

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, July 18, 2022
6:30 PM
REGULAR MEETING**

MINUTES

Select Board Members Present: David Fuller
Kelly O'Brien
Wendy Smith
Paul Tillman

Select Board Members Absent: Michael Todd

Brandon Gulnick, Town Manager

Others Present:

| | | | |
|----------------|-------------------------|--|--|
| Kathleen Duffy | Rika Henderson (online) | | |
| Scott Duffy | | | |
| | | | |

1. Call to Order

Mr. Fuller called the meeting to order at 6:30 PM.

2. Pledge of Allegiance

3. Agenda Review

There were no changes to the agenda.

4. Comments from Citizens on Topics not on the Agenda

There were no comments from citizens.

Mr. Fuller extended condolences to the Johnson family on behalf of the Town.

Mr. Fuller said he has been noticing heavy trucks ("tri-axle dumps") crossing bridges with 6-ton limits. He asked Mr. Gulnick to speak to the Highway Superintendent about clearly posting the weight limit on the bridges and stating that the limit is strictly enforced.

5. Review minutes from previous meetings – July 7, 2022

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The agenda stated that minutes of the July 7th meeting were to be reviewed, but the minutes in the packet were dated July 15th. It was agreed to table the minutes to the next meeting on August 1st.

6. Voting Machine Discussion

Because Town Clerk FloAnn Dango was unable to attend this meeting, discussion was limited by limited facts and knowledge. Apparently, the Town Clerk has acquired a new voting machine (perhaps tabulating machine?), but nothing was known about it. Mr. and Mrs. Duffy expressed concern about the integrity of the new machine, but no additional information could be provided. The discussion will be taken up again when Ms. Dango can be present.

7. Town Manager Report

(From the Manager's Report in the Board's packet)

1. RFQ – Roof Inspection Services

The RFQ for roof inspection services has been advertised. The due date for response is July 28th, at 12pm. Quotes will provide us with the cost of inspecting five (5) roofs, including Martin Memorial Hall, West Weathersfield Fire Department, Weathersfield Proctor Library, Town Garage, and the 1879 Schoolhouse. Discussion will take place on August 1st. See attachment A [not included in the minutes].

2. RFB – Generator Installation

Martin Memorial Hall & Weathersfield School Discussion took place with Principal Martes to determine if a generator would be beneficial to the School. Principal Martes stated it would be beneficial to the school and town because we would be able to use the school as a shelter if there was a need for the Town. Question for Selectboard: Should we advertise a joint RFB or individual RFBS?

3. RFB Paving Quarry Road

We advertised an RFB to pave Quarry Road on June 23rd. The RFB was advertised in the Valley News, Vermont Bid Website, Weathersfield Website, and VLCT classifieds. A pre-bid conference was held on July 7th at 10am. The question period ended on July 14th and bids are due no later than July 21st at 11:30am. A public bid opening will take place at Martin Memorial Hall in the upstairs conference room. The results will be available for Selectboard review on August 1st.

4. RFB Paving Stoughton Pond Road

We advertised an RFB to pave Stoughton Pond Road on June 14th. The RFB was advertised in the Valley News, Vermont Bid Website, Weathersfield Website, and VLCT classifieds. A pre-bid conference was held on June 30th at 10am. The question period ended on July 7th. Bids were due no later than July 13th at 11:30am. A public bid opening took place on July 14th at 1pm. The discussion will take place on August 1st when the Highway Superintendent is back from vacation.

5. FY23 Tax Rate, Bills, and Local Education (Veteran's Exemption)

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FY23 tax bills have been mailed. When Sarah Macy and I were setting the tax rate on Friday, July 8th we noticed the final 411 included the addition of a Solar array that affected the Veterans exemption and Page 2 of 5 additional veteran's exemptions have been added. The total difference is \$9,634. Rather than call a special meeting to address this the decision was made to reduce the General Fund Balance. (Consensus of the Board was that this was a proper decision under the circumstances.)

6. AOT Request for Review

On July 5, 2022, we sent a letter to AOT Traffic Operations to conduct a review of various locations in Town (See Attachment B [not included in the minutes]). On July 14th our request was acknowledged with their next steps (See Attachment C [not included in the minutes]). I will keep you updated as more information becomes available.

8. Year-End Reserve Transfers

Town Treasurer Steve Hier was unable to attend this meeting.

Mr. Gulnick stated that Mr. Hier is asking to approve \$3,463.30 (later \$3,789.30) – the net amount to be transferred into reserves from FY22 fund balance. This includes attorney fees to the Town Clerk for vault usage; computerization, voting equipment; parks and recreation had a small balance (\$39.69); property re-appraisals; and rabies (\$326).

Mr. Fuller asked if the Board had any questions about this. Mr. Fuller said he didn't recall doing anything (with these funds) last year. He expressed concern about how the funds are being allocated.

It was agreed to resume the discussion when Mr. Hier can attend.

9. Finance Report – Year-end

(From the Manager's memo in the Board's packet)

Mr. Gulnick stated that as a disclaimer, this finance report should be considered a preliminary report only. Changes and adjustments will be made, including potential changes during pre-audit and final audit. Additional detailed finance reports coming soon.

General Fund

- Revenues are at \$1,427,506.43. We budgeted \$1,440,222. Net budget/actual revenue is (12,715.57). There are various budget line items that were under budget, over budget, and on budget +/- . One of the largest contributing factors of revenue shortfalls was the GF appropriation revenue of \$43,600 that was not received. There were various other revenues that were not budgeted that were received, such as accountant contracted services to Windsor, Police Grants, and Contracted Police Services.

- Expenses are at \$1,482,279.14. We budgeted \$1,440,222. Net budget/actual expense is (42,057.14). There are various budget line items that were under budget, over budget, and on budget +/- a small variance. One of the larger contributing factors to budget overages was the Accountant Salary & Benefits. This was offset with additional revenue from Windsor. Finance went over budget by \$15,799.75, however, finance revenues were also over by

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\$14,769. Police similarly went over budget by \$36,627.68. This was offset with an additional \$25,113 in revenues. The additional overage was insurance benefits. The previous full-time officer opted out of insurance, whereas the new officer opts in.

- Net revenue/expense is (\$54,772.71).

- Fund balance is as follows:

\$274,489 – Starting Balance per FY21 Audit – June 30, 2021

-\$45,418 – Tax Reduction FY23 Budget - February 2022

-\$49,415 – Tax Reduction FY23 Budget – July 2022

-\$54,772.71 – Estimated FY22 year-end revenue/expense

-\$9,634 – Additional Veteran's Exemption (Local Ed) based on final 411 – July 9, 2022

\$115,249 - Estimated Cumulative Fund Balance

Highway Fund

- Revenues are at \$1,149,076.7. We budgeted \$1,154,392. Net budget/actual revenue is (\$5,315.3). There are revenue overages, which includes an additional \$21,718 in State Highway Aid, and \$11,000 for the Solar Lease. There are revenue shortfalls, which include Highway services to various town departments. Use of fund balance was not booked because it was not necessary, due to an increase in state aid.

- Expenses are at \$1,043,349.67. We budgeted \$1,127,156. Net budget/actual expense is \$83,806.33. There are budget line items under budget, over budget, and on budget +/- . One of the most significant contributing factors to this is Highway Regular Wages due to an employee that resigned and not filling the position.

- Net Revenue /Expense is \$78,491.03.

- Fund Balance is as follows:

\$81,036 - Starting Balance per FY21 Audit

-\$76,726 – Tax Reduction FY23 Budget

+\$78,491.03 – Estimated FY22 year-end revenue/expense

\$82,801.03 – Estimated Cumulative Fund Balance

Solid Waste Fund

- Revenues are at \$312,709.64. We budgeted \$289,049. Net budget/actual revenue is \$23,660.64

- Expenses are at \$293,278.30. We budgeted \$289,049. Net budget/actual expense is (\$4,229.30).

- Net Revenue /Expense is \$19,431.34.

(\$33,314) – Starting Balance per FY21 Audit

+\$19,431.34 – Estimated FY22 year-end revenue/expense

(13,882.7) – Estimated Cumulative Fund Balance

10. FY21 Audit/FY22 Audit Timeline

The FY21 audit is complete. It was in the Board's meeting packet for review. There were no findings of any fraudulent activity or any inaccuracies – everything looked good, according to Mr. Gulnick. In future we will be doing a pre-audit in August to hopefully speed things

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up a bit with the audit in September. This will line up with the FY24 budget discussions in November and December.

11. Business Personal Property Tax Update

According to Town Counsel, a Town Vote at an annual or special town meeting is required to change the Business Personal Property Tax Exemption.

12. Any Other Business

Nate Stearns will no longer be the Town counsel. It is uncertain how the Town chooses a new one.

13. Approve Warrants

Motion: To approve the warrants for July 18, 2022 as follow:

| | | |
|-----------------------------|--------------------|-------------|
| General Funds | Operating Expenses | \$23,428.11 |
| | Payroll | \$15,311.57 |
| Highway Fund | Operating Expenses | \$34,289.80 |
| | Payroll | \$8,017.59 |
| Solid Waste Management Fund | | |
| | Operating Expenses | \$16,601.96 |
| | Payroll | \$1,649.77 |
| Library | Operating Expenses | \$0.00 |
| | Payroll | \$2,101.46 |
| Grants | | \$10,876.61 |
| Library Fundraising | | \$1,000.00 |
| Veterans Memorial | | \$166.67 |
| Grand Totals | Operating Expenses | \$86,363.15 |
| | Payroll | \$27,080.39 |

Ms. O'Brien questioned why the library operating expenses always show as \$0 when there are library expenses listed on the warrant. Mr. Gulnick explained that library expenses come out of the General Fund operating expenses.

Made by: Mr. Tillman **Second:** Ms. Smith

Vote: All in favor

14. Adjourn

Motion: To adjourn the meeting

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Made by: Mr. Tillman **Second:** Ms. O'Brien
Vote: All in favor

The meeting adjourned at 7:35 PM.

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

David Fuller, Vice-Chairperson

Wendy Smith, Selector

Kelly O'Brien, Clerk

Paul Tillman, Selector

Michael Todd, Chairperson