

**Select Board Agenda
Martin Memorial Hall
5259 Route 5
Monday, December 18th, 2017
7:00 P.M.
REGULAR MEETING**

1. Call to Order
2. Comments from Select Board and Town Manager
3. Comments from citizens on topics not on agenda
4. Review minutes from previous meeting(s) 12/04/2017
5. Approve using Nathan Stearns as the new Town Attorney
6. Approve Acceptance of Clean Water Block Grant
7. Town Plan Review – Chapter 6 Education
8. Zoning Review
 - Home Based Occupation and Home-Based Business
 - Gasoline Stations/Convenience Store
 - Outdoor Lighting
 - Signs
 - Waivers
 - Accessory Dwelling Units
9. Review Opt-out vote from last meeting
10. Personnel Policy (Second Reading)
11. Fire Services Discussion
 - Budget
12. Fiscal Year 2019 Budget Presentation
13. Appointments
 - a. Budget Committee (Four Openings)
 - b. Connecticut River Development Corporation
 - Representative
 - Alternate
 - c. Connecticut River Joint Commission

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

- d. Conservation Commission (One four year term open)
- e. Fence Viewer (One Opening)
- f. Parks and Recreation (Two Openings)
- g. River Connection Regional Partnership Representative
- h. Southeastern Vermont Community Action, Inc. Representative
- i. Southern Windsor County Regional Planning Commissioner
 - Alternate
- j. Southern Windsor County Transportation Advisory Committee
 - Representative
 - Alternate

14. Approve Warrant

15. Future Agenda Items

- 1. Other Future Agenda Items
 - a. Budget

I4. Adjourn

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, December 4, 2017
7:00 PM
REGULAR MEETING**

MINUTES

Select Board Members Present: Daniel Boyer
C. Peter Cole
Amy Beth Main
Kelly Murphy

Select Board Members Absent:

Ed Morris, Town Manager

Others Present:

Edith Stillson	BJ Esty	Nancy Heatley	Donnie Huntley
James Mericle	Westley Hazeltine	John Esty	Ray Stapleton

1. Call to Order

Ms. Murphy called the meeting to order at 7:02PM.

2. Comments from Select Board and Town Manager

Ms. Murphy made a public thank you to the fire departments for handling a chimney fire at her house (occurred after the last Select Board meeting). She complimented the departments on their excellent service.

a. Fiber Optic

Mr. Morris said he had done an extensive search through Town records and could not find any evidence of the Town having made a decision not to pursue fiber optics. There was speculation as to how EC Fiber could have concluded that the Town didn't want it. Mr. Morris said he would attempt to reach out to them. (They are currently laying lines in Brownsville.)

Mr. Morris said the Town has been awarded a grant for the last Baltimore Road culvert (Clean Water Block Grant). The award was for \$224,000. The match will be \$44,800, which we can meet in part or totally in-kind. It will be on the next meeting agenda to discuss.

(Some comical comments were made in reference to the wording of item #5 on the agenda.)

TOWN OF WEATHERSFIELD, VERMONT

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3. Comments from Citizens on topics not on the agenda

There were no comments from citizens.

4. Review minutes from previous meetings – 11/08/2017

Additions/corrections/deletions:

a. None

Motion: To approve the minutes of the 11/8/2017 meeting

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

Review minutes from previous meetings – 11/20/2017

Additions/corrections/deletions:

a. None

Motion: To approve the minutes of the 11/20/2017 meeting

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

5. Present James Mericle with release from probation letter

Ms. Murphy read a letter of recognition for James Mericle who had successfully completed his one-year probation with the Town. Ms. Murphy especially thanked Mr. Mericle for his kind service to the elderly at the transfer station. His extra care is much appreciated.

6. Carley Road Name Change Request

No one was present to speak in favor or against the request.

Motion: To approve changing the name of Carley Road to Stone Hill Farm Road.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: unanimous in favor

7. Appoint Selectboard Vice-Chairperson

Mr. Cole volunteered to act as Vice-Chairperson.

Motion: To appoint Mr. Cole as Vice-Chairperson.

Made by: Mr. Boyer **Second:** Ms. Main

Vote: Unanimous in favor

8. Appoint Selectboard Representative to the Fire Commission

No one volunteered to be the representative. It was agreed that Mr. Morris will work with the fire chiefs or bring to the Select Board anything that would have required the Fire Commission (mainly the budget and the territorial boundaries). Ms. Murphy suggested making it a regular agenda item for one Select Board meeting a month. The Board will try to restructure the fire commission after Town Meeting. It was agreed that discussion on the John Woods report should not discontinue due to this temporary situation.

TOWN OF WEATHERSFIELD, VERMONT
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Motion: To suspend the Fire Commission until after Town Meeting

Made by: Mr. Boyer **Second:** Ms. Main

Vote: Unanimous in favor

9. Appoint Selectboard Representative to the Town Forest Steering Committee

Motion: To appoint Mr. Boyer as the Select Board representative to the Town Forest Steering Committee

Made by: Mr. Cole **Second:** Ms. Main

Vote: Unanimous in favor

10. Approve VELCO Supplemental Dangerous Tree Easement

VELCO is offering to buy a dangerous tree easement along the Town-owned land at the transfer station for their power lines. Mr. Morris and Mr. Hazeltine recommend accepting the offer (presently there are no dangerous trees within the area).

Motion: To approve the sale of the supplemental dangerous tree easement along 1258 feet of the Town-owned parcel #03-02-10 for \$3774.

Made by: Mr. Boyer **Second:** Ms. Main

Vote: unanimous in favor

11. Approve GIS Expense

The Town has been chosen to participate in the first round of State GIS parcel mapping. The Town has been working with CAI to expand on the parcel mapping to make more information available online (e.g. lister and zoning information). Permits could be uploaded under the parcel information. We can also create overlay maps of all types (dry hydrants, culverts, utilities, etc.) The Town can choose what and how much information is available to the public.

The initial set up cost will be \$4900, which will allow us to separate the employee side from the public side and to allow us to upload our own documents.

Documents are secured and backed up on the CAI system, not the Town's. It is an internet-based ArcGIS.

The Town will have to do some of the scanning and uploading of historical documents as time allows (volunteer summer interns?).

Mr. Morris said he would like to use a portion of the annual \$15,000 lister allotment (for the reassessment reserve) for this (and the next) project that was unbudgeted. There is currently \$203,932 in the reserve. The reappraisal is expected to cost less than \$200,000.

TOWN OF WEATHERSFIELD, VERMONT
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Mr. Morris expects most of the work to be completed by next summer.

Motion: To approve the use of \$4850 from the Reappraisal Reserve Account line item for the purpose of implementing the Town GIS project.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

12. Approve Lister Computer Expense

We need to replace the three lister computers this year under the terms of the CCI computer management plan. Estimated cost is \$2700 (\$900 each). Mr. Morris recommended using the reappraisal funds for this expense.

Motion: To approve the use of \$2700 from the Reappraisal Reserve Account line item for purchase of purchasing three new lister computers.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: unanimous in favor

13. Policy Review

a. Weathersfield Outdoor Parks and Recreational Facility Tobacco-Free Policy (second reading)

Motion: To adopt the Weathersfield Outdoor Parks and Recreational Facility Tobacco-Free Policy

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

b. Standards and Procedures for Engaging Technical Review (second reading)

Motion: To approve the Standards and Procedures for Engaging Technical Review Policy

Made by: Mr. Boyer **Second:** Mr. Cole

Ms. Murphy noted that the Select Board is referenced by a variety of terms in the policy. She asked Mr. Morris to choose a single term and make it consistent throughout the policy. Mr. Boyer and Mr. Cole agreed to amend the motion and second to include the change.

Vote: unanimous in favor

14. Personnel Policy (second reading)

John Esty said that an employee committee had been formed as suggested by Ms. Murphy and had met three times to discuss the personnel policy. They had met with Mr. Morris who had inserted the comments into the policy for the Board to review.

TOWN OF WEATHERSFIELD, VERMONT
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Ms. Murphy asked the Board to review the policy and be ready to vote on it at the January meeting. Mr. Morris said he would like the policy to become effective as of January 1st and asked that the Board adopt it at the second December meeting. Everyone agreed. Ms. Murphy thanked Mr. Esty and the employees for their taking part in the process.

15. Budget Presentation

The Board had its first review of the FY19 budget. Employee compensation is based on Mr. Morris's new compensation scale as presented at the previous meeting. It is understood that catching employees up to where they should be will take time.

There was much discussion about insurance. Mr. Morris has had multiple conversations with Town employees to try and work it out. The discussion is not over.

Mr. Morris urged the Board not to fix compensation on the basis of the rest of the budget. He said employee compensation should come first and the rest of the budget worked around it. Board members respectfully disagreed, saying that the rest of the budget will determine how fast we get compensation levels where they need to be. Mr. Morris said this will get easier once everyone is on the scale system

The Board went through the budget as it was available (library, highway, and the transfer station budgets were not yet available). Members were asked to review the budget and send questions to Mr. Morris for the next discussion. The Board will revisit it on the 18th.

16. Appointments

There were no appointments sought or made.

17. Approve Warrants

Motion: To approve the warrants for December 4, 2017 as follow:

General Funds	Operating Expenses	\$7,939.24
	Payroll	\$12,625.31
Highway Fund	Operating Expenses	\$45,631.67
	Payroll	\$8,684.59
Solid Waste Management Fund		
	Operating Expenses	\$8,388.29
	Payroll	\$1,537.60
Library	Operating Expenses	\$0.00
	Payroll	\$1,514.47

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Grants	Operating Expenses	\$151,885.59
Agency Monies	Operating Expenses	\$0.00
Dry Hydrant Fund		\$1,908.49
Reserves		\$325.00
Grand Totals	Operating Expenses	\$216,078.28
	Payroll	\$24,361.97

Made by: Mr. Boyer **Second:** Mr. Cole
Vote: Unanimous in favor

18. Executive Session as per 1 V.S.A §313(3)

Motion: To enter executive session as per 1 V.S.A. §313(3).

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: unanimous in favor

The Board went into executive session at 8:55 PM and came out at 9:36 PM.

Motion: To approve three months of benefits for Westley Hazeltine.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

Motion: To approve opt-out policy with 50% of Town savings up to \$10,000 maximum.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

19. Future Meeting Agenda Items

20. Adjourn

Motion: To adjourn the meeting

Made by: Ms. Main **Second:** Mr. Boyer

Vote: Unanimous in favor

The meeting adjourned at

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

Daniel E. Boyer, Selector

C. Peter Cole, Vice-Chairperson

Kelly Murphy, Chairperson

Amy Beth Main, Clerk

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TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 12, 2017

To: Selectboard

From: Ed Morris

Subject: Approve using Nathan Stearns as new Town Attorney

As I mentioned last meeting Chris Callahan will be retiring. I have been discussing the options for a new Town Attorney with Chris Callahan, Regional Planning, and the Town of Windsor all of which recommended Nathan Stearns. Chris stated he has worked with Nathan, and he feels he would be a good fit for our Town and that Nathan has a similar philosophy to Chris's. Regional Planning and the Town of Windsor both used Chris Callahan as well, and have decided to use Nathan.

I took some time to sit down with Nathan and discuss his background, future, and philosophy on certain issues. I also took some time to discuss a few issues in the Town's future and asked his opinion on how to handle them. Nathan and I agreed on the issues we discussed, which was also the same discussions I have had with Chris on the few issues I brought up.

I will miss working with Chris in the future, but feel Nathan will be a good attorney for the Town. I also feel it will be good that Windsor and Regional Planning which will be dealing with similar issues to ourselves will be using the same attorney. As we move closer to working regionally, this relationship will be invaluable.

Recommendation: Start using Nathan Stearns as the Town Attorney effective immediately while using the remaining time with Chris to make a smooth transition.

Thank you,

Ed Morris

Town Manager

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TOWN OF WEATHERSFIELD

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NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 14, 2017

To: Selectboard

From: Ed Morris

Subject: Accept the Clean Water Block Grant

In June of 2017 I worked with Regional Planning to apply for a Clean Water Block Grant to try to find funding for the final culvert that needs to be replaced on Baltimore Road. The total amount applied for, from engineering estimates, was \$224,000. The total match would be \$44,800 (20%) some or all of this match can be in kind. I have budgeted for \$20,000 of the match with the expectation of providing at least \$24,800 of in kind support.

Recommendation: Approve acceptance of the Clean Water Block Grant in the amount of \$179,200 with a Town match of \$44,800.

Ed Morris

Town Manager



TOWN OF WEATHERSFIELD

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(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 14, 2017

Thomas Kennedy, Executive Director
Southern Windsor County Regional Planning Commission
Ascutney Professional Building, Route 5
P.O. Box 320
Ascutney, VT 05030-0320

Re: Confirmation of commitment as required by the Clean Water Block Grant Program for
Baltimore Rd. Culvert Replacement (WPC ID#2391)

Dear Mr. Kennedy,

This letter is to confirm that the Town of Weathersfield's shall provide eligible match of 20% of total project cost for the Baltimore Rd. Culvert Replacement with 80% to be funded by the Clean Water Block Grant through the Southern Windsor County Regional Planning Commission (SWCRPC). The Town intends to provide as match [cash contributions from other funding sources and/or In-kind contributions.

We understand that the Period of Performance under this program ends on June 30, 2019. All work and deliverables associated with this project will be complete prior to that date.

The Town of Weathersfield will work with the SWCRPC to develop an Operations and Maintenance (O&M) Plan for this project in consultation with the Vermont Department of Environmental Conservation (DEC). The O&M Plan shall be maintained for a minimum of ten (10) years.

Weathersfield Selectboard,

Chair

Vice Chair



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 12, 2017

To: Selectboard

From: Ed Morris

Subject: Town Plan Review

The Planning Commission has approved and recommend the Selectboard Review the amendment to the Chapter 6 Education chapter of the Town Plan. The Selectboard asked that this chapter be revised during the adoption process last April. Hal worked with Jean Marie Oakman and the Planning Commission to revise this chapter. The Planning Commission would like to get your opinions before entering the public hearing process.

Thank you,

Ed Morris

Town Manager

Chapter 6 – EDUCATION

Education has been a community priority since the earliest days when learning was viewed as instrumental for economic activity and meaningful civic engagement. Education today means much more than those historically important topics of reading, writing, and arithmetic. Education may be in a structure-based classroom setting or self-directed, away from the school and embedded in the community. Education is local, regional, statewide, and now everywhere via web-based distance learning programs. Most importantly, education is for all ages - beginning in early childhood and continuing to adult based career and life skills training. For the individual, education serves as a foundation for a rewarding life. For the town, education has a strong relationship with the community's future economic and social prosperity. This chapter addresses our town's education resources and articulates long-range community priorities. The subheadings divide our education topics primarily based on age cohorts.

Unless otherwise indicated in this Chapter, the existing Weathersfield School is considered adequate to serve the community's anticipated needs over the next ten years.

6.1 Early Childhood Education

Vermont's Universal Pre-Kindergarten Law, Act 166, began on July 1, 2015 and is the law that requires all 3, 4, and 5 year olds to have access to a pre-qualified educational program of their parents' choice. This law requires that school districts pay tuition for young children to attend an educational program for a minimum of 10 hours of instruction a week for 35 weeks. School districts are required to partner with existing pre-qualified early education programs, such as center-based child care programs, home-based child care programs, Head Start classrooms, and private providers. The law calls for the development of a consistent statewide tuition rate for pre-K education. Additionally, this law will also impact the Windsor Southeast Supervisory Union Early Childhood Program's ability to access Title 1 federal funds to

support our existing pre-school program. This means that local schools in the Windsor Southeast Supervisory Union will be obligated to fund more of the Early Childhood Program through their local school budgets, yet another additional cost to local taxpayers. Although educating young children, 3 to 5 years in age, is wonderful for a myriad of reasons, it is nonetheless an additional expense for local school budgets.

Preschool children in Weathersfield are served by a number of local facilities and programs. The Springfield Area Parent Child Center (SAPCC) provides a wide range of activities, ranging from parenting classes to onsite childcare to home visits. In 2011 the SAPCC moved into their new facility, an approximately 12,000 square foot facility located in North Springfield. Fifty Weathersfield families were served by the SAPCC in 2013. Windsor County Head Start is a federally funded program offered through Southeastern Vermont Community Action (SEVCA) serving low income families with children 3-5 years old. The program offers comprehensive developmental services for children and families with an emphasis on health, nutrition, education, and parental involvement. The program's locations near Weathersfield include Chester, Springfield, and Windsor.

6.2 Elementary School Education

Between 1954 and 2008, two schools served Weathersfield: the Weathersfield Elementary School (WES), a grade K-3 facility in Perkinsville, and by the Weathersfield Middle School (WMS), a grade 4-8 facility in Ascutney. Following the 2008-2009 school year, those schools were combined to form the Weathersfield School in Ascutney Village. This transition required a significant amount of financing and the associated debt incurred by the Town of Weathersfield has hindered its capacity for new educational undertakings. However, the new facility

The consolidated 'state of the art' building, with 54,000 square feet, provides an additional 22,750 square feet of space that has helped to address the space limitations of the past. [Additionally, the school has a superior science laboratory](#) and a wood chip furnace that, despite the increase in space, has resulted in significant cost savings. [Similar cost savings have been realized through new, highly-efficient lighting throughout the building.](#)

As a part of the Safe Routes to School Program, a school travel plan was prepared for the Weathersfield School. The plan was finalized in July of 2010 and contained several recommendations designed to improve pedestrian and bicyclist safety and access to the school. The school continues to celebrate National Walk to School Day two times every year, in October and May, using the alternate walking route established. Very few students currently walk or ride their bikes to and from school, but pedestrian and bike safety is taught as a part of the physical education curriculum.

At the start of the 2014-2015 school year, the Windsor Southeast Supervisory Union Central Office assumed responsibility for the operation of transportation for the Weathersfield School.

6.3 High School Education

Weathersfield School operates a K-8 school, but does not have a local, designated high school. Students in grades 9-12 have school choice for high school. This allows parents to designate the independent or public high school of their choice – but the school district is responsible for paying the state-wide average tuition cost. In 2016-2017, there were more than 100 students attending eight other Vermont public or private/independent high schools. The tuition rates vary from neighboring school districts by over 40% depending on the high school. The local school is required to build its school budget on tuition projections - but the actual costs are not realized until students start the school year at their choice school. This is not the case for towns that have a designated high school. High school choice allows parents to make their own decisions about what best meets their child's educational needs.

The total K-12 student population of the Town has declined since the mid-to-late nineties when the average ranged between 425-450 students. There has recently been a slight rise in student enrollment - increasing from 319 students (2010-11) to 340 students (2013-14).

6.4 Non-Classroom Based Education

Some residents in Weathersfield choose to homeschool their children. This is a choice made by a minority of parents. In the last few years, fewer than a dozen students each academic year have been homeschooled. It is Weathersfield School policy to allow these students to participate in activities such as physical education, art class, sports programs, and music classes.

There is also increasing interest for hands-on, place-based learning that capitalizes upon the Town of Weathersfield's rural, agricultural, and conservation-based heritage and economy. This form of experiential education involves taking children out of a classroom and placing them into apprenticeship-styled training programs that may be on farms, repair shops, and other places that required a skilled workforce.

The Town of Weathersfield supports cooperation between the Weathersfield School and area businesses that could sponsor place-based educational opportunities for students. There are connections with civic groups and organizations that bring a greater community focus to class-based curriculum such as local history and geography.

The Weathersfield Proctor Library is the Town's public library and is an important facility for community-based educational services. The collection of books, periodicals, and newspapers is extensive for a small-scale, rural library. The library has public computers and wireless high-speed Internet service. Most importantly, library patrons have access to librarians who are well-trained information management specialists. The library is a resource that connects the Weathersfield School to the Town and encourages the educational interactions among school children, their parents, and the community at large. Consideration should be given to an enhanced operational and programmatic integration of the school and library.

The Weathersfield Historical Society maintains the Reverend Dan Foster House and Museum that is located in the Weathersfield Center Historic District. The museum provides access to a permanent collection of local and state historical resources. In addition to the permanent collection and special exhibits, there are museum curators and archivists/librarians who will help aspiring student historians and researchers. The Historical Society and the Dan Foster House are resources that enhance the educational mission of the

school while affording children a greater, hands-on, appreciation for their local history.

6.5 Adult Education

A number of regional resources are available for the adult learner. In addition to the many resources available online, there are local, in-person educational opportunities for those who would prefer them. For adults working for the GED or to improve their literacy or math skills, Vermont Adult Learning provides classes and individual tutoring at its Springfield office. The River Valley Technical Center is located in the Howard Dean Education Center in Springfield. The facility can serve over 450 students for at least one period of course work per day and provides services for 600-1,000 adults in the southern Windsor County region. Services include a job training program which is contracted through Vermont Technical College. Also, located in the Howard Dean Education Center are the Community College of Vermont's Springfield Office, Vermont Interactive Television, and UVM Extension. Furthermore, Antioch University, located in Keene, NH, and River Valley Community College in Claremont, NH offer a variety of associate, undergraduate and graduate degree programs.

6.6 Education Goal

6.6.1 To ensure that all residents of Weathersfield have access to high-quality educational opportunities and services in facilities that meet or exceed state standards.



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 12, 2017

To: Selectboard

From: Ed Morris

Subject: Zoning Bylaws Approval

The Planning Commission has approved and recommend the Selectboard review the attached five rewritten (amended) zoning bylaws. The Planning Commission would like your comments before entering the public hearing process for adoption. I recommend we review and discuss them at this meeting and return them to the Planning Commission with comments. All five amended chapters are attached:

- *Home-Based Occupation and Home-Based Businesses*
- *Gasoline Stations / Convenience Stores*
- *Outdoor Lighting*
- *Signs*
- *Waivers*

Thank you,

Ed Morris

Town Manager

j4.5 Home-Based Occupation and Home-Based Business

4.5.1 Definitions and General Standards

- a). Home-Based Occupation - employment activity that is carried on for gain by the resident and is clearly subordinate to the residential use of the property.
- b). Home-Based Business - a professional, commercial, or light industrial activity that takes place on a residential property and is for gain by the resident(s).
- c). All new buildings shall be of a design, size, materials, and construction that are consistent with the character of the neighborhood and that do not present an adverse and undue impact.

4.5.2 Home-Based Occupation

4.5.2.1 A home-based occupation that meets all these standards shall be considered an allowed use in all districts where a residential structure is a permitted or conditional use.

- a). Employs only those who reside at the residence
- b). Placed entirely within the existing residence
- c). Generates a maximum of 20 average daily vehicle trips (defined as double the traffic generated by a private residence)
- d). Does not have displays, storage, lights, heavy commercial vehicles, or any other exterior evidence of a home occupation that is detectable beyond the property line.
- e). Does not generate noise, vibration, odor, glare, or other nuisances that are detectable beyond the property line.
- f). The Home-Based Occupation may display one non-illuminated, non-reflective building or free standing mounted sign; a maximum of three square feet in size.
- g). Parking may include a 1-2 vehicle enlargement of an existing driveway. Separate on-site parking can be provided if fully screened from the public right-of-way or abutting properties.
- h). No zoning permit is required for a home-based occupation.

4.5.3 Home-Based Business – Level 1

4.5.3.1 A home-based business that meets all these standards shall be considered an allowed use in all districts where a private residence is a permitted or conditional use. The Level 1 Home-Based Business shall meet all the criteria listed below:

- a). Conducted by the individual(s) who reside(s) at the residence.
- b). Employs a maximum of 4 additional employees
- c). Occupies a maximum building area of 1500 square feet. The area allocated to the home-based business may be in the existing residential structure or in a new outbuilding.
- d). Generates a maximum of 40 daily vehicle trips (defined as four times the number of average daily vehicle trips for a private residence)
- e). Does not create permanent exterior displays of products, or storage of materials, or other evidence of commercial activity that is detectable beyond the property line.
- f). Does not generate noise, vibration, odor, glare, or other nuisances that are in excess of typical private residences and which are easily detectable beyond the property line.
- g). Provides year-round screening of business on-site parking from the public right-of-way and abutting properties
- h). May display one non-illuminated, non-reflective sign, a maximum of nine square feet in size
- i). The home-based business zoning application shall clearly define the type of business, number of employees, square footage allocated to the business, hours and days of operation, and traffic generation. The application shall clearly define and locate on the accompanying site plan the landscaping and/or fencing that shall be used to effectively screen the business from the public right of way and abutting properties.
- J). Appropriate maintenance and prompt replacement of dead, dying, or diseased landscaping components shall be done to maintain conformance with the permit. Any change to the original application shall require permit review.

4.5.4 Home Based Business – Level 2

4.5.4.1 A home-based business is a conditional use in all districts where a private residence is a permitted or conditional use. The Level 2 Home Based Business must meet all the criteria below and establishes a mixture of residential and commercial activity on the property. A Conditional Use Permit requires review and approval by the Zoning Board of Adjustment.

- a). Conducted by the individual(s) who reside(s) at the private residence
- b). Employs a maximum of 6 additional employees
- c). Occupies a building area not to exceed 4000 square feet. The area allocated to the home-based business may be in the existing residential structure or in a new or existing outbuilding and shall not be considered to be an incidental and subordinate use.
- d). Generates a maximum of 60 daily vehicle trips (defined as six times the number of average daily vehicle trips for a private residence)
- e). May display two non-illuminated, non-reflective signs, with a per sign maximum of fifteen square feet in size.
- f). The Level 2 Home-Based Business Conditional Use application shall clearly describe the type of business, business hours (to include times/days that have retail-related activities), number of employees, square footage allocated to the business, traffic generation, exterior displays of products, areas for storage of materials, limitation for noise, light, or other business-related impacts which are detectable from the public right-of-way or abutting properties, etc. A change to the original application shall require conditional use review.
- g). Provides effective, year-round screening of business-related on-site parking that is visible from the public right-of-way and at abutting properties.
- h). Appropriate maintenance and prompt replacement of dead, dying, or diseased landscaping components shall be done to maintain conformance with the permit.

Section 4.4 Gasoline Stations / Convenience Stores

4.4.1 General Standards

Gasoline stations / convenience stores are conditionally permitted in Highway Commercial Districts, are subject to conditional use review by the ZBA, and shall comply with the following standards:

- a). Pumps, lubricating and other service devices shall be at least thirty (30) feet from all roadways.
- b). All fuel and oil storage tanks shall be located at least ten (10) feet from any property line and shall comply with all state and federal regulations.
- c). There shall be only two access drives or curb cuts from the street. The maximum width of each access driveway shall be thirty (30) feet. Corner lots may receive an additional driveway on the abutting road and require a side setback of thirty (30) feet along each road.
- d). A suitable curbed and landscaped area shall be maintained at a minimum six (6) feet in depth along all street frontages not used for a driveway.
- e). The Zoning Board of Adjustment shall review plans for any canopy, installation, addition, or renovation. Canopies shall be limited to the minimum area required for adequate pump and apron coverage and the minimum ceiling height necessary to meet applicable state and federal safety requirements. Canopy lighting must be fully shielded downward. Canopy scale and design shall be compatible with station design and with surrounding buildings. Corporate logos are specifically prohibited on station canopies. Lights that produce sky glow, illuminate abutting properties, or cast light onto the public roadway are prohibited. Canopy fascia shall be lighted during regular business hours only.

f). To minimize noise and light from the fuel pumps, displays, sound, and signage shall be limited to dispensing fuel and disclosing prices. All fuel dispensing pump station video screens shall have an identified mute button

g). The Zoning Board of Adjustment may require additional curbing, landscaping, or screening as needed to manage vehicle and pedestrian circulation on- and off-site and to minimize adverse impacts to adjoining properties. If requested by adjoining property owners, the Zoning Board of Adjustment shall review gasoline stations /convenience stores with the specific goal of preserving the Town's rural scale and character.

3.6 Outdoor Lighting

The Town's rural character is enhanced by the ability to clearly view and enjoy the night sky largely free from light pollution. While some outdoor lighting is necessary for safety and security, inappropriate, poorly designed, or improperly installed outdoor lighting can create unsafe conditions and nuisances for adjacent properties, cause sky glow that obstructs views of the night sky, and result in unnecessary energy consumption.

3.6.1 General Standards - The following general standards apply to all outdoor lighting:

- a). Exterior building lights and outdoor lighting fixtures shall not direct light upward, onto adjacent properties, or onto public highways. The light shall be focused downward and inward.
- b). No zoning permit is required for holiday lighting, other temporary lighting, or lighting of flagpoles.

3.6.2. Home business, commercial and industrial uses - The following general standards apply to all uses:

- a). Only full cut-off, shielded, or recessed external lighting fixtures that fully direct light downward shall be used.
- b). The maximum height of any freestanding lighting fixture shall not exceed 15 feet, as measured from the average grade at the base of the sign.
- c). Exterior and signage lighting shall be used during business hours only and shall be kept to the minimum required to maintain safety and security for persons and property.
- d). Interior building lights shall not direct illumination outward and towards adjacent properties or public highways.
- e). Interior lighting shall not illuminate the roadway or an adjacent residential building; window tinting shall be used to reduce non-residential light from emanating outwards.
- f). Mere visibility of a light source from an adjacent or nearby property does not constitute the directing of light onto that property.

3.6.3 The lighting of private roadways shall require a conditional use permit

3.8 Signs

3.8.1 General Standards: Applicable in all Zoning Districts:

- a) Signage is divided into categories based on the nature and scale of activity. Signs that meet one of these categorical requirements shall be considered a permitted accessory use. **All signs require a zoning permit.**
- b) For measurement purposes, a two-sided sign shall be measured as one side only.
- c) No part – including the support structure – of any sign shall be located within 10' of the nearest edge of the travelled way.
- d) All signs shall comply with VTrans regulations (i.e., no flashing nor moving signs that could distract a motorist). In the event of conflicts between local and state sign regulations, the more restrictive standard will apply. For State of Vermont signage regulations, see Title 10, Chapter 021, § 494
- e). External illumination must comply with the outdoor lighting standards and be fully directed downward onto sign surfaces with no undue glare or reflections onto the public right of way or neighboring properties. The sign shall only be illuminated during business operating hours.
- f). All applicants shall submit a sketch of the proposed signs; showing dimensions, materials, design, colors, lighting, mounting method, and location. Existing signs, if applicable, shall be shown with dimensions and locations described.
- g). A single (1) sandwich board / roadside sign is allowed for all occupations, home businesses, commercial, and industrial activities during operating hours only and shall be no larger than twelve (12) square feet. A zoning permit is not required.
- h). Agricultural businesses may install portable directional signs as necessary to direct the travelling public and shall conform with Vermont Statutes. The signs shall be a maximum of six (6) square feet, be in place only during the active business season, and – with landowner permission – may be placed within the public right-of-way. No zoning permit is required.

i). Temporary non-commercial, real estate, contractor, active construction, special event signs shall be less than eight (8) square feet in area do not require a permit. Larger signs shall require a Conditional Use permit. All such signs shall be removed at the completion of the event or activity.

j). Signs that are in disrepair or are no longer serving their intended purpose. shall be removed within thirty (30) days of notification to the property owner by the Land Use Administrator.

3.8.2 Home Occupation Signage - A sign that conveys a simple message while preserving the appearance, character, and quality of the residence and the surrounding neighborhood. The sign shall conform to the character of the neighborhood and shall not obstruct the view of pedestrians or motorists.

3.8.2.1 Sign standards:

- a). Maximum of one (1) sign
- b). Maximum sign area three (3) square feet
- c). Building-mounted or free standing
- d). Non-reflective colors and surfaces
- e). Maximum ten (10) feet height above ground
- f). No internal nor external illumination is allowed

3.8.3 Home Business Level 1 Signage --- A sign that conveys a simple message while preserving the appearance, character, and quality of the residence and the surrounding neighborhood. The sign shall conform to the character of the neighborhood and shall not obstruct the view of pedestrians or motorists.

3.8.3.1 Sign Standards

- a). Maximum of one (1) sign
- b). Maximum sign area nine (9) square feet
- c). Building-mounted or free standing
- d). Non-reflective colors and surfaces
- e). Maximum ten (10) feet height above ground
- f). No internal nor external illumination is allowed

3.8.4 Home Business Level 2 Signage – A sign that serves an existing, permitted Home Business Level 2 activity. The sign shall conform to the character of the neighborhood and shall not obstruct the view of pedestrians or motorists.

3.8.4.1 Sign Standards

- a). Maximum of (1) one freestanding and one (1) building mounted sign.
- b). Each sign shall be a maximum area of fifteen (15) square feet.
- c). Non-reflective colors and surfaces
- d). "Open" flags are allowed and exempted from square footage calculations
- e). No internal illumination is allowed
- f). The sign shall only be illuminated during business operating hours.
- g). Maximum ten (10) feet height above ground
- h). Any sign illumination shall be reviewed by the Land Use Administrator and shall be in keeping with the character of the neighborhood.

3.8.5 Commercial / Industrial Signage – Signs for existing, permitted commercial or industrial businesses.

3.8.5.1 Sign standards

- a). Maximum of one (1) freestanding and one (1) building-mounted or roof-mounted sign that shall not exceed local building height limitations.
- b). Each sign to be a maximum of fifty (50) square feet in area
- c). Non-reflective colors and surfaces.
- d). "Open" flags are allowed and are exempt from square footage calculations
- e). External illumination shall comply with the outdoor lighting standards and shall be fully directed downward onto sign surfaces with no undue glare or reflections onto the public right of way or to neighboring properties.

6.9 Waivers

6.9.1 Purpose

The intent of this section is to provide flexibility in the setback requirements for existing structures within the Perkinsville Center, Greater Perkinsville, and Ascutney Village zoning districts in order to enable the continued viability of these structures while also maintaining the character of the areas.

6.9.2 Allowable Waivers

- a) In accordance with 24. V.S.A. 4414(8), waivers of dimensional setbacks are limited to the reduction of any required front, side and/or rear setbacks for legally existing primary structures within the Perkinsville Center, Greater Perkinsville, and Ascutney Village zoning districts in order to accommodate:
 - 1. ADA accessibility improvements;
 - 2. Life safety improvements;
 - 3. Unheated, open-sided additions (e.g. decks, stairways, entryways, etc.)
 - 4. Renewable energy structures that could not be reasonably developed without a waiver.
- b) Waivers shall not be granted for any of the other requirements in the Zoning Bylaws.

6.9.3 Review Procedure

Waiver requests are subject to approval by the Land Use Administrator, are appealable to the Zoning Board of Adjustment, and are subject to all zoning bylaws, including public notice, abutter notification, and the posting of the zoning permit placard.

- a) The Applicant shall submit accurate, detailed, and dimensioned plans that describe and depict the waiver request.

6.9.4 Standard of Review

All proposed development shall meet all the following criteria in order for a setback waiver to be granted:

- a) Granting a waiver shall not result in an unsafe condition of the lot or to the public.
- b) Incorporates design techniques (restricted height, lack of windows), screening (fencing or plantings) or other remedies to reasonably limit impact or the potential for impact upon the neighbors or when detected from the public rights-of-way.
- c) The waiver requested shall not impair nor diminish sight distances on nor the maintenance of public or private roads or sidewalks.
- d) The proposed work or construction does not encroach into the required front, side, or rear yard setbacks any more than the minimum necessary to accomplish the desired results.
- e) The proposed development is compatible in scale and design of structures and the overall existing development pattern of the surrounding area and maintains the character of the neighborhood.
- f) The waiver resolves a practical difficulty in developing the property and allows reasonable use of the property.
- g) In the case of historic properties, the waiver is essential to the preservation and renovation of the historic building or the preservation of the historic pattern of land use of the surrounding area.

6.9.5 Decisions and Conditions of Approval

The Land Use Administrator shall make a decision on the request for a waiver by applying the facts presented in the application to the criteria listed herein. In approving a waiver request, the Land Use Administrator may require certain conditions so as to meet the stated objectives of the zoning district, to reduce or eliminate impacts, or to protect the interests of the surrounding properties, neighborhood or Town as a whole. These conditions shall include, but need not be limited to, the following:

- a) Limiting the size of the structure or the subject of the waiver request.
- b) The Land Use Administrator shall inspect all proposed mitigation measures that are shown on the site plans
- c) Reducing the encroachment into the required front, side, or rear yard setbacks.
- d) Requiring that the project does not extend beyond an existing nonconforming structure - unless needed to accomplish the intended goal;

e) Reducing the waiver requested to ensure that the waiver represents the minimum waiver that will afford relief and will represent the least deviation possible from the zoning bylaws;

f) Controlling the location and number of vehicle access points;

g) in the event the use of a renewable energy structure(s) is discontinued for a period two (2) years, the site shall be promptly restored to its natural condition or returned to the conditions in existence prior to construction of the facility;



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 14, 2017

To: Selectboard

From: Ed Morris

Subject: Review of Opt-out Discussion

At the last meeting we made a motion after a personnel discussion to change the insurance opt out from \$1500 a year to 50% of the cost savings. There was some concern about how this vote happened, and the Selectboard has decided to review the vote and we can openly discuss some of the reasons for the decision.

Ed Morris

Town Manager

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TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 12th, 2017

To: Selectboard

From: Ed Morris

Subject: Personnel Policy

I have attached a copy of the updated personnel policy for you to review that reflects the opt-out change from last meeting.

Recommendation: Approve the Personnel Policy as written.

Thank you,

Ed Morris

Town Manager

Town of Weathersfield

2017

Personnel Policy



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SECTION 1: TITLE AND AUTHORITY

These rules shall be known and cited as "Personnel Rules" and are hereby adopted pursuant to the provisions of Title 24, Vermont Statutes Annotated, Chapter 33, Subchapter 11, sections 1121 and 1122.

Employment with the Town of Weathersfield is not for any definite period or succession of periods, and may be terminated either by the employee or by the town at any time without notices, except as provided by this manual. Wages or salary and any accrued and unused vacation allowable under these rules and regulations, shall be due to the employee only to the day and hour of termination.

This manual and the provisions contained herein do not constitute a contract of employment in whole or in part. The Town reserves the right to add, amend or delete any benefits or policy stated herein at any time, except as otherwise committed to by formal contract agreements. The Selectboard will, however, consult with the Town employees or their authorized representative prior to making any changes to this policy.

This personnel policy will be administered by the Town Manager or his/her authorized representative. Amendments to these rules and regulations shall be by resolution of the Selectboard, but no changes to this agreement will be valid or recognized unless a new personnel policy is adopted in its entirety. Upon any new adoption a signed acknowledgement will be placed in each employees file.

SECTION 2: PERSONS COVERED

This personnel policy applies to full-time, part-time and limited-term employees of the Town of Weathersfield. Except by separate written agreement, elected officers, members of Town boards and commissions, volunteers and persons who provide the Town with services on a contract basis are not covered by this policy.

Where a conflict exists between this policy and any individual employment contract, or written agreement the latter will supersede this policy.

SECTION 3: EQUAL OPPORTUNITY

The policy of the Town of Weathersfield is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications for the job and treat employees fairly with respect to compensation and opportunity for training and advancement including upgrading and promotion without regard to age, sex, sexual orientation, marital status, race, color, national origin, religion, disability, veteran's status or any other category protected under local, state or federal law. Equality in such opportunities has been and will continue to be the basis policy of the Town.

SECTION 4: EMPLOYMENT HARASSMENT AND DISCRIMINATION

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran

status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment or discrimination based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint or for cooperating in an investigation of harassment or discrimination.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of harassment. Supervisors should report to the Town Manager [who has been designated to receive such complaints or reports], or to the Chairperson of the Select Board [the head of this organization]. Failure by a supervisor to appropriately report or address such harassment complaints or suspected acts shall be considered to be in violation of this Policy.

Any employee who wishes to report harassment should file a complaint with:

Their immediate supervisor

or

Weathersfield Town Manager
PO Box 550
Ascutney, VT 05030
(802)674-2626

If the complaint is against the Town Manager, the employee can file the complaint with the Selectboard

Selectboard Chair
PO Box 550
Ascutney, VT 05030
(802)674-2626

A prompt, thorough and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment or discrimination.

Complaints of harassment or retaliation may also be filed (within 300 days) with the following agencies:

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3171 (voice)
(802) 828-3665(TTY)

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: (617) 669-4000 (voice)
1-800-669-6820 (TTY).

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

SECTION 5: APPOINTMENT/PROBATIONARY PERIOD

Type of Appointments

For the purposes of this policy appointments will be made as follows:

- **Full-time employee**- an employee who works at least 30 hours per week on a regular and continuing basis.
- **Part time employee**- an employee who works fewer than 30 hours per week on a regular and continuing basis.
- **Limited-term employee** - Limited term appointments are made when a special project requires the addition of employees for a specific time, or to fill a position of an employee on a leave of absence. Such employees shall be subject to all rules and regulations. Limited term employees will not receive the benefits provided for regular full or part time employees unless specified in their hiring letter.

Probationary Period

All new employees will be required to complete a one-year probationary period. The purpose of this probationary period is to determine whether or not the employee is suited for the job. During the probationary period, an employee can be terminated at any time at the sole discretion of the Town. Notwithstanding any other provisions in of this policy, an employee terminated during this probationary period will have no right to appeal such termination.

All promotions shall be subject to a one-year probationary period. If during this probationary period the Town determines that the job is not being satisfactorily performed, the employee shall be returned to his former job or a comparable position, if available, and the position shall be filled at the discretion of the Town Manager. Any person hired to fill a vacancy due to promotion will be hired to a limited-term appointment ~~as defined in sec. VI, A, 6,~~ for a period equal to the probationary period of the person being promoted.

During any probationary period, the probation can be extended by the Town Manager.

SECTION 6: CONDUCT OF EMPLOYEES

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public, other employees, and elected and appointed officials. All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this personnel policy. Employees shall not use their positions to secure special privileges or exemptions for themselves or others. Employees shall not use Town property or equipment for the employee's private use or for any use other than that which serves the public interest. Discipline and/or discharge may result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.

SECTION 7: HOURS OF SERVICE

With the approval of the Town Manager, the Department Head shall prescribe the number of hours per day and per week of actual attendance on duty for employment in positions under his or her jurisdiction. The hours so established shall be construed as the normal work day or work week.

All road crew employees are expected to be available for work on an on-call basis, especially during the winter months. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise. ~~If an employee is called in, during their off-duty time, they will receive a minimum of three hours pay.~~

All employees are expected to be in attendance during their regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their supervisor as soon as possible, but no later than one hour prior to their scheduled shift.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require.

SECTION 8: PAY PLAN

In accordance with the provisions of the Fair Labor Standards Act, as amended, it shall be the policy of the Town of Weathersfield to pay one and one-half times the hourly rate of pay to all non-exempt employees (except elected officials and exempt employees) for required work performed in excess of forty (40) hours during a given weekly pay period. Each employee shall fill out his/her weekly time sheet and submit it to his /her Department Head for approval. Sick leave, vacation leave, compensatory time, and holiday leave shall be counted as time worked for the purpose of computing overtime pay or compensatory time.

An hourly employee shall be paid for the actual number of hours worked during each pay period. Salaried employees shall be paid based on an annual rate divided by the number of pay periods per year. An employee absent without authorized leave may forfeit pay at the discretion of the Town Manager. When absent on authorized leave, each employee shall be paid at the regular rate, except as outlined in this policy. After one year's service, an employee who leaves the service of the Town shall be paid all unused, accrued vacation time.

The provisions of these regulations shall prevail except in cases where contrary contractual agreement exists between the employee and the Selectboard.

Non-exempt employees shall be compensated for a minimum of three hours of overtime when called in outside of scheduled working hours.

SECTION 9: OUTSIDE EMPLOYMENT

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the Town Manager that such employment does not constitute a conflict of interest.

A conflict of interest means a direct or indirect personal or financial interest of an employee, his or her close relative, household member, business associate, employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

SECTION 10: GIFTS AND GRATUITIES

Employees may not directly or indirectly ask for, demand, exact, solicit, accept or receive a gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town.

SECTION 11: POLITICAL ACTIVITY

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate. Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.

This personnel policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. Nor is this personnel policy to be construed as prohibiting, restraining or in any manner limiting an individual's right to vote with complete freedom in any election.

SECTION 12: NEPOTISM

The Town - in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative – prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervision of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Section 13: PERSONNEL RECORDS

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined. Copies of file contents, if needed by the employee, must be made by the Town's representative, not by the employee.

SECTION 14: USE OF TOWN EQUIPMENT

Except as provided in the following section (Use of Town Computer System) the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate violations of workplace rules.

SECTION 15: USE OF TOWN COMPUTER SYSTEM

The Town computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town may monitor any and all computer transactions, communications and transmissions to ensure compliance with this policy and to evaluate the use of its computer system. All files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's operating system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that emails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records.

For purposes of this section, "computer system" means all smart phones, computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops, software, internal or external communication networks, the world-wide web (www), the Internet, commercial online services, bulletin board systems, backup systems and the internal and external e-mail systems accessed via the Town's computer equipment.

SECTION 16: PERFORMANCE EVALUATIONS

Employees should be evaluated at least annually and may be subject to job performance evaluations at other times and in such manner as the Town Manager or his/her authorized representative deems reasonable. The results of such evaluations will be submitted to the employee, the employee's supervisor, the Town Manager and will become a part of the employee's personnel file.

Any annual evaluation with a rating of less than satisfactory (does not meet expectations) shall be accompanied with a needs improvement plan and may result in a probationary period of up to (90) days. Failure to improve during the probationary period may result in suspension without pay or termination.

Any employee with an annual evaluation with a less than satisfactory rating resulting in a needs improvement plan will not be eligible for any raises or promotions, including cost of living adjustments, until after the improvement plan is satisfactorily completed and a follow-up evaluation is completed showing a satisfactory rating in all areas.

SECTION 17: EMPLOYEE DISCIPLINE

The Town of Weathersfield has adopted a progressive discipline process to identify and address employee and employment-related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town, in its sole discretion, determines should be addressed by discipline.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance or for other action or inaction for which the Town Manager determines that discipline is appropriate. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas.

The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Town's sole discretion.

The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other reasons.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.

- Engaging in any illegal activity.
- Refusing to do assigned work or failing to carry out the reasonable assignments of a Supervisor or Town Manager.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Willful violation of Town rules or policies.

The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted:

Verbal warning - For the first violation or any violation immediately following one year of no disciplinary action against the employee of any rule, inaction or prohibited action as defined above not, in the opinion of the Dept. Head serious enough for dismissal, the Dept. Head may issue an oral reprimand (using the Town's Oral and Written Reprimand Form) to the offending employee. Written records of oral reprimand shall be entered in the employee's personnel folder.

Written warning- A violation of any rule, inaction or prohibited action within one year of an oral reprimand or where more severe initial action is warranted, can result in the department head issuing a written reprimand to the offending employee (using the Town's Oral and Written Reprimand Form). The reprimand will be issued to the employee in conference with the Town Manager with a witness present and shall detail the incident necessitating the action and the rule or rules violated. A written record of oral reprimand signed by the Town Manager and conference witness shall be entered in the employee's personnel folder.

Suspension/Demotion - A violation of any rule, inaction or prohibited action, or any other behavior warranting disciplinary action within one year of an oral reprimand or where more severe initial action is warranted, can result in the Town Manager suspending or demoting an employee. Disciplinary suspension will be with or without pay for up to ten (10) working days. Such suspended or demoted employee shall be notified of such action in writing during a conference with the Town Manager with a witness present. The written notification will include a description of the incident necessitating the action or the rule violated. A copy of the written notification signed by the department head, Town Manager and the conference witness and shall be entered in the employee's personnel folder. Employees suspended shall also be informed in writing of the appeal procedure provided under these Personnel Rules and Regulations.

Termination- See Section 18

SECTION 18: EMPLOYEE TERMINATION PROCESS

The Town of Weathersfield has adopted an employment termination process. Most often, employee conduct that warrants termination results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, termination may result from conduct that falls outside of those identified areas. The Town need not utilize this termination process but may take whatever action it deems necessary to address the issue at hand.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such case, this termination process does not apply.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time and place of a pre-termination meeting with the employee's supervisor.

At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reasons for termination. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within seven calendar days of the date of the meeting, the supervisor will provide the employee with a written notice informing the employee whether he/she has been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the Selectboard by giving written notice of such request to the supervisor within seven calendar days. The employee will be informed that the

employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the Selectboard. The notice will inform the employee of his or her right to be represented by counsel, to present and cross-examine witnesses and to offer supporting documents and evidence.

At the post-termination hearing, the employee will be afforded the opportunity to address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses and presenting evidence on his/her behalf. The Selectboard will make such determinations as may be necessary in the event of evidentiary objections or disputes. When the hearing is adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will consider the evidence presented in the hearing in deliberative session.

The Selectboard will render a written decision within fourteen calendar days after close of the hearing, unless otherwise agreed upon by the parties. If the action of the Selectboard is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Selectboard can also reduce the disciplinary action to suspension without pay or reprimand.

The decision of the Selectboard shall be final.

SECTION 19: DISCIPLINARY APPEAL

- Appeals from dismissal, demotion or suspension shall be made by an employee by applying in writing within five (5) working days of such dismissal, demotion or suspension, to the Town Manager.
- If a hearing is requested, the Selectboard shall hold a hearing as requested by the employee, within three (3) weeks of receipt of employee's written request for a hearing.
- At the hearing, the employee, at his/her discretion, may be present, present testimony, be represented by counsel, examine the evidence against him or her and cross-examine witnesses.
- The Selectboard shall make its decision and inform the appellant within seven (7) days.
- If the action of the Selectboard is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Selectboard can also reduce the disciplinary action to suspension without pay or reprimand.
- The decision of the Selectboard shall be final.

SECTION 20: GRIEVANCES

Policy

A grievance is any matter considered by the employees as grounds for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion or suspension. Adjustment for such complaints is separately provided for in Section 19.

It is the intent of the Town of Weathersfield to deal with grievances informally and supervisors as well as employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which will be resolved only after a formal appeal and review. When this is the case the procedure listed hereunder will be followed.

Procedure

An employee who believes that inequitable treatment has been received because of some conditions of employment may personally or through representative's appeal for relief from that condition. The employee is expected to initially discuss any grievance with the Department Head. If the employee feels that the grievance has not been satisfactorily adjusted by the Department Head, he or she may present it to the Town Manager for consideration.

SECTION 21: RESIGNATION

An employee who resigns his or her employment with the town shall be deemed to be terminated in good standing if he or she gives reasonable notice (normally a minimum of two weeks) to the Town Manager or his/her authorized representative of the employee's intention to resign. The notice should be in writing identifying the date of resignation and other circumstances of the resignation that are such as to justify good standing.

SECTION 22: SEXUAL HARASSMENT

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. § 495h, the Town has adopted the following sexual harassment policy.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or

- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on or off-duty when that person has indicated he/she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex;
- harassing acts or behavior directed against a person on the basis of his or her sex;
- off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any individual who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report sexual harassment should file a complaint with:

Weathersfield Town Manager
PO Box 550
Ascutney, VT 05030
(802)674-2626

If the complaint is against the Town Manager, the employee can file the complaint with the Selectboard

Selectboard Chair
PO Box 550
Ascutney, VT 05030
(802)674-2626

Once the Town receives a complaint of sexual harassment, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. If sexual harassment is found to have occurred, the Town will take appropriate action, ranging from a verbal warning up to and including dismissal.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3171 (voice)
(802) 828-3665 (TTY)

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: (617) 669-4000 (voice)
1-800-669-6820 (TTY)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

SECTION 23: ELIGIBILITY FOR BENEFITS

Upon the first day of the month, in the month following the date of hire, a full-time or part-time will become eligible for the benefits provided to each employment classification. Details about those benefits, as they exist ~~on the date of hire~~ are included in this policy or as an Appendix A ~~to this Policy~~.

Limited term employees are not eligible for benefits unless specifically documented in the hiring letter or required by law.

The town reserves the right to change insurance carriers, or to add, delete or amend insurance benefit programs in its sole discretion. The town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

Benefit costs will be supplemented by the Town at the rate set by the Selectboard during the budgeting process. If at any time an employee is on any type of unpaid leave by the Town, the employee may be responsible to cover the entire cost of all benefits.

Opt-Out Program

Employees who are regularly scheduled to work 30 hours or more per week and who have medical coverage through another source are eligible for the Opt-Out choice. The Town offers Opt-Out to recognize the needs of our workforce by providing maximum flexibility in health care choices available to employees and their families.

This alternative allows employees who are covered under another medical or dental plan to "Opt-Out" of coverage and receive a cash payment in lieu of medical benefits. Employees choosing Opt-Out will receive ~~\$1500.00~~ 50% of the cost savings, not to exceed \$10,000 annually, that will be paid in weekly payments based on the full amount being paid over a calendar year. New employees "Opt-Out" payment will be prorated to the remainder of the calendar year (50% of the savings divided by the number of weeks in a year multiplied the number of weeks left in the calendar year). These payments will be subject to applicable State and Federal taxes.

With this choice, employees would opt-out of medical coverage for themselves and their eligible dependents. For employees with dependent coverage, opt-out is for employee and family there is no other choice.

Medical benefits through the Town will be made available to Opt-Out participants should they lose their coverage provided by another source. Participants in the Opt-Out Program must sign a release and show proof of medical benefits through another source.

Alternative Coverage

Employees who are eligible for health insurance coverage will be offered a choice of benefit plans. Employees choosing a less expensive plan will receive ~~monthly-weekly~~ payments equivalent to 50% of the resultant ~~monthly~~ savings to the Town compared to the most expensive plan offered, but not to exceed \$5000 annually. These payments will be subject to applicable State and Federal taxes. If the employee elects to have these savings directed into an eligible Health Savings Account 75% of the cost savings will be directly deposited into that account, not to exceed \$5000 annually.

SECTION 24: RETIREMENT

The Town of Weathersfield participates in the Social Security Program and all employees are required to participate in this program. In addition, the Vermont Municipal Employees Retirement System is required of all eligible employees (24 or more hours per week) and qualifying elected officials. Application and full details can be obtained from the Town Manager.

Other optional retirement plans (IRS 457 Plans) are available through the Town with all contributions and fees paid by the participating employees.

SECTION 25: LEAVE

The following types of leaves are officially established: parental leave and family leave, short term family leave, holiday, vacation, sick leave, bereavement leave, civil and jury leave, military leave, special leaves of absence, compensatory leave (time off in lieu).

Full-time or part-time employees wishing to observe religious holidays not listed by the Town Manager shall, at their option, be given time off without pay or have the time charged to their vacation.

No employee of the Town of Weathersfield shall be absent from duty without permission. Any absence of an employee from duty, including the absence of a single day or a part of a day, which is not authorized under provisions of these Rules, shall be investigated by the appropriate supervisor and shall be reported to the Town Manager or authorized representative for action. Any such absence may be cause for disciplinary action by the Department Head. Any employee who shall absent himself or herself without authorization shall forfeit all compensation for the period of such absence.

All leaves must be granted by the Department Head/Town Manager in conformance with rules established for each type of leave. All Department Heads shall maintain permanent records of any absence from duty of their employees and these shall be given to the Town manager or his/her authorized representative.

No leave can be transferred between employees.

PARENTAL AND FAMILY LEAVE

Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This state law will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under the VPFLA.

A request for leave must be made to the employee's supervisor/Town Manager. Where an employee's leave request is covered by the VPFLA, the Town will adhere to the law that provides the most benefits to the employee.

For the purposes of determining the twelve-month period in which an employee may be entitled to VPFLA, the Town will use a rolling twelve-month period measured backward from the date an employee uses such leave.

SHORT TERM FAMILY LEAVE

In accordance with the 21 V.S.A. § 472a, eligible employees (employed by the Town for at least one year for an average of at least 30 hours per week) may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any twelve-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or

- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours.

A request for leave must be made to the employee's supervisor/Town Manager. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

HOLIDAY LEAVE

Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Presidents Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)
- Floating Holiday (Town Managers Discretion)
- ~~Easter Sunday will be considered a Holiday for Transfer Station Employees Only. Because it always falls on a Sunday, and because many of the holidays listed above are observed on weekdays when Transfer Station Employees do not work.~~

Employees scheduled to work 40 hours a week will receive a full day's pay (10 hours) of pay for each qualifying holiday listed above.

Employees working under 40 hours per week, will receive holiday leave pay for the number of hours in the employee's typical work day on which the holiday falls, at the employee's regular rate of pay (up to the amount that makes the employee whole to their normally scheduled work hours).

If employee works a holiday they will be compensated at time and one half plus the proper amount of holiday time.

Holidays falling on a Friday or Saturday will be observed the preceding Thursday. Holidays falling on a Sunday will be observed the following Monday.

Any time a holiday falls on ~~the weekend~~ a day the transfer station would normally be open, the transfer station will be closed, and the employees will be given holiday pay equaling the hours that would have been worked for that holiday.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

~~Town Meeting Day is not a recognized paid holiday by the Town of Weathersfield. 21 V.S.A. § 472b states an employee is entitled to take unpaid leave from employment for attending his or her annual town meeting, provided the employee notifies the employer at least seven days prior to the date of the town meeting and provided that such leave does not interrupt the essential operation of town government. The employee may also choose to use vacation leave or unpaid leave for this purpose.~~

VACATION LEAVE

Unless otherwise specifically agreed, with prior Selectboard approval, upon the first day of the month following the date of hire eligible employees (full or part time) will begin to earn vacation time. Vacation time, based on an annual amount, will accrue monthly as shown below:

- 0-2 years = 40 hours of annual vacation (1 week) accrues at a rate of 3.33 hours per month
- 3-9 years = 80 hours of annual vacation (2 weeks) accrues at a rate of 6.67 hours per month
- 10-15 years = 120 hours of annual vacation (3 weeks) accrues at a rate of 10 hours per month
- 16+ years = 160 hours of annual vacation (4 weeks) accrues at a rate of 13.33 hours per month
- Employees working less than 40 hours a week will accrue pro-rated vacation time based on their regularly scheduled hours.

All employees are strongly encouraged to take their vacation leave on an annual basis. With the expectation that vacation time is to be used, a cap limits maximum vacation time accrual to two hundred (200) hours. Accrued time in excess of the maximum is irretrievably forfeited.

Vacation is to be requested by the employee on forms provided by the Town, and approved at the discretion of the Department Head. The request will then be turned in to the Town Office for record keeping purposes.

The Town Manager may, upon written request of the employee, pay an employee for up to 80 hours of accrued vacation time in lieu of it being taken provided one of the following conditions exist:

1. A bona fide hardship (Determined by the Town Manager)
2. The employee has taken at least 40 hours of vacation that year and the Town Manager determines that the fiscal impact can be absorbed by the budget.

Upon termination, an employee shall be paid for all accrued but unused vacation time at his or her regular hourly rate at the time of termination. Payment will be at the next regularly scheduled pay day (or within 72 hours if the employee is discharged). This vacation payout will be paid in a single check, separate from the employee's normal paycheck.

SICK LEAVE

Employees scheduled to work 40 hours a week will accrue 8 hours of paid sick leave per month. All other employees will receive prorated sick leave pay based on the number of hours the employee is regularly scheduled to work in a week. Sick leave can be carried over from year to year with a maximum of 720 hours being carried over from one year to the next.

An employee may use sick leave for an illness or injury that prevents the employee from performing the employee's job duties. An employee may also use sick leave to attend the following appointments that cannot be held outside normal working hours:

- A physical or mental illness
- A medical appointment
- For maternity leave
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V.S.A. § 472a).
- To care for a sick or injured child, parent, grandparent, spouse, sibling or parent-in-law
- A funeral that is not eligible for Bereavement Leave.
- A meeting for social or legal services related to a physical or mental illness
- Any other appointments authorized in advance by the employee's supervisor.

All employees will receive sick leave pay at the employee's regular rate of pay for normally scheduled hours. Part time and Limited-Term employees will not be eligible to use sick leave for time the employee is not normally scheduled to work.

The use of sick leave for more than three (3) consecutive workdays will require a certificate from a licensed health practitioner stating the necessity of the absence.

Upon separation from employment, an employee will not be compensated for unused, accrued sick leave.

BEREAVEMENT LEAVE

Employees may be provided with up to three paid bereavement leave days related to the death of a close family member, domestic partner or member of an employee's household. Part time and Limited-term employees will only be compensated for their normally scheduled hours. The exact amount of time off is dependent upon the circumstances and subject to supervisor approval. For purposes of this policy, close family member is defined as the following: spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not an immediate family member as defined above, nor a domestic partner, nor member of an employee's household, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or, if not, vacation or unpaid leave. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or his/her family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

Civil Duty and Jury Leave

All employees entitled to vote in national, state, and Municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be given by the Department Head.

Should any employee be called for jury duty within any state or federal judicial court, the town shall pay to

the employee the difference between the employee's actual salary and that received from the court.

Military Leave

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave for 30 days or less, subject to the provisions of these laws, will be paid only that portion of his/her regular salary which will, together with the military pay, equal his/her total normal salary for the same pay period. Employees who take military leave in excess of 30 days, subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Special Leaves of Absence

Special leaves of absence, normally not to exceed ten (10) days, may be granted with or without pay, or unusual reasons, with the approval of the department head and Town Manager when it is, in their opinion, in the best interest of the community.

Compensatory Time

In place of overtime pay, the town, at its discretion, may provide nonexempt employees with compensatory time off ("comp time") subject to the following conditions:

- Comp time is earned at a rate of one and one-half hours for each hour worked in excess of forty hours actually worked in any workweek.
- An employee may accrue a maximum of 100 hours of comp time. An employee who has accrued 100 hours of comp time will be paid overtime compensation for additional overtime hours of work.
- An employee may, at the Town Managers's discretion, be paid in cash in lieu of comp time off.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher.

An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld.

SECTION 26: WORKPLACE HEALTH AND SAFETY

Vermont Occupational Safety Hazards Act (VOSHA)

In the interest of the safety and well-being of town workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). All Department Heads shall be responsible for enforcing safety rules as required by VOSHA or adopted by the Town.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate the VOSHA regulations. Any defective, unsafe equipment, or practice shall immediately be

brought to the attention of the Department Head or his/her authorized representative, and use of such unsafe equipment or practice shall cease immediately.

Smoking Policy

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly-owned buildings, offices and enclosed areas, and in all Town vehicles.

DRUG - FREE WORKPLACE POLICY

As an employer, the town of Weathersfield is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. An employee who is under the influence of any drug on the job may pose serious safety and health risks not only to the user, but to co-workers and the general public at large. Therefore, the following conduct is prohibited during working hours, while using municipal equipment, and/or while on municipal property:

- The use of alcohol;
- The use of drugs except in the manner prescribed by a duly-licensed physician or dentist;
- Being under the influence of drugs or alcohol;
- The possession, sale, transfer, or purchase of illegal drugs.

An employee who engages in any of the above behaviors will be subject to disciplinary action up to and including termination.

Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal premises, will be temporarily relieved from duty pending further investigation.

An employee shall notify his Supervisor/Manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.

If a convicted employee works in federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Affairs.

An employee convicted under any criminal drug statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offense.

In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the employee.

Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the employer receives notice of a conviction. This, however, is not be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining

agreement, Section 504 of the Rehabilitation Act of 1978, and the Americans with Disabilities Act, if applicable.

If the use of legal drugs endangers safety, management may reassign work on a temporary or permanent basis.

In addition to this policy, employees who operate commercial motor vehicles (CMVs) for the Town are also subject to the provisions of the Town's policy on drug and alcohol testing.

Each employee of the municipality will make a good faith effort to maintain a drug-free workplace and uphold and promote this policy.

SECTION 27: SEVERABILITY AND EFFECTIVE DATE

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, recorded with the Town Clerk, and posted at the regular meeting site of the Select Board.

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 9th day of March, 2017.

Kelly Murphy (Chair)

~~Lynnette Esty~~ (Vice-Chair)

Amy Beth Main

C. Peter Cole

Dan Boyer

Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's personnel policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

Employee's Signature

Date

Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's personnel policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
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- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

Employee's Signature

Date



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 14, 2017

To: Selectboard

From: Ed Morris

Subject: Fire Service Discussion- Budget

We will review and discuss the Fire Service Budget for the year. You will see that I have included last years financials and this year's budget from AVFD and this year's allocation budget and financials budget from WWVFD. The WWVFD fundraising budget is going to replenish their reserves used for the purchase of the new fire engine. I have also added the proposed Fire Commission budget with a couple changes that I have made. One being the reduction in misc. expense for hose testing. We can start testing large diameter hose for very little cost to the Town.

Ed Morris

Town Manager

Ascutney Volunteer Fire Department, Inc.

2017/2018 Budget

July 2017 through June 2018

Jul '17 - Jun 18

Ordinary Income/Expense

Income

42000 · Grant Funding	0.00
43400 · Direct Public Support	
43440 · Gifts in Kind - Goods+Services	0.00
43450 · Individ, Business Contributions	500.00
43460 · Memorial Donations	800.00
Total 43400 · Direct Public Support	1,300.00
43470 · Change Box Collections	0.00
44800 · Indirect Public Support	
44820 · United Way, CFC Contributions	0.00
Total 44800 · Indirect Public Support	0.00
45000 · Investments	
45020 · Franklin Templeton Investments	600.00
45030 · Interest-Savings, Short-term CD	0.00
Total 45000 · Investments	600.00
46400 · Other Types of Income	
46430 · Miscellaneous Revenue	0.00
46450 · Gain on Sale of Asset	0.00
Total 46400 · Other Types of Income	0.00
47200 · Program Income	
47240 · Program Service Fees	11,246.00
47250 · Hazmat Reimbursement	0.00
47260 · Town of Weathersfield Allocatn	32,500.00
47270 · Hazmat Surcharge	0.00
Total 47200 · Program Income	43,746.00
47300 · Accident Reimbursements	0.00
48000 · Fundraising Revenue	
48030 · Flower Sales	2,400.00
48040 · Yard Sale	7,000.00
48050 · Change Box Collections	540.00
48060 · Community Dinners	1,500.00
48070 · Supporter Shirt Sales	180.00
48080 · Chief's Classic Golf Tournament	7,500.00
48000 · Fundraising Revenue - Other	0.00
Total 48000 · Fundraising Revenue	19,120.00
50000 · Deductions to Revenue	
50100 · Bad Debt Write-Offs	0.00
Total 50000 · Deductions to Revenue	0.00

Total Income 64,766.00

Gross Profit 64,766.00

Expense

60900 · Program Expenses	
60905 · CAD Communications	1,200.00
60910 · Fire Prevention Expenses	200.00
60930 · Hazmat Expense	
60931 · Town Hazmat Truck Reimb Fee	450.00
60935 · Town Hazmat Surcharge	350.00
60937 · Mutual Aid	5,600.00
60930 · Hazmat Expense - Other	0.00
Total 60930 · Hazmat Expense	6,400.00

3:55 PM
12/13/17
Accrual Basis

Ascutney Volunteer Fire Department, Inc.
2017/2018 Budget
July 2017 through June 2018

	Jul '17 - Jun 18
60940 · Goodwill & Wellbeing	900.00
60960 · Food at Accident Scene	1,000.00
60970 · Fire Protection Gear	5,500.00
60980 · Training Expense	1,000.00
60985 · Chief's Discretion	0.00
60991 · Fire Equip./ Apparatus/ Maint.	9,700.00
61000 · FireFighter Appreciation	3,000.00
60900 · Program Expenses - Other	0.00
Total 60900 · Program Expenses	28,900.00
62100 · Contract Services	
62110 · Accounting Fees	1,260.00
62120 · Chief's Stipend	1,400.00
62121 · President Stipend	850.00
62150 · Outside Contract Services	2,000.00
Total 62100 · Contract Services	5,510.00
62800 · Facilities and Equipment	
62815 · Building & Property Maintenance	5,000.00
62880 · Security & Fire Alarm	275.00
62890 · Utilities	7,280.00
62910 · Water/Sewer Expense	700.00
Total 62800 · Facilities and Equipment	13,255.00
65000 · Operations	
65001 · Office Supplies, Printing, Post	900.00
Total 65000 · Operations	900.00
65015 · Membership & Dues	100.00
65100 · Other Types of Expenses	
65120 · Insurances - Prop, Liab, D&O	2,900.00
65130 · Service Charges	0.00
65140 · Interest Expense	1,838.52
65160 · Other Costs	60.00
65170 · Depreciation Expense	0.00
Total 65100 · Other Types of Expenses	4,798.52
65200 · Fundraising Expense	
65210 · Food Supplies	750.00
65220 · Other Supplies	800.00
65240 · AVFD Clothing & Merch Sales	1,000.00
65250 · Golf Tournament Expenses	5,000.00
65260 · Flowers sale expense	1,800.00
65200 · Fundraising Expense - Other	0.00
Total 65200 · Fundraising Expense	9,350.00
68300 · Travel and Meetings	
68320 · Travel	0.00
68330 · Chief's Mileage Reimbursement	0.00
Total 68300 · Travel and Meetings	0.00
Total Expense	62,813.52
Net Ordinary Income	1,952.48
Other Income/Expense	
Other Expense	
71000 · Debt Payments - Ladder Truck	4,377.48
Total Other Expense	4,377.48
Net Other Income	-4,377.48
Net Income	<u>-2,425.00</u>

ASCUTNEY VOL. FIRE ASSOCIATION

OPERATION BUDGET FY JULY 16- JUNE 17

Revenues

Investment/Interest	\$144.33
Gain on Sale of Asset	\$826.00
Town Allocation	\$22,500.00
Program Service Income	\$36,259.84
Fundraising/Donation	\$25,126.59
Total Revenue	\$84,856.76

Expenses

Facilities & Equipment	\$22,531.11
FD Operations/ Equipment	\$24,969.53
Buisness Operations	\$8,395.06
Depreciation	\$1,501.05
Program Service Expense	\$11,221.52
Debt Payments/interest	\$6,216.00
Fundraising Expense	\$7,518.50
Total Expenses	\$82,352.77

FUNDRAISING INCOME/EXPENSES/PROFIT

Revenue		Expenses	Profit
Donations	\$1,553.50		\$1,553.50
Raffle	\$3,290.00	\$2,190	\$1,100.00
Flower Sales	\$2,649.05	\$1,886.39	\$762.66
Yard Sale	\$8,842.80		\$8,842.80
Change Box	\$569.32		\$569.32
Community Dinners	\$1,450.92	\$524.42	\$926.50
Shirt Sales	\$150.00	\$147.20	\$2.80
Golf Tournament	\$6,471.00	\$2,770.49	\$3,700.51
Other	\$150.00		\$150.00
Total Revenue	\$25,126.59		
Total Expense		\$7,518.50	
Total Profit			\$17,608.09

West Weathersfield Volunteer Fire Department		
Operating Budget (July 1, 2016-July 1, 2017)		
<u>Revenues</u>		
Donations	\$745.00	
Interest	\$11.84	
Town Payments	\$22,500.00	
Grants*	\$54,284.29	
Insurance Claim: town	\$3,042.52	
Fundraising	\$11,617.38	
Miscellaneous**	\$20,797.89	
Hazmat Reimbursements	\$10,915.00	
Total Revenue		\$123,913.92
<u>Expenses</u>		
Building & Grounds	\$12,625.30	
Building Operations/Admin	\$6,475.25	
Equipment Maintenance	\$6,305.88	
Fire/Equip/Training (town)	\$6,341.23	
Grant Expenditures	\$3,762.00	
Dept Expenditures	\$61,464.62	
New Fire Truck #7 (dept)	\$15,553.36	
Town Portion-Hazmat	\$1,962.50	
Fundraising	\$1,702.19	
Total Expenditures		\$116,192.33
BALANCE AS OF 6/30/17		\$7,721.57

**CD closed April, 2017: 20,153.43 Engine #7 (dept portion)

*Grant Funds: expended in 17/18

Roster: 16/17

Josh Dauphin	Chief
Mychael Spaulding	Deputy Chief
Michael Barrup	Captain
Ray Stapleton	Lieutenant
Mike LeWallen	Lieutenant
Ben Waters	Lieutenant
Cheryl Watson	Treasurer
NaToshya Spaulding	Firefighter/Trustee/Secretary
Tracy Dauphin	Firefighter/Trustee
Tom Leach	Firefighter/Trustee
Ed Barrup	Firefighter/Trustee
Gene Adams	Life Member/Trustee
Mark Knight	Life Member
Eric Berquist	Firefighter
Levi Parker	Firefighter
Justin Leach	Firefighter
Dave Picknell	Firefighter
Jeremy Johnson	Firefighter
Gideon Spikes	Firefighter
Travis Compo	Firefighter
Jordyn Bagalio	Firefighter/EMT
Patty Sain	Fundraiser Helper
Richard Watson	Fundraiser Helper

12-4-17

TOWN FUNDING	Budgeted (2018)	Actual (2018)
Administration:		
Office Supplies/Postage (includes advertising)	800	158.58
Tax Preparation	600	0
Legal Fees	2000	0
Charable Donations	300	0
Dues & Fees	400	523
Training (includes materials)	3000	0
Misc. Duties	250	0
Sub Total for Administration	7350	681.58
Building Operations		
Fire Ground Food & Supplies	800	0
Teambuilding & Morale	2000	0
Telephone & Internet	1750	560.5
Sub Total for Building Operations:	4550	560.5
Building & Grounds:		
Alarm System Contract	250	0
Electricity	2000	288.07
Fuel Oil / Propane	3500	629.82
Furnace Service	300	0
Generator Maintenance Contract	100	0
Insurance (building)	1800	0
Miscellaneous Emergency Fund	600	0
General Building Maintenance	3000	100.94
Mowing/Plowing & Sanding	300	40
Sub Total for Building and Grounds:	11850	1058.83
Equipment Maintenance		
Defibrillator Batteries & Pads	350	369.21
Extrication Tool Maintenance	600	635.5
Fire Extinguishers	100	0
Gas Meter Calibration, Gas & Replace Sensors	700	0
Radio & Pager Maintenance	2000	765
SCBA Hydro & Flow Testing (every 4 yrs)	800	0
General Equipment & Truck Maintenance	2500	467.8
Cassade System Testing	1650	1261.82
Sub Total for Equipment Maintenance:	8700	3499.33
Fire & Equipment		
Fire Equipment	3500	2125.73
Portable Radios	2000	0
EMS Equipment	1500	0
Foam	600	0
Fire Boots	1200	285
Turnout Gear	6500	865.65
FF Gloves	400	294.75
Helmets	800	0
Personnel Tags	200	0
Fire Prevention	100	0
Hazmat Supplies	0	0
Sub Total for Fire Equipment:	16800	3571.13
TOTAL TOWN BUDGET:	49250	9371.37



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 14, 2017

To: Selectboard

From: Ed Morris

Subject: Fiscal Year 2019 Budget Presentation

I would like to focus this budget presentation on Highway and Solid Waste. I feel focusing on these two budgets we can get to a tentative agreed upon budget. If time allows, we can also cover the Treasurer, Listers, Clerks and possibly Planning Commission budgets. I have included updates of all the budgets to date, there have been many small adjustments since we met last. I have also included most of the questions that were asked by Amy Beth Main about the budgeting process. The other answers will be forthcoming.

Ed Morris

Town Manager



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

December 14, 2017

To: Selectboard

From: Ed Morris

Subject: Questions

- Town Clerk/Assistant Clerk
 - Trended for two to three years
 - Number of real estate transactions
 - Births/Deaths/Marriages in numbers not listed out like in the town reports
 - Licenses (dog, hunting, etc) by type and number
 - Hours per week/month what I want to see is has the hours changed for any reasons; was there a need/request, etc from the community
 - The Clerks work 29.5 hours per week. Mon-Wed 9-4 and Thursday 9-5:30. The office has operated these hours for more than 20 years. We have had a Clerk and Assistant Clerk for that amount of time, as well. The Assistant Clerks Hours have varied, but have been the current amount for a long time.
 - Number of elections
 - The number of elections vary per year. For Example, this year there was one election, and next year there are three elections. The Clerks work on a calendar year.
- Listers
 - Trended for two to three years
 - Grieved tax bills – averaged 16.33 grieved tax bills over the last three years
 - Number of onsite visits required – conduct 40-50 site visits per year
 - Office hours total hours per week or month – Monday and Wednesday are supposed to be by appointment only and Thursday the listers are here from 9-5:30. There is usually a lister in the office in the afternoons on Monday and Wednesday.
 - Weekly budgeted hours:
 - Carolyn- 24 hours
 - Phil- 24 hours
 - Alexis – 4 hours
 - Questions
 - Are there three because that is a requirement or is that something the town voted on? Requirement by the State unless the Town decides to have an assessor (Staff or Contracted).

- Treasurer/Assistant Treasurer
 - Hours per week/month
 - Treasures works about 3 hours per week
 - Assistant treasurer is scheduled for 12 hours per week, but normally worked between 8 and 10.
 - Number of checks/transactions per month – two -three year trend
 - I do not have this information readily available, but you see every transaction in your Selectboard Packets. The Treasures do not create the transactions, but they review them and sign the checks. They also reconcile the bank accounts against NEMRC and they deal with all the Towns debt.
 - How have the responsibilities changed, evolved, etc over the past 2-3 years with changes in office staff (this position does seem to be impacted by the town employee responsible for the finances)
 - The responsibilities conducted by the Treasurer have not changed month. Obviously, they work with and change procedure as new accountants/Finance people come in place and slightly change their procedures. The changes have come on the Staff side of finance.
- What happened with the payroll/HR/finance assistant position, if I recall correctly Colleen was assisting? But we also have the woman from NEMRIC (I know that probably isn't the right letters) assisting in the interim until we have a finance director. What is the expectation when a finance director is hired? We will be again hiring, and just increased the expense for our finance position? And yes, the current applicants maybe less that we were planning but we can't budget that way if these potentials don't pan out.
 - Our finance department is in flux right now, and no position is stable or doing what they need to be doing. We are juggling finance work, and everyone is pitching in to keep things going. As happened last time, Colleen has really stepped up and is doing the lions share of everything to keep things moving forward. We have put many things on hold and doing only what must be done to keep up with payroll and the bills. Once we get our new finance director on board, we will step back and regroup. As things are looking now, we should have someone in January and by time we train the person
 - When Crystal was here she did all Accounts Payable and Payroll along with grant management and basic HR duties. When I started Colin managed the General Ledger, took care of all IT related problems until they exceeded his expertise, and did some financial analysis and planning.

I have been working to change the way our finance department operates. I would like to see the Finance Director (when we get one) take on Accounts Payable, maintain the general ledger, maintain and work with me to create and manage the budget, financially manage grants, research and make recommendations on financial strategy and manage the Accounting/Personnel Clerk. I foresee the Accounting/Personnel Clerk moving more towards a Human Resources position to complete payroll, manage and research benefits options, mange employee wellness, and learn/assist with accounts payable, answering phones, helping at the front desk, etc.

- What are the separation of duties required per the auditor?
 - We had good checks and balances with the front desk accepting receivables, the accountant and Accounting/Personnel Clerk paying bills and payroll, and the treasurers reviewing and signing the checks and reconciling bank accounts. The one place we could strengthen is to have the assistant treasurer reconcile, and the treasurer sign. The new auditors did not like the assistant treasurer reconciling the bank accounts and signing checks.

The current plan is to sit down with the finance department, our new auditors and myself to determine how we are going to do things in the future once we hire a new staff member.

- Land Use Administrator
 - Number of permits issued by month 2-3 year trend (is there an increase certain times of the year, should the schedule flex to accommodate this?)
 - Hal is working on this but the number I have currently average to 3 permits per month for this year. Remember that issuing permits takes a lot of time and multiple meetings many times. It is also a small portion of the position.
 - Number of violations?
 - This is much harder to calculate. Since I have been here 4 violations have been issued. 3 of them in the past couple months. One thing we have done is tried to work with landowners before issuing a violation and issuing the fines associated with a violation (\$200 a day). For example, the issue with the Pigs we have been working on since February, and issued a Notice of Violation September 6th after working with both landowners, and the department of agriculture to try to find a solution to the problem.
- Legal – when we look at our legal expenses what percentages are
 - Contracts
 - Land use -
 - Employee related
 - Other
- Has the trend changed over the last 3-5 years? attributed to:
 - We do not track expenses in this way. We just started tracking different expenses within land use. We budget and track in this manner until lately:
 - Land use – 4000
 - Fire – 1000
 - Highway – 800
 - Admin- 2300
 - D-tax – 4000 (which varies widely, the last dtax sale cost 12,000 but can be recouped)
- Highway/Solid Waste
 - What major projects were accomplished this year?
 - We have started improving the road base on many roads. We have put down more gravel this summer than we have in many years. The extra \$20,000 we allocated was put on the roads before the end of summer. We also replaced a couple culverts that needed to be replaced, and have been working slowly towards a long-term capital plan that will start to show you what you would like to see. I am waiting for the new road inventory to be done in the spring and the new superintendent to be appointed to help make the plan.
 - As for Solid Waste, we made the switch to zero sort, which took a lot of the highway crews time during the critical road maintenance time of year. We also change the fees in the beginning of the 2017 fiscal year, and worked hard to stop the deficit that had been happening for the past few years. For the first time in a while the Solid Waste department is ending the year with a surplus even with some of the transition costs coming from last years budget. I am hoping the zero-sort switch will save more money, but if not, we are providing a better service now.
 - July 1st Storm
 - What of that can be attributed to adding additional hours for Tyler?
 - Most of the summer Tyler spent helping with the transfer station project and cleaning up the transfer station. If you have been by there the transfer station is much more organized and has been cleaned up a lot. We removed many stumps and chunk wood, tires, and other accumulation issues.

Besides the work at the transfer station, Tyler has been used to do small work around the garage, Town office and other jobs that free up the full-time highway crew to work on other projects. This allowed us to assign a dump truck to work with the grader to put down gravel as the grader is grading and speeds up the process allowing us to get more done. We also use him to direct traffic, so we have another truck to complete a job faster or work on another project. Tyler also has been useful as a second set of eyes and hands on more dangerous work, such as cutting up downed trees. We always sent two highway guys out just in case someone gets hurt, but now we can send Tyler, if he is working, to be that second set of eyes and to help move the cut material out of the roadway. This was the plan from the beginning. We are not going to see large gains from an extra 10 hours a week, but we have those 10 hours to free up someone else, and we are taking care of our employees.

- What are the projects planned for next year? Regardless of having a highway supervisor I hope we have a plan for next year in the event we don't hire one. How do we budget if we don't?
 - We have a plan to start on the ditching for the storm water permit next year, placing guard rails in places that need them, and starting to get back on track with culvert replacements. As I stated, we are waiting on some of the details about which ones until after the road inventory taking place this spring. Regional Planning is conducting that inventory and is going to help me and the new Superintendent to complete that portion of the capital plan. For now, we are going to budget based on the items we know need to be addressed, and will complete what we can with what we have.
- How are we planning for the ever-increasing highway projects and regulatory requirements?
 -
 - What are the new expenses with the change to the transfer station?
 - As of right now we are planning on a cost decrease, but it is too soon to tell, and with the recycling market taking another hit with the reduced payment for cardboard and paper, we will have to see how that effects our rates. We did lock into a good contract, but there will be rate changes as outlined in the contract.
 - What does this look like for the future of the transfer station, what is our experience thus far?
 - Working on it, and Casella is going to help run some numbers in the spring, but this will be after budget season.
 - What has been the fallout if any from closing the swap shop? What is being accomplished with the added time for not monitoring and cleaning out the swap shop space?
 - We have had a few complaints from the swap shop closing, but after explaining the cost most people understand. The hours that were spent cleaning the swap shop are now spent cleaning the transfer station, packaging recyclables, and sorting electronics. This should have been happening all along, but often got behind and we were getting talked to by the recycling contractors and our solid waste rep. We now have a good handle on things, and are looking for efficiencies to reallocate hours differently. One thing that has happened is we have reduced the time the highway crew spends at the transfer station. Wes used to have one or two guys at the transfer station to help clean up and monitor the station. This took 3-5 hours a week, but that has been eliminated and now they just respond there for certain tasks. During the winter a lot of time is spent clearing snow and ice.
 - Increased safety from less people loitering around the transfer station.
- Police Services
 - We are obviously moving towards a more realistic revenue budget
 - What does this mean for the future of the police services if we are more focused on "policing" and criminal activities?
 - Since Chief Daniels started we have shifted the police focus from traffic to crime prevention. This philosophy has paid off for our Town. The police force has pushed many drug houses and other crime related activities out of our Town. We still have our fair share, but not what it could be being an interstate Town. We also have a lot of drug and

crime activity around us, with many of the Towns without active police forces starting to notice the increase of activity in their Towns. With the opioid epidemic causing such problems across the country, I do not see any end in sight. Police activity is and needs to continue to be a focus of the Towns service efforts. I have had people ask me why we spend so much on Police when we live in a safe Town. My answer is why do you think we live in a safe Town. Times are changing, and crime is rampant. Our small rural Town makes for a perfect place for these drug dealers and manufacturers to set up shop. Without a focus on eradicating this activity, our Town would quickly become more unsafe.

- What is mandated for police services and what is Weathersfield doing the right thing for our community? What does that look like financially? What is the right amount of coverage? Just like the Wood Report, should we consider an assessment of our policing needs or is this something Chief Daniels can provide objectively?
 - I do not recommend having a police consultant. Having a police force is not mandated (yet) for a town of our size. When I did my compensation study, some had them and some did not. This is a Town decision on what we want for police service. For example, Cavendish and Hartland do not have police coverage, but both pay for county coverage. The county only provides traffic coverage, and I hear it is quite expensive. I have just heard that Cavendish is having drug problems and the lack of police force is starting to show. I have also been advised that there was a violent assault in Cavendish and it took the State Trooper over 55 minutes to respond. From this the Selectboard and Town must decide if they want to spend the money to have good local police coverage, or rely on others. It is my opinion, that without the police force we have, we would see a large increase in drugs and crime. There is a reason these crimes are starting to build in the surrounding communities and not ours. Everything we do (Highway, Administration, Fire, Police, Land Use, etc.) comes down to a cost vs service equation. What service do we want, and what service can we actually afford.

- Fire Services

- What is the future and what are the additional increases they are requesting? (I know they are coming on the 18th but I wanted to add it to my list)
 - The future is the looming question that the Selectboard, Departments and Town gets to decide. They have been asking for increases to provide stipends to their members. We also should address the increases that are needed to incorporate the consultants report. Another point to keep in consideration is what the Towns fire equipment needs are, and not what each department wants for equipment. Many of these decisions are hard decisions, but they need to be openly discussed and decisions need to be made.
- How is the Wood Report impacting our planning with the fire department and capital expenses like new trucks?
 - It has not had a large impact yet. We need to make decisions on the future of the fire departments and what if any changes will be made to how the fire departments are organized and managed. This is one of the items I feel should be charged to the Fire Commission once reinstituted. The Commission should work with the departments to determine what equipment is needed in Town and where it should be housed.

- Town Manager

- How has this role changed over the past 24 months?
- What are tasks/responsibilities that were previously done in the role that are now done elsewhere? What opportunities has that created (focus on xyz, opportunity to review xyz, what is the time now allocated too). I'm not asking you to justify I am simply asking to demonstrate how the role is evolving and is that in line with what the town is asking for and/or how does it fit with the goals and strategy. Is your need to shift some of the community related activities to the librarian due to the current staff shortage or is that the best strategy in the short and long term?

- What are the top three things we are hoping to accomplish with this new budget? The number one priority is working towards the new State Mandated General Road Permit. This will guide the Highway departments budget for years to come. We are also trying to get through the changeover in department heads (Highway, Finance, and Libraries request). I know these are hard items to wrap your head around, because there may not be a direct cause effect relationship that we can see this change will equal this service change, but getting the right leadership for the Town will pay dividends in the future.
 - I am combining the few items above.
 - My main priorities for this budget are:
 - Upgrading our road maintenance program with an emphasis on the Storm Water Permit. We did reallocate some of the money in the highway budget, but did not add much for increases since we have had surpluses the past few years. I do not feel at this time a lack of funding is the problem in the Highway budget. I also do not feel that manpower is an issue either, I feel we have fallen behind of some things and playing catch up is always difficult. This has happened for many reasons, some of which is to be blamed on Town Administration. We have used the highway department to complete many projects that took there time away from road maintenance. I hope to change this over the next couple years with the use of Tyler for smaller projects and contracting out projects that can be more efficiently completed by others.
 - Creating a compensation plan and discussing long term benefit options. I have done extensive work on both this year and have presented a plan that I feel will add the structure to a compensation plan that is needed for both the employees and the Town. Knowing what to expect is half the battle. Getting this plan in place will be a large step for the Town and the budgeting process.
 - I would like to get the website in place and move towards better use of technology. We have approved the upgrade to the use of GIS which will take a financial commitment and some time to implement, but once the program starts to be used it will create efficiencies for many positions along with providing better service to our citizens.
- How does it meet our goals as a board/strategy we have discussed over the past year?
 - We have discussed needing plans and strategy, but there have been no plans developed or adopted by the board. As we move forward, we will adopt plans, but most of the time the plan gets pushed off. One example is the Compensation plan I introduced. The board does not want to discuss the plan until the budget is done, but that is the whole point of the plan. Fitting compensation into the budget after looking at the projects and wants from departments is counterproductive. We need to create and implement a compensation plan, capital budget plan, and strategic plan that we can base our budget from. I purposely introduced compensation first because it is the easiest one to short change when things get expensive, but the most critical piece of the puzzle. We can have the best machinery, latest technology and best plans, but it takes good employees to implement those plans while trying to find efficiencies and better ways to do things. If we continue to undercut the employees, we create mediocrity and a lack of enthusiasm. Once we decide on a compensation plan I will be bringing forward a strategic plan that will be based on many factors including the village revitalization project and findings. From there we will create a capital plan that will start the implementation of the strategic plan. I appreciate your enthusiasm and questions. These are the questions I want to be addressing at the Selectboard level, and hopefully this is a platform from which to work.
- What happened to the long-term debt plan for vehicles and such? Where does this fit into the plan?
 - The long-term plan will be introduced soon. Most of those items will be placed as separate articles. We do need to address this and the long-term plan with it. Everything got more expensive, with all the reserves being voted down last year, and if we do not set aside money for these purchases we will be taking out loans to purchase these large capital purchases. This means a more unstable tax rate.

- How are we containing costs?
 - Right now, we are playing catch up. As I have stated many times, when you just suppress spending, it catches up with you. You need to make salaries right, buy equipment that was not purchased, invest in technology, etc. One good example is the hours it is taking for people to find the answers to your questions. Some of the information is in the computers, but a lot of it is still charted in notebooks. Until we embrace technology and learn how to use it efficiently we have very time consuming and limited data tracking. This will take years to overcome, but we have made great strides over the past two years.
- What are the OT expenses?
 - Are these driven by a single department (often highway and police, are there specific types of projects - I know snow impacts, but it is happening throughout the year, court for the police, etc)
 - This is not about justifying one way or the other it is about educating the public as to where these dollars are going.
 - Most of our overtime is in the highway department, and the majority of that comes in the winter. We also use some overtime during mud season and when projects need to be completed. We are looking for efficiencies and ways to reduce overtime while still being fair to our employees.
 - The Police department uses a small amount of overtime for court cases, call backs, and some special assignments.
- I think we need to demonstrate on how this new approach is of value to the community. It isn't how it always has been done and prevent the desire to squish it into that box. I have heard the "it ain't broke what are we trying to fix" (Some things are broke, but we do not know they are broke because that is what we are used to). I think this whole budget process is an opportunity to demonstrate that and share this. As we go into this budget and town meeting I ask that we tell the story, where have we been and where are we going, how does this budget help us get there. I don't want to sit and line item what is in the budget I want to know how each increase is either being offset or contributing to the goal. I think we needed to have a conversation as to where we want to focus as a board. I know I can't support a budget that I can't tie back to data and goals or regulatory requirements.



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of December 18, 2017

	Check Date	Payroll	Operating Expenses
<hr/>			
General Fund			
	12/07/17	\$5,846.06	
	12/14/17	\$6,137.81	\$39,421.06
Total		<hr/> \$11,983.87	<hr/> \$39,421.06
<hr/>			
Highway Fund			
	12/07/17	\$4,589.27	
	12/14/17	\$4,301.06	\$29,041.39
Total		<hr/> \$8,890.33	<hr/> \$29,041.39
<hr/>			
Solid Waste Management Fund			
	12/07/17	\$689.13	
	12/14/17	\$694.96	6616.76
Total		<hr/> \$1,384.09	<hr/> \$6,616.76
<hr/>			
Library			
	12/07/17	\$789.86	
	12/14/17	\$768.11	\$2,385.24
Total		<hr/> \$1,557.97	<hr/> \$2,385.24
<hr/>			
Grants			\$0.00
<hr/>			
Agency Monies			\$100.00
<hr/>			
Dry Hydrant fund			\$191.77
<hr/>			
Reserves			\$695.20
<hr/>			
Grand Totals		\$23,816.26	\$78,451.42

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 \$102,267.68. Let this be your order for the payments of these amounts.

Selector

12/14/17

Town of Weathersfield Accounts Payable

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Check Warrant Report # 174 Current Prior Next FY Invoices For Fund (General Fund)

Atreasr

For Check Acct 1(General Fund) All check #s 12/14/17 To 12/14/17 & Fund 11

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BIBENS	BIBENS HOME CENTER INC.	12/14/17	burrup - WWVFD K43674	11-7-207-30.00 WWVFD Funding	149.94	219369	12/14/17
BIBENS	BIBENS HOME CENTER INC.	12/07/17	Tote, Gorilla Tape K45472	11-7-201-20.00 Office Supplies	20.98	219369	12/14/17
BCBS VLCT	BLUECROSS BLUESHIELD OF V	12/14/17	JANUARY 2018 HEALTH INSUR JAN 2018	11-2-011-14.10 Health Insur. Premiums	4714.36	219370	12/14/17
BCBS VLCT	BLUECROSS BLUESHIELD OF V	12/14/17	JANUARY 2018 HEALTH INSUR JAN 2018	11-7-201-14.10 Insurance Benefits	2203.13	219370	12/14/17
BRADY&CAL	BRADY & CALLAHAN, P.C.	12/14/17	legal services 30013	11-7-104-43.00 Legal - Listers	825.00	219371	12/14/17
BRADY&CAL	BRADY & CALLAHAN, P.C.	12/14/17	legal services 30013	11-7-105-43.20 Legal Expense - ZBA	237.50	219371	12/14/17
BRADY&CAL	BRADY & CALLAHAN, P.C.	12/14/17	legal services 30013	11-7-105-43.60 Legal Expense - Enforceme	150.00	219371	12/14/17
COMPETIT	CCI MANAGED SERVICES	12/07/17	VIP service CW-39342	11-7-101-25.05 LAN Networking Services	1200.00	219374	12/14/17
HAMMOND1	COLLEEN HAMMOND	12/07/17	MILEAGE - deposits NOV2017	11-7-102-27.00 Tuition and Training	23.11	219376	12/14/17
EYEMED	COMBINED INSURANCE CO OF	12/05/17	Nov 2017 163336607	11-7-101-14.10 Insurance Benefits	51.83	219377	12/14/17
EYEMED	COMBINED INSURANCE CO OF	12/05/17	Nov 2017 163336607	11-7-201-14.10 Insurance Benefits	26.46	219377	12/14/17
EYEMED	COMBINED INSURANCE CO OF	12/05/17	Nov 2017 163336607	11-7-103-14.10 Insurance Benefits	17.30	219377	12/14/17
COMCAST	COMCAST	12/14/17	WWVFD triple play WWVFD 12/17	11-7-207-30.00 WWVFD Funding	147.99	219378	12/14/17
DANA ELC	DANA ELECTRICL & MAINTENA	12/14/17	Oil filter, oil 4/generat 1422	11-7-207-30.00 WWVFD Funding	93.00	219379	12/14/17
W.S. DARL	DARLEY	12/14/17	WWVFD shipping nozzle 17306486	11-7-207-30.00 WWVFD Funding	14.22	219380	12/14/17
FAIRPOINT	FAIRPOINT COMMUNICATIONS	12/06/17	Nov 2017 MMH NOV17 - MMH	11-7-101-31.00 Telephone	217.47	219381	12/14/17
FAIRPOINT	FAIRPOINT COMMUNICATIONS	12/06/17	Nov 2017 MMH NOV17 - MMH	11-7-103-31.00 Telephone	23.18	219381	12/14/17
FAIRPOINT	FAIRPOINT COMMUNICATIONS	12/06/17	Nov 2017 MMH NOV17 - MMH	11-7-201-31.00 Telephone/Communications	28.41	219381	12/14/17
FRANKLIN	FRANKLIN AUTO L.L.C.	12/06/17	Emergency Battery 300743	11-7-201-53.50 Hwy Service to Police	176.96	219382	12/14/17
FOLEY	Foley Services, Inc.	12/06/17	MMH CARPETS 1126774	11-7-301-20.00 Custodial Supplies	49.98	219383	12/14/17
FOLEY	Foley Services, Inc.	12/06/17	MMH CARPETS 1132168	11-7-301-20.00 Custodial Supplies	49.98	219383	12/14/17
GALLS	GALLS, LLC	12/06/17	Hat 008715112	11-7-201-15.00 Uniforms and Cleaning	82.63	219384	12/14/17
GALLS	GALLS, LLC	12/06/17	Tac Vest 008757445	11-7-201-15.00 Uniforms and Cleaning	39.99	219384	12/14/17
GALLS	GALLS, LLC	12/06/17	Magazine Holder 008763316	11-7-201-15.00 Uniforms and Cleaning	45.37	219384	12/14/17
GALLS	GALLS, LLC	12/06/17	Cuff Case 008811027	11-7-201-15.00 Uniforms and Cleaning	27.00	219384	12/14/17

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 174 Current Prior Next FY Invoices For Fund (General Fund)
For Check Acct 1(General Fund) All check #s 12/14/17 To 12/14/17 & Fund 11

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GOLDEN	GOLDEN CROSS AMBULANCE IN	12/14/17	Ambulance Service DEC 2017	11-7-204-45.00 Golden Cross Ambulance	1858.67	219385	12/14/17
GMP	GREEN MOUNTAIN POWER	12/14/17	1862 School 1862 NOV 17	11-7-302-39.00 Perkinsville School Maint	57.00	219386	12/14/17
GMP	GREEN MOUNTAIN POWER	12/14/17	Fire Pump Electric FPUMP 11/17	11-7-205-31.10 Fire Hydrant El Service	39.19	219386	12/14/17
GMP	GREEN MOUNTAIN POWER	12/14/17	WWVFD Nov 2017 WWVFD NOV17	11-7-207-30.00 WWVFD Funding	157.98	219386	12/14/17
IRVINGOIL	IRVING ENERGY DISTRIBUTIO	12/14/17	MMH HE/FUEL 121.6 GAL 149393	11-7-301-32.00 Heating Fuel Oil	268.80	219389	12/14/17
LEAF	LEAF	12/07/17	copier lease NOV/Dec.2017 7897582	11-7-101-44.00 Copier Lease	376.46	219391	12/14/17
MID ELE	MID ELECTRIC	12/14/17	WWVFD Elect work 78134	11-7-207-30.00 WWVFD Funding	1349.50	219392	12/14/17
MORRISEWD	MORRIS, ED	12/06/17	Mileage Reimbursment NOV17	11-7-101-29.20 Administrative Expense Re	173.66	219393	12/14/17
MES	MUNICIPAL EMERGENCY SERVI	12/14/17	Compressor work IN1181033	11-7-207-30.00 WWVFD Funding	225.00	219394	12/14/17
NE MUN	NEMRC	12/14/17	ON-SITE ACCTING oct/nov 40722	11-7-101-43.20 Temp Acctg-Admin Support	6718.75	219395	12/14/17
VTAGHUMAN	OFFICE OF CHILD SUPPORT	12/14/17	Payroll Transfer PR-12/14/17	11-2-011-07.00 Garnishments	312.49	219396	12/14/17
CHIT BANK	PEOPLE'S UNITED BANK, N.A	12/14/17	Adobe Acropro 55541869	11-7-101-25.15 Software Purchase	190.67	219397	12/14/17
CHIT BANK	PEOPLE'S UNITED BANK, N.A	12/14/17	Adobe Acropro 55541869	11-7-102-27.00 Tuition and Training	319.70	219397	12/14/17
PERSONNEL	PERSONNEL CONCEPTS	12/06/17	OSHA Posters (3) C57338	11-7-101-20.00 Office Supplies	10.96	219398	12/14/17
RAD	RAD SYSTEMS	12/14/17	License Renewal 2018 RENEWAL	11-7-201-27.00 Tuition and Training	75.00	219399	12/14/17
OSGOOD	RALPH OSGOOD, INC.	12/14/17	Aluminum tubing 25365	11-7-207-30.00 WWVFD Funding	30.25	219400	12/14/17
STAPLESBU	STAPLES ADVANTAGE	12/14/17	Office Supplies 7188226425	11-7-101-20.00 Office Supplies	413.27	219401	12/14/17
SYMQUEST	SYSQUEST	12/14/17	MMH Metered copies 1212386	11-7-101-24.00 Computer Equipment	52.90	219403	12/14/17
THE INN	THE INN AT WEATHERSFIELD	12/14/17	Holiday Party 236	11-7-101-99.00 Miscellaneous Expenditure	1512.00	219406	12/14/17
TOWNWEATH	TOWN OF WEATHERSFIELD	12/07/17	Payroll Transfer PR-12/07/17	11-2-011-15.00 Miscellaneous Deduction	119.70	219407	12/14/17
TSARGENT	TS PROPERTY MAINTENANCE	12/14/17	Nov 2017 NOV 2017	11-7-302-38.85 Town Parks	450.00	219408	12/14/17
VALLEYNEW	VALLEY NEWS	12/06/17	Planning Comm. Subdivi 01271145	11-7-105-23.10 Advertising and Notices	59.76	219409	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-101-17.00 Unemployment Insurance	97.78	219410	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-105-17.00 Unemployment	28.10	219410	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-201-17.00 Unemployment Insurance	112.97	219410	12/14/17

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Town of Weathersfield Accounts Payable
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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-103-17.00 Unemployment	34.86	219410	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-102-17.00 Unemployment	12.91	219410	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-205-17.00 Unemployment	2.24	219410	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	11-7-301-17.00 Unemployment Insurance	10.75	219410	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-101-16.00 Workmen's Compensation	-390.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-101-48.10 Public Official Liability	1071.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-101-48.20 Liability Insurance	514.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-101-48.35 Employment & Practice Ins	1444.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-101-48.50 Crime Insurance	409.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-102-16.00 Workmen's Compensation	-28.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-103-16.00 Workmen's Compensation	-115.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-104-16.00 Workmen's Compensation	-51.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-105-16.00 Workmen's Compensation	-47.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-201-16.00 Workmen's Compensation	2989.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-201-48.10 Law Enforcement Insurance	1655.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-201-48.15 Gen'l Liability Insurance	219.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-201-48.25 Cruiser Insurance	297.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-205-16.00 Workmen's Compensation	1043.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-205-48.00 General Liability Insuran	423.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-205-48.25 Insurance on Vehicles	1412.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-205-48.30 Boiler Insurance	65.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-205-48.35 Fire Insurance	798.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-301-16.00 Workmen's Compensation	-13.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-301-48.15 Fire Insurance	1282.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	11-7-301-48.30 Boiler Insurance	121.00	219411	12/14/17

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 175 Current Prior Next FY Invoices For Fund (Highway Fund)
For Check Acct 1(General Fund) All check #s 12/14/17 To 12/14/17 & Fund 12

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
1SOUTH	12/06/17	1 SOUTH MAIN STREET Vice Grip Set 1143	12-7-101-52.00 Repairs & Supplies	139.00	219367	12/14/17
BIBENS	12/07/17	BIBENS HOME CENTER INC. brush duster, broom, plug K44014	12-7-101-52.00 Repairs & Supplies	17.01	219369	12/14/17
BCBS VLCT	12/14/17	BLUECROSS BLUESHIELD OF V JAN 2018	12-7-101-14.10 Insurance Benefits	13727.58	219370	12/14/17
CHAMP	12/06/17	CHAMPLAIN OIL COMPANY, IN hwy gas NOV 2017	12-7-103-51.00 Gasoline	283.66	219375	12/14/17
EYEMED	12/05/17	COMBINED INSURANCE CO OF Nov 2017 163336607	12-7-101-14.10 Insurance Benefits	129.02	219377	12/14/17
EYEMED	12/05/17	COMBINED INSURANCE CO OF Nov 2017 163336607	12-7-103-14.00 Insurance Benefits	9.16	219377	12/14/17
FRANKLIN	12/06/17	FRANKLIN AUTO L.L.C. Hal. Bulb 299013	12-7-101-52.00 Repairs & Supplies	30.04	219382	12/14/17
FRANKLIN	12/06/17	FRANKLIN AUTO L.L.C. AFD Tail Lights 299320	12-7-101-52.00 Repairs & Supplies	42.70	219382	12/14/17
FRANKLIN	12/06/17	FRANKLIN AUTO L.L.C. Batteries (2) 299501	12-7-101-52.00 Repairs & Supplies	261.62	219382	12/14/17
FRANKLIN	12/06/17	FRANKLIN AUTO L.L.C. Lens 299618	12-7-101-52.00 Repairs & Supplies	15.98	219382	12/14/17
FRANKLIN	12/06/17	FRANKLIN AUTO L.L.C. Returns 299813	12-7-101-52.00 Repairs & Supplies	-58.68	219382	12/14/17
FRANKLIN	12/06/17	FRANKLIN AUTO L.L.C. Core Credit CREDIT NOV17	12-7-101-52.00 Repairs & Supplies	-54.00	219382	12/14/17
FOLEY	12/06/17	Foley Services, Inc. HW UNIFORMS 1127824	12-7-101-15.20 Uniforms & Cleaning	94.79	219383	12/14/17
FOLEY	12/06/17	Foley Services, Inc. HW UNIFORMS 1129143	12-7-101-15.20 Uniforms & Cleaning	94.79	219383	12/14/17
FOLEY	12/06/17	Foley Services, Inc. HW UNIFORMS 1130504	12-7-101-15.20 Uniforms & Cleaning	94.79	219383	12/14/17
FOLEY	12/06/17	Foley Services, Inc. HW Dept Uniforms 1131870	12-7-101-15.20 Uniforms & Cleaning	94.79	219383	12/14/17
GMP	12/14/17	GREEN MOUNTAIN POWER Town Garage DPW NOV 17	12-7-101-30.00 Electricity	289.85	219386	12/14/17
HOME DEPO	12/06/17	HOME DEPOT CREDIT SERVICE Batteries 1565016	12-7-101-52.00 Repairs & Supplies	34.94	219387	12/14/17
FAIRFIELD	12/14/17	HOWARD P. FAIRFIELD, LLC Flange bearings 4801840	12-7-101-52.00 Repairs & Supplies	74.80	219388	12/14/17
JOE	12/06/17	JOE'S EQUIPMENT SERVICE I Wrench, file 2-116597	12-7-101-52.00 Repairs & Supplies	12.75	219390	12/14/17
CHIT BANK	12/14/17	PEOPLE'S UNITED BANK, N.A Adobe Acropro 55541869	12-7-101-23.50 Highway Advertising	47.73	219397	12/14/17
PERSONNEL	12/06/17	PERSONNEL CONCEPTS OSHA Posters (3) C57338	12-7-101-20.00 Office Supplies	10.95	219398	12/14/17
STATELINE	12/06/17	State Line Truck Service 4 - isl203 11302017	12-7-101-52.00 Repairs & Supplies	307.12	219404	12/14/17
TDS	12/06/17	TDS TELECOM 802-263-5272 DFW 11/17	12-7-101-31.00 Telephone/Pager Service	125.62	219405	12/14/17
VLCTEMPLO	12/06/17	VLCT EMPLOYMENT RESOURCE QTR1-2018 #UIP5007812018 QTR1-18	12-7-101-17.00 Unemployment Insurance	144.98	219410	12/14/17

12/14/17

Town of Weathersfield Accounts Payable

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Check Warrant Report # 175 Current Prior Next FY Invoices For Fund (Highway Fund)

Atreasr

For Check Acct 1(General Fund) All check #s 12/14/17 To 12/14/17 & Fund 12

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VLCTEMPLO	12/06/17	VLCT EMPLOYMENT RESOURCE	QTR1-2018 #UIP5007812018	12-7-103-17.00	24.15	219410 12/14/17
			QTR1-18	Unemployment		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-101-16.00	6601.50	219411 12/14/17
			QTR1 -2018	Workmen's Compensation		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-101-48.00	2180.00	219411 12/14/17
			QTR1 -2018	Insurance - Covered Bridg		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-101-48.20	781.00	219411 12/14/17
			QTR1 -2018	Insurance - Liability		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-101-48.25	1857.00	219411 12/14/17
			QTR1 -2018	Insurance - Vehicle		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-101-48.30	60.00	219411 12/14/17
			QTR1 -2018	Insurance - Boiler		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-101-48.35	737.00	219411 12/14/17
			QTR1 -2018	Fire Insurance		
VLCTPRO1	12/05/17	VLCT PACIF	qtr 4 - cal yr 2018	12-7-103-16.00	826.00	219411 12/14/17
			QTR1 -2018	Workmen's Compensation		
WBMASON	12/07/17	WB MASON CO INC	Nov 2017	12-7-101-52.00	4.41	219412 12/14/17
			IS0716169	Repairs & Supplies		
WBMASON	12/07/17	WB MASON CO INC	Nov 2017	12-7-101-52.00	-0.66	219412 12/14/17
			IS0716169	Repairs & Supplies		
Report Total				29041.39		

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 177 Current Prior Next FY Invoices For Fund (Proctor Library)
 For Check Acct 1 (General Fund) All check #s 12/14/17 To 12/14/17 & Fund 13

Atreasr

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BCBS VLCT	12/14/17	BLUECROSS BLUESHIELD OF V JAN 2018	13-7-101-14.10 Insurance Benefits	2112.90	219370	12/14/17
EYEMED	12/05/17	COMBINED INSURANCE CO OF Nov 2017 163336607	13-7-101-14.10 Insurance Benefits	25.37	219377	12/14/17
VLCTEMPLO	12/06/17	VLCT EMPLOYMENT RESOURCE QTR1-2018 #UIP5007812018 QTR1-18	13-7-101-17.00 Unemployment Insurance	46.63	219410	12/14/17
VLCTPRO1	12/05/17	VLCT PACIF qtr 4 - cal yr 2018 QTR1 -2018	13-7-101-16.00 Workmen's Compensation	-72.00	219411	12/14/17
VLCTPRO1	12/05/17	VLCT PACIF qtr 4 - cal yr 2018 QTR1 -2018	13-7-101-48.00 Insurance Prop-Liab	273.00	219411	12/14/17
WBMASON	12/07/17	WB MASON CO INC Nov 2017 IS0716169	13-7-101-34.00 Water	-0.66	219412	12/14/17
Report Total				2385.24		

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Town of Weathersfield Accounts Payable

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03:28 pm

Check Warrant Report # 178 Current Prior Next FY Invoices For Fund (Solid Waste)
For Check Acct 1 (General Fund) All check #s 12/14/17 To 12/14/17 & Fund 21

Atreasr

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GOBIN	CASELLA WASTE SERVICES	12/14/17	trash, c&d, zsort, compos 0375284	21-7-101-45.25 Compactor Hauler Trash	2478.63	219373	12/14/17
GOBIN	CASELLA WASTE SERVICES	12/14/17	trash, c&d, zsort, compos 0375284	21-7-101-45.05 Tippage	1445.46	219373	12/14/17
GOBIN	CASELLA WASTE SERVICES	12/14/17	trash, c&d, zsort, compos 0375284	21-7-101-45.26 Compactor Hauler C&D	394.93	219373	12/14/17
GOBIN	CASELLA WASTE SERVICES	12/14/17	trash, c&d, zsort, compos 0375284	21-7-102-45.01 Recycling Expense	214.66	219373	12/14/17
FOLEY	Foley Services, Inc.	12/06/17	TS UNIFORMS 1127825	21-7-101-15.00 Uniforms & Cleaning S.W.	12.68	219383	12/14/17
FOLEY	Foley Services, Inc.	12/06/17	TS UNIFORMS 11291444	21-7-101-15.00 Uniforms & Cleaning S.W.	12.68	219383	12/14/17
FOLEY	Foley Services, Inc.	12/06/17	TS UNIFORMS 1130505	21-7-101-15.00 Uniforms & Cleaning S.W.	12.68	219383	12/14/17
FOLEY	Foley Services, Inc.	12/06/17	TS UNIFORMS 1131871	21-7-101-15.00 Uniforms & Cleaning S.W.	12.68	219383	12/14/17
GMP	GREEN MOUNTAIN POWER	12/14/17	trf sta NOV 2017 TRAN NOV 17	21-7-101-30.00 Electricity	157.10	219386	12/14/17
PERSONNEL	PERSONNEL CONCEPTS	12/06/17	OSHA Posters (3) C57338	21-7-101-20.00 Supplies	10.95	219398	12/14/17
TDS	TDS TELECOM	12/06/17	Transfer Station NOV 2017	21-7-101-31.00 Telephone	50.34	219405	12/14/17
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	12/06/17	QTR1-2018 #UIP5007812018 QTR1-18	21-7-101-17.00 Unemployment Insurance	46.63	219410	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	21-7-101-16.00 Workmen's Compensation	1425.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	21-7-101-48.20 Liability Insurance	132.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	21-7-101-48.25 Vehicle Insurance	148.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	21-7-101-48.30 Boiler Insurance	5.00	219411	12/14/17
VLCTPRO1	VLCT PACIF	12/05/17	qtr 4 - cal yr 2018 QTR1 -2018	21-7-101-48.35 Fire Insurance	58.00	219411	12/14/17
WBMASON	WB MASON CO INC	12/07/17	Nov 2017 IS0716169	21-7-102-52.00 Repairs and Supplies	-0.66	219412	12/14/17

12/14/17

Town of Weathersfield Accounts Payable

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Check Warrant Report # 178 Current Prior Next FY Invoices For Fund (Solid Waste)
For Check Acct 1 (General Fund) All check #s 12/14/17 To 12/14/17 & Fund 21

Atreasr

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		6616.76		
				=====		

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Town of Weathersfield Accounts Payable
Check Warrant Report # 179 Current Prior Next FY Invoices For Fund (Agency Monies)
For Check Acct 1 (General Fund) All check #s 12/14/17 To 12/14/17 & Fund 40

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Atreasr

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SUGARBUSH SUGARBUSH FLORIST	12/06/17	Veteran's DAY WREATH VET 2017	40-2-101-03.00 Veterans' Memorial Commit	100.00	219402	12/14/17
Report Total				100.00		

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 180 Current Prior Next FY Invoices For Fund (Reserves)

Atreasr

For Check Acct 1 (General Fund) All check #s 12/14/17 To 12/14/17 & Fund 41

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BARTENERG BART ENERGY	12/14/17	Carol Fitch 944	41-2-101-90.90 Aid to Residents in Need	421.20	219368	12/14/17
BIBENS BIBENS HOME CENTER INC.	12/07/17	Dave&Jane White - Pellets K43759	41-2-101-90.90 Aid to Residents in Need	274.00	219369	12/14/17
Report Total				695.20		

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 181 Current Prior Next FY Invoices For Fund (Dry Hydrant Fund)
For Check Acct 1 (General Fund) All check #s 12/14/17 To 12/14/17 & Fund 51

Atreasr

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BIBENS	BIBENS HOME CENTER INC.	12/07/17	wire rope clips K45181	51-7-101-90.20 Grant Expenses	11.77	219369	12/14/17
CARROLL	CARROLL CONCRETE	12/06/17	3 - Blocks Pikes Peak 316363	51-7-101-90.20 Grant Expenses	135.00	219372	12/14/17
CARROLL	CARROLL CONCRETE	12/06/17	1- Block Pikes Peak 316678	51-7-101-90.20 Grant Expenses	45.00	219372	12/14/17
Report Total					191.77		

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Town of Weathersfield Payroll

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Check warrant report # for department:111

Atreasr

Check date 12/07/17 to 12/07/17 Departments 111 to 111

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	9650	12/07/17	0.00	374.63
BEARSE	BEARSE, DEFOREST D.	E	9651	12/07/17	0.00	72.05
COLES	COLE, SHIRLEY M.	E	9652	12/07/17	0.00	472.39
CONGDONJ	CONGDON, JENNIFER B.		46855	12/07/17	44.13	0.00
DANGOF	DANGO, FLORA ANN		46856	12/07/17	94.03	415.00
DANIELSWI	DANIELS, WILLIAM J.	E	9654	12/07/17	0.00	648.79
GOLDING	GOLDING, PHILIP L.		46858	12/07/17	164.19	0.00
HAMMONDC	HAMMOND, COLLEEN L.	E	9655	12/07/17	0.00	648.05
HIERCA	HIER, CAROLYN A.	E	9656	12/07/17	0.00	238.39
HIERS	HIER, STEVE A.	E	9657	12/07/17	0.00	86.20
MORRISED	MORRIS, EDWARD F.	E	9662	12/07/17	0.00	988.79
	Fringes paid via direct deposit					64.38
MORSE	MORSE, MARTHA J.	E	9663	12/07/17	0.00	73.11
MULDOONLA	MULDOON, LARRY J.	E	9664	12/07/17	0.00	688.21
NEILYSTEV	NEILY SR, STEVEN B.		46861	12/07/17	133.50	0.00
SKALABAN	SKALABAN, ALEXIS H.	E	9667	12/07/17	0.00	30.13
SMITH	SMITH, STEVEN		46862	12/07/17	125.90	0.00
WILKINSHA	WILKINS, HAL J.	E	9670	12/07/17	0.00	407.14
WRIGHT	LLOYD WRIGHT, JULIA	E	9659	12/07/17	0.00	77.05
					561.75	5284.31
					=====	=====

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Town of Weathersfield Payroll

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Check warrant report # for department:121

Atreasr

Check date 12/07/17 to 12/07/17 Departments 121 to 121

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	46857	12/07/17	302.43	350.00
HAZELW	HAZELTINE, WESTLEY W.	46859	12/07/17	614.53	200.00
HUNTDON	HUNTLEY, DONALD A.	E 9658	12/07/17	0.00	663.85
LONGTIN	LONGTIN, ALEXANDER J.	E 9660	12/07/17	0.00	471.56
MOORER	MOORE, RAY A.	E 9661	12/07/17	0.00	772.40
PELLETRY	PELLETIER, RYAN M.	E 9665	12/07/17	0.00	642.04
STAPLETON	STAPLETON, RAY E.	E 9668	12/07/17	0.00	572.46
				-----	-----
				916.96	3672.31
				=====	=====

***4,589.27

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Town of Weathersfield Payroll

Check warrant report # for department:131

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Atreasr

Check date 12/07/17 to 12/07/17 Departments 131 to 131

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	9653	12/07/17	0.00	110.82
RICHARDMA	RICHARDSON, MARK P.	E	9666	12/07/17	0.00	520.57
TOPOLSKI	TOPOLSKI, JUDITH A.	E	9669	12/07/17	0.00	158.47
					-----	-----
					0.00	789.86
					=====	=====

*****789.86

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Town of Weathersfield Payroll

Check warrant report # for department:211

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Atreasr

Check date 12/07/17 to 12/07/17 Departments 211 to 211

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	46860	12/07/17	240.43	0.00
WATERST	WATERS, TYLER M.	46863	12/07/17	448.70	0.00
				-----	-----
				689.13	0.00
				=====	=====

*****689.13

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Town of Weathersfield Payroll

Check warrant report # for department:111

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Atreasr

Check date 12/14/17 to 12/14/17 Departments 111 to 111

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E 9671	12/14/17	0.00	394.95
BEARSE	BEARSE, DEFOREST D.	E 9672	12/14/17	0.00	72.05
COLES	COLE, SHIRLEY M.	E 9673	12/14/17	0.00	490.75
CONGDONJ	CONGDON, JENNIFER B.	46864	12/14/17	163.83	0.00
DANGOF	DANGO, FLORA ANN	46865	12/14/17	94.03	415.00
DANIELSWI	DANIELS, WILLIAM J.	E 9675	12/14/17	0.00	831.05
ESTYJOSH	ESTY, JOSHUA W.	E 9676	12/14/17	0.00	133.23
GOLDING	GOLDING, PHILIP L.	46867	12/14/17	156.93	0.00
HAMMONDC	HAMMOND, COLLEEN L.	E 9677	12/14/17	0.00	578.57
HIERCA	HIER, CAROLYN A.	E 9678	12/14/17	0.00	248.76
HIERS	HIER, STEVE A.	E 9679	12/14/17	0.00	86.20
MCNAMARA	MCNAMARA, TIMOTHY E.	46869	12/14/17	84.32	0.00
MORRISED	MORRIS, EDWARD F.	E 9683	12/14/17	0.00	988.79
	Fringes paid via direct deposit				64.38
MORSE	MORSE, MARTHA J.	E 9684	12/14/17	0.00	73.11
MULDOONLA	MULDOON, LARRY J.	E 9685	12/14/17	0.00	628.44
SMITH	SMITH, STEVEN	46871	12/14/17	141.66	0.00
WHITNEY	WHITNEY, NATHALIE	46873	12/14/17	60.03	0.00
WILKINSHA	WILKINS, HAL J.	E 9690	12/14/17	0.00	431.73
				700.80	5437.01
				=====	=====

***6,137.81

12/14/17
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Town of Weathersfield Payroll
Check warrant report # for department:121
Check date 12/14/17 to 12/14/17 Departments 121 to 121

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Atreasr

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.		46866	12/14/17	277.06	350.00
HAZELW	HAZELTINE, WESTLEY W.		46868	12/14/17	614.53	200.00
HUNTDON	HUNTLEY, DONALD A.	E	9680	12/14/17	0.00	571.86
LONGTIN	LONGTIN, ALEXANDER J.	E	9681	12/14/17	0.00	483.84
MOORER	MOORE, RAY A.	E	9682	12/14/17	0.00	604.15
PELLETRY	PELLETIER, RYAN M.	E	9686	12/14/17	0.00	571.78
STAPLETON	STAPLETON, RAY E.	E	9688	12/14/17	0.00	627.84
					891.59	3409.47
					=====	=====

***4,301.06

12/14/17

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Town of Weathersfield Payroll

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Check warrant report # for department:131

Atreasr

Check date 12/14/17 to 12/14/17 Departments 131 to 131

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	9674	12/14/17	0.00	110.82
RICHARDMA	RICHARDSON, MARK P.	E	9687	12/14/17	0.00	520.57
TOPOLSKI	TOPOLSKI, JUDITH A.	E	9689	12/14/17	0.00	136.72
					-----	-----
					0.00	768.11
					=====	=====

*****768.11

12/14/17

Town of Weathersfield Payroll

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Check warrant report # for department:211

Atreasr

Check date 12/14/17 to 12/14/17 Departments 211 to 211

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	46870	12/14/17	244.80	0.00
WATERST	WATERS, TYLER M.	46872	12/14/17	450.16	0.00
				-----	-----
				694.96	0.00
				=====	=====

*****694.96