

1 Select Board Meeting  
2 Zoom Meeting  
3 DRAFT of Special Select Board Meeting Minutes  
4 Thursday, July 7, 2022 6:30 PM  
5

6 Select Board Members Present:

7 Paul Tillman  
8 Kelly O'Brien  
9 Michael Todd  
10 Wendy Smith  
11 David Fuller  
12 Brandon Gulnick, Town Manager  
13

14 Attendees:

15  
16 Online Attendees:

- 17  
18 1.) Call to Order by Michael Todd, Selectman at 6:32 pm  
19  
20 2.) Pledge of Allegiance was led by Paul Tillman.  
21  
22 3.) Agenda Review – no change  
23  
24 4.) Set FY2023 Property Tax Rate and Due Dates  
25

26 Brandon Gulnick, Town Manager presented the following:

- 27  
28 ○ The Grand List is \$3,318,936.00, each penny on the Grand List is \$33,189.36.  
29  
30 ○ The Highway Fund budget is \$1,180,468.00.  
31  
32 ○ The General Fund budget is \$1,445,409.00.  
33  
34 ○ In the General Fund we used \$45,418.00 in Fund Balance to raise property tax  
35 need.  
36  
37 ○ In the Highway Fund we used \$76,726.00 in Fund Balance to raise property tax  
38 need.  
39  
40 ○ Our total Municipal Tax Rate is 0.6269, last year it was 0.6046 for an increase of  
41 0.0223.  
42  
43 ○ The total expense increase from FY22 to FY23 is 0.36%. Similarly, the revenue is  
44 0.36% higher than last year.  
45

46 Michael Todd asked what the balances were for the Highway and General Funds.  
47 Brandon Gulnick said that they just closed FY22 so he could not say with confidence  
48 what the balances are and they are unaudited at this point. Michael Todd asked what  
49 Brandon projected them to be. Kelly O'Brien said there should be money left over  
50 from the previous fiscal year. Brandon Gulnick said that they used the fund balance  
51 for the Highway Fund for the previous year, but is projecting, as of June 2<sup>nd</sup>, 2022 to  
52 be around \$81,000 in the Highway Fund and in the General Fund around \$205,000.  
53

54 Wendy Smith asked Brandon Gulnick how much had already been used in the fund  
55 balances? He clarified she meant for the FY23 budget, she said yes. Michael Todd  
56 said \$121,726. (\$76,726 + 45,000). Brandon Gulnick said this was correct.  
57

58 David Fuller would like to keep both funds separate as they are separate by law. He  
59 would rather take these one at a time. He would like to take each one as the tax bills  
60 will break it down as it is shown in the packet presented. He would like to start with  
61 the General Fund.  
62

63 David Fuller said the 6-30-21 budget was audited. This is the first year that Dave  
64 remembers not taking some sort of action on the surplus. Previous years they have  
65 been able to determine whether or not they are going to go into reserve accounts. He  
66 asked Brandon Gulnick to confirm that he projected FY22 General Fund would be  
67 \$205,000. Brandon Gulnick confirmed that this projection was correct. Dave wanted  
68 everyone to remember that part of that was a \$69,400 account that was set up to allow  
69 for a delinquent tax loss with a specific name on it. Since then, that account has been  
70 resolved. Brandon did do the work and the money was set up in a reserve account  
71 over the course of 3 years.  
72

73 The Board of Abatement met and abated that property and asked Brandon for the total  
74 amount of that abatement the Dave feels should be reduced from the \$69,400.  
75 Brandon said the amount of that abatement was \$20,186. Dave said the original  
76 account was \$69,400 after the Board of Abatement reduced that account by \$20,186  
77 left a balance of \$49,214. That amount of money was molded over 2-3 budgetary  
78 years and Dave believes the \$49,214 should be credited back to the tax payers. So, if  
79 you take the \$33,189.36 from Nate Stoddard that equals \$.01 on the tax rate and  
80 divide that into the \$49,214, you get \$.0149333. This will still leave \$155,786 in the  
81 General Fund.  
82

83 Michael Todd asked Brandon if there was truly \$155,786 in the General Fund or if  
84 there were places some of this money needed to go. Brandon could not say with  
85 certainty as the year was just closed today. So next week they were going to do their  
86 analysis and for the next meeting they will have their estimated fund balance prior to  
87 audit.  
88

89 Dave Fuller wanted to verify that this fund balance had been generated over the past 2  
90 years. Brandon Gulnick said that he believes this has been accumulated over some  
91 time.

Ray Stapleton said that there was \$45,000 that was taken for the 2021 left over money to put back into the budget to pay it down this fiscal year.

David Fuller made a motion to approve the FY23 General Fund to be raised by taxes in the amount of \$1,049,015, at a tax rate of .3161.

Kelly O'Brien – 2<sup>nd</sup>

David Fuller amended his motion to the following:

	To be raised by taxes	Cents on tax rate
General Fund	\$ 1,049,015	0.3161
County Tax	\$ 26,433	0.0080
GF Special Articles	\$ 18,033	0.0054
Highway Fund	\$ 930,341	0.2803
Highway-Separate Article	\$ 33,000	0.0099
Local Education	\$ 23,852	0.0072

Total Municipal Taxes to be Raised \$2,080,674 0.6269

Kelly O'Brien - 2<sup>nd</sup>

Discussion –

Dave Fuller asked Brandon about the Highway Separate Article if that was for motorized or wheels? Kellie O'Brien said that was for the Highway Department Truck. He also asked if the Local Education was for Veterans. Brandon confirmed that this was a Veteran's exemption. It fluctuates and is calculated Homestead and Non-Homestead rates.

Michael Todd asked if something could be included in parenthesis just to clarify what that it is.

Vote – unanimous

Paul Tillman made a motion to approve the tax due dates as follows:

August 17, 2022

November 16, 2022

February 15, 2023

May 17, 2023

David Fuller – 2<sup>nd</sup>

No further discussion.

Vote – unanimous

David Fuller proposed 0.0148 as a tax credit.

Michael Todd asked Brandon Gulnick if that worked ok. He wasn't sure how it shows up on the tax bill as they have never done it.

Paul Tillman wanted to clarify what numbers were being used to calculate this credit.

Michael Todd confirmed he used \$33,189.36.

Brandon will put the numbers into the formula to confirm the amount.

David Fuller made a motion to credit the 22-23 tax bills on the General Fund 0.0148 to dissolve the balance of \$49,214 for an account that was set up for delinquent tax losses.

Kelly O'Brien – 2<sup>nd</sup>

Discussion –

Brandon Gulnick wanted to make sure that the Selectboard understands that when they create the FY24 budget, even if they start it at the exact same expenses they have now, they are starting with a revenue debt of \$94,632 in the General Fund.

#### 5.) Vote to Award Compactor Bid

RE: Compactor Bid Opening

We advertised an RFP to replace the compactor at the Transfer Station. The bid opening took place on June 30th at 2pm. We received 2 bids (attached).

<i>Company</i>	<b>Compactor</b>	<b>Installation</b>	<b>Concrete Pad</b>	<b>Total Cost</b>	<b>Completion Date</b>
<i>Alva Waste</i>	\$30,855	\$4,500	\$24,000	\$59,355	9/15/22
<i>Atlantic Recycling</i>	\$29,010	\$3,500	No bid	\$32,510	10/8/22

Atlantic Recycling did not follow instruction. The RFP specifically requested a full bid, including the compactor, installation, and laying a new concrete pad. Atlantic Recycling did not submit a bid for the concrete pad.

Both companies recommend replacing the receiver box, which will cost between \$9,975 from Atlantic Recycling + \$975 for shipping and \$11,550 from Alva Waste.

The total project cost with a new receiver box is \$70,905.

#### 6.) Business Personal Property Tax

RE: Business Personal Property Tax

The Town of Weathersfield taxes for Business Personal Property per 32 V.S.A. § 3618.

A.) If a Town does not vote to exempt business personal property under 3849 of this title, such property shall be appraised at fair market value; or, subject to a majority vote of those present and voting at an annual or special meeting warned for the purpose, a Town may provide that business personal property shall be appraised for any taxable year according to either of the following methods, which may be elected at the option of the taxpayer:

171 (1) At 50 percent of its cost during the time that it has not been fully depreciated for  
172 federal income tax purposes under the laws of the United States. After the  
173 property has been thus depreciated, exclusive of salvage value, for federal income  
174 tax purposes, it shall be appraised at 10 percent of its cost;  
175

176 (2) At its net book value during the time that it has not been depreciated to 10 percent  
177 of its cost or less for federal income tax purposes under the laws of the United  
178 States. After the property has been depreciated to 10 percent of its cost or less,  
179 exclusive of salvage value, for federal income tax purposes, it shall be appraised  
180 at 10 percent of its cost. Business personal property manufactured by the taxpayer  
181 for his or her own use, shall be valued at the net book value for federal income tax  
182 purposes under the laws of the United States. After the property has been  
183 depreciated to 10 percent of its cost or less, exclusive of salvage value, for federal  
184 income tax purposes, it shall be appraised at 10 percent of its cost.  
185

186 B.) The taxpayer may elect either of the methods set forth in subsection (a) of this section  
187 in the first year for which this election is effective. In any subsequent year the  
188 taxpayer may not change the method elected in the previous year except with the  
189 prior permission of the board of listers. All of the taxpayer's business personal  
190 property shall be valued for any year according to only one of the two methods.  
191 Adjustments by the taxpayer or the federal authorities of the depreciation allowed or  
192 allowable on the property, for federal income tax purposes, shall not affect or change  
193 the appraisal of the property under this section for any year as to which, at the time of  
194 the adjustment in depreciation, the grand list has been lodged as required by section  
195 4151 of this title.  
196

197 C.) As used in this section:  
198

199 (1) "Business personal property" means tangible personal property of a depreciable  
200 nature used or held for use in any trade, business, professional practice, transaction,  
201 activity, or occupation conducted for profit, including all furniture and fixtures,  
202 apparatus, tools, implements, books, machines, boats, construction devices, and all  
203 personal property used or intended to be used for the production, processing,  
204 fabrication, assembling, handling, or transportation of anything of value, or for the  
205 production, transmission, control, or disposition of power, energy, heat, light, water,  
206 or waste. "Business personal property" does not include inventory, or goods and  
207 chattels so affixed to real property as to have become part thereof, and that are  
208 therefore not severable or removable without material injury to the real property, nor  
209 does it include poles, lines, and fixtures that are taxable under sections 3620 and 3659  
210 of this title.  
211

212 (2) "Net book value" of property means the cost less depreciation of the property as  
213 shown on the federal income tax return required to be filed with the federal authorities  
214 on or nearest in advance of April 1 in any year. (Added 1975, No. 101, § 2, eff. April  
215 30, 1975; amended 1985, No. 169

(Adj. Sess.), § 3, eff. May 5, 1986; 1991, No. 203 (Adj. Sess.), § 4, eff. May 27, 1992.)

Business Personal Property Tax per \$ Group		
Group	# of Parcels	Grand List
0- 10K	57	-
10-25k	14	859.21
26K-50K	8	1,979.01
51K-100K	9	5,008.79
101K-200K	4	4,155.72
201K & Up	2	12,592.74
Totals	94	24,595.47

## 7.) High Priority Building Improvements

Board members,

During the May 16<sup>th</sup> Selectboard meeting the board requested that we organize high priority building improvements identified in the Town-Wide Building Assessment presentation and develop a summary report. The purpose of this report is to identify these high priority areas and request action from the board to obtain estimates on the priorities the board deems appropriate.

### 1. 1879 School House

The 1879 Schoolhouse is 143 years old. The building is 2030 SQFT and has 2 floors. The replacement value of the building is \$687,475. The purpose of the building has not been defined, however, some of the space has been designated as a Food Shelf. The structural system of the building includes flagstone, a stone foundation, brick, and wood walls. The building is in good condition.

#### High Priorities

- Roof replacement - likely installed in 1900, the roof is nearly 120 years old.
- Fire Alarm System - no existing fire alarm system
- Removal of flammable wall surface in food shelf. Old beaverboard needs to be removed and plaster repaired.
- Pave the walk from the parking lot to the building to improve accessibility for Americans with Disabilities.
- Install motion detector lights.
- Install storm windows to improve energy efficiency.
- Replace wood doors.

- Install heat/cooling pumps.
- Convert interior lighting to LED - improves energy efficiency and visibility.

## **2. Ascutney Fire Station**

The Ascutney Fire Station is 20 years old. The building is 4,550 SQFT and has 2 floors. The replacement value of the building is \$586,790. The purpose of the building is Emergency Services. The owner of the building is the Ascutney Volunteer Fire Association, and the owner of the land is the State of Vermont. The building is in good condition.

### **High Priorities**

- Install floor drain with an oil separator. Water leaks in through garage door.
- Water contains high salt & iron. Replace well or extend Water District main line.
- Install heating system, infrared tube heaters - works from propane, run length of bays
- Install a Fume-A-Vent system
- Install heating & cooling pumps

## **3. Martin Memorial Hall**

Martin Memorial Hall is 60 years old. The building is 4,800 SQFT and has 2 floors. The replacement value of the building is \$1,110,358. The purpose of the building is Town Offices/ Community use. The owner of the building is the Town of Weathersfield. The building envelope consists of wood/vinyl/brick and the structural system is wood/brick. The building is in good condition.

### **High Priorities**

- Roof Replacement - existing roof is in poor condition.
- Replace 13 single pane windows.
- Install heat & cooling pumps - eliminates window air conditioner units & increases energy efficiency.
- Install LED lighting
- Install Key Fob Lock system on doors and cash register
- Install a generator
- Pave driveway and parking lot (Wragg Brothers willing to partner with the Town)

## **4. West Weathersfield Fire Station**

The West Weathersfield Fire Station is 54 years old. The building is 2,680 SQFT and has 1 floor. The replacement value of the building is \$426,893. The purpose of the building is Emergency Services. The owner of the building is the West Weathersfield Volunteer Fire Department; however, the department is willing to sign it over to the Town of Weathersfield. The building envelope is metal, and the structural system is steel. The building is in fair condition.

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297 High Priorities  
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- Replace Roof, flashing, and sealants.
  - Replace 4 windows.
  - Replace exterior doors.
  - Remove ceiling, reinsulate, and use sheetrock (after roof replacement)
  - Install Fume-A-Vent System
  - Wire the garage doors to work with the generator when power is out.
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306 **5. Proctor Library**  
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308 The Weathersfield Proctor Library is 120 years old. The building is 1,497 SQFT and has  
309 2 floors including the basement office level. The replacement value of the building is  
310 \$250,829. The purpose of the building is library - public use. The building is in good  
311 condition.  
312

313 High Priorities  
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- 315
- Install hard pack, install drain, and rise up parking lot.
  - Install motion lighting on the exterior.
  - Replace 8 windows.
  - Install foyer on outside of building. Significant energy loss when front door opens.
  - Inspect roof to determine whether it requires replacement.
  - Install drainage system or seal basement. Water leaking in through brick.
  - Install fire alarms.
  - Install LED lights. Existing lighting is poor.
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324 **6. Town Garage**  
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326 The Town Garage is 49 years old. The building is 7,440 SQFT and has 1 floor. The  
327 replacement value of the building is \$1,063,271. The purpose of the building is storage &  
328 repairs. The building envelope & structural system is wood & metal. The building is in  
329 fair/poor condition.  
330

331 High Priorities  
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- 333
- Replace roof, flashing, downspouts, and sealants.
  - Replace SE wall.
  - Replace garage doors.
  - Replace water supply artesian well, and water heater.
  - Insulate ceilings, seal areas around garage doors.
  - Install 3 floor drains with couplings to run drains from roof with oil separator.
  - Install salt shed.
  - Replace all lighting with LED.
  - Replace all entrance doors.
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- Install cement knee, wall length of breakroom, 2 ft high/30ft long to prevent salt and water from seeping into breakroom, which will lead to rot.
- Install Fire Alarm system.

## **7. Transfer Station**

The Transfer Station is 32 years old. The buildings are 2,264 SQFT and have 1 floor. The replacement value of the buildings is \$74,328. The purpose of the facility is public recycling & waste disposal. Building envelop & structural system is wood.

### **High Priorities**

- Move entry gate 20 ft and install new fence and gate.
- Replace cement pad lower than ground level.
- Replace trash compactor.
- Install guard rail to surround compactor.
- Replace 500-gallon oil tank.
- Install cameras on inside and outside of buildings with alarm.
- Install fire alarms.

## **SUMMARY**

Overall, 4/7 buildings currently require a roof replacement and 1 should be inspected to determine whether the roof needs to be replaced. Replacing these roofs will improve the longevity of the buildings. Another reoccurring issue is lighting. Replacing the existing lighting with LED will improve energy efficiency and visibility. Overall, 25 windows need to be replaced within 3 of our buildings. This will improve energy efficiency and longevity. The Town Garage is in the poorest condition in relation to the other 6 buildings assessed, and the West Weathersfield Fire Station follows closely behind it. The other 5 buildings are in relatively good shape, however, the high priority items identified will improve their longevity.

8.) Any other business

9.) Adjourn

Paul Tillman made a motion to adjourn at 9:03 pm  
Wendy Smith – 2nd  
No Discussion  
Vote - Unanimous

Respectfully,  
Chauncie Tillman  
Alt. Recording Secretary

## **WEATHERSFIELD SELECTBOARD**

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David Fuller, Vice-Chairperson

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Kelly O'Brien, Clerk

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Wendy Smith, Selector

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Paul Tillman, Selector

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Michael Todd, Chairperson