverings	Public health expenses for protective supplies	\$ 82.97
5/14/2020	Facial Coverings	Public health expenses for protective supplies	\$ 107.97
5/14/2020	Gloves/ TP	Public health expenses for protective supplies	\$ 160.41
5/18/2020	Supplies	Public health expenses for protective supplies	\$ 11.68
5/18/2020	Facial Coverings	Public health expenses for protective supplies	\$ 325.85
5/20/2020	Facial Coverings	Public health expenses for protective supplies	\$ 200.00
5/21/2020	Floor Decals	Expenses to facilitate compliance with COVID-19	\$ 18.40
6/4/2020	Group Conference System	Necessary expenditure for working remotely & facilitating remote meetings	\$ 1,052.12
6/4/2020	Facial Coverings	Public health expenses for protective supplies	\$ 651.70
6/16/2020	Supplies	Public health expenses for protective supplies	\$ 153.17
6/17/2020	COVID-19 Entry Signs	Expenses to facilitate compliance with COVID-19	\$ 123.50
6/24/2020	Intercom Doorbells	Expenses to facilitate compliance with COVID-19	\$ 72.98
		Supplies and Equipment Total	\$ 4,724.07
(C) Sanitation	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	\$ Amount Requested
3/11/2020	Disinfectant	Expenses for disinfection of public areas and facilities	\$ 70.13
3/13/2020	Wipes	Expenses for disinfection of public areas and facilities	\$ 5.69
3/19/2020	Hand Sanitizers	Expenses for disinfection of public areas and facilities	\$ 127.93
3/19/2020	Lysol Spray	Expenses for disinfection of public areas and facilities	\$ 19.40
3/25/2020	Gloves	Expenses for disinfection of public areas and facilities	\$ 22.06
4/10/2020	Hand Sanitizers	Expenses for disinfection of public areas and facilities	\$ 80.51
4/14/2020	Paper Towels	Expenses for disinfection of public areas and facilities	\$ 25.98
4/14/2020	Wipes	Expenses for disinfection of public areas and facilities	\$ 4.79
4/20/2020	Deep Clean	Expenses for disinfection of public areas and facilities	\$ 785.00
4/22/2020	Face Masks	Expenses for disinfection of public areas and facilities	\$ 100.00
4/24/2020	Orange Hand Wash	Expenses for disinfection of public areas and facilities	\$ 16.96
5/1/2020	Wipes	Expenses for disinfection of public areas and facilities	\$ 28.68
5/13/2020	Lysol Spray	Expenses for disinfection of public areas and facilities	\$ 11.95
5/20/2020	Hand Sanitizers	Expenses for disinfection of public areas and facilities	\$ 166.70
6/29/2020	Hand Sanitizers	Expenses for disinfection of public areas and facilities	\$ 488.36
6/29/2020	Hand Sanitizers	Expenses for disinfection of public areas and facilities	\$ 80.51
		Sanitation Total	\$ 2,034.65
(D) Facility Alterations	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	\$ Amount Requested
4/24/2020	Touch free dispenser	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 34.35

5/11/2020	Plexi Glass	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 110.00
5/11/2020	Screws	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 10.34
6/24/2020	Sign Stands	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 105.18
6/24/2020	Touchless Faucet Ad	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 59.98
6/24/2020	Touchless Toilet Flush	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 59.99
7/14/2020	Decals & Tape	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 97.19
		Facility Alterations Total	\$ 477.03
(G) Other Expenses	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	\$ Amount Requested
3/19/2020	Post Card Mailings	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 277.34
3/25/2020	Postage	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 169.61
3/25/2020	Postage	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 287.08
4/11/2020	Postage	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 200.00
4/15/2020	Website Updates	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 1,900.00
4/22/2020	Remote Meeting Software	Expenses of actions to facilitate compliance with COVID-19 related public health measures	\$ 408.16
		Other Expenses Total	\$ 3,242.19
		Total Expenses	\$ 10,477.94

ATTACHMENT B

[Expenses 9/1/20 – 12/31/20]

LOCAL GOVERNMENT EXPENSE REIMBURSEMENT GRANT			
EXPENSES SEPTEMBER 1- DECEMBER 31			
(B) Supplies and Equipment	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	Amount Requested
11/3/2020	Laptops (12)	Necessary expenditure for working remotely & facilitating remote meetings	\$ 12,119.88
11/3/2020	Tablets (9)	Necessary expenditure for working remotely & facilitating remote meetings	\$ 7,469.82
11/3/2020	Protective Equipment (tablets)	Necessary expenditure for working remotely & facilitating remote meetings	\$ 900.00
11/3/2020	Air Purifiers	Necessary expenditure for clean air in Town Offices	\$ 1,000.00
11/9/2020	CCI Managed Services	Necessary expenditure for working remotely & facilitating remote meetings	\$ 1,100.00
11/3/2020	Facial Coverings (Transfer Station)	Public health expenses for protective supplies	\$ 49.98
11/3/2020	Facial Coverings (Highway)	Public health expenses for protective supplies	\$ 99.96
		Supplies and Equipment Total	\$ 22,739.64
(C) Sanitation	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	\$ Amount Requested
11/4/2020	Gloves (4 Boxes - Transfer Station)	Expenses for disinfection of public areas and facilities	\$ 80.00
11/4/2020	Waterless Hand Soap (Transfer Station)	Expenses for disinfection of public areas and facilities	\$ 231.98
11/4/2020	Hand Towels (Transfer Station)	Expenses for disinfection of public areas and facilities	\$ 129.27
11/4/2020	Gloves (Highway)	Expenses for disinfection of public areas and facilities	\$ 160.00
11/4/2020	Hand Towels (Highway)	Expenses for disinfection of public areas and facilities	\$ 129.27
11/4/2020	Gloves (Town Clerk)	Expenses for disinfection of public areas and facilities	\$ 60.00
11/4/2020	Disinfecting Wipes	Expenses for disinfection of public areas and facilities	\$ 55.76
		Sanitation Total	\$ 846.28
(D) Facility Alterations	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	\$ Amount Requested
9/1/2020	Outdoor Tent Rental (Special TM)	Expenses of actions to facilitate compliance with COVID-19 related public health	\$ 400.00
9/1/2020	Outdoor Restrooms Special TM)	Expenses of actions to facilitate compliance with COVID-19 related public health	\$ 300.00
		Facility Alterations Total	\$ 700.00
(E) Compensation	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	Amount Requested
11/2/2020	Emergency Management Director	Payroll Expenses for Public Safetyto mitigate & respond to COVID-19	\$ 500.00
11/2/2020	Emergency Management Coordinator	Payroll Expenses for Public Safetyto mitigate & respond to COVID-19	\$ 1,500.00
12/7/2020	Emergency Management Director	Payroll Expenses for Public Safetyto mitigate & respond to COVID-19	\$ 500.00
12/7/2020	Emergency Management Coordinator	Payroll Expenses for Public Safetyto mitigate & respond to COVID-19	\$ 1,000.00
		Compensation Total	\$ 3,500.00
(G) Other Expenses	Expense Item Description	Brief explanation of COVID eligibility (as it relates to the grant guidelines)	\$ Amount Requested
11/17/2020	Economic Support to Small Businesses	Expenditure related to the provision of grants to small businesses in Weathersfield	\$ 10,000.00
9/1/2020	Printing	Expenses of actions to facilitate compliance with COVID-19 related public health	\$ 500.00
9/1/2020	Postage	Expenses of actions to facilitate compliance with COVID-19 related public health	\$ 350.00
10/19/2020	Website	Expenses of actions to facilitate compliance with COVID-19 related public health	\$ 5,000.00
		Other Expenses Total	\$ 15,850.00
		Total Expenses	\$ 43,635.92

ATTACHMENT C

[Three (3) Laptop Quotes]

PROFILE

COMPANY

ADDRESS BOOK

PAYMENT DETAILS

ORDER HISTORY

VIEW SAVED CART HISTORY

Customer Number townmanager@weathersfield.or
Quote Number 4296524339
Placed Time 10/27/2020

Quote Status APPROVED
SubTotal \$12,119.88
Shipping FREE
Total Price \$12,119.88
Expires On 11/10/2020

QUOTE DETAIL



ThinkPad X1 Carbon Gen 8

Part No.20U9001PUS

Quantity:

2

Price:

\$1,999.98



Configuration Details

CHAT NOW





Yoga C740 15" - Mica
Part No.81TD0006US

Quantity:

Price:
\$1,199.98



Configuration Details



Yoga C940 14" - Mica
Part No.81Q9002LUS

Quantity:

Price:
\$2,119.98



Configuration Details



ThinkPad X1 Carbon Gen 8
Part No.20U9005MUS

Quantity:

Price:
\$2,399.98



Configuration Details



ThinkPad T14 (Intel)
Part No.20S0002FUS

Quantity:

Price:
\$1,799.98



Configuration Details



ThinkPad X1 Yoga Gen 5
Part No.20UB000SUS

CHAT
NOW

Quantity:

Price:

\$2,599.98

 Configuration Details

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Brandon Gulnick

From: Customer Services Team <lenovo.orders@lenovo.com>
Sent: Tuesday, October 27, 2020 5:26 PM
To: Brandon Gulnick
Subject: Your Lenovo quote was created!

Your Lenovo Quote



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Quote Number:

4296524339

Creation Date:

Tue Oct 27 2020
17:24 AST

Expiration Date:

Tue Nov 10 2020
17:24 AST

Lenovo ID:

townmanager@weathersfield.org

HERE'S WHAT YOU REQUESTED:

Item:

ThinkPad X1 Carbon Gen 8

Part No: 20U9001PUS

Qty: Price:

2 \$1,999.98

- Processor 10th Generation Intel® Core™ i5-10210U Processor (1.60 GHz, up to 4.20 GHz with Turbo Boost, 4 Cores, 8 Threads, 6 MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 14.0" FHD (1920 x 1080) IPS, anti-glare, 400 nits
- Memory 16 GB LPDDR3 2133MHz (Soldered)
- Hard Drive 512 GB PCIe SSD
- Warranty 1 year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics
- Camera 720p HD
- Fingerprint Reader Yes

- Keyboard Backlit - US English
- Wireless Intel® Wi-Fi 6™ AX201 802.11AX (2 x 2) & Bluetooth® 5.0

Item:
Yoga C740 15" - Mica

Qty: Price:
2 \$1,199.98

Part No: 81TD0006US

- Processor 10th Generation Intel® Core™ i5-10210U Processor (1.60 GHz, up to 4.20 GHz with Turbo Boost, 4 Cores, 8 Threads, 6 MB Cache)
- Operating System Windows 10 Home 64
- Display Type 15.6" FHD (1920 x 1080) IPS, anti-glare, touchscreen, 250 nits
- Memory 8 GB DDR4 2666MHz (Soldered)
- Hard Drive 256 GB PCIe SSD
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics
- Camera 720p HD
- Pen None
- Fingerprint Reader Yes
- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11AC (2 x 2) & Bluetooth® 5.0

Item:
Yoga C940 14" - Mica

Qty: Price:
2 \$2,119.98

Part No: 81Q9002LUS

- Processor 10th Generation Intel® Core™ i7-1065G7 Processor (1.30 GHz, up to 3.90 GHz with Turbo Boost, 4 Cores, 8 Threads, 8 MB Cache)
- Operating System Windows 10 Home 64
- Display Type 14.0" FHD (1920 x 1080) IPS, touchscreen, glossy, 400nits
- Memory 12 GB LPDDR4X 3733MHz (Soldered)
- Hard Drive 256 GB PCIe SSD
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® Iris® Plus Graphics
- Camera 720p HD
- Pen Active Pen
- Fingerprint Reader Fingerprint Reader
- Keyboard Backlit - US English
- Wireless 802.11AX (2 x 2) & Bluetooth® 5.0

Item:
ThinkPad X1 Carbon Gen 8

Qty: Price:
2 \$2,399.98

Part No: 20U9005MUS

- Processor 10th Generation Intel® Core™ i7-10510U Processor (1.80 GHz, up to 4.90 GHz with Turbo Boost, 4 Cores, 8 Threads, 8 MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 14.0" FHD (1920 x 1080) IPS, anti-glare, 400 nits
- Memory 16 GB LPDDR3 2133MHz (Soldered)
- Hard Drive 1 TB PCIe SSD
- Warranty 1 year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics
- Camera 720p HD
- Fingerprint Reader Yes
- Keyboard Backlit - US English
- Wireless Intel® Wi-Fi 6™ AX201 802.11AX (2 x 2) & Bluetooth® 5.0

Item:
ThinkPad T14 (Intel)

Qty: Price:
2 \$1,799.98

Part No: 20S0002FUS

- Processor 10th Generation Intel® Core™ i5-10210U Processor (1.60 GHz, up to 4.20 GHz with Turbo Boost, 4 Cores, 8 Threads, 6 MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 14.0" FHD (1920 x 1080) IPS, anti-glare, 250 nits
- Memory 16 GB DDR4 2667MHz (Soldered)
- Hard Drive 512 GB PCIe SSD
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics
- Camera 720p HD
- Fingerprint Reader Yes
- Keyboard Backlit - US English
- Wireless Intel® Wi-Fi 6™ AX201 802.11AX (2 x 2) & Bluetooth® 5.0

Item:
ThinkPad X1 Yoga Gen 5

Qty: Price:
2 \$2,599.98

Part No: 20UB000SUS

- Processor 10th Generation Intel® Core™ i5-10210U Processor (1.60 GHz, up to 4.20 GHz with Turbo Boost, 4 Cores, 8 Threads, 6 MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 14.0" UHD (3840 x 2160) IPS, touchscreen, anti-reflective with Dolby Vision™, HDR 400, 500 nits
- Memory 16 GB LPDDR3 2133MHz (Soldered)
- Hard Drive 512 GB PCIe SSD
- Warranty 1 Year Depot or Carry-in

- Graphics Integrated Intel® UHD Graphics
- Camera IR & 720p HD
- Pen ThinkPad Pen Pro
- Fingerprint Reader Yes
- Keyboard Backlit - US English
- Wireless Intel® Wi-Fi 6™ AX201 802.11AX (2 x 2) & Bluetooth® 5.1
- Integrated Mobile Broadband Not Available
- Selectable Sim Card None

Sub total:\$12,119.88
Shipping Fees: FREE
Total:\$12,119.88

Billing Address:

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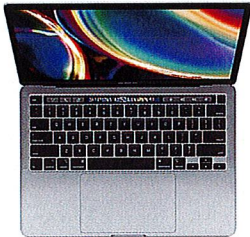
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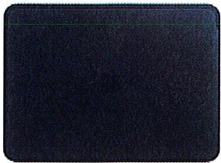
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Color - Midnight Blue



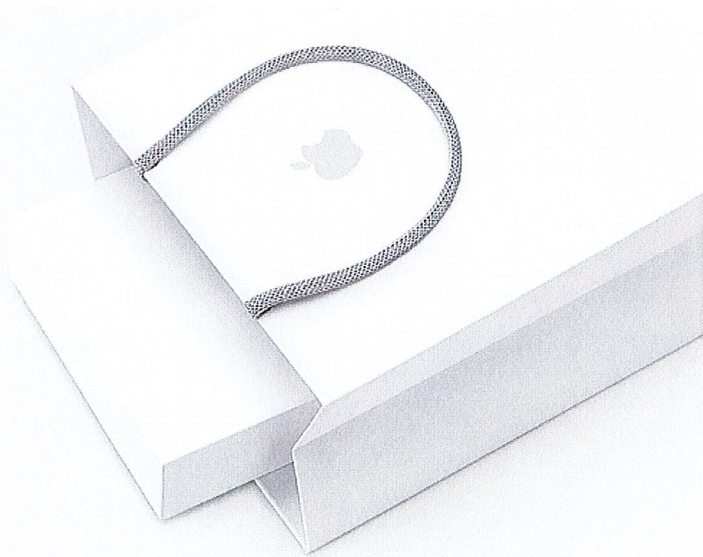
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\$168.00

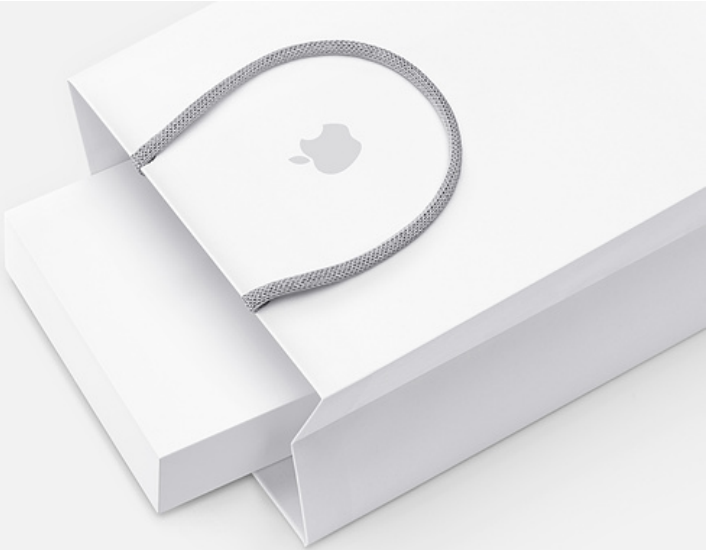
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Amazon Web Services Scalable Cloud Computing Services	Audible Listen to Books & Original Audio Performances	Book Depository Books With Free Delivery Worldwide	Box Office Mojo Find Movie Box Office Data	ComiXology Thousands of Digital Comics	DPReview Digital Photography	East Dane Designer Men's Fashion
Fabric Sewing, Quilting & Knitting	Goodreads Book reviews & recommendations	IMDb Movies, TV & Celebrities	IMDbPro Get Info Entertainment Professionals Need	Kindle Direct Publishing Indie Digital & Print Publishing Made Easy	Prime Now FREE 2-hour Delivery on Everyday Items	Amazon Photos Unlimited Photo Storage Free With Prime
Prime Video Direct Video Distribution Made Easy	Shopbop Designer Fashion Brands	Amazon Warehouse Great Deals on Quality Used Products	Whole Foods Market America's Healthiest Grocery Store	Woot! Deals and Shenanigans	Zappos Shoes & Clothing	Ring Smart Home Security Systems
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Recipient's email address



Samsung Galaxy Tab S7+ Wi-Fi, Mystic Silver -256 GB

☒ This item is a gift

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Enjoy your gift!

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Add ons

☐ Gift Bag - \$4.99



☐ Email the recipient a copy of their gift receipt after the gift is delivered

Recipient's email address



Samsung Galaxy Tab S7+ Wi-Fi, Mystic Silver -256 GB

☒ This item is a gift

Gift Message 203 characters · 8 lines

Enjoy your gift!

From Brandon Gulnick

Add ons

☐ Gift Bag - \$4.99



☐ Email the recipient a copy of their gift receipt after the gift is delivered

Recipient's email address



Samsung Galaxy Tab S7+ Wi-Fi, Mystic Silver -256 GB

☒ This item is a gift

Save gift options and continue

Choose gift options to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items (9):	\$8,369.91
Shipping & handling:	\$0.00
Extra Savings:	-\$418.50
Total before tax:	\$7,951.41
Estimated tax to be collected:	\$477.09

Order total: \$8,428.50

[How are shipping costs calculated?](#)

Gift Message


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From Brandon Gulnick

Add ons

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Samsung Galaxy Tab S7+ Wi-Fi, Mystic Silver -256 GB

☒ This item is a gift

Gift Message

203 characters · 8 lines

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From Brandon Gulnick

Add ons☐ Gift Bag - \$4.99☐ Email the recipient a copy of their gift receipt after the gift is delivered

Recipient's email address

**Samsung Galaxy Tab S7+ Wi-Fi, Mystic Silver -256 GB**☒ This item is a gift**Gift Message**

203 characters · 8 lines

Enjoy your gift!

From Brandon Gulnick

Add ons☐ Gift Bag - \$4.99☐ Email the recipient a copy of their gift receipt after the gift is delivered

Recipient's email address

Save gift options and continue

3 Payment method

4 Items and shipping

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Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | P (802) 674-2626 | F (802) 674 - 6262

Brandon W. Gulnick
Town Manager

November 2, 2020

Weathersfield Select Board
5159 US Route 5
Ascutney, VT 05030

Re: Fire Department Contracts

Dear Select Board Members & Weathersfield Residents:

On October 5, 2020, our Administration presented 2 Contract Options to the Select Board for review. After listening to discussions during the October 5th and October 19th meeting it's evident that the Select Board is leaning toward Contract Option #1. This contract is agreeable with West Weathersfield Volunteer Fire Department. The Ascutney Volunteer Fire Association has several questions for the Select Board that will help them decide on whether to agree to the terms of Contract #1. On October 26th & 27th the Ascutney Fire Chief, Liaison to the Fire Departments and I met to review AVFD's concerns with Contract #1.

Enclosed

Attachment A – Contract Option #1

Attachment B – Ascutney Volunteer Fire Association Questionnaire

I am asking the Select Board to define the roles of the Fire Departments and Ambulance Service.

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

Respectfully,

Brandon Gulnick
Town Manager

ATTACHMENT A
[CONTRACT OPTION #1]

QUESTIONNAIRE

The Ascutney Volunteer Fire Association requests the Select Board clarify the following:

1. Add language to the Contract stating the Town will not pursue a Municipal Fire Department during the term of this contract.
2. Add language to the Contract holding the Town responsible if it violates the Contract.
3. Fuel Study
4. Department requests to continue paying their bills. The department will request reimbursements from the Town.
5. Will the Town provide 8 copies of all Policies the Fire Department will need to abide by under contract #1?
6. Add language mandating that any Warden or Keyperson attend the Annual State training required by the state.
7. Department fundraising: How will be operate with fundraising? Will a department fundraising money be subject to the Town Purchasing Policy? Will fundraising money remain in the Departments own account?
8. Repairs & Maintenance: If a truck is broken down and needs to be repaired, may the Fire Chief do so on his on behalf? Or is there an approval process?
9. Service Agreement: The Ascutney Fire Association would like to continue with Strobels & Daniels. Because they are local and they have been reliable to the fire department. There is no conflict of interest.
10. Section 4.2.C: Let's say they ask to replace the Forestry Truck & the Select Board says no, but we wanted to buy it with fundraising money. But yet they still get rid of a truck and want to buy another one with fundraising money why is this a breach of contract.
11. Section 4.2.D: Under this contract, all apparatus will be in the name of the Town, not the department?
12. Define the process for using reserves.
13. Section 6.1: The Town will be on the title of both trucks. This takes the Fire Department's name off of it. Ascutney would like the fire trucks to be in both parties' names. Why did this change? Engine 4, Ascutney put 50K into this truck, the Town takes it as a donation. We sell the truck. The department loses out on the fundraising money they put into it.

14. Section 7.1: Liability, Casualty - Should include the departments building and real property.
15. Ladder Truck: Department is paying \$3500 for insurance whereas it will only be \$441 under the Towns policy with VLCT. What does the future look like?
16. Any person under the age of eighteen (18) years old who are not a member of the Fire Departments nor enrolled in the Junior Program shall not respond to any fire emergencies.

Why is this in the contract?

ATTACHMENT B
[ASCUTNEY VOLUNTEER FIRE ASSOCIATION QUESTIONNAIRE]

**FIRE SERVICES CONTRACT
BETWEEN THE TOWN OF WEATHERSFIELD,
ASCUTNEY VOLUNTEER FIRE DEPARTMENT,
AND WEST WEATHERSFIELD VOLUNTEER FIRE DEPARTMENT**

THIS CONTRACT AND AGREEMENT (the "CONTRACT") , dated as of July 1, 2021 (the "Contract Date"), by and between the TOWN OF WEATHERSFIELD, a Vermont Municipality, herein referred to as the ("TOWN"); ASCUTNEY VOLUNTEER FIRE ASSOCIATION, a Vermont Nonprofit Corporation and the WEST WEATHERSFIELD VOLUNTEER FIRE DEPARTMENT, Inc., a Vermont nonprofit corporation, herein referred to as the ("FIRE DEPARTMENTS"). The TOWN and the FIRE DEPARTMENTS are collectively referred to as the ("PARTIES").

WITNESSETH

WHEREAS, the FIRE DEPARTMENTS were established and exist under applicable State and Local Laws for the purpose of limiting, reducing, or preventing damage or personal injury caused by fire or other emergency, with headquarters in TOWN boundaries; and

WHEREAS, currently, the FIRE DEPARTMENTS provide TOWN services to prevent, limit, and reduce damage or personal injury caused by fire or another emergency under a CONTRACT dated December 31, 2020 and scheduled to expire June 30, 2021; and

WHEREAS, the TOWN recognizes a financial and administrative responsibility to provide assistance to the FIRE DEPARTMENTS; and

WHEREAS, it is the desire of the PARTIES to now enter into a new CONTRACT, effective July 1, 2021 (the "EFFECTIVE DATE"), for the purpose of the FIRE DEPARTMENTS continuing to provide services for the TOWN to prevent, limit, and reduce damage or personal injury caused by fire or other emergency.

NOW, THEREFORE, in consideration of the foregoing preamble, the mutual covenants, promises and agreements hereinafter set forth, the mutual benefits to be gained by the performance thereof, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and accepted, the PARTIES to this CONTRACT, intending to be legally bound, hereby agree as follows:

ARTICLE I ... DURATION

SECTION 1.1 TERM

The term of this CONTRACT shall commence upon signature by all PARTIES and shall end June 30, 2023. If a replacement CONTRACT is not signed by June 30, 2023 it will be considered as automatically renewed for a 1-year term unless an Event of Termination has taken place, as defined in Section 1.2, or CONTRACT negotiations have been initiated by either department or the TOWN, in which case the current CONTRACT will remain in effect

until the new CONTRACT is signed, unless the PARTIES cannot come to an agreement within ninety (90) days.

SECTION 1.2 EVENTS OF TERMINATION

Except as otherwise provided herein, the following shall constitute Events of Termination under this CONTRACT:

- a) The dissolution, insolvency, involuntary bankruptcy, or voluntary bankruptcy of the FIRE DEPARTMENTS.
- b) The expiration of one hundred eighty (180) days after the Fire Department's receipt of written notice that the TOWN has adopted a resolution established a Municipal Fire Department.
- c) The expiration of one hundred eighty (180) days after the Fire Department's receipt of written notice that the TOWN intends to use another entity to provide its Fire Services.
- d) The PARTIES' entry into a new written CONTRACT which expressly supersedes this CONTRACT.
- e) TOWN receipt of written notice that the FIRE DEPARTMENTS are unable to provide services for the TOWN due to an immediate lack of available volunteer firefighters.
- f) The FIRE DEPARTMENTS failure to follow any section within this AGREEMENT.
- g) The expiration of this CONTRACT without the PARTIES' written agreement to renew the terms of this CONTRACT.

SECTION 1.3 EFFECT OF AN EVENT OF TERMINATION

- a) Upon Termination of this CONTRACT by either FIRE DEPARTMENT, all TOWN owned, or partially owned assets will be returned to the TOWN.
- b) The TOWN shall provide the FIRE DEPARTMENTS with notice of the occurrence of an Event of Termination. If such Event of Termination is not cured or remedied by the FIRE DEPARTMENTS within ten (10) days after the FIRE DEPARTMENTS receive such written notice from the TOWN, the TOWN shall have the right to terminate this CONTRACT. A termination of this CONTRACT under this Section shall cause the rights and obligations of the PARTIES to this CONTRACT to terminate and cease, except as expressly provided otherwise in this CONTRACT.

SECTION 1.4 TOWNS RIGHT TO TERMINATE WITHOUT CAUSE

The TOWN, in its sole discretion, may terminate this CONTRACT by providing the FIRE DEPARTMENTS written notice that the TOWN is terminating this CONTRACT, no earlier than 180 days following the latter's receipt of this notice.

ARTICLE II ... PROVISION OF SERVICES

SECTION 2.1 SERVICES PROVIDED

The FIRE DEPARTMENTS agree to furnish and provide continuing Fire Protection Service to all properties lying within the incorporated limits of the TOWN, by promptly dispatching, upon call from the Hartford Dispatch voice call or paging system or upon notification of a fire or emergency by any other means, the FIRE DEPARTMENT'S firefighting and rescue equipment and adequate certified and qualified personnel to operate the same, and then making diligent efforts to control and extinguish all fires, and control or mitigate emergencies.

In providing services under this CONTRACT, the FIRE DEPARTMENTS shall be considered the "FIRE DEPARTMENT" of the TOWN as described in 20 V.S.A § 175 of the Vermont Statutes Annotated and each of the FIRE DEPARTMENTS Fire Chief shall be considered the "Fire Chiefs" of the TOWN, with all the typical associated and regulatory duties and responsibilities of a Fire Chief of a Fire Department in the State of Vermont. In the event of a declaration of a major disaster, the FIRE DEPARTMENTS shall, upon the TOWN'S request, further assist TOWN staff and contractors with clearing TOWN streets of downed trees to the extent of the FIRE DEPARTMENTS resources.

SECTION 2.2 TRAINING

The FIRE DEPARTMENTS shall follow the State Fire Academy to train members of their Department. At a minimum, Firefighters shall obtain ICS 100, ICS 200, CPR, and AED Training within their first year. The FIRE DEPARTMENTS shall encourage training members to Firefighter I and any members who have achieved Firefighter I shall be encouraged to achieve Firefighter II. Both FIRE DEPARTMENTS Shall hold joint training sessions at least three (2) times per year. Prior to the fiscal year-end both Fire Chiefs shall coordinate the training schedule for the following year, no later than June 1st and provide the Training Schedule to the Town Manager for approval. The Town Manager and/or his designee shall attend Joint Training Sessions.

SECTION 2.3 TRAINING CERTIFICATES

The FIRE CHIEFS shall provide a list of all firefighters and their corresponding training certificates to the Town Manager for verification and record keeping. Certificates for all firefighters shall be available to the Town Manager prior to the execution of this CONTRACT, and monthly moving forward. At a minimum, all firefighters within each department shall complete 24 hours of training annually.

SECTION 2.4 MONTHLY REPORTS

The FIRE CHIEFS shall provide a monthly report to the Town Manager no later than the last day of each month, month to month. The purpose of the report is to keep the TOWN informed as to the operations of the FIRE DEPARTMENTS. At a minimum, Reports shall

include response time analysis, training analysis, public relations/ education, vehicles and equipment repairs, station maintenance, and the number of each incident type. A Monthly Report template is provided as ATTACHMENT A to this CONTRACT. The Town Managers designee will assist the Fire Chiefs with data entry to populate this report and present the draft report to the Fire Chief for approval prior to submitting to the Town Manager.

SECTION 2.5 STRATEGIC PLAN

The TOWN acknowledges that financial decisions may be required during the term of this CONTRACT to support the FIRE DEPARTMENTS, including but not limited to, possible acquisition of replacement vehicles, fire engines, and apparatus. By no later than May 1, 2021, the FIRE DEPARTMENTS shall develop and present to the TOWN a long-term, ten-year Strategic Plan outlining projected dates when the FIRE DEPARTMENT believes such construction, acquisition, and replacements should occur and with projected costs. The Strategic Plan shall be updated annually by the FIRE DEPARTMENTS and presented to the TOWN by no later than September 1st of each succeeding year. When considering whether to provide additional funds for the acquisition of real property to be used by the FIRE DEPARTMENTS in performing its obligations under this CONTRACT, the TOWN may, in its discretion, opt to acquire and retain title to that real property itself and then make the real property available to the FIRE DEPARTMENTS through one or more leases or through other means, for the FIRE DEPARTMENTS to use to perform its obligations under this CONTRACT.

SECTION 2.6 EMERGENCY DISPATCH SERVICES

Weathersfield shall be responsible for providing the FIRE DEPARTMENTS with Emergency Dispatch Services. The method and means of providing such Emergency Dispatch Services shall be determined by the TOWN, following consultation and discussion with the FIRE CHIEFS of each department, and may be provided by a subcontractor. Dispatching services for the TOWN of Weathersfield will be determined by a majority vote of the Selectboard and the FIRE DEPARTMENTS, with each organization having one vote. The selected Dispatch Service shall provide the TOWN with Incident Reports for all FIRE DEPARTMENT calls in a pdf to the TOWN email within 24 hours.

If a Department has problems or difficulties with the Emergency Dispatch Services provided for Weathersfield, such problems or difficulties shall be brought to the attention of the Town Manager by the Department. The Town Manager or his/her designee will investigate, select the most appropriate resolution, and shall work on behalf of the FIRE DEPARTMENTS to resolve such problems or difficulties. The TOWN will provide information regarding the resolution of the issue to the FIRE DEPARTMENTS.

SECTION 2.7 DRY HYDRANTS

A collaboration between the TOWN and the FIRE DEPARTMENTS are responsible for recommending the placement of new hydrants and pursuing grants to fund the construction and installation of new hydrants. The FIRE DEPARTMENTS are responsible

for testing hydrants to ensure that they are operating correctly. Any problems or failures shall be reported to the Highway Superintendent and Town Manager by the FIRE DEPARTMENTS. Weathersfield is responsible for maintaining access to all hydrants it owns or holds the easement for, including but not limited to removal of vegetation growth, snow removal and sanding. Winter maintenance will be done within 24 hours of a storm and provide for 20 feet of access.

SECTION 2.8 STATE & LOCAL STATUTES, CODES, ORDINANCES & POLICIES

The FIRE DEPARTMENTS shall provide Fire Protection Services to the TOWN in a manner that is consistent with Vermont Statutes, the Vermont Administrative Code, and any applicable adopted TOWN ordinances and policies, including but not limited to the TOWN's Emergency Management Plan, Capital Assets Accounting Policy, Conflict of Interest Policy, Credit Card Policy, Policy for the Disposition of Town-owned Materials and Property, Policy for Checking Driver License Records and Proof of Insurance, Electronic Communications/Internet Use Policy, Purchasing Policy, Safety and Wellness Policy, Vehicle Maintenance Policy, and Web Operations Policy. Said policies, ordinances and plans may be amended and/or modified by the TOWN from time to time in the TOWN's discretion or as may be required by applicable law.

SECTION 2.9 BURN PERMITS ISSUED BY FIRE WARDEN / DEPUTY FIRE WARDEN

In the case a Fire Chief of the FIRE DEPARTMENTS is appointed as the Fire Warden or Deputy Fire Warden, such Warden shall provide a copy of all burn permits to the Town Managers designee in advance of a burn taking place. The burn permit may be sent via text message including a photo of the burn permit. The TOWN shall maintain all records of all burns requiring a Permit in Weathersfield. When a "NO BURN" is issued by the Fire Warden, the Fire Warden shall communicate this information to the Town Manager's Designee, including the reason a NO BURN is issued for inclusion on the TOWN Website and Social Media, and to answer any questions residents may have when a call is received on the issue in the Town Office. Fire Chiefs shall have command and control of brush fires and the Fire Warden and/or Deputy Fire Warden shall assist if the Fire Chief deems it appropriate.

SECTION 2.10 EMERGENCY MEDICAL SERVICES

The TOWN shall contract EMERGENCY MEDICAL SERVICES and the FIRE DEPARTMENTS shall work with said provider. Any issues with the provider shall be brought to the attention of the Town Manager to both mediate and determine corrective action, if any.

ARTICLE III ... OPERATING FUNDS

SECTION 3.1 ANNUAL BUDGET; OPERATING FUNDS; APPROPRIATION

- A. In November of each year, the FIRE DEPARTMENTS shall prepare and submit to the TOWN Manager the following:

- a. Reconciled financial statements representing the most recently ended fiscal year, prepared in accordance with GAAP, showing all assets, liabilities, income, and expenditures of each Department;
 - b. The current FIRE DEPARTMENTS' fiscal year budgets;
 - c. A detailed written request for "TOWN Appropriated Operating Funds," for the upcoming TOWN Budget;
 - d. A proposed budget for the upcoming fiscal year for each department;
 - e. Detailed request for any reserve appropriation or large capital expenditure.
- B. The Town Manager will review all materials submitted and provide input on the FIRE DEPARTMENTS' proposed budgets and TOWN appropriation request. The Town Manager shall submit his/her recommendation, no later than November 1st, to the Selectboard as proposed TOWN funding for the next fiscal year.
- C. If the FIRE DEPARTMENTS disagree with the budget recalculation of the Town Manager, the Department may appeal to the Selectboard.
- D. The Town Manager shall have final authority on the amounts to be submitted to the Selectboard as proposed appropriations for the FIRE DEPARTMENTS, but the FIRE DEPARTMENTS have the right to appeal to the Selectboard.
- E. The Selectboard, with input from the Town Manager, shall determine the final amounts to be submitted to the Voters as proposed appropriations for the FIRE DEPARTMENTS. The appropriations shall appear as separate line items in the General Fund budget.

SECTION 3.2 LIMITATION OF FUNDING OBLIGATION

The TOWN shall has no obligation to fund the FIRE DEPARTMENTS' appropriations over and above amounts approved by the Voters.

SECTION 3.3 APPROPRIATED OPERATING FUNDS

The appropriation approved at TOWN Meeting for Operating Funds shall be part of the General Fund budget. The TOWN of Weathersfield shall disburse such funds as provided for in Section 3.4 Disbursement. Any unexpended funds at the end of the year, as long as the General Fund is in a surplus situation, will be placed in either the Fire Equipment, Motorized Fire Equipment or Fire protection (Dry Hydrant) Reserve Funds at the discretion of the Selectboard.

SECTION 3.4 DISBURSEMENT

The Annual Appropriation approved at Town Meeting shall be made available to the FIRE DEPARTMENTS through approved reimbursements or direct payments of invoices. Approval for reimbursements and payments will be made by the Town Manager or his/her designee and reviewed by the Town Manager. If a payment or reimbursement is denied and

either department disagrees with this decision, they can appeal the decision to the Selectboard.

The Department shall follow the Weathersfield Purchasing Policy for all purchases submitted to Weathersfield for payment. Weathersfield shall make payment for such purchases directly to the FIRE DEPARTMENTS creditors or reimburse the FIRE DEPARTMENTS. Weathersfield shall not be obligated to disburse funds for payment of purchases not made in accordance with Weathersfield Purchasing Policy, nor for the costs of maintenance or repairs to vehicles, apparatus, equipment, or other items so purchased.

SECTION 3.5 DEPARTMENT FUNDRAISING

In any community fundraising solicitation, the FIRE DEPARTMENTS shall make clear that such additional funds as are being raised to be used for purposes beyond and in addition to the provision of Services funded by the TOWN. Income from such fundraising shall be included as part of the FIRE DEPARTMENTS' Annual Budgets submitted to the Town Manager. The FIRE DEPARTMENTS shall furthermore include as a part of their Annual Budget submissions to the Town Manager a separate Fundraising Report, setting forth all monies derived from community fundraising solicitation and expenditures thereof.

SECTION 3.6 DIRECT PROVISION

Weathersfield may, at its sole discretion, directly provide goods and services to the FIRE DEPARTMENTS which the FIRE DEPARTMENTS would otherwise obtain from outside sources, including but not limited to fuel, general supplies, and the like. Weathersfield shall have no obligation to disburse funds for payment of the costs of goods and services, which Weathersfield offers to provide.

ARTICLE IV ... DISBURSEMENT OF OPERATING FUNDS

SECTION 4.1 DESIGNATION OF AGENT

The FIRE DEPARTMENTS shall designate an agent (or agents) with authority to submit the FIRE DEPARTMENTS' requests to the TOWN for payment. Such designation shall be made in writing, signed by the elected chief officers of each Department. The FIRE DEPARTMENTS may change that agent from time to time by a similar writing. The submission of a payment request by that agent shall be deemed a representation by the Department that the payment by Weathersfield of the amount requested is authorized by the Department and proper in all respects. Weathersfield, in disbursing on that payment request, may conclusively rely on that representation.

SECTION 4.2 MAINTENANCE OF VEHICLES, APPARATUS AND EQUIPMENT

- a) The TOWN of Weathersfield will provide maintenance and repairs for all vehicles and apparatus. All repairs and maintenance will receive prior approval from the Town Manager and/or his designee.

- b) The TOWN will setup a Service Agreement with one (1) vendor for the maintenance of all vehicles, apparatus, and equipment. The Service Agreement will be sent out to Bid and be subject to the TOWN's policy for RFPs & RFQs.
- c) Any purchases of vehicles or apparatus without Selectboard or TOWN approval will be considered a breach of CONTRACT and will result in withdrawal of all TOWN support and funds.
- d) To offset the cost of maintenance 25% of all truck billed hazmat reimbursement will be remitted to the TOWN, along with the initial response fee as directed in Section 8-c-3 of the TOWN of Weathersfield, Vermont Hazardous Materials Response ordinance.
- E) Reimbursement for any maintenance, repairs, inspections, etc., will only be made with prior approval from the Town Manager and/or his designee.
- F) The FIRE DEPARTMENTS shall ensure that all vehicles, apparatus, and equipment in their possession is properly maintained in good working order, and any issues needing to be addressed are reported to the Town Manager and/or his designee.

ARTICLE V ... RESERVE FUNDS

SECTION 5.1 RESERVE FUNDS

The TOWN currently maintains Reserve Funds (Fire Apparatus Acquisition, Fire Fighting Equipment and Gear, and Fire Protection Water Supply Construction) for the benefit of Emergency Service Personnel providing services within the TOWN. The continued existence of such Reserve Funds, or the establishment of additional Reserve Funds, shall be at the sole discretion of the Voters. All Reserve Funds must be used according to the Fund Balance and Reserve Fund Balance Policy.

SECTION 5.2 ANNUAL RESERVE FUND APPROPRIATIONS

Reserve Funds shall be funded in accordance with the TOWN Reserve Fund Balance Policy. Reserve fund appropriation requests shall be submitted in writing to the Town Manager on or before Town Meeting.

- a. The Town Manager will review the request and shall submit its recommendation, no later than November 1st, to the Town Manager as a proposed article to be placed on the TOWN Warning.
- b. If there are questions about the amount of any proposed appropriation, the Select board shall hold a meeting with the Town Manager to discuss the current and anticipated equipment needs of all entities providing Services within Weathersfield. The FIRE DEPARTMENTS shall cooperate fully with the Town Manager so that the Town Manager may accurately advise the Selectboard.

- c. The amount and description of warning for any proposed Reserve Fund appropriation shall be determined by the Selectboard.

SECTION 5.3 DISBURSEMENT OF RESERVE FUNDS

Disbursement of Reserve Funds shall occur in accordance with the TOWN Purchasing and Reserve Fund Balance Policies.

ARTICLE VI ... TITLE TO PROPERTY

SECTION 6.1 VEHICLES AND APPARATUS PURCHASED WITH TOWN FUNDS

Title to all vehicles and apparatus acquired in whole or in part with monies derived from TOWN Funds shall be in the name of the TOWN. If a FIRE DEPARTMENT adds additional items onto a Fire Truck this will be considered a donation.

SECTION 6.2 CAPITAL EQUIPMENT PURCHASED WITH TOWN FUNDS

Title to all Capital Equipment acquired in, whole or in part, with Weathersfield Funds shall reflect Weathersfield's proportional share of its financial contribution towards the purchase price along with that of the FIRE DEPARTMENTS.

SECTION 6.3 PROCEEDS FROM THE SALE, TRANSFER OR OTHER DISPOSITION OF EQUIPMENT, VEHICLES, APPARATUS, AND CAPITAL EQUIPMENT PURCHASED WITH WEATHERSFIELD FUNDS

Upon any authorized sale, transfer, or other disposition of any equipment, vehicles, apparatus, or Capital Equipment acquired in whole or in part with TOWN Funds, or upon the receipt of insurance proceeds on account of the total loss of such equipment, vehicles, apparatus, or Capital Equipment, shall be used towards the replacement if the FIRE DEPARTMENTS and TOWN agree that replacement is necessary. Otherwise the funds will be distributed proportionally to ownership of said item.

ARTICLE VII ... INSURANCE

The TOWN, at its sole discretion, will provide full comprehensive coverage. If a department desires to be insured at a higher level of coverage, the TOWN will provide that coverage and the Department Shall be responsible for the added cost.

SECTION 7.1 LIABILITY INSURANCE

Weathersfield will provide the FIRE DEPARTMENTS with liability insurance coverage, subject to the provisions of Section 8.5 below. Such coverage shall not include the FIRE DEPARTMENTS' owned real property or buildings. The carrier and amount of coverage shall be at the sole discretion of the TOWN.

SECTION 7.2 CASUALTY INSURANCE

Weathersfield will provide the Department with casualty insurance coverage, subject to the provisions of Section 7.5 below. Such coverage shall not include the FIRE DEPARTMENTS' owned real property or buildings. The carrier and amount of coverage shall be at the sole discretion of the TOWN.

SECTION 7.3 WORKERS' COMPENSATION INSURANCE

Weathersfield will provide the FIRE DEPARTMENTS with workers' compensation insurance coverage, subject to the provisions of Section 7.5 below. The carrier and amount of coverage shall be at the sole discretion of Weathersfield.

SECTION 7.4 VEHICLE INSURANCE

The TOWN will provide motor vehicle insurance coverage for all vehicles and apparatus owned in full or in part by the TOWN. The TOWN will also provide the FIRE DEPARTMENTS with motor vehicle insurance coverage for the vehicles and apparatus owned by the FIRE DEPARTMENTS. The carrier and amount of coverage shall be at the sole discretion of Weathersfield.

Any purchases of vehicles, apparatus, or capital equipment (requiring insurance) without Selectboard or TOWN approval will be considered a breach of CONTRACT and may result in withdrawal of all TOWN support and funds. Any person under the age of eighteen (18) years old who are not a member of the FIRE DEPARTMENTS nor enrolled in the Junior Program shall not respond to any fire emergencies.

SECTION 7.5 INSURANCE FORMS AND INFORMATION

The insurance obtained for the FIRE DEPARTMENTS and the binder provided by the insurance agent delivered to the TOWN will be made available to the FIRE DEPARTMENTS, including all pertinent information regarding such insurance coverages and all necessary forms for obtaining the benefits thereof. Weathersfield will provide Proof of Insurance and Declarations Pages to the FIRE DEPARTMENTS.

ARTICLE VIII ... GENERAL PROVISIONS**SECTION 8.1 ASSIGNABILITY**

This CONTRACT shall not be assignable, in whole or in part, by the FIRE DEPARTMENTS without the Select Board's written Approval.

SECTION 8.2 AMENDMENT

This CONTRACT may be amended from time to time by mutual agreement of all the PARTIES.

No changes to this CONTRACT will be valid or recognized unless a mutually signed amendment is made.

SECTION 8.3 GOVERNING LAW

This CONTRACT shall be governed by, and construed in accordance with, the laws of the State of Vermont.

SECTION 8.5 ENTIRE AGREEMENT

This CONTRACT constitutes the entire agreement of the PARTIES with respect to the subject matter hereof and supersedes all prior CONTRACTs and undertakings, both written and oral, between the PARTIES to this CONTRACT with respect to the subject matter of hereof. Neither party makes and representation or warranty with regard to the subject matter of this CONTRACT other than those expressly set forth herein.

Dated at Town of Weathersfield, Windsor County, State of Vermont, this 1st day of July 2021.

President, West Weathersfield
Volunteer Fire Department

President, Ascutney Volunteer
Fire Association

Town Manager, Weathersfield

Select Board Chair, Weathersfield

Town Clerk, Weathersfield



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | P (802) 674-2626 | F (802) 674 - 6262

Brandon W. Gulnick
Town Manager

November 2, 2020

Weathersfield Select Board
5159 US Route 5
Ascutney, VT 05030

Re: Purchase Fire Gear from Fire Fighting Equipment & Gear Reserves

Dear Select Board Members & Weathersfield Residents:

Chief Spaulding contacted our administration and requested to transfer \$15,000 from the Firefighting Equipment & Gear Reserves to purchase five (5) sets of Firefighting gear. Chief Spaulding stated that new Firefighters have joined their Department and need gear.

This Reserve Fund currently has \$49,421.21.

According to the Purchasing Policy, purchases of goods and services with a total price over \$10,001 shall be made through the Competitive Bid Process.

Please see the enclosed attachments:

Attachment A: Quote 1
Attachment B: Quote 2
Attachment C: Fund balance and Reserve Fund Policy
Attachment D: Purchasing Policy

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

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

ATTACHMENT A

[Quote 1]



a limited liability company

1024 Suncook Valley Hwy., Unit 5-D
Epsom NH, 03234
TEL: 603.736.8500
www.BergeronProtectiveClothing.com

QUOTATION

No. : 208051

Doc. Date : 10/19/2020
Payment Terms : NET30
Valid Until: 12/31/2020
Customer PO:
Salesperson : Will Elwell
Page : Page 1 of 2

Bill To

Ascutney VT Vol. Fire Department
C/O Chief Darrin Spaulding
PO Box 91
Ascutney VT 05030

Ship To :

Chief Darrin Spaulding
91 Thrasher Road
Windsor VT 05089

Globe G-Xtreme Jacket + GPS pants 2020 (5 Sets)

Quantity	Style	Description	Your Cost
5	117RQ	Globe G-Xtreme 3.0 Jacket, Pioneer * Contains PFAS Color: Black Glide Ice 2 Layer Thermal Liner Stedair 3000 Moisture Barrier NYC Lime/Yellow Triple Trim 3" Lime Yellow Scotchlite Letters, AVFD Row B Std Vislon Zipper in/Velcro out closure Std Expansion pockets 2x8x8 w/ fleece hand warmer Std Kevlar backed exp. Pockets Coat Snap/Mic/3x9 Flashlight Holder Right Chest Radio Pocket Left Chest 2x3.5x8 Std 3" trim over radio pocket Self Mic Strap above Radio Pocket Std Nomex wrister liner Black Suede Cuffs Std Collar loop Std Square pocket thermal Std Drag Rescue Device	6,366.57
5	N1BA132	Letter Patch, Hanging 5" x 20" Color: Black Tail on coat (blank, no names)	135.03
Subtotal:			\$6,501.60
5	F17RQ	Globe GPS Pant, Pioneer * Contains PFAS Color: Black	4,656.84

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.

From: BERGERON PROTECTIVE CLOTHING LLC
To: Ascutney VT Vol. Fire Department

Document No. : 208051
Doc. Date : 10/19/2020

Quantity	Style	Description	Your Cost
		Glide Ice 2 Layer Thermal Liner	
		Stedair 3000 Moisture Barrier	
		Lime/Yellow Triple Trim around Cuffs	
		Std Velcro Closure	
		Closure Nomex belt/tunnel	
		Std Expansion pockets 2x10x10	
		Std Kevlar backed expansion pockets	
		Black Suede Knees	
		Black Suede Cuffs	
		G-Xtreme Padded Rip-Cord Suspenders	
5	1010DS-G	Cairns 1010 Helmet with Clear Defender Visor	1,545.00
5	1201400-G	Globe Supreme 14" Pull On Mens Boot - Contains PFAS	2,175.00

Subtotal	14,878.44
Shipping & Handling	28.00
Total	14,906.44

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.

ATTACHMENT B

[Quote 2]



60 Fremont Way
Poughkeepsie, NY 12603
United States

Quote

Date: 10/19/2020
Quote #: QT1411880
Expires: 11/18/2020
Sales Rep: Wilson, Matthew
PO #: Turnout Gear and Boots
Shipping Method: FedEx Ground

Bill To
ASCUTNEY VOL FIRE DEPT
P.O. BOX 91
Ascunty VT 05030
United States

Ship To
Chief Spaulding
ASCUTNEY VOL FIRE DEPT
145 Dan Jarvis Road
Springfield VT 05156

HERP Tar Coat	HERP Tar Coat	\$	1,450.00	725.00
HERP Tar Pant	HERP Tar Pant	\$	900.00	450.00
FDXLMBS 11 Med	MES FDX LEATHER BOOT - SERIES 80 - 11 Med	\$	110.00	155.00
HERTHA-EV1 Buck	EV1 Tactical Helmet Shroud MES#10 MC921420/123 (Black)	\$	115.00	157.50

Subtotal 14,875.00
Shipping Cost (FedEx Ground) 0.00
Total \$14,875.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee. Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1411880

ATTACHMENT C

[Fund Balance and Reserve Policy]

TOWN OF WEATHERSFIELD, VERMONT

FUND BALANCE AND RESERVE FUND BALANCE POLICY

PURPOSE. The Selectboard of the Town of Weathersfield believes that sound financial management requires that sufficient funds be maintained by the Town for unanticipated expenditures and revenue shortfalls as may be caused by economic downturns, natural disasters, and other unforeseen circumstances. Maintaining such funds will help sustain the stability of the Town tax rate and reduce the need for short-term borrowing.

FUND BALANCE

The Selectboard of the Town of Weathersfield understands that maintaining a fund balance in all funds is an important component in the Town's financial health. The Government Finance Officers Association recommends between 5% to 15% of a municipality's budget be maintained as fund balance, with smaller towns (population under 7000) maintaining 15% of their budget in unrestricted fund balance. The Selectboard understands the need to maintain a sufficient balance of unrestricted funds while not allowing unrestricted funds to accumulate to excessive levels. Because of this, the Selectboard recommends maintaining the Town's unrestricted funds (General Fund Balance, Highway Fund Balance, and Unspecified Reserve) between 13% and 15% of the total General and Highway Fund Budgets.

DOCUMENTING THE MAINTAINING OF FUND BALANCE. In an effort to maintain transparency of fund balance and to maintain compliance with 19 V.S.A. section 312, fund balance will be documented each year during the budgeting process. To maintain a fund balance in any Town fund, fund balance will be shown on both the revenue and expenditure side of the financial statements as a transfer of fund balance in (Revenue) and expenditure of fund balance out (back to fund balance).

UNDESIGNATED RESERVE FUND

Upon recommendation of the Selectboard on March 4, 2013, the voters of the Town authorized establishment of an Unspecified Reserve Fund, not to exceed 10% of the General Fund, in accordance with 24 V.S.A. § 2804(a). The Selectboard's objective is for adequate funds to be set aside in this Unspecified Reserve Fund in a planned and consistent manner, and that these monies not be spent for regular Town expenditures or used to reduce property taxes.

UNDESIGNATED RESERVE FUND EXPENDITURES. The Unspecified Reserve Fund was established by the voters for the purpose of covering unanticipated revenue shortfalls and paying non-recurring and unanticipated general and highway fund expenditures of the Town. To this end, the Selectboard will use the Unspecified Reserve Fund to alleviate unanticipated short-term budgetary issues. Any expenditure of the Unspecified Reserve Fund by the Selectboard for such purposes shall require approval of a majority of Selectboard members after due notice at a public meeting. In accordance with 24 V.S.A. § 2804(a), expenditure of the reserve fund for any other purpose shall require the authorization of a majority of the voters present at an annual or special town meeting.

TOWN OF WEATHERSFIELD, VERMONT

FUND BALANCE AND RESERVE FUND BALANCE POLICY

UNDESIGNATED RESERVE FUND APPROPRIATIONS. Annually, the Selectboard may propose funding of the Unspecified Reserve Fund through:

- A. reallocation of a General Fund surplus.
- or
- B. inclusion in General Fund Budget.
- or
- C. a proposed separate article to be voted by the voters by Australian ballot at a Regular or Special Town Meeting.

MINIMUM UNDESIGNATED RESERVE FUND BALANCE. The Selectboard will maintain the balance at a minimum of 5% of the General Fund and up to the maximum (10%) amount authorized by the voters. If an expenditure reduces the Unspecified Reserve Fund balance below 5% of the General Fund Budget, the Selectboard will, as part of its approval, adopt a plan to restore the funds to the minimum level.

SPECIFIED RESERVE FUNDS

The Selectboard of the Town of Weathersfield believes that sound financial management also requires that sufficient funds be maintained by the Town for specified expenditures. The purpose of these reserve funds is to offset the costs of unplanned expenses, anticipated capital expenditures and expenses for specific purposes (i.e. Center Grove Preservation Reserve Fund). Maintaining such funds will help sustain the stability of the Town tax rate and reduce the need for short-term borrowing. For this reason, adequate balances should be maintained in each reserve to help offset planned and unanticipated expenses.

Upon recommendation of the Selectboard, the voters of the Town authorized the establishment of many specified reserve funds, in accordance with 24 V.S.A. § 2804(a). The reserve funds specified for specific purposes were established by the voters with the purpose of saving money, over time, to fund specific expenditures. To this end, the Selectboard will use the Specified Reserve Funds for the purposes of purchasing and maintaining the Towns capital expenditures, or for the purposes in which they were created.

SPECIFIED RESERVE FUND EXPENDITURES. The Selectboard's objective is for adequate funds to be set aside in these reserve funds in a planned and consistent manner and that these monies not be spent for regular Town expenditures. Any expenditure of the specified reserve funds by the Selectboard for such purposes shall require approval of a majority of Selectboard members after due notice at a public meeting. In accordance with 24 V.S.A. § 2804(a), expenditure of a reserve fund for any other purpose shall require the authorization of a majority of the voters present at an annual or special town meeting.

TOWN OF WEATHERSFIELD, VERMONT

FUND BALANCE AND RESERVE FUND BALANCE POLICY

SPECIFIED RESERVE APPROPRIATIONS. Annually, the Selectboard may propose funding of the specified reserve funds through:

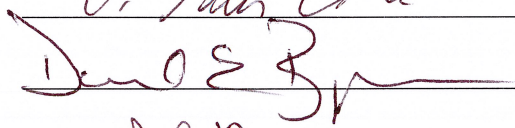
- A. re-allocation of a General Fund surplus
or
- B. re-allocation of Highway surplus to Highway Reserve funds only
or
- C. inclusion in General Fund
or
- D. inclusion of Highway Reserves in Highway Budgets
or
- E. a proposed separate article to be voted by the voters by Australian ballot at a Regular or Special Town Meeting.

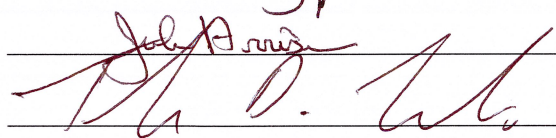
Proceeds from the sale of town assets should be placed in the specified reserve for the purchase of similar assets, at the Town Manager's discretion, with approval from the Selectboard, unless otherwise directed per an article at Town Meeting.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Weathersfield, Vermont, this the 16th day of July, 2018 and is effective as of this date until amended or repealed.


Chairperson







ATTACHMENT D
[Purchasing Policy]

TOWN OF WEATHERSFIELD, VERMONT
PURCHASING POLICY

ADOPTED 12/18/2000; AMENDED 09/15/2014

I. POLICY OBJECTIVES

The primary objectives of the Town of Weathersfield's purchasing policy are as follows:

1. To promote and effect, in the best interests of Weathersfield, open and intelligent purchasing of supplies, equipment and services, which will result in the maximum value received for each tax dollar spent;
2. To assure realization of the principles of competitive purchasing and best buy at least cost;
3. To assist management in reaching responsible, environmentally sound, and cost-effective decisions in the procurement of quality supplies and services for municipal use;
4. To ensure that all qualified vendors will have an equal opportunity to do business with the Town of Weathersfield and to promote good will and clear communication in municipality-vendor relations.

II. DEFINITIONS

1. **Major Purchases**: those purchases calling for delivery of goods or services in the amount of \$5,000 or more;
2. **Regular Purchases**: those purchases calling for delivery of goods or services in the amount of \$1,000 to \$4,999;
3. **Incidental Purchases**: those purchases calling for delivery of goods or services in the amount of less than \$1,000.

III. PROCEDURES

1. **Major Purchases** require a formal bid process. The Town Manager, or his/her designee, shall act as Purchasing Agent for major purchases. The Invitation to Bid shall require the approval of the Select Board Chair before it may be released.

The Purchasing Agent shall prepare or cause to be prepared, specifications or a request for proposal for the goods or services required, and shall advertise an Invitation to Bid as widely as possible, including publication at least once in a newspaper of general circulation in Weathersfield and on the Town's website. The Invitation to Bid shall include the following:

- a. The location, time and place for receiving and opening sealed bids;
- b. Information on how to obtain bid specifications and bid forms, or the request for proposal;
- c. A description of the goods or services for which bids are to be received;

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

ADOPTED 12/18/2000; AMENDED 09/15/2014

d. The right of the Town of Weathersfield to reject any or all bids if such action is deemed in the best interests of the municipality;

e. An outline, where appropriate, of the insurance requirements of the municipality in order to limit the municipality's risk.

Such bids shall be opened publicly not less than seven days following the date of the first advertisement, at the time and place specified in the published notice. Contracts for major purchases shall be awarded by the Select Board.

2. Regular purchases must be accomplished through competitive solicitation, but not necessarily through formal bids.

The Town Manager, or his/her designee, shall act as Purchasing Agent for regular purchases. Regular purchases may be made through formal bid or written or oral quotation at the discretion of the Purchasing Agent in consultation with the department head for whose department the purchase is being made. Bids or quotations should be sought from at least three vendors unless a sole source is approved as per Section V, below. Regular purchases shall follow established procedures for requisitions, purchase orders, invoices, verification and payment.

3. Incidental purchases may be accomplished without the solicitation of bids or quotations. However, if practicable, quotations should be solicited. The Town Manager or his/her designee shall act as Purchasing Agent for incidental purchases. As with regular purchases, incidental purchases shall be accomplished in a manner consistent with procedures adopted by the Town Manager.

4. All purchases for \$1,000 or more for a single order shall be documented by use of a purchase order issued by the Town Manager. When, in the best interests of the Town, it is necessary to provide additional documentation to ensure the specificity of the material or service being purchased, a written contract shall be prepared and used to authorize the purchase.

IV. VENDOR SELECTION

Vendors will be selected on a competitive basis. Purchases will be awarded to the least costly, best qualified and most responsible vendor. Any or all bids, quotations or proposals may be rejected if such action is deemed to be in the best interests of the municipality. In determining the "least costly, best qualified and most responsible vendor," in addition to price, the following may be considered:

1. The substantial performance of the bidder in meeting the specifications and other terms and conditions of the solicitation;

2. The ability, capacity and skill of the vendor to perform the contract

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

ADOPTED 12/18/2000; AMENDED 09/15/2014

or provide the goods or services required, and to do so promptly or within the time specified;

3. The character, integrity, reputation, experience, financial resources and performance of the vendor under previous contracts with the municipality and elsewhere;

4. The quality, availability and adaptability of the service or goods being purchased, and the ability of the vendor to provide future maintenance if necessary.

V. EXCEPTIONS

1. The Board of Selectmen may waive the bid process or approve a sole source solicitation for Major Purchases when they deem it to be in the best interests of the municipality. The Town Manager may do likewise for Regular Purchases. Sole source solicitations should be reviewed to determine that the price offered is fair and reasonable or that there is only one manufacturer/supplier of the goods or services to be purchased.

2. The purchase of professional services shall normally be exempt from the formal bid process. It is recognized that proposals for professional services (including, but not limited to, legal counsel, insurance, engineering/architectural services and some other consulting services) are difficult to compare and that weight must be given to many considerations other than price. In any case, the purchase of professional services whose cost for a project is expected to exceed (a) \$1,000 must be approved by the Select Board Chair (or in his/her absence, the Select Board Vice Chair), and (b) \$4,000 must be approved by the Select Board.

3. The following items are exempted from both the bid and quotation process:

- a. Repairs on equipment owned by the Town
- b. Service contracts.

4. Purchases made subject to existing contracts issued by the State of Vermont shall be deemed in compliance with the provisions of this policy.

5. **Pricing Agreements.** In the fall of each year, the Town may issue a Request for Proposals to pre-qualified engineers and contractors to provide rates for various services in the following calendar year.

- a. After reviewing proposals received, the Town Select Board may accept the proposals of one or more engineers and contractors to provide services, as the need for services arise, and at the rates proposed. Rates shall be good for the entire following calendar year.
- b. For Incidental and Regular Purchases, the Public Works Supervisor and/or the Town Manager may hire the engineers or contractors as needed for specific work assignments, based upon their availability and special ability to provide the services needed in a timely manner, without

TOWN OF WEATHERSFIELD, VERMONT
PURCHASING POLICY

ADOPTED 12/18/2000; AMENDED 09/15/2014

the need to solicit competing proposals. For Major Purchases, the use of Pricing Agreements to procure services shall only occur in the event of an emergency, pursuant to Section VI below; normally, the formal bid process described in Section III.1 above shall be used.

- c. If due to site specific conditions, additional equipment and services are needed to perform the assigned task beyond the rates proposed, the Public Works Supervisor and/or the Town Manager will negotiate costs for any equipment or services. Rates shall not exceed the rates customary in the Weathersfield area for the equipment and service.
- d. The Town shall provide materials for the work through its normal procurement channels, unless the Town agrees when assigning the work that the engineer or contractor shall provide the materials at their cost plus no more than a 10% markup to the Town.

VI. EMERGENCY CLAUSE

The provisions of this policy may be waived in the event of an emergency. An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the municipality or its citizens, or the delivery of necessary services to the citizens of Weathersfield.

During emergency situations, when normal procurement procedures would be impracticable, the following procedures shall be followed:

- 1. The Town Manager shall approve all requests for emergency purchases. In the event that the Town Manager is unavailable, the Acting Town Manager or the appropriate department head may approve essential purchases.
- 2. The Chair of the Select Board (or in his/her absence, the Vice Chair) shall be notified, within seventy two hours of the transaction of all purchases of over \$4,000 made under this emergency clause. The Town Manager shall also inform the Select Board about the purchases at the next meeting of the Select Board. The Town Manager shall be notified immediately of all emergency purchases made without his/her prior approval by Department Heads.

Emergency purchases can be costly. They are made hurriedly, usually without competitive bidding, and often not at the best price. Consequently, every effort should be made to avoid them.

VII. INCONSISTENT POLICIES REPEALED

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

VIII. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

ADOPTED 12/18/2000; AMENDED 09/15/2014

invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

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

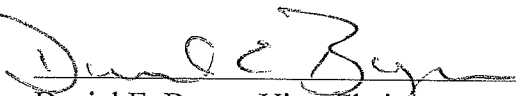
IX. EFFECT

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

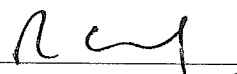
The foregoing Policy *as amended* is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 15th day of September, 2014, and is effective as of this date until amended or repealed.




Norman John Arrison, Chairperson



Daniel E. Boyer, Vice-Chairperson



Richard N. Clattenburg, Board Clerk



C. Peter Cole, Select Board Member



David T. Fuller, Select Board Member



Town of Weathersfield

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

Brandon W. Gulnick
Town Manager

November 2, 2020

Weathersfield Select Board
5159 US Route 5
Ascutney, VT 05030

Re: Town Manager's Report

Dear Select Board Members & Weathersfield Residents:

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

Website Redesign

We are in Phase 3/6 (Site Implementation) of our Website Project. As you know, we earmarked \$5,000 in the Local Government Expense Reimbursement Grant to transform our website in response to the COVID-19 State of Emergency. During Spring 2020 (first stages of the State of Emergency) our administration quickly shifted to a Temporary Website to enhance access to information for Weathersfield residents.

At this stage in the project, I have signed off on the design, which can be found at <https://www.vt-s.net/mockups/files/weathersfield-vt-mock-v1>.

Here is the mockup of a generic department page. This mockup shows how the look and feel and colors from the home page will come through to the subpages. At this time, we are not focusing on any specific content. The generic mockup is a typical example. In the next phase, we will work with an Implementation Consultant to make decisions on what content will show in detail. Right now, we are just agreeing to a general look and feel.

This design can be found here: <https://www.vt-s.net/mockups/files/weathersfield-vt-mock-v1-dept>.

FY22 Budget

We are prepared to move into Budget Discussions with the Select Board on November 16, 2020.

AMENDMENT TO EMPLOYMENT AGREEMENT

AMENDMENT NUMBER: 03

BETWEEN

TOWN OF WEATHERSFIELD (“Employer”)

-and-

BRANDON GULNICK (“Employee”)

BACKGROUND

The Parties have entered into an employment agreement dated January 7, 2020 as amended by Amendment 1 dated January 28, 2020, Amendment 2 dated April 7, 2020, and Amendment 3 dated November 2, 2020 (“Contract”). As of November 2, 2020, the Employee has 147.5 hours of vacation remaining.

THE PARTIES AGREE AS FOLLOWS:

1. The background is part of the contract.
2. The Employer & Employee Agree as follows:
 - a. The Employee was unable to take vacation this year due to COVID-19.
 - b. The Employer Agrees to Pay 1 Week of Vacation to the Employee on the 11/2/20 Warrant.
 - c. The Employer Agrees to roll over 20 hours of vacation to 2021.
 - d. The Employee Agrees to take, at a minimum, one (1) week of vacation prior to the end of 2020.
 - e. The Employee Agrees to waive the remaining 47.5 hours of vacation / whatever vacation is remaining on 12/31/20.
3. This contract shall be effective on November 2, 2020.
4. Except as amended in this Contract, and Amendment 01 & 02, the Contract shall continue to be in full effect.

The parties have made this contract:

Brandon Gulnick
Employee

Town of Weathersfield
Employer

Signature

Signature

Title

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

Brandon W. Gulnick
Town Manager

November 2, 2020

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Permit Sticker Policy

Dear Select Board Members & Weathersfield Residents:

The enclosed Permit Sticker Policy is being proposed to the Select Board to create a logical system to control the use of the Weathersfield Transfer Station and ensure only residents of Weathersfield, Reading, and West Windsor are using the Transfer Station to dispose of trash, recyclables, and other materials in a proper and environmentally friendly manner, and in accordance with the laws of the State of Vermont.

In the past, Permit Stickers were required for admittance into the Weathersfield Transfer Station, however, this requirement was not enforced. By failing to enforce the requirement, we faced issues that led to the development of this policy.

There are several key differences found within this policy that our administration is proposing to the Select Board:

1. **Improved System:** Our new system allows our administration to void lost or stolen permit stickers. Please note: A Permit Sticker is considered "lost" if a resident forgets to remove it prior to replacing their windshield or prior to replacing their vehicle.
2. **Proof of Residence:** Residents will be required to provide our offices with "Proof of Residence," which includes their Vehicle Registration Card. This information is logged into our system.
3. **Assignment of 1 or more Permit Stickers to a Residence:** Under this policy, additional permit stickers will be distributed at no additional charge with the requirement of the vehicle registration matching the address of property located in Weathersfield, West Windsor, or Reading.
4. **Lost or Stolen Permit Stickers:** Under this policy, additional permit stickers will be distributed at no additional charge.
5. **Replacement of Vehicle:** Under this policy, additional permit stickers will be distributed at no additional charge.
6. **Expiration of Permit Stickers:** Permit Stickers will no longer expire from year to year, reducing the cost of purchasing and distributing Permit Stickers annually, and reducing the hassle of residents removing and replacing their Permit Stickers annually.

IMPORTANT NOTE: See the highlighted area under Section III (3). The Solid Waste Fee Assessment Policy must be amended to include West Windsor and Reading. The Amendment Date must be written in the highlighted area.

TOWN OF WEATHERSFIELD, VERMONT

TRANSFER STATION PERMIT STICKER POLICY

I. AUTHORITY

This Policy is adopted pursuant to the authority granted in 24 V.S.A. § 1972.

II. PURPOSE

To create a logical system to control the use of the Weathersfield Transfer Station and ensure only residents of Weathersfield, Reading, and West Windsor are using the Transfer Station to dispose of trash, recyclables, and other materials in a proper and environmentally friendly manner, and in accordance with the laws of the State of Vermont.

III. DEFINITIONS

1. **Permit Sticker** – A sticker affixed to the lower right-hand corner of the windshield on a resident's vehicle displaying the Town of Weathersfield's Seal, a Permit Sticker Number, and Weathersfield Transfer Station.
2. **Resident** – a Person living within the boundaries of the Towns of Weathersfield, West Windsor, or Reading.
3. **Solid Waste Fee Assessment Policy** – Policy adopted on August 5, 2004 and amended on [REDACTED] to establish a standardized procedure for the assessment and collection of solid waste management fees on property within the Towns of Weathersfield, West Windsor, and Reading.
4. **Transfer Station** – A site located at 5024 VT-106, Perkinsville, VT 05151 where recyclables and refuse are collected and sorted in preparation for processing or landfill.

IV. PROCEDURES

1. General

A Permit Sticker is required in order for residents to use the Transfer Station. Weathersfield Residents may obtain a permit sticker at the Town Office located at 5259 US Route 5, Ascutney, VT 05030. West Windsor Residents may obtain a permit sticker at the Town Office located at 22 Brownsville-Hartland Rd, West Windsor, VT 05089. Reading Residents may obtain a permit sticker at 799 VT-106, Reading, VT 05062.

2. Proof of Residence

A valid vehicle registration displaying a Weathersfield, West Windsor, or Reading address is required to obtain a Permit Sticker. If a vehicle is leased through a leasing company, or if a resident is new and hasn't changed the address on the registration, a valid driver's license will be necessary in addition to the vehicle's registration for proof of residence.

TOWN OF WEATHERSFIELD, VERMONT

TRANSFER STATION PERMIT STICKER POLICY

3. Assignment of 1 or more Permit Stickers to a Residence

If a resident has one (1) or more vehicles assigned to their residence, an additional Permit Sticker will be provided to said resident at NO additional charge, contingent upon the vehicle registration and driver's license matching said residence in Weathersfield. Only one (1) Permit Sticker will be distributed per vehicle.

4. Lost or Stolen Permit Stickers

If a Permit Sticker is lost or stolen, the resident shall notify their respective Town Office and request a replacement sticker for said vehicle by providing the vehicles registration number and the address associated with it. The Town will void the lost or stolen permit sticker in our system and distribute a new Permit Sticker at NO additional charge.

5. Replacement of Vehicle

In the case a vehicle is replaced, the resident shall notify their respective Town Office and request a replacement sticker for the new vehicle by providing the vehicles registration number and the address associated with it. The Town will void the old Permit Sticker in our system and distribute a new Permit Sticker at NO additional charge. *Note: When possible, residents are asked to remove the old permit sticker from the vehicle their selling and dispose of it. Although the old sticker will be voided, disposing of the Permit Sticker will prevent potential cases of Permit Sticker Fraud in the future.*

6. Expiration of Permit Stickers

Permit Stickers shall not expire and will not need to be renewed from year to year.

V. EXCEPTIONS

1. Campgrounds:

In the case where a renter wishes to utilize the Transfer Station, he/she shall obtain a Permit Sticker with a 6-month expiration date affixed and shall be yellow in color. The renter will be subject to the Solid Waste Fee Assessment Policy, Section 3 (a).

2. Multiple Family Dwellings & Rental Units:

In the case where the occupant of any additional units other than the Owner wishes to utilize the Transfer Station, he/she shall receive a Permit Sticker with a 12-month expiration date affixed and shall be orange in color. The occupant is subject to the Solid Waste Fee Assessment Policy, Section 3 (c).

VI. INCONSISTENT POLICIES REPEALED

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

TOWN OF WEATHERSFIELD, VERMONT
TRANSFER STATION PERMIT STICKER POLICY

VII. SEVERABILITY

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

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

VIII. EFFECT

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

This Policy shall be entered in the minutes of the Select Board's meeting.

The foregoing amended Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 16th day of October 2020, and is effective as of this date until amended or repealed.

WEATHERSFIELD SELECT BOARD

David Fuller, Chairperson

Michael Todd, Vice Chairperson

Joseph Jarvis, Clerk

Paul Tillman, Selector

TOWN OF WEATHERSFIELD, VERMONT
TRANSFER STATION PERMIT STICKER POLICY

John Arrison, Selector

ATTACHMENT A

[TRANSFER STATION PERMIT STICKER POLICY]

TOWN OF WEATHERSFIELD, VERMONT
SOLID WASTE FEE ASSESSMENT POLICY
Adopted 8/5/04; amended 11/18/10

I. PURPOSE

The purpose of this Policy is to establish a standardized procedure for the assessment and collection of solid waste management fees on property within the Town of Weathersfield, Vermont.

II. APPLICATION

- A. The Select Board shall establish an assessment rate annually at the same time that the annual tax rate is set.
- B. Each parcel of land within the Town of Weathersfield shall be assessed a solid waste management fee each tax year.
- C. For the purposes of this Policy, contiguous parcels of land in common ownership shall be treated as one (1) parcel for the purpose of assessment in the same manner as tax bills are issued.
- D. For the purposes of this Policy, non-contiguous parcels of land in common ownership which are undeveloped with any structures shall be treated as one (1) parcel for the purpose of assessment in the same manner as tax bills are issued.
[This subsection added 11/18/10 and is effective on 7/1/11.]
- E. For the purposes of this Policy, non-contiguous parcels of land which are undeveloped with any structures and which share common ownership with a parcel developed with any structures shall be treated as one (1) parcel for the purpose of assessment in the same manner as tax bills are issued.
[This subsection added 11/18/10 and is effective on 7/1/11.]

III. EXCEPTIONS

- A. Campgrounds:

A campground shall be assessed one (1) fee each year. This will entitle the property owner to one (1) permit to utilize the Town's solid waste management facilities.

In the case where a renter wishes to utilize the Town's solid waste management facilities, he/she shall pay one-half (½) of the annual fee to obtain a permit.

B. Mobile Home Courts/Park:

A mobile home court/park shall be assessed one (1) fee each year. This will entitle the property owner to one (1) permit to utilize the Town's solid waste management facilities.

Each individual mobile home within the court/park shall be assessed one (1) fee each year. This will entitle the property owner to one (1) permit to utilize the Town's solid waste management facilities.

C. Multiple Family Dwelling

A multiple family dwelling shall be assessed one (1) fee each year. This will also include parcels with more than one (1) residential or business unit. This will entitle the property owner to one (1) permit to utilize the Town's solid waste management facilities.

In the case where the occupant of any additional units wishes to utilize the Town's solid waste management facilities, he/she shall pay the annual fee to obtain a permit.

D. Personal property will not be subject to the annual assessment fee.

IV. INCONSISTENT POLICIES REPEALED

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

V. SEVERABILITY

All policies of the Town of Weathersfield, or parts of policies resolutions, or other documents inconsistent with the provisions of this Policy are hereby repealed to the extent of such inconsistency.

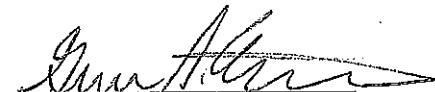
VI. EFFECT

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

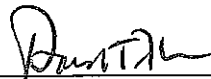
This amended Policy shall be entered in the minutes of the Select Board's meeting.

The foregoing Policy, first adopted by the Select Board of the Town of Weathersfield, Vermont, on the fifth day of August, 2004, is amended on this 18th day of November, 2010, and is effective until amended or repealed.

WEATHERSFIELD SELECTBOARD



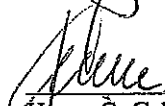
Glenn S. Fisher, Chairperson



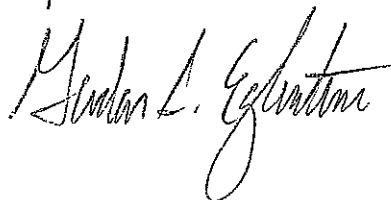
David T. Fuller, Vice-Chairperson



Norman John Arrison, Selector



Henry C. Cobb, Jr., Clerk



ATTACHMENT B
[SOLID WASTE FEE ASSESSMENT POLICY]

TOWN OF WEATHERSFIELD HIGHWAY ACCESS POLICY

Section 1 -- Authority.

This Highway Access Policy (hereafter "Policy") is enacted pursuant to the authority granted to the Town under 19 V.S.A. §§ 303 and 1111.

Section 2 -- Purpose.

This Policy regulates access to the Town highway system. It is the purpose of this Policy to protect and preserve the safety and convenience of the inhabitants of the Town and the traveling public and to protect the public investment in the Town highway system through the regulation of highway access.

Section 3 -- Definitions.

For the purpose of this Policy the terms defined in this Policy shall have the following meanings:

"Access Permit" means the permit issued by the Highway Superintendent to access the town highway system after following the procedural requirements of this Policy.

"Highway" means the highway system for the Town of Weathersfield, which includes the public rights-of-way, bridges, drainage structures, signs, guardrails, areas to accommodate utilities authorized by law to locate within highway limits, areas used to mitigate the environmental impacts of highway construction, vegetation, scenic enhancements, and structures.

"Notice" means the written Notice of Permission to Proceed, described in Section 5c of this Policy, issued by the Selectboard after an application for an access permit is approved.

"Person" means an individual corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership or association, or other legal entity.

"Selectboard" means the Selectboard of the Town of Weathersfield.

"Town" means the Town of Weathersfield.

"Vermont Agency of Transportation Standards B-71 and A-76" shall mean the most recent versions of the Vermont Agency of Transportation standard sheets B-71, Standards for Residential and Commercial Drives and A-76, Standards for Town and Development Roads.

Section 4 -- Permit required.

No person shall install, develop, construct, regrade, or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a highway right-of-way, or obstruct a ditch, culvert, or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right-of-way, within the Town unless an Access Permit has been obtained from

the Highway Superintendent in accordance with this Policy.

Section 5 -- Process.

a. Application.

A person may apply for an Access Permit from the Town using the Access Permit Application form provided by the Town Highway Department. The application shall be in writing and shall be signed by the applicant or an individual authorized to act for the applicant. A fee of \$150.00 shall be paid at the time the application is submitted. A completed application must be submitted to the Highway Superintendent at least 45 days before work is scheduled to begin. The Highway Superintendent may modify the time requirements of this Policy for good cause shown provided the public health and safety will not be jeopardized by such action.

b. Consideration.

[If applicable, insert language such as "Prior to any action by the Selectboard, the (Town Manager, Town Administrator, etc.) shall cause the application to be reviewed by Town departments including, but not limited to, highway/DPW, police, fire, and rescue."]

The Highway Superintendent will consider a completed in the regular course of business. The Highway Superintendent may approve, approve with conditions/modifications, or deny an application upon consideration of the approval standards set forth in this Policy.

c. Notice of Permission to Proceed. If an application is approved, the Highway Superintendent will issue a written decision in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed.

d. Notification of completion. The applicant shall notify the Highway Superintendent within 7 days after construction is completed.

e. Final inspection. The Highway Department shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice.

f. Issuance of Permit. If, after inspection, it is determined that the Access will be constructed / developed in compliance with the Notice, a written Permit shall be issued by the Highway Superintendent within 14 days after final inspection.

g. Recording of Permit. A Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

Section 6 -- Contents of Application.

An application for an Access Permit shall be on the form provided by the Town and shall be

deemed to be complete if it includes the following:

(1) The name, address, and telephone number of the applicant, the principal officers of the applicant, the individual making the application, and any other individual authorized to represent the person applying for the Permit;

(2) If the applicant is not the owner of the premises where the access is to be constructed, the name and contact information of the owner or other person that has the authority to consent to the use and development of the premises, and a signed statement from that person stating that consent is given to the applicant;

(3) The location of the access, including street address (if any), and parcel ID # of the property;

(4) The date on which construction is proposed to begin;

(5) A visual depiction of the premises indicating location, layout, adjacent state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area;

(6) Any additional information the applicant wishes to furnish that assists the Selectboard or its designee in determining that the proposed access will comply with the applicable standards; and

(7) The signature of the applicant or an individual authorized to act for the applicant.

Section 7 -- Approval conditions.

When issuing a Notice under this Policy, the Highway Superintendent shall require that the proposed access will be constructed or developed according to the standards in Vermont Agency of Transportation Standards B-71 and A-76."

In addition, the Highway Superintendent shall require conditions to avoid: (1) undue adverse traffic congestion and unsafe conditions regarding the use of public roads, sidewalks and other public rights-of-ways; (2) unhealthy conditions regarding water supply, sewage disposal or solid waste disposal; and (3) adverse effects on drainage ditches, culverts or other drainage facilities.

In addition, the Town may require the posting of a security bond or the establishment of an escrow account to ensure compliance with the conditions of the Notice or Permit and protection of the town highway system. In addition, the Town may attach any such reasonable conditions as they may deem appropriate to mitigate or eliminate any impacts reviewable under the approval standards set forth above.

Section 8 -- Expiration of Notice of Permit.

The authorization conveyed by a Notice of Permit shall expire 1 year after the issuance of that Notice unless the work authorized by such Notice has commenced.

Section 9 --Damage to Town highways.

In the event that damage to a town highway is caused by improper construction, maintenance, or grading of a driveway or other highway access point, it shall be the responsibility of the property owner to compensate the Town for any expenses involved in restoring that highway to its original condition.

Section 10 -- Revocation of Permit; Frontage road.

As per 19 V.S.A § 111(f), the Selectboard may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Section 11 -- Responsibility for culverts and headwalls

Culverts and headwalls installed on private property, even when located within the municipal right of way, are the responsibility of the property owner. Property owner retains exclusive legal and financial responsibility to repair, replace, and maintain those culverts and headwalls. Nevertheless, property owner must obtain permission from the Town in the form of a written decision before any repair or replacement may take place.

Section 12 -- Applicability of other laws and ordinances.

The Permit required under this Policy shall not replace or eliminate any requirement to obtain approval under any other applicable State laws or municipal land use ordinances. Applicants and Permittees are solely responsible for ensuring that their access is in compliance with applicable State laws and municipal land use ordinances.

Section 13 -- Enforcement and Penalties.

In the event that a person fails to obtain a Notice/Permit as required by this Policy, fails to abide by the terms and/or conditions of a Notice/Permit, or misrepresents any information contained within or in support of a Notice/Permit application, the Selectboard may resort to any or all of the following enforcement options:

a. Optional Notice of Violation

Prior to instituting any legal action or proceeding to enforce this Policy, the Selectboard or its designee may issue a notice of violation setting forth the nature of the violation, the corrective action necessary to abate the violation, and notice of intention to institute an action or proceeding against the person responsible for the violation. 19 V.S.A. § 1111(i).

b. Assurance of Discontinuance

The Selectboard or its designee may accept an "assurance of discontinuance" of any violation of this Policy, including a schedule for abatement of a violation. 19 V.S.A. § 1111(i). When such assurances are allowed, they must be in writing and must be filed not only with the town, but also with the attorney general, the Superior Court, and the town clerk's land records.

c. Permit Suspension

The Selectboard or its designee may suspend a Permit until compliance with State statute and this Policy is obtained. 19 V.S.A. § 1111(g). The Selectboard or its designee may physically close the driveway or access point, if there is continued use or activity after suspension of a Permit, and in the opinion of the Selectboard, or its designee, the safety of highway users is or may be affected. 19 V.S.A. § 1111(g).

d. Injunction

If the Selectboard believes that any person is in violation of the provisions of Title 19 V.S.A. §§ 1111 *et seq.*, it may bring an action in the name of the town against the person to collect civil penalties as provided in 19 V.S.A. § 1111(j) and to restrain by temporary or permanent injunction the continuation or repetition of the violation. 19 V.S.A. § 1111(h).

e. Civil Penalties

Persons who violate the requirements of this Policy or fail to adhere to Permit conditions, or the terms of an order issued by a court of law may be subject to civil penalties of not less than \$100.00 and not more than \$10,000.00 for each violation. When the violation of an order is of a continuing nature, each day during which the violation continues after the date fixed by the court for correction or termination of the violation constitutes an additional separate and distinct offense except during the time an appeal from the order may be taken or is pending.

Section 14 -- Severability.

If any section of this Policy is held by a court of competent jurisdiction to be invalid such finding shall not invalidate any other part of this Policy.

Section 15 -- Effective Date.

This Policy shall become effective upon adoption by the Selectboard.

Adopted this _____ day of _____, 2020.

APPENDIX A
Town of _____
Access Permit Application Form

Application # _____[to be filled in by the Town]

NOTICE TO APPLICANT: This form is for use in conjunction with the Town's Highway Access Policy. Before submitting an application, applicants are urged to review the Town's Highway Access Policy in full.

If an application is approved, the Highway Superintendent will issue written permission in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed.

Once construction/development is completed, the Highway Department shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice.

If, after inspection, it is determined that the Access has been constructed / developed in compliance with the Notice, a written Permit shall be issued by the Highway Superintendent within 14 days after final inspection. An access is not considered legally permitted until the written Permit has been recorded in the Town Land Records at the expense of the Permittee.

Name of Applicant: _____

Address and telephone number of Applicant: _____

If Applicant is an organization or corporate entity, list the principal officers of Applicant and any other individual authorized to represent the applicant group or entity applying for the Permit:

If Applicant is an organization or corporate entity, list the name address, email and telephone number of individual making the application:

Location of the proposed access: _____

If the applicant is not the owner of the premises where the proposed access will be constructed, list the name and contact information of the owner or other person that has the authority to consent to the use of the premises and attach a signed statement from that person stating that consent is given to the applicant to have the access constructed on those premises:

The date on which construction is proposed to begin: _____

Attach a visual depiction of the premises indicating location, layout, state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area.

Describe the arrangements that have been made to protect the public health, safety, welfare and convenience of the traveling public during construction including, but not limited to, arrangements for traffic control, crowd control, waste and sanitation facilities:

Applicant may provide any additional information that may assist the Selectboard.

Signature of the applicant
or an individual authorized to act for the applicant

Date

FOR TOWN USE ONLY:

Application received by _____ [town official] on _____ [date]

Application fee of \$150, received by _____ [form of payment]

APPENDIX B
Town of Weathersfield_

Notice of Permission to Proceed with Construction / Development of Access / Right of Way

Notice is hereby given to _____ [name of Applicant / Property Owner] that the Selectboard of the Town of _____ hereby grants permission to proceed with the construction / development of the proposed access/driveway/curb cut at _____ [parcel # and street address or property, if any], which proves access to / connects with [name and/or # of town highway] as per the Access Permit Application # _____, submitted to the Town on _____[date]. Construction / development may begin on or after _____ [date] and must proceed according to the following conditions and restrictions:

[insert conditions or restrictions]

Permission granted in this Notice will expire *[insert time period]* from the date of issuance and is not transferrable.

This Notice does not constitute an Access Permit. A Permit authorizing the use of the access and recognizing completion of the project will be issued and become effective only after it is determined that compliance with all conditions, specifications, and restrictions described in this Notice to Proceed are met. The Selectboard for the Town of Weathersfield, with the assistance of the Highway Superintendent, will have the authority and responsibility to determine when the conditions, restrictions, and specifications above are met.

Upon receipt of this Notice, you are hereby authorized to proceed with the project in accord with the conditions, specifications, and restrictions described herein. Approval covers only the work described in your Access Permit Application, as modified by the conditions, restrictions, and specifications listed above. You will be held financially responsible for any damage caused to the Town highway system resulting from the development or construction of a driveway/access, regardless of whether such development or construction has been authorized by the Town.

This Notice does not relieve you from any requirements imposed by other local, regional, or State agencies.

Issued on: _____[date]

By: _____
Highway Superintendent

APPENDIX C
Town of Weathersfield
Access / Right of Way Permit

It is the determination of the Highway Department of the Town of Weathersfield that all of the conditions, restrictions, and specifications described in Access Permit Application # _____, as modified by the relevant Notice to Proceed, which was issued by the Town on _____[date], have been met.

Therefore, Permit # _____ is hereby issued to _____
[Applicant / Property Owner], as Permittee for the access/driveway/curb cut located at _____ [parcel # and street address or property, if any], which proves access to / connects with _____ [name and/or # of town highway]. All of the conditions, restrictions, and specifications described in Access Permit Application # _____, as modified by the relevant Notice to Proceed, which was issued by the Town on _____[date], remain in force as conditions of this Permit as long as the present land use continues. Any change in the present land use will require a new Permit.

This Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

The issuance of this Permit does not relieve Permittee from any requirements imposed by other local, regional, or State agencies.

In the event that there is a failure to adhere to the conditions, restrictions, and specifications described above, this Permit may be suspended by the Selectboard until compliance is obtained. If there is continued use or activity after suspension, the Selectboard may physically close the driveway or access point if, in the opinion of the Selectboard, the safety of highway users is or may be affected.

As per 19 V.S.A § 111(f), the Selectboard may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Permit issued on _____ [date]
By: _____ [Highway Superintendent]

Received for recording on _____[date], with applicable recording fees paid.
By: _____[Town Clerk]



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

MEMORANDUM

TO: Brandon Gulnick, Town Manager
FROM: Chris Whidden, Esq., Land Use Administrator
Date: 10/13/2020
RE: Zoning Fee Schedule Updates

Last night, at the Planning Commission's regular meeting (10/12/2020), the Commission discussed increasing the zoning fee schedule, as laid out in the attached proposal. The fees have not been updated since 2011. It was unanimously voted to move these amendments/updates to Selectboard for final approval.

For these reasons, I humbly request the Selectboard approve the attached proposal for a new zoning fee schedule.

Please let me know if I can be of any further assistance in this matter or if you have any questions or concerns. As always, my office is open for a collaborative effort to achieve the goals in the best interest of the Town.

Sincerely,



Chris Whidden, Esq.
Land Use Administrator



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

MEMORANDUM

To: Weathersfield Planning Commission
From: Chris Whidden, Land Use Administrator
Date: 9/23/2020
Re: Zoning Fees

I have reviewed the current zoning permit fees (see attached) that were adopted by the Selectboard in 2011. Since then, there has been no update to the zoning fees. After conducting research into other towns' fee structures, it is apparent that Weathersfield's fee schedule is out of date and needs to be amended. There is a lot of money that the town is currently not making compared to other towns, there have been several buildings constructed that were permitted "after the fact", and the cost of administration of the Bylaws is greater than the income generated from these applications. For these reasons, I humbly request this honorable Commission to consider and approve the attached proposed fee schedule for Selectboard consideration and approval.

Respectfully Submitted,

Chris Whidden, Esq.
Land Use Administrator
Parks and Recreation Commission

Current Fees

ZONING PERMIT FEES

(adopted by Select Board 4/5/2011)

	BASE FEE	ADDITIONAL FEE	RECORDING FEE
Administrative Permits			
Permitted Accessory Uses	\$30	\$0.05 per sq. ft. new construction	✓
Permitted Principal Uses	\$100	\$0.05 per sq. ft. new construction	✓
Certificate of Occupancy	\$40		✓
Permit Amendments	***	\$0.05 per sq. ft. new construction	✓
Permit Renewal	\$30		✓
Property line adjustment	\$40		✓
Zoning Board of Adjustment			
Conditional Uses (all) including: - storage of flammable liquids & gases (7.16) - enlargement, alteration, change, of extension of time of nonconforming uses (6.4.1)	\$200	\$0.05 per sq. ft. new construction	✓
"Other Use" Determination	\$200		✓
Variance hearing	\$200		✓
Appeal, Permittee	Free		✓
Appeal, interested party	\$95		✓
Flood Hazard Review	\$200		✓
Site Plan Review	\$170		✓
Site Plan Amendment	\$100		✓
Planning Commission			
Sketch Plan Review	\$100		
Preliminary Plat Review	\$100		
Final Plat Review	\$100	\$50 per lot	✓
Access approval	\$75		✓
Misc.			
Municipal Permits	Free		✓

Renewal Energy Structures	Free		✓
Late Fees	✖		
Driveway Permit	\$30		
Publications			
Town Plan	\$8		
Subdivision Regulations	\$4		
Zoning Bylaws	\$6		

*** Same as original base price

✖ Double all applicable fees

✓ Recording fee as set by VT statutes and the Weathersfield Town Clerk

TOTAL PERMIT FEE = BASE FEE + ADDITIONAL FEE + RECORDING FEE



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

PROPOSED FEE SCHEDULE

LAND USE ADMINISTRATOR

Permitted Accessory Use - \$45.00 + \$0.05 per square foot new construction
Permitted Principle Use - \$150.00 + \$0.05 per square foot new construction
Certificate of Occupancy - \$65
Certificate of Conformance - \$65
Permit Amendments - \$15 + \$0.05 per square foot
Permit Renewal - \$45
Property Line Adjustment - \$55
"After the Fact" Permits - \$250.00 + \$0.05 per square foot new construction

ZONING BOARD OF ADJUSTMENTS

Conditional Use - \$250 + \$0.05 per square foot
"Other Use" determination - \$250
Variance Hearing - \$250
Permittee Appeal - Free
Interested Party Appeal - \$125
Flood Hazard Review - \$250
Site Plan Review - \$200
Site Plan Amendment - \$125

PLANNING COMMISSION

Sketch Plan Review - \$150
Preliminary Plat Review - \$150
Final Plat Review - \$150 + \$75.00/proposed lot
Access Approval - \$100

MISC.

Municipal Permits - Free
Renewable Energy Structures - Free
Driveway Permit - \$45.00

PUBLICATIONS

Town Plan 0 - \$15
Subdivision Regulation - \$15
Zoning Bylaws - \$15

Def
in VT?

**TOWN OF BRANDON
49 CENTER STREET
BRANDON, VT 05733
(802) 247-3635 EXT. 202**

**LAND USE
APPLICATIONS & FEES**

Subdivision 0-3 lots	\$75.00 per lot
4+	\$100.00 per lot
Boundary Line Adjustment	\$150.00
Construction, alteration, reconstruction, relocation, conversion, structural alteration, relocation, or enlargement of any building or structure	\$110.00 commercial \$100.00 residential \$68.00 addition
Mining, excavation operations, or removal of topsoil or gravel in excess 14 CubicYards	\$100.00
Home occupation	\$68.00
Private swimming pools -- in-ground	\$48.00
Fences (more than 6'1")	\$48.00
Accessory Structures	\$68.00
Substantial change in the nature or intensity of the current use building, structure or land	\$68.00
Interior renovations to residential structures that increase the number of dwellings or bedrooms	\$68.00
Interior renovations to non-residential primary structure done in contemplation of a change of Use or change in intensity of use	\$68.00
Razing any structure (over 500 square feet or any structure in the Central Business District)	\$48.00
Signage	\$68.00
*Development in Fluvial Erosion Hazard and Special Flood Hazard Areas	\$68.00
Certificate of Occupancy (Hazard Areas only)	\$68.00
*A Conditional Use may be required for all development in Flood Hazard Areas and necessary permits from State or Federal Agencies have must be submitted.	

**DEVELOPMENT REVIEW BOARD
HEARINGS & FEES**

Appeals (Refund if Approved)	\$250.00
Variance	\$250.00
Conditional Use	\$250.00
Waiver	\$250.00
Act 250 Local Hearing	\$250.00

**PUBLIC WORKS
APPLICATIONS & FEES**

Access/driveway review	\$60.00
Access/driveway deposit*	\$300.00
Excavation/review	\$60.00
Excavation/refund deposit *	\$300.00
Resurfacing bid price*	varies
Sewer Review	\$60.00
Sewer Tap/refundable deposit*	\$250.00
Sewer Capacity/per gallon *	\$2.79

- ☐ Application fees include a fee of \$10.00 a page to record permits in the Land Records.
- ☐ Application fees are not refundable if a permit is withdrawn or denied.
- ☐ Proof of Federal Non-Profit status must be provided for exemption of application fees.
- ☐ Applications marked * are not exempt from payment of fees.
- ☐ *Fee is doubled for "after the fact" permits*

Please Note:

For information concerning public works permits please call:
the Brandon Public Works Director at 802-247-3635 ext. 211
For information concerning municipal water permits please call:
the Brandon Fire District #1 at 802-247-3311
For information about State permits please call:
the Vermont Department of Environmental Conservation at 802-282-6488
the Vermont Department of Labor & Industry at 802-786-5867
the Regional Act 250 Review Board at 802-786-5923
the Vermont Division of Fire & Safety 888-786-5872 (Rutland Office)

VILLAGE OF LUDLOW, VERMONT

PERMIT FEE SCHEDULE

ADMINISTRATIVE PERMITS

Residences	\$150.00 per unit plus \$0.05 per sq. ft.
Motels, Hotels, Inns, etc.	\$100.00 per rental unit, plus \$0.05 per sq. ft.
Commercial Structures	\$200.00 per unit, plus \$0.05 per sq. ft.
Industrial Structures	\$200.00 per unit, plus \$0.05 per sq. ft.
Additions/Alterations to Existing Residential Structures	\$50.00 plus \$0.05 per sq. ft. added
Additions/Alterations to Existing Commercial Structures	\$100.00 plus \$0.05 per sq. ft. added
Detached Accessory Buildings	\$50.00 plus \$0.05 per sq. ft. added
Minor Accessory Buildings	\$50.00 plus \$0.05 per sq. ft. added
Lot Line Adjustments	\$100.00
Access Permits	\$25.00
Sign Permits	\$25.00
Certificates of Occupancy	\$35.00
Recording Fees	\$10.00
Home Occupations	\$100.00
Investigation Surcharge	\$75.00
Bianchi Fees	\$35.00

PUBLIC HEARINGS

Appeals	\$150.00
Conditional Use Permits and Amendments	\$300.00
Planned Residential Developments	\$600.00
Subdivision Permits	\$600.00 plus \$150.00 per lot
Variances	\$300.00
Local Act 250 Review	\$300.00
Recording Fees [surcharge to each permit]	\$10.00 per page
Access Approvals	\$50.00

Land Use & Development Application

Town of Manchester, Department of Planning & Zoning
6039 Main Street, Manchester Center, VT 05255

Phone (802) 362-1313 ext. 3 Fax (802) 362-1314

www.manchester-vt.gov

j.hurley@manchester-vt.gov



MANCHESTERVERMONT
So Close So Vermont

Applicant		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
Signature:		Date:
Landowner		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
Signature:		Date:
Project Location		
Street Address:		Acreage:
Tax Map ID:	Parcel ID:	
Zoning District: <input type="checkbox"/> DN <input type="checkbox"/> TC <input type="checkbox"/> MU1 <input type="checkbox"/> MU2 <input type="checkbox"/> MU3 <input type="checkbox"/> OI <input type="checkbox"/> R10 <input type="checkbox"/> R4 <input type="checkbox"/> R1 <input type="checkbox"/> RR <input type="checkbox"/> RA <input type="checkbox"/> FC (Check All That Apply & Consult with AO)		
Overlay Districts: <input type="checkbox"/> FHO <input type="checkbox"/> APO <input type="checkbox"/> DRO (Check All That Apply & Consult with AO)		
Project Description		
Describe the Project:		Estimated Construction Costs:
Existing Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other		
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other		
Type of Application: <input type="checkbox"/> New Construction <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Design Review <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> CHO <input type="checkbox"/> Accessory Apartment <input type="checkbox"/> Appeal to DRB <input type="checkbox"/> Waiver/Variance <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Temporary Structure <input type="checkbox"/> BLA <input type="checkbox"/> Subdivision <input type="checkbox"/> Permit Amendment <input type="checkbox"/> Permit Extension <input type="checkbox"/> CC <input type="checkbox"/> Other (Check All That Apply & Consult with AO)		
For AO Use		
Project #:	Fee Received:	Date Received:
AAG Review Date:	Date Warned:	
DAC Review Date:	DRB Hearing Date:	

See Reverse for Fee Schedule & Submission Requirements

Planning & Zoning Fee Calculation Table (Consult with AO)			After-the-fact Permit Fee is Double the Total.
Project Type	Fee		All Fees Include Applicable Recording Fees
Major Project Hearing	\$350		Minimum Permit Fee for New Residential Construction is \$75.
DRB Hearing	\$175		APPLICATIONS FOR ANY LAND USE OR DEVELOPMENT OTHER THAN SINGLE-FAMILY RESIDENTIAL MUST BE ACCOMPANIED BY A SITE PLAN IN COMPLIANCE WITH SECTION 4.3 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.
Administrative Permit with Design Review	\$100		
Administrative Permit	\$75		
Sign Permit with Design Review	\$100		
Administrative Sign Permit (perm./temp.)	\$75/\$25		
Boundary Line Adjustment	\$150		
Minor Subdivision	\$250/lot		
Major Subdivision	\$500/lot		
Administrative Opinion	\$100		
Administrative Permit Extension	\$25		
Permit Extension Requiring DRB Hearing	\$175		APPLICATIONS FOR SIGNS MUST INCLUDE COLOR, DIMENSIONED RENDERINGS OF ALL PROPOSED SIGNS, WITH AN INDICATION OF PROPOSED LOCATIONS AND DISTANCE TO THE GROUND FROM THE EXTENT OF ALL SIGNS.
Administrative Permit Amendment	\$50		
Permit Amendment Requiring DRB Hearing	\$175		
Appeal of Administrative Officer's Decision	\$175		
Certificate of Compliance (complex/simple)	\$50/\$20		
Zoning Compliance Notice	\$10		
New Commercial Construction	\$0.25/SF		
New Residential Construction >2,500 SF	\$0.15/SF		
New Residential Construction <2,500 SF	\$0.10/SF		
Custom Map - Basic	\$10		
Custom Map - Complex	\$75		APPLICATIONS REQUIRING DESIGN REVIEW MUST MEET THE REQUIREMENTS OF SECTION 5.4 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.
Total:			
Consolidated review will occur unless applicant requests otherwise. For consolidated review, apply only the highest fee as listed above.			

ABBREVIATIONS:

DRB – Development Review Board
 DAC – Design Advisory Committee
 AAG – Administrative Advisory Group
 CHO – Customary Home Occupation
 BLA – Boundary Line Adjustment
 AO – Administrative Officer/Zoning Administrator
 CC – Certificate of Compliance

OVERLAY DISTRICTS:

FHO – Flood Hazard Overlay
 APO – Aquifer Protection Overlay
 DRO – Design Review Overlay

BASIC DISTRICTS:

DN – Downtown
 TC – Town Center
 MU1 – Mixed Use 1
 MU2 – Mixed Use 2
 MU3 – Mixed Use 3
 OI – Office Industrial
 R10- Residential 10
 R4 – Residential 4
 R1 – Residential 1
 RR – Rural Residential
 RA – Rural Agricultural
 FC – Forest Conservation

TOWN of MILTON, VT | PLANNING FEE SCHEDULE

If you have any questions, call (802)893-1186 or visit us in the Milton Municipal Complex at 43 Bombardier Road, Milton, VT 05468.

We're here to assist you through the permitting process so you can develop your property according to Milton's Town Plan and regulations. ♦ If you have questions, or need help completing any form, please contact us! ♦ Please read this form closely take advantage of cost saving incentives and avoid penalties. ♦ Fees are subject to change and payable by cash, check, credit/debit card (3% surcharge), or e-check (\$1.50 surcharge).

HOW TO OPEN & CLOSE A ZONING PERMIT

- ☐ You submit a complete application and pay fee.
- ☐ We review the permit; compliant permits are approved and non-compliant permits are denied with an explanation.
- ☐ We mail you the permit decision, poster, and record a notice in the land records.
- ☐ You notify your neighbors by posting the red "P" poster where it will be visible from the nearest public right-of-way.
- ☐ Approved permits take effect after the 15-day appeal filing period has expired.
- ☐ You can now begin your project!
- ☐ If you change your project, you must amend the permit to update the plans.
- ☐ If you need more than one year to complete the project, you must renew the permit to keep it valid.
- ☐ When the project is finished, you must submit a Certificate of Compliance/Occupancy application to close your permit. **(SAVE MONEY: Applications submitted prior to the expiration of the zoning permit have a reduced fee!)**
- ☐ Compliant projects are inspected and approved; non-compliant projects must be denied with an explanation.
- ☐ We mail you the Certificate and record a notice in the land records

EXPEDITED SERVICES

- ✓ *Expedited review is available upon request and when possible.*
 - ✓ *You must indicate on the application form that you are requesting this service.*
 - ✓ *The surcharge payment is due at the time of filing and will be refunded if the deadline is not met.*
- | | |
|--------------------------------------------------------------------------|--------------------------------|
| Expedited Zoning Permit Service (5 Business Days ¹)..... | \$75 surcharge added to total |
| Expedited Certificate of Compliance (3 Business Days ¹)..... | \$200 surcharge added to total |
| Expedited Certificate of Compliance (5 Business Days ¹)..... | \$75 surcharge added to total |

1. Business days are the days the Town is open for business and will be calculated on a 24-hour basis. Example: If the application is filed and paid on Friday at 3:00 p.m., a 3-day expedited permit will be issued by Wednesday at 3:00 p.m.

ZONING PERMITS

- ✓ *Payment is due at the time of filing.*
- ✓ *Where multiple permit types apply to a single application, the higher fee applies.*
- ✓ *Applications will not be considered complete or filed without payment of required fees.*
- ✓ *All Zoning Permits are subject to an additional \$10 recording fee.*
- ✓ *Applications withdrawn prior to issuance of the permit and applications deemed not to require a permit will receive a full refund.*
- ✓ *The Zoning Administrator must act on the application within 30 days of your permit application filing.*
- ✓ *Applicants will be mailed a copy of the permit/decision.*
- ✓ *Denied applications are eligible for credit for a corrective permit if submitted within 30 days of the denial; the credit does not apply to the \$10 recording fee.*
- ✓ *Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).*

Planning Division Fee Schedule

✓ All Zoning Permits require a Certificate of Occupancy/Compliance prior to use or occupancy.

PERMIT TYPE	PERMIT FEE
Residential Dwelling Unit.....	\$250 per new unit +0.10 per new sq. ft. ¹
Residential Alteration/ Accessory Structure ^{2&6}	\$41
Residential Permit Amendment ^{2, 4 & 6}	\$16
Non-Residential Unit.....	\$250 per new unit ⁷ +0.20 per new sq. ft. ¹
Non-Residential Alteration/ Accessory Structure ^{2 & 6}	\$51
Non-Residential Permit Amendment ^{2 & 4}	\$21 ⁶
Mixed-Use Development ³	hybrid, see note #3
One-Time, One-Year Permit Renewal ⁴	\$11
Alteration: Change of Use Only ⁵	\$21
Alteration: Demolition/Removal Only.....	\$16
Sign: Business/Subdivision/Directory.....	\$5
Sign: Advertising.....	\$5
Sign: Home Occupation.....	\$5
Sign: Special Business Event.....	\$5
Sign: Civic Event.....	\$5

1. Square footage refers to the gross floor area defined as the sum, in square feet, of the total horizontal areas of all floors of a principal structure or building and shall include all storage and utility areas, basements, attics, and mezzanines (finished & unfinished). It shall not include square footage for decks, sheds, garages, accessory structures, or unenclosed decks or porches.
2. Does not apply to any application proposing additional units; new residential/non-residential fee applies.
3. Within a mixed-use building or site, applicable residential fees apply to units and gross floor area dedicated to residential use and applicable non-residential fees apply to units and gross floor area dedicated to non-residential use.
4. Amendments and renewals must be submitted prior to the expiration of the permit. Renewals are valid for one-year from date of approval for the identical project. Amendments expire with the date of the original permit, but are eligible for renewal. If the Zoning Administrator determines that the scope of a residential amendment is a major, substantive change to the original proposal, s/he may require a new permit.
5. Applies to changes of use when no site or structural changes subject to permitting are proposed on the site.
6. Alterations and amendments that add new square footage to the existing or proposed principal building or structure shall be charged \$0.10 per new square foot for residential permits, and \$0.20 for non-residential permits.
7. Applies to each owned, leasable, or leased unit (self-storage units exempt).

IMPACT FEES

- ✓ Impact fees are assessed for new dwelling units according to the Impact Fee Ordinance to fund capital improvements identified in and established by the Town's Capital Improvement Plan.
- ✓ Accessory apartments are exempt from Impact Fees.

FEE TYPE	FEE AMOUNT
FY17 Impact Fee.....	\$4,392 per dwelling unit
FY17 Reduced Impact Fee (elderly housing units & one-bedroom units).....	\$3,294 per dwelling unit

CERTIFICATE OF COMPLIANCE/OCCUPANCY & INSPECTIONS

- ✓ Remember to check your permit to verify that you have completed the work as approved prior to submitting your Certificate application. If the work doesn't match the permit, you must amend your permit, otherwise the Certificate will be denied. Development that is used or occupied prior to certification is a violation and subject to enforcement if not cured.
- ✓ Payment is due at the time of filing.
- ✓ Where multiple permit types apply to a single application, the higher fee shall apply.
- ✓ Payment is non-refundable; failed inspections are not eligible for refund or credit.
- ✓ Applications will not be considered complete or filed without payment of required fees.

Planning Division Fee Schedule

- ✓ When Impact Fees apply, no Certificate may be issued until a the full impact fee is paid.
- ✓ Applications submitted prior to the expiration of the associated Zoning Permit have a REDUCED FEE.
- ✓ The Administrator must inspect and issue a statement of condition within 14 days of the compliance application filing. Your signature grants the Administrator permission to enter your property to inspect the work.
- ✓ Inspection of new residential & new non-residential will be done by appointment.
- ✓ Applicants will be mailed a copy of their Certificate/decision.
- ✓ All Certificates are subject to an additional \$10 recording fee.
- ✓ Applications for after-the-fact use or occupancy (without a Certificate) or applications to correct a formal violation are subject to a surcharge penalty ⁴. (See Penalties section below).

INSPECTION/CERTIFICATE TYPE	REDUCED FEE	FULL FEE
Uses Subject to Development Review.....	\$36+2.50 per unit.....	\$58+2.50 per unit
New Residential ¹	\$31.....	\$50
Other Residential ^{1 & 2}	\$26.....	\$42
Business Identification /Subdivision/Directory Signs.....	\$26.....	\$42
Advertising Sign.....	\$16.....	\$26
Home Occupation Signs.....	\$11.....	\$18
Special Event Business Signs.....	\$5.....	\$8
Civic Event Signs.....	\$5.....	\$8
Landscaping Surety Inspection ³	\$25.....	

Due upon request for inspection to enter or exit warrantee period.

¹. Does not apply to residential uses subject to development review.

². Applies to Accessory Structures, Alterations, and Amendments.

³. Landscape inspections can only be done May 15 through October 15, when foliage is clearly visible.

⁴. After-the-fact penalties shall not apply to corrective Certificates of Compliance/Occupancy applications for which an after-the-fact penalty has already been paid for the associated Zoning Permit, unless the use or occupancy is in violation of the corrective permit.

RESIDENTIAL/COMMERCIAL BUILDING ENERGY STANDARDS

Applicants must determine whether or not their project requires a Residential Building Energy Standards or Commercial Building Energy Standards Certificate. For more information, visit:

http://publicservice.vermont.gov/energy_efficiency.

MILTON HIGHWAY ACCESS, WATER & WASTEWATER PERMITS

Highway access (new driveways/curb cuts), water and sewer connections/change of use require permits from the Town's Department of Public Works. Please call the Department at (802) 893-6030 for assistance.

STATE & FEDERAL PERMITS

State and federal regulations may apply. State law requires that you contact the necessary State agencies and obtain any required State permits before construction may commence. Contact the local Permit Specialist at (802) 241-3273 for assistance. Some local permits can only be issued after required State permits have been approved.

DEVELOPMENT REVIEW FEES

- ✓ To learn about the development review process, please visit: <http://miltonvt.org/government/boards/lrb.html>.
- ✓ Payment is due at the time of filing.
- ✓ Applications will not be considered complete or filed without payment of required fees.
- ✓ All fees are non-refundable.

Planning Division Fee Schedule

- ✓ Multiple applications that can be heard at the same hearing shall receive 50% off the less expensive application(s); this discount shall not apply to variances or appeals.
- ✓ With the exception of Sketch Plans, all development review applications are subject to an additional \$10 recording fee and a \$2 notice fee ¹ per adjoining property owner and application party.
- ✓ Certain applications require publication of a public warning in the newspaper (listed below).
- ✓ Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).

APPLICATION TYPE	FEE	WARNING
Pre-Application Staff Evaluation and Consultation ²	\$100 (credited to next app. & discount eligibility)	
Site Plan	\$500	n/a
Site Plan Amendment	\$235	n/a
Administrative Site Plan Amendment ³	\$75	n/a
Conditional Use	\$150	\$85
Interim Zoning Conditional Use ⁵	\$200	\$85
Subdivision/PUD Sketch Plan	\$235	n/a
Minor (6 or fewer) Subdivision/Minor PUD Final ³	\$500+50 per lot & unit	\$85
Major (7 or more) Subdivision/Major PUD Preliminary ³⁺⁴	\$500	\$85
Major (7 or more) Subdivision /PUD Final ³	\$500+50 per lot	\$85
Boundary Line Adjustment	\$100+75 per lot involved	\$85
Minor Subdivision/PUD Amendments	\$100+75 per lot, unit & phase amended	\$85
Major Subdivision/ PUD Amendments	\$175+75 per lot, unit & phase amended	\$85
Administrative PUD Amendments ³	\$100	\$85
Variance ³	\$150	\$85
Appeal to DRB ³	\$150	\$85
Monument/Statue Approval ³	\$100	n/a

OTHER DEVELOPMENT REVIEW FEES

Salvage Yard Certificate of Approved Location ³	\$100	\$85
Subdivision Survey Plat Recording Fee		\$15
<i>Due at the time of final plat submission for DRB signature. Fee established by Clerk.</i>		
Plat Recording 90-Day Deadline Extension		\$25
<i>Due upon written request.</i>		
Independent Technical Review Escrow	cost per hour billed from \$500 escrow	
<i>Due upon request by the Appropriate Municipal Panel; unused balance reimbursed.</i>		
Legal Review Escrow	cost per hour billed from \$500 escrow	
<i>Due at the time of final review application filing with draft legal instruments; unused balance reimbursed.</i>		
Revised Final Plan/Plat Staff Review	first review free, each additional review \$50	
	base fee + \$30 per hour for ea. hour over 1.	
<i>Base fee due upon revised plan submission, applicant will be billed for hourly rate, due with Plat submission or Zoning Permit application.</i>		

1. The Planning Act (24 VSA 4464(a)(1)(C)) requires written notification (which this fee funds) to the applicant and to owners of all properties adjoining the property subject to development (with the exception of Sketch Plans), including the owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public right-of-way and, in any situation in which a variance is sought regarding setbacks from a State highway, also including written notification to the Secretary of Transportation.

2. Staff will review a complete subdivision sketch/PUD sketch, subdivision/PUD amendment, boundary line adjustment, site plan, and site plan amendment applications for evaluation and present a written, non-binding report as soon as possible (and within 15 business days of submission) to address potential regulatory issues. The cost of review will be credited to the next

Planning Division Fee Schedule

application, and the next application will be eligible for a 25% application fee discount according to the fee calculation table above if ALL identified, non-discretionary regulatory issues are addressed in the application to the satisfaction of staff.

3. Not eligible for pre-application evaluation or discount.

4. If the DRB determines at sketch that preliminary and final review can be reviewed concurrently at sketch, both fees shall be assessed, with a single warning.

5. Interim Zoning applications must be submitted with all associated development review applications to which the use is subject.

PENALTIES FOR AFTER-THE-FACT APPLICATIONS/VIOLATIONS

✓ *After-the-fact means the submission of any application required in this schedule after discovery by the Town of construction, demolition, subdivision, occupation or commencement of use prior to Town approval.*

1. After-the-Fact Applications are subject to **TWO (2)** times the normal fee for each subsequent development review, zoning permit, and certificates of compliance/occupancy application needed to correct the non-compliance.

2. After-the-fact applications for properties for which a formal Zoning Violation has been recorded in the land records are subject to **FOUR (4)** times the normal fee for each and every subsequent development review, zoning permit, and certificate of compliance/occupancy application to correct the violation.

ZONING/SUBDIVISION VIOLATIONS

✓ *Enforcement is conducted according to the Town's Zoning Enforcement Policy and applicable ordinances. Penalty fee established by the Ordinance.*

Zoning.....\$200 per offense, per day

Subdivision.....\$40 per offense, per day

LITTER VIOLATIONS

✓ *Litter Enforcement is conducted according to the Town's Litter Ordinance through a civil ticketing process. Penalty fee established by the Ordinance.*

Litter.....\$500 per day, or waiver fee

RESEARCH & WRITTEN OPINIONS

✓ *File research and jurisdictional opinions are provided at staff's discretion.*

✓ *Payment for one hour is due in advance of services rendered. Payment for hours over one shall be paid prior to issuance of the report.*

✓ **DISCLAIMER:** *The Town's staff does not provide legal advice, conduct title searches, survey land, or resolve boundary disputes. Opinions are not final decisions of the Town and should not be relied upon as definitive statements as the interpretation or application of the land use laws and development regulations.*

File Research and/or Written Staff Opinion.....\$50 base fee +30 for ea. additional hour over 1

PUBLIC RECORD COPIES/REQUESTS

✓ *Formal public records request may be submitted using the Department's record request form. Pursuant to 1VSA316(d), copying fees are established by the Secretary of State's Uniform Schedule of Public Record Charges. Other charges may apply to unique record requests.*

Photocopies of Records (black & white).....\$0.05 per single-sided letter or legal page
\$0.09 per double-sided letter or legal page

Photocopies of Records (color).....\$0.10 per single-side ledger page
\$0.18 per double-side ledger page

Paper Prints of Digital Records.....\$1.00 per side of letter or legal page

Paper Prints of Digital Records.....\$2.00 per side of ledger page
\$0.02 per single-sided letter or legal page

Planning Division Fee Schedule

Plotter Maps.....	\$15 per 3' x 4' map
Duplication Labor.....	\$0.33 per minute after the first 30 minutes
Postage/Shipping.....	at cost (<i>must be paid in advance; contact us for fee</i>)

FEE REDUCTION OR WAIVER

Fees established by this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such a reduction or waiver shall provide the request in writing to the Director of Planning and Economic Development. The Director shall review such requests and provide a written recommendation for consideration and final determination by the Selectboard at the next available meeting, as determined by the Town Manager. The Director may also initiate such a request.

ADOPTION/AMENDMENT

Pursuant to Vermont Statutes Annotated, Title 24, Chapter 117, Subchapter 9, Section 4440, this schedule is established by Resolution of the Selectboard on March 7, 2016, and effective March 14, 2016. Non-substantive revisions that do not impact a Planning & Zoning fee classification or amount may be made to this schedule administratively without Selectboard approval.

Planning Division Fee Schedule

FEE CALCULATORS

ZONING PERMIT FEE CALCULATOR

Zoning Permit Application Fee	see schedule above	
Zoning Permit Square Footage Fee ¹ (if applicable)	# _____ sq. ft. x \$ _____ =	+
Zoning Permit Unit Fee (if applicable)	# _____ units x \$ _____ =	+
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) (if requested)	see schedule above	+
Zoning Permit Recording Fee		+ \$10
TOTAL DUE		=

CERTIFICATE OF COMPLIANCE/OCCUPANCY FEE CALCULATOR

Certificate of Compliance Fee	see schedule above	+
Certificate of Compliance Unit Fee (if applicable)	# _____ units x \$ _____ =	
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) (if requested)	see schedule above	+
Impact Fee (if applicable)	\$4,392 (full)/\$3,294 (reduced)	+
Certificate of Compliance Recording Fee		+ \$10
Landscape Surety Inspection Fee (if applicable)	see schedule below	+
TOTAL DUE		=

Planning Division Fee Schedule

DEVELOPMENT REVIEW APPLICATION FEE CALCULATOR

Base Application Fee	see schedule above	
Variable Fee Application (if applicable)	total units ____ x fee ____ = total lots ____ x fee ____ = total phases ____ x fee ____ =	+
Multiple Application Discount (If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.)		
Extra Application 1	total fee ____ x 0.50 =	+
Extra Application 2	total fee ____ x 0.50 =	+
Extra Application 3	total fee ____ x 0.50 =	+
Pre-Application Credit (if applicable)	subtract 100 from total	-
SUBTOTAL		=
Pre-Application Discount (if applicable)	25% from subtotal above	-
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Decision Recording Fee		+ \$10 (not applicable to Sketch Plans)
Warning Fee (if applicable, see above)	add \$85	+
Adjoiners Notice (if applicable, see above) ¹	total no. ____ multiplied by 2 =	+
Application Party Notice (Include all persons you also wish to receive notice: owners, applicants, and consultants.)	total no. ____ multiplied by 2 =	+
Legal Review Escrow (if applicable)	\$500	+
TOTAL DUE		=

TOWN OF NORWICH - PERMIT FEE SCHEDULE

November 1, 2013

TYPE OF PERMIT	PERMIT FEE	RECORDING FEE ¹
<u>Administrative:</u>		
Residential Structures & Additions ²	\$ 45 + .12/sq. ft.	\$ 10
Small Additions (Under 400 sq. ft.) ²	\$ 15 + .10/sq. ft.	\$ 10
Accessory Structures ³	\$ 25 + .07/sq. ft.	\$ 10
Small Accessory Structures (under 250 sq. ft.) ²	\$ 10 + .05/sq. ft.	\$ 10
Non-Residential Buildings (up to 5000 sq. ft.)	\$ 65 + .17/sq. ft.	\$ 10
Additional area over 5000 sq. ft.	.07/sq. ft.	
Permitted Uses, Ponds, Home Businesses	\$ 55	\$ 10
Development Envelopment Review – Admin.	\$ 55	\$ 10
Boundary Line Adjustments - Annexations	\$ 45 + 10/lot over two	\$ 10
Other Permits: Fences, Signs, Demolitions	\$ 30	\$ 10
<u>Development Review Board Hearings:</u> Fees include newspaper and mailed notices		
Site Plan Review	\$ 250 + .03/sq. ft.	\$ 10
Development Envelopment Review	\$ 200	\$ 10
Conditional Use, Appeals, or Variances	\$ 250	\$ 10
Subdivision - Preliminary Plan Review	\$ 250 + 30/lot	
Additional Warned Hearings – Intermediate or Final Plan Review	\$ 100	\$ 25
Planned Unit Development (PUD)	\$ 275 + 30/unit	\$ 10
Telecommunications Facilities - New Towers	\$ 550	\$ 10
Installed on Existing Structures	\$ 250	\$ 10
<u>Other:</u>		
Amendments & Extensions to admin. permits	50% original fee, max \$100	\$ 10
Permits for development commenced before application submitted and approved	Twice Regular Fee	\$ 10
Highway Access Permits	\$ 30	\$ 10

¹Recording Fees- Fee for recording a Memorandum of Permit in the Town Land Records as required by State law.

²Fees for dwellings based on the area covering the ground including decks, porches and garages; and any additional finished living area not included in the footprint such as a second floor. Unfinished basements, attics, or storage area are not included.

³Fees for accessory buildings are based on ground area covered.

TOWN & VILLAGE OF WATERBURY
FEE STRUCTURE

All fees are non-refundable except when an application is withdrawn prior to any review by the Zoning Administrator or Development Review Board. A withdrawal request must be made in writing. Please make checks payable to the Town of Waterbury. For questions about the fee's or permit process contact the Zoning Administrator at 244-1018.

APPLICATION FEES

NEW CONSTRUCTION

Table with 2 columns: Fee Description and Amount. Rows include Single-Family Dwelling (\$200), Two-Family Dwelling (\$400), Multi-Family Dwelling (\$200 per unit), Commercial / Industrial Building / Addition (\$50 + \$150 per 1,000 sf), Residential Building Addition (\$50 + \$10 per 100 sf), Residential Accessory Structure (garage, shed) (\$50 + \$10 per 100 sf), Accessory Apartment (\$200), Porch / Deck / Fence / Pool / Ramp (\$50), and Development in SFHA (incl. repairs + renovation) (\$50).

USE

Table with 2 columns: Fee Description and Amount. Rows include Establish new use (\$50), Change existing use (\$50), Convert to commercial or industrial use (\$50 + \$150 per 1,000 sf), and Establish home occupation (\$50).

OTHER

Table with 2 columns: Fee Description and Amount. Rows include Land Subdivision (# of Lots:) (\$50 + \$100 per lot), Boundary Line Adjustment (BLA) (\$100), Planned Unit Development (PUD)(# of Lots:) (\$50 + \$100 per lot), Parking Lot (\$100), Soil / sand / gravel / mineral extraction (\$100), and Excavation and/or fill in SFHA (\$100).

SIGN \$50

CERTIFICATE OF COMPLETION (SFHA only) \$50

REVIEW FEES if you project requires one (or more) of the following applications an additional Development Review Board (DRB) fee applies

Table with 2 columns: Fee Description and Amount. Rows include Conditional Use (incl. Waiver), Site Plan, Variance, Overlay (RHS, DDR, SFHA*), and Subdivision (Subdivision*, BLA*, PUD) (\$100).

*depending on the scope of the project the DRB REVIEW FEE may not apply, contact the ZA for a determination.

RECORDING FEES a one-time Land Record recording fee applies to each projects application packet

Table with 2 columns: Fee Description and Amount. Rows include Permit Recording Fee (\$10) and Final Plat Recording Fee (for Subdivisions) (\$15).

► Application Fee + Review Fee + Recording Fee = \$ TOTAL ZONING PERMIT APPLICATION FEE ◀

ADDITIONAL FEES

Table with 2 columns: Fee Description and Amount. Rows include After-the-fact Zoning Permit Application (if you failed to obtain Zoning approval prior to project commencement the following fee will be added to the Total Zoning Application Fee) (\$100), Appeal of the Zoning Administrators Determination (\$50), and Letter of Compliance (includes Recording Fee) (\$40).



TOWN of WINDSOR

P.O. Box 47 29 Union Street
Windsor, Vermont 05089
Zoning 674 1018

Zoning/ Subdivision Permit Fee Schedule:

effective 07/01/2009 (applic. fees adopted by Select Board 06/27/2007; new recording fees, 07/01/2009)

NOTE: PERMIT FEES SHALL BE DOUBLED FOR DEVELOPMENT COMMENCED BEFORE PERMIT IS ISSUED

Permit type:	Flat fee	Per Sq. Ft. fee (*1)	Recording fee (*2)
Administrative			
Construction	\$25 plus	\$0.10 res./ \$0.15 comm.	\$10
Signs/fence	\$25	n/a	\$10
Home occ. (Sect.3.11(B))	\$25	n/a	\$10
Design review	\$25	n/a (Sect 5.4(C), signs,fence,other)	\$10
Dev. Rev. Board			
Site plan	\$50 plus	\$0.15 (building construction)	\$10
Conditional use	\$100 plus	\$0.15 (incl. site plan rev.)	\$10
Design review (*3)	\$50 plus	\$0.10 res./ \$0.15 comm.	\$10
Flood hazard rev. (*3)	\$50 plus	\$0.10 res./ \$0.15 comm.	\$10
Subdivision	\$100 plus	\$20/lot	\$25 (*4)
PRD/PUD	\$200 plus	\$30/dwelling unit	\$25 (*4)
Variance	\$100	n/a	\$10
Appeals	\$50	n/a	\$10

*1) residential s.f. = extent of construction (footprint s.f.)

commercial s.f. = extent of construction **times** # of floors (total building s.f.)

(*2) most permits are one page, if more than one page, additional fee per page

(*3) if Design or Flood reviews are combined with another DRB hearing, fee may be waived

(*4) Mylar recording fee \$15 per 18" x 24" sheet

Other Town Application Fees:

Wastewater/sewer allocation:	
Single family dwelling unit	\$50
Accessory dwelling unit	\$50 (Sect. 3.1(A), Zoning Regulations)
Multi-family dwelling unit	\$60/ dwelling unit
Commercial	\$150
Water allocation:	
Single family dwelling unit	\$50
Accessory dwelling unit	\$50 (Sect. 3.1(A), Zoning Regulations)
Multi-family dwelling unit	\$60/ dwelling unit
Commercial	\$150
Driveway location	\$50
Wastewater disposal system	State of VT, 802 885 8850

Meeting date	November 2, 2020
AP warrant date	11/02/20
Payroll warrant date 1	10/29/20
Payroll warrant date 2	10/22/20



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of November 2, 2020

	Check Date	Payroll	Operating Expenses
General Fund			
	10/22/2020	\$8,494.43	
	10/29/2020	\$7,275.17	
AP	11/2/2020		\$45,264.87
Total		\$15,769.60	\$45,264.87
Highway Fund			
	10/22/2020	\$3,600.17	
	10/29/2020	\$3,499.89	
AP	11/2/2020		\$18,827.08
		\$7,100.06	\$18,827.08
Solid Waste Mgmt Fund			
	10/22/2020	\$765.86	
	10/29/2020	\$773.36	
AP	11/2/2020		\$6,516.69
Total		\$1,539.22	\$6,516.69
Library			
	10/22/2020	\$953.80	
	10/29/2020	\$953.80	
Total		\$1,907.60	\$0.00
Grants			
Special Revenue			
			\$0.00
Reserves			
Long Term Debt			
Grand Totals			
		\$26,316.48	\$70,608.64

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 \$96,925.12. Let this be your order for the payments of these amounts.

Selector

10/29/20

Town of Weathersfield Accounts Payable

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03:03 pm

Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (General Fund)
 For Check Acct 1(General Fund) 223051 To 223092 11/02/20 To 11/02/20

payroll

Account

Vendor	Invoice Date	Invoice Description	Amount Paid	Check Number	Check Date
<hr/>					
11-2-011-05.00	Retirement				
VMERS DB VMERS DB.	10/01/20	Payroll Transfer	1777.96	223092	11/02/20
VMERS DB VMERS DB.	10/08/20	Payroll Transfer	1780.34	223092	11/02/20
VMERS DB VMERS DB.	10/15/20	Payroll Transfer	1784.94	223092	11/02/20
VMERS DB VMERS DB.	10/22/20	Payroll Transfer	2029.83	223092	11/02/20
VMERS DB VMERS DB.	10/29/20	Payroll Transfer	1788.21	223092	11/02/20
VMERS DB VMERS DB.	10/29/20	Payroll Transfer	545.74	223092	11/02/20
11-2-011-07.00	Garnishments				
VTAGHUMAN OFFICE OF CHILD SUPPORT	10/22/20	Payroll Transfer	327.84	223079	11/02/20
VTAGHUMAN OFFICE OF CHILD SUPPORT	10/29/20	Payroll Transfer	327.84	223079	11/02/20
11-2-011-10.00	AFLAC				
AFLAC AFLAC	10/01/20	Payroll Transfer	73.33	223051	11/02/20
AFLAC AFLAC	10/08/20	Payroll Transfer	73.33	223051	11/02/20
AFLAC AFLAC	10/15/20	Payroll Transfer	73.33	223051	11/02/20
AFLAC AFLAC	10/22/20	Payroll Transfer	73.33	223051	11/02/20
AFLAC AFLAC	10/29/20	Payroll Transfer	73.33	223051	11/02/20
11-2-011-14.10	Insurance Prem Liability				
AFLAC AFLAC	10/01/20	Payroll Transfer	26.04	223051	11/02/20
AFLAC AFLAC	10/08/20	Payroll Transfer	26.04	223051	11/02/20
AFLAC AFLAC	10/15/20	Payroll Transfer	26.04	223051	11/02/20
AFLAC AFLAC	10/22/20	Payroll Transfer	26.04	223051	11/02/20
AFLAC AFLAC	10/29/20	Payroll Transfer	26.04	223051	11/02/20
COLONI COLONIAL LIFE	09/23/20	Payroll Transfer	17.19	223059	11/02/20
COLONI COLONIAL LIFE	10/01/20	Payroll Transfer	41.82	223059	11/02/20
COLONI COLONIAL LIFE	10/08/20	Payroll Transfer	41.82	223059	11/02/20
COLONI COLONIAL LIFE	10/15/20	Payroll Transfer	41.82	223059	11/02/20
COLONI COLONIAL LIFE	10/22/20	Payroll Transfer	41.82	223059	11/02/20
COLONI COLONIAL LIFE	10/29/20	Payroll Transfer	41.82	223059	11/02/20
MVP MVP HEALTH CARE	10/28/20	Oct20Premiums	1402.47	223075	11/02/20
11-7-101-14.10	GF-Insurance Benefits				
LINCOLN LINCOLN NATIONAL LIFE INS	10/28/20	November 20 Premiums	44.21	223074	11/02/20
LINCOLN LINCOLN NATIONAL LIFE INS	10/28/20	November 20 Premiums	30.41	223074	11/02/20
MVP MVP HEALTH CARE	10/28/20	Oct20Premiums	1179.79	223075	11/02/20
N DELT NORTHEAST DELTA DENTAL	10/28/20	November 20 Premiums	204.65	223077	11/02/20
11-7-101-20.00	GF-Office Supplies				
AMAZONCR AMAZON	10/28/20	Toner Cartridge	60.89	223052	11/02/20
COMPETIT CCI MANAGED SERVICES	10/28/20	APC Surge outlet	19.00	223058	11/02/20
BUSINESSC COMMERCIAL CARD SERVICES	10/28/20	Sep-Oct 20 Charges	75.00	223061	11/02/20
BUSINESSC COMMERCIAL CARD SERVICES	10/28/20	Sep-Oct 20 Charges	59.91	223061	11/02/20
11-7-101-24.00	GF-Computer Equipment				
APPLE APPLE	10/29/20	Ipad & Pixelbook	7951.41	223053	11/02/20
APPLE APPLE	10/29/20	Ipad & Pixelbook	477.09	223053	11/02/20
LENOVO LENOVO CONSUMER SMALL BUS	10/28/20	Think Pad - Grant	10219.90	223072	11/02/20
11-7-101-26.50	GF-Awards and Recognition				
BUSINESSC COMMERCIAL CARD SERVICES	10/28/20	Sep-Oct 20 Charges	103.50	223061	11/02/20
BUSINESSC COMMERCIAL CARD SERVICES	10/28/20	HWY Charges Sep-Oct 20	46.16	223061	11/02/20
11-7-101-31.00	GF-Telephone				
AT&T SVC AT & T MOBILITY	10/28/20	Oct 20 Cell phone	271.87	223054	11/02/20
AT&T SVC AT & T MOBILITY	10/28/20	Oct 20 Cell phone	43.88	223054	11/02/20

10/29/20

Town of Weathersfield Accounts Payable

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Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (General Fund)

payroll

For Check Acct 1(General Fund) 223051 To 223092 11/02/20 To 11/02/20

Account

Vendor	Invoice Date	Invoice Description Invoice Number	Amount Paid	Check Number	Check Date
AT&T SVC	10/28/20	AT & T MOBILITY Oct 20 Cell phone	105.64	223054	11/02/20
COMCAST	10/28/20	COMCAST October 20 Phone	320.79	223060	11/02/20
11-7-101-45.10		GF-NEMRC Services			
NE MUN	10/28/20	NEMRC consult/training	145.00	223076	11/02/20
NE MUN	10/28/20	NEMRC correction village tax	72.50	223076	11/02/20
11-7-101-99.00		GF-Miscellaneous Expendit			
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	2.80	223061	11/02/20
BUSINESSC	07/20/20	COMMERCIAL CARD SERVICES Reverse FC	-35.76	223061	11/02/20
11-7-102-23.50		Finance-Advertising			
BUSINESSC	10/28/20	COMMERCIAL CARD SERVICES Sep-Oct 20 Charges	10.00	223061	11/02/20
BUSINESSC	10/28/20	COMMERCIAL CARD SERVICES Sep-Oct 20 Charges	263.53	223061	11/02/20
11-7-103-14.10		TC-Insurance Benefits			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	24.13	223074	11/02/20
N DELT	10/28/20	NORTHEAST DELTA DENTAL November 20 Premiums	108.05	223077	11/02/20
11-7-103-20.00		TC-Office Supplies			
AMAZONCR	10/28/20	AMAZON Bar Code Scanner	34.99	223052	11/02/20
11-7-103-20.25		TC-Dog License Supplies			
IDS	10/29/20	IDS Animal Tags	242.49	223067	11/02/20
11-7-103-24.00		TC-Land Rec computer. Lea			
COTTSYSTE	10/29/20	COTT SYSTEMS Paper Label & Wax ribbon	183.95	223062	11/02/20
COTTSYSTE	10/29/20	COTT SYSTEMS November 20 hosting	345.00	223062	11/02/20
11-7-103-39.00		TC-Town Meetings and Elec			
BUSINESSC	10/28/20	COMMERCIAL CARD SERVICES Sep-Oct 20 Charges	960.00	223061	11/02/20
LHS	10/29/20	LHS ASSOCIATES INC. Accuvote coding	628.00	223073	11/02/20
11-7-103-44.00		TC-Vault Expense			
KOFILE	10/29/20	KOFILE PRESERVATION, INC. Land records volume	1479.26	223071	11/02/20
11-7-104-14.10		Listers-Insurances Benefi			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	16.73	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	20.34	223074	11/02/20
11-7-105-14.10		Land Use-Insurance Benefi			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	22.42	223074	11/02/20
11-7-105-20.00		Land Use-Supplies			
BUSINESSC	10/28/20	COMMERCIAL CARD SERVICES Sep-Oct 20 Charges	24.56	223061	11/02/20
11-7-201-14.10		Police-Insurance Benefits			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	80.59	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	35.90	223074	11/02/20
MVP	10/28/20	MVP HEALTH CARE Oct20Premiums	1138.50	223075	11/02/20
N DELT	10/28/20	NORTHEAST DELTA DENTAL November 20 Premiums	204.65	223077	11/02/20
11-7-201-15.00		Police-Uniforms and Clean			
GALLS	10/28/20	GALLS, LLC Men's Crew Neck T-Shirt	21.48	223064	11/02/20
GALLS	10/29/20	GALLS, LLC Face Coverings/Carabiner	65.00	223064	11/02/20
GALLS	10/28/20	GALLS, LLC Men's Fleece Hoody	55.94	223064	11/02/20
11-7-201-20.00		Police-Office Supplies			
AMAZONCR	10/28/20	AMAZON Phone Screen Protector	12.86	223052	11/02/20
BUSINESSC	10/28/20	COMMERCIAL CARD SERVICES Sep-Oct 20 Charges	42.37	223061	11/02/20
11-7-201-31.00		Police-Telephone/communic			
AT&T SVC	10/28/20	AT & T MOBILITY Oct 20 Cell phone	23.24	223054	11/02/20
11-7-201-51.00		Gas and Oil			
OREILLY	10/28/20	O'REILLY AUTO PARTS car oil	60.89	223078	11/02/20

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (General Fund)

payroll

For Check Acct 1(General Fund) 223051 To 223092 11/02/20 To 11/02/20

Account

Vendor	Invoice Date	Invoice Description	Amount Paid	Check Number	Check Date
OREILLY	10/28/20	O'REILLY AUTO PARTS car wash	51.96	223078	11/02/20
11-7-201-52.00		Repairs and Supplies			
SPURRS	10/28/20	SPURRS REPAIR Battery & Labor	139.24	223084	11/02/20
11-7-205-90.20		Dry Hydrant Maintenance			
STEAR	10/20/20	STEARNS SEPTIC SERVICE LL Vactor Truck	670.00	223086	11/02/20
11-7-207-30.00		WWVFD Funding			
GMP	10/28/20	GREEN MOUNTAIN POWER Oct 20 WWVFD	138.03	223065	11/02/20
GMP	10/20/20	GREEN MOUNTAIN POWER Sep 20 WWVFD	138.03	223065	11/02/20
TJ PROPER	10/28/20	TJ PROPERTY MANAGEMENT LL Sept 20 mowing	40.00	223087	11/02/20
11-7-301-30.00		Electricity & Gas			
GMP	10/28/20	GREEN MOUNTAIN POWER MMHOct2031168200009	325.16	223065	11/02/20
11-7-301-32.00		Heating Fuel Oil			
IRVINGOIL	10/28/20	IRVING ENERGY DISTRIBUTIO 120.1 gallons	180.32	223069	11/02/20
11-7-301-60.10		Building Maintenance			
TJ PROPER	10/28/20	TJ PROPERTY MANAGEMENT LL Fall Clean up	90.00	223087	11/02/20
11-7-302-31.20		Center Grove Maintenance			
TJ PROPER	10/28/20	TJ PROPERTY MANAGEMENT LL Fall Clean up	210.00	223087	11/02/20
11-7-302-38.85		Town Parks			
TJ PROPER	10/28/20	TJ PROPERTY MANAGEMENT LL Fall Clean up	66.00	223087	11/02/20
TJ PROPER	10/28/20	TJ PROPERTY MANAGEMENT LL Fall Clean up	345.00	223087	11/02/20
11-7-601-14.10		Library-Insurance Benft			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	119.11	223074	11/02/20
MVP	10/28/20	MVP HEALTH CARE Oct20Premiums	1657.62	223075	11/02/20
N DELT	10/28/20	NORTHEAST DELTA DENTAL November 20 Premiums	133.79	223077	11/02/20
11-7-601-20.00		Library-Supplies			
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	16.77	223061	11/02/20
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	11.99	223061	11/02/20
11-7-601-20.01		Library-Office Supplies			
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	11.97	223061	11/02/20
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	15.89	223061	11/02/20
11-7-601-21.00		Library-Postage			
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	12.64	223061	11/02/20
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	3.16	223061	11/02/20
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	7.50	223061	11/02/20
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	5.82	223061	11/02/20
PRIOR	10/29/20	PRIORITY EXPRESS Interlibrary	20.00	223080	11/02/20
PRIOR	10/29/20	PRIORITY EXPRESS Interlibrary	20.00	223080	11/02/20
PRIOR	10/29/20	PRIORITY EXPRESS Interlibrary	20.00	223080	11/02/20
PRIOR	10/29/20	PRIORITY EXPRESS Interlibrary	20.00	223080	11/02/20
11-7-601-27.50		Library-Dues			
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	35.00	223061	11/02/20
11-7-601-30.00		Library-Utilities			
GMP	10/29/20	GREEN MOUNTAIN POWER Library Oct20 electric	287.40	223065	11/02/20
11-7-601-31.00		Library-Telephone			
COMCAST	10/28/20	COMCAST October 20 Phone	78.94	223060	11/02/20
BUSINESSC	10/29/20	COMMERCIAL CARD SERVICES Library Aug 20	1.24	223061	11/02/20
11-7-601-62.10		Library-Building Maint.			
TJ PROPER	10/28/20	TJ PROPERTY MANAGEMENT LL Fall Clean up	66.00	223087	11/02/20
11-7-601-78.00		Library-Media			
INGRA	10/29/20	INGRAM LIBRARY SERVICES Books	187.91	223068	11/02/20

10/29/20

Town of Weathersfield Accounts Payable

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Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (General Fund)
For Check Acct 1 (General Fund) 223051 To 223092 11/02/20 To 11/02/20

payroll

Account

Vendor		Invoice Date	Invoice Description Invoice Number	Amount Paid	Check Number	Check Date
INGRA	INGRAM LIBRARY SERVICES	10/29/20	Books	103.62	223068	11/02/20
INGRA	INGRAM LIBRARY SERVICES	10/29/20	Books	42.94	223068	11/02/20
Report Total				45264.87		

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (Highway Fund)

payroll

For Check Acct 1(General Fund) 223051 To 223092 11/02/20 To 11/02/20

Account

Vendor	Invoice Date	Invoice Description Invoice Number	Amount Paid	Check Number	Check Date

12-7-101-14.10		HWY-Insurance Benefits			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	26.82	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	31.08	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	27.97	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	27.97	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	29.67	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	36.54	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	19.76	223074	11/02/20
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	27.16	223074	11/02/20
MVP	10/28/20	MVP HEALTH CARE Oct20Premiums	10252.24	223075	11/02/20
N DELT	10/28/20	NORTHEAST DELTA DENTAL November 20 Premiums	651.14	223077	11/02/20
12-7-101-15.20		HWY-Uniforms & Cleaning			
U1ST	10/28/20	UNIFIRST CORPORATION Uniforms 10/16/20	101.27	223089	11/02/20
U1ST	10/28/20	UNIFIRST CORPORATION Uniforms 10/23/20	101.27	223089	11/02/20
12-7-101-23.50		Highway Advertising			
VALLEYNEW	10/15/20	VALLEY NEWS Bid advertisement	127.50	223090	11/02/20
12-7-101-25.00		Internet Services			
BUSINESSC	10/28/20	COMMERCIAL CARD SERVICES HWY Charges Sep-Oct 20	0.99	223061	11/02/20
12-7-101-27.00		Training and Conferences			
VLCT MUNI	10/28/20	VLCT Highway training	20.00	223091	11/02/20
12-7-101-31.00		Wireless/Pager Service			
AT&T SVC	10/28/20	AT & T MOBILITY Oct 20 Cell phone	43.88	223054	11/02/20
COMCAST	10/28/20	COMCAST October 20 Phone	182.02	223060	11/02/20
12-7-101-45.00		Contract Work			
HEID	10/28/20	HEIDEN'S CONSTRUCTION 3 day excavator rental	900.00	223066	11/02/20
STEAR	10/20/20	STEARNS SEPTIC SERVICE LL Vactor Truck	2010.00	223086	11/02/20
12-7-101-52.00		Repairs & Supplies			
AMAZONCR	10/28/20	AMAZON Supplies	30.59	223052	11/02/20
BRENNTA	10/28/20	BRENNTAG LUBRICANTS UltraPure DEF & Drum	154.75	223055	11/02/20
FORDCL	10/28/20	FORD OF CLAREMONT service	376.37	223063	11/02/20
JORD	10/28/20	JORDAN EQUIPMENT Rack, Bolts, Plow Nuts	802.62	223070	11/02/20
OSGOOD	10/28/20	RALPH OSGOOD, INC. Replace rear hinges	1300.00	223081	11/02/20
OSGOOD	10/28/20	RALPH OSGOOD, INC. Repair fisher head set	536.94	223081	11/02/20
SANEL	10/28/20	SANEL NAPA SPRINGFIELD filter, oil	91.02	223083	11/02/20
TWINSTG	10/28/20	TWIN STATE GARAGE DOOR, L Service Call	348.00	223088	11/02/20
12-7-101-58.26		Gravel Purchase			
STPIERRE	10/28/20	ST. PIERRE INC. 1" gravel blend	569.51	223085	11/02/20

03:03 pm

Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (Highway Fund)						
For Check Acct	1 (General Fund)	223051 To	223092	11/02/20 To	11/02/20	

payroll

Vendor

Amount	Check	Check
Paid	Number	Date

18827.08

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10/29/20

Town of Weathersfield Accounts Payable

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03:03 pm

Check Warrant Report # 19356 Current Prior Next FY Invoices For Fund (Solid Waste)

payroll

For Check Acct 1 (General Fund) 223051 To 223092 11/02/20 To 11/02/20

Account

Vendor	Invoice Date	Invoice Description Invoice Number	Amount Paid	Check Number	Check Date

21-7-101-14.10		Insurance Benefits			
LINCOLN	10/28/20	LINCOLN NATIONAL LIFE INS November 20 Premiums	17.14	223074	11/02/20
N DELT	10/28/20	NORTHEAST DELTA DENTAL November 20 Premiums	37.19	223077	11/02/20
21-7-101-23.00		Permits/Disposal Tickets			
CASSIDY J	10/28/20	CASSIDY JOHN TS Sticker reimbursement	50.00	223057	11/02/20
REED SARA	10/28/20	REED SARA TS Sticker reimbbursement	50.00	223082	11/02/20
21-7-101-31.00		Telephone			
COMCAST	10/28/20	COMCAST October 20 Phone	112.02	223060	11/02/20
21-7-101-45.05		Trash-Tippage			
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/12	1071.21	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	1309.50	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	511.88	223056	11/02/20
21-7-101-45.10		C&D Tippage			
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/12	399.36	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/12	252.63	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	411.49	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	536.16	223056	11/02/20
21-7-101-45.25		Trash Container charge			
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/12	251.13	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	251.13	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	251.13	223056	11/02/20
21-7-101-45.26		C&D-Container Charge			
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/12	251.13	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/12	251.13	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	251.13	223056	11/02/20
GOBIN	10/28/20	CASELLA WASTE SERVICES C&D Container 10/19	251.13	223056	11/02/20

Report Total

6516.49

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10/29/20
09:15 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/29/20 to 10/29/20 Departments 111 to 111

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13034	10/29/20	0.00	223.41
CONGDONJ	CONGDON, JENNIFER B.	E	13036	10/29/20	0.00	167.32
DANGOF	DANGO, FLORA ANN	E	13037	10/29/20	0.00	719.31
DANIELSWI	DANIELS, WILLIAM J.	E	13038	10/29/20	0.00	988.36
ESTYLYNNE	ESTY, LYNNETTE A.	E	13040	10/29/20	0.00	361.86
FULLER	FULLER, DAVID T.		47891	10/29/20	434.99	0.00
GRAHAMJ	GRAHAM, JOHN J.	E	13041	10/29/20	0.00	370.72
GULNICKB	GULNICK, BRANDON W.	E	13042	10/29/20	0.00	993.81
GULNICKB	GULNICK, BRANDON W.	E	13058	10/29/20	0.00	1012.04
GULNICKB	GULNICK, BRANDON W.	E	13059	10/29/20	0.00	1017.44
Total of 3 items for GULNICKB					0.00	3023.29
HIERCA	HIER, CAROLYN A.	E	13043	10/29/20	0.00	172.34
HIERS	HIER, STEVE A.	E	13044	10/29/20	0.00	153.48
MORANCY	MORANCY, WALTER W.	E	13050	10/29/20	0.00	907.76
SAVAGE	SAVAGE, OLIVIA I.		47889	10/29/20	386.61	0.00
SMITH	SMITH, STEVEN		47890	10/29/20	186.29	0.00
TERRILL	TERRILL, SUSANNE	E	13054	10/29/20	0.00	849.90
WHIDDEN	WHIDDEN, BERT C.	E	13057	10/29/20	0.00	556.68
					1007.89	8494.43

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10/26/20
03:40 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/29/20 to 10/29/20 Departments 121 to 121

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payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 13039	10/29/20	0.00	653.20
HUNTDON	HUNTLEY, DONALD A.	E 13045	10/29/20	0.00	573.14
LIVAS	LIVAS, PHILLIP A.	E 13046	10/29/20	0.00	555.98
LONGTIN	LONGTIN, ALEXANDER J.	E 13047	10/29/20	0.00	432.91
MOORER	MOORE, RAY A.	E 13049	10/29/20	0.00	41.82
PIPE	PIPE, SCOTT	E 13051	10/29/20	0.00	559.58
STAPLETON	STAPLETON, RAY E.	E 13053	10/29/20	0.00	783.54
				-----	-----
				0.00	3600.17
				=====	=====

***3,600.17

10/26/20
03:42 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/29/20 to 10/29/20 Departments 131 to 131

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13035	10/29/20	0.00	122.36
RICHARDMA	RICHARDSON, MARK P.	E	13052	10/29/20	0.00	681.15
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13055	10/29/20	0.00	150.29
					-----	-----
					0.00	953.80
					=====	=====

*****953.80

10/26/20
03:42 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/29/20 to 10/29/20 Departments 211 to 211

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13048	10/29/20	0.00	279.31
WATERST	WATERS, TYLER M.	E	13056	10/29/20	0.00	486.55
					0.00	765.86

*****765.86

10/29/20
09:15 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/22/20 to 10/22/20 Departments 111 to 111

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13009	10/22/20	0.00	24.56
CONGDONJ	CONGDON, JENNIFER B.	E	13011	10/22/20	0.00	167.32
DANGOF	DANGO, FLORA ANN	E	13012	10/22/20	0.00	719.31
DANIELSWI	DANIELS, WILLIAM J.	E	13013	10/22/20	0.00	1301.87
ESTYLYNNE	ESTY, LYNNETTE A.	E	13015	10/22/20	0.00	374.58
GRAHAMJ	GRAHAM, JOHN J.	E	13016	10/22/20	0.00	370.72
GULNICKB	GULNICK, BRANDON W.	E	13017	10/22/20	0.00	1261.06
HIERCA	HIER, CAROLYN A.	E	13018	10/22/20	0.00	261.32
HIERS	HIER, STEVE A.	E	13019	10/22/20	0.00	153.48
MORANCY	MORANCY, WALTER W.	E	13025	10/22/20	0.00	907.76
SAVAGE	SAVAGE, OLIVIA I.		47884	10/22/20	498.36	0.00
SMITH	SMITH, STEVEN		47885	10/22/20	281.09	0.00
TERRILL	TERRILL, SUSANNE	E	13029	10/22/20	0.00	1058.33
WHIDDEN	WHIDDEN, BERT C.	E	13033	10/22/20	0.00	674.86
WHITNEY	WHITNEY, NATHALIE		47886	10/22/20	48.03	0.00
					827.48	7275.17
					=====	=====

***8,102.65

10/29/20
09:15 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/22/20 to 10/22/20 Departments 121 to 121

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	13014	10/22/20	0.00	649.09
HUNTDON	HUNTLEY, DONALD A.	E	13020	10/22/20	0.00	627.04
LIVAS	LIVAS, PHILLIP A.	E	13021	10/22/20	0.00	403.36
LONGTIN	LONGTIN, ALEXANDER J.	E	13022	10/22/20	0.00	435.68
MOORER	MOORE, RAY A.	E	13024	10/22/20	0.00	41.82
PIPE	PIPE, SCOTT	E	13026	10/22/20	0.00	559.36
STAPLETON	STAPLETON, RAY E.	E	13028	10/22/20	0.00	783.54
					-----	-----
					0.00	3499.89
					=====	=====

***3,499.89

10/29/20
09:15 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/22/20 to 10/22/20 Departments 131 to 131

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13010	10/22/20	0.00	122.36
RICHARDMA	RICHARDSON, MARK P.	E	13027	10/22/20	0.00	681.15
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13031	10/22/20	0.00	150.29
					-----	-----
					0.00	953.80
					=====	=====

*****953.80

10/29/20
09:16 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/22/20 to 10/22/20 Departments 211 to 211

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13023	10/22/20	0.00	270.52
WATERST	WATERS, TYLER M.	E	13032	10/22/20	0.00	502.84
					0.00	773.36
					=====	=====

*****773.36