

Select Board Meeting
Martin Memorial Hall
5259 US Rte 5, Ascutney VT
Select Board Meeting Minutes
DRAFT Monday October, 3, 2022 6:30 PM

Select Board Members Present:

Paul Tillman
Kelly O'Brien
Michael Todd
Wendy Smith
David Fuller
Brandon Gulnick, Town Manager

Attendees: Ray Stapleton, Chief Darrin Spaulding

Online Attendees: Chief Josh Dauping

- 1.) Call to Order by Michael Todd, Chair 6:30 pm
- 2.) Pledge of Allegiance was led by Paul Tillman.
- 3.) Agenda Review
No changes
- 4.) Comments from Citizens not on the agenda
None
- 5.) Review Minutes from Previous Meetings: 9-19-22
Paul Tillman made a motion to approve the minutes from 9-19-22.
Wendy Smith – 2nd
No Discussion
Vote - unanimous
- 6.) Town Manager Report (RFP Updates)

Roof Replacement RFB's

Roof Replacement RFB's have been assembled and advertised for Martin Memorial Hall, West Weathersfield Fire Station, and the Town Garage.
The timeline is as follows:

<i>RFB's Advertised</i>	09/29/22
<i>Pre-Bid Conference / Site Visit</i>	10/19/22 9:30am – Town Garage 11am – MMH 11:45am – West Weathersfield Fire Station
<i>Question Period Ends</i>	10/20/22 at 1pm
<i>Notes & Addenda (if any) emailed to plan holders</i>	10/21/22
<i>Bids Due:</i>	11/03/22 @ 2pm
<i>Public Bid Opening</i>	11/3/22 @ 3pm
<i>Bid Award</i>	11/07/22 @ 6:45pm
<i>Contractor Notification</i>	11/08/22 @ 4pm

Other RFB's

The Martin Memorial Hall drainage project, electrical, and mapping RFPs are in progress. We will be moving forward with a grant application to Vermont Emergency Management under the Emergency Operations Center/Shelter Improvement grant program for generator installation. Once funding guidelines are released, we will see if electrical improvements are also covered. If they are covered, we will combine electrical improvements and generator installation at Martin Memorial Hall into 1 project & submit an application to fund it.

Compactor Replacement

The old compactor has been removed and the new concrete pad at the Transfer Station is complete. The concrete pad needs to settle for seven days to harden. New compactor installation will begin on Tuesday, October 4th and should be completed on Friday.

Lottery Lane Update

The culvert has been assembled. There are approximately 5,000 bolts that need to be tightened by hand. By next Tuesday/Wednesday the contractor will begin excavating the hole to install the culvert.

Annual Report RFB

We will be sending out a RFB for our Annual Report this month. We will be sending requests for each entities report mid-October. We need discuss the Weathersfield Service Award at some point. If anyone has recommendations, please let me know.

7.) Vote to Purchase Thermal Imaging Camera from Fire Equip Reserves

Attached are quotes for thermal imaging cameras. The West Weathersfield Fire Departments existing camera is 20 years old. They are recommending replacement & requesting approval to purchase it from MES in the amount of \$3,563.99 to be paid for

through the Fire Department Equipment reserve fund, which has a current balance of \$32,140.81.

David Fuller made a motion to approve the purchase of a thermal imaging camera from MES in the amount of \$3,563.99 from the Fire Department Equipment Reserve Fund.

Paul Tillman – 2nd

No Discussion

Vote - unanimous

8.) Martin Memorial Hall

A.) Purchase Industrial Humidifier

We discussed the purchase of an industrial dehumidifier at the last Selectboard meeting. MMH Trustee Slade researched and found a good deal on a Storm Ultra dehumidifier. The machine has Wi-Fi capabilities and 115V/60Hz of power. The MMH Trustees voted to recommend the purchase of this dehumidifier to the Selectboard. The cost of the machine is \$1,077. There may be shipping costs.

Finance Options

MMH Reserves – Current Balance \$46,800.12

Town Office Improvements – Current Balance \$20,366.11

Vote to purchase the dehumidifier from either MMH or Town Office reserves for a price not to exceed \$1,200. Attached

Storm Ultra Dehumidifier Specifications

David Fuller made a motion to approve the purchase of the industrial dehumidifier in the amount of \$1,077.00 and associated shipping costs to be determined, from the MMH Reserves.

Kelly O'Brien – 2nd

No discussion

Vote

9.) FY24 Budget Process

The Chair and I discussed the FY24 Budget Process. Each department will present their budget to the Selectboard at the following times/dates:

FY24 Department Budget Schedule

Department	Selectboard Presentation
Admin	11/20/2022
Finance	11/07/2022
Listers	11/20/2022
Land Use	11/20/2022
Police	11/7/2022
Town Clerk	11/20/2022
Library	11/20/2022
Ascutney Fire	11/7/2022
West Weathersfield Fire	11/7/2022
Shared Fire	11/7/2022
Highway	10/16/2022
Solid Waste	10/16/2022

10.) Fire Truck Loaner Discussion

A neighboring Town has a Pumper that is not currently in working order. They have no means to pump water in the case of a structure fire. Chief Spaulding contacted me to discuss loaning a truck to them. Pending Selectboard discussion, we will develop a written agreement to cover all the bases, such as fuel, maintenance, insurance, response to Ascutney, etc.

The Selectboard reviewed the insurance with the Town Manager and Chief Spaulding. The insurance from the borrowing fire department will be covering the truck while it is at their station. AVFD will remove the ladders from the truck as one of the ladders did not pass inspection prior to transferring the truck.

The Selectboard agreed to the loaning of the truck as this is mutual aid and we've had neighboring departments help us in the past when needed.

11.) Appointments None

12.) Any Other Business

Brandon Gulnick, Town Manager wanted to remind the Selectboard that Martin Memorial Hall will be closed Thursday, October 6th for VLTC Training and also on Monday October 10th for the Holiday.

David Fuller brought up the issues at the Transfer Station this past weekend and stated that there needed to be an alternate solution for the transfer station stickers.

Ray Stapleton added that almost ½ of the people who came to the transfer station last weekend were turned away for no sticker. There was an incident where the police needed to be called to the Transfer Station.

Ideas that were brought up were additional punches for people who do not have a sticker on their vehicles, a “loaner” sticker for people who have a rental or a different vehicle than their own, etc.

13.) Approve Warrant

Paul Tillman made a motion to approve the warrants of 10-3-22 as follows:

General Funds	Operating Expenses \$40,010.15
	Payroll \$16,597.50

Highway Fund	Operating Expenses \$15,307.49
	Payroll \$8,212.94

Solid Waste Management Fund	Operating Expenses \$18,772.84
	Payroll \$1,745.49

Library	Operating Expenses \$0.00
	Payroll \$2,101.46

Building Assessments	\$1,100.00
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Grand Totals	Operating Expenses \$75,190.48
	Payroll \$28,657.39

Kelly O’Brien – 2nd
No Discussion
Vote – unanimous

14.) Adjourn

Paul Tillman made a motion to adjourn at 7:40 pm

Wendy Smith – 2nd

No Discussion

Vote - Unanimous

Respectfully,
Chauncie Tillman
Recording Secretary

DRAFT

WEATHERSFIELD SELECTBOARD

David Fuller, Vice-Chairperson

Kelly O'Brien, Clerk

Wendy Smith, Selector

Paul Tillman, Selector

Michael Todd, Chairperson