

Select Board Meeting
1879 School House
1862 VT Route 106, Perkinsville, VT 05151
Select Board Meeting Minutes
DRAFT Monday November, 7, 2022 6:30 PM

Select Board Members Present:

Paul Tillman
Michael Todd
David Fuller
Wendy Smith
Brandon Gulnick, Town Manager

Selectboard Members Absent:

Kelly O'Brien

Attendees: Darrin Spaulding, BJ & John Esty, Ray Stapleton, Chief Daniels, Josh Dauphin, David Moore, Ira Bruso, Matt Keniston, Nathalie Belleau, Annmarie Christensen, Alison Roth, Dottie Richardson

Online Attendees: Maureen Bogosian, Rika Henderson

- 1.) Call to Order by Michael Todd, Chair 6:30 pm
- 2.) Pledge of Allegiance – no flag was available at the 1879 Schoolhouse. The pledge was not done.
- 3.) Agenda Review
No changes
- 4.) Comments from Citizens not on the agenda

David Fuller said that he has not been in the 1879 Schoolhouse since the changes and he wanted to let everyone who participated in the update know that it looked wonderful.

Darrin Spaulding said there was a cabin out on the Wipple property (now owned by the Town) that hunters and snowmobilers used to stop at regularly and now it's gone. He wanted to know who gave them permission to tear that down?

Michael Todd asked if Darrin knows who tore it down. Darrin said that in the paperwork that he found online, it was the Conservation Committee.

Paul Tillman said that this was brought to his attention over the past couple of weeks so he went to the Conservation Committee minutes and it had been in discussion.

Michael Todd asked Brandon if there were any special guests or if there is a celebration for Veteran's Day. Brandon said it is on Friday, November 11 at 11:00 AM at the Veteran's Memorial in Perkinsville. John Arrison will be present.

Ray Stapleton gave an update that Lottery Lane and Stoughton Pond Project has been completed.

5.) Review Minutes from Previous Meetings: 10-17-22

Paul Tillman made a motion to approve the minutes from 10-17-22.

David Fuller– 2nd

Discussion – None

Vote - Unanimous

6.) Town Manager Report

Speed Limit Review – VT 131 Weathersfield

On July 5th we sent a letter to the Vermont Traffic Committee to conduct a review of the speed on 131 in Weathersfield from Lavigne Road to the 35MPH zone before Amsden Schoolhouse Road. We noted the various residents on 131 that live on this road that have both blind driveways and difficulty accessing 131 from their driveways without incident. According to residents, when they leave their driveway to enter 131 with their vehicles, cars speed up behind them and flip them off, honk their horns, or immediately pass them in a reckless fashion. We further noted the accidents that have taken place at the intersection of Weathersfield Center Road and Route 131. We also requested a review of 131 & Thrasher Road, Route 5 & Thrasher Road, Gravelin Road & 131, Cascade Falls and 131, and South Mountain Road and 131. We're seeking to reevaluate the apron at the intersection of 131 and Thrasher Road and remove the bank to the north of the intersection on Thrasher and Route 5. It's on an S curve at the crest of a hill. Drivers have difficulty turning onto Route 5 from Thrasher Road, especially when vegetation grows, or snow accumulates.

Ian Degutis, Traffic Operations Engineer, reviewed the speed limit requests and sent the maintenance requests to Marcos Miller, SE Regional Traffic Safety Investigator. We have a meeting setup for November 9th at 10:30am to discuss improvements at the intersections noted. The Traffic Operations Unit conducted an engineering study on 131 from Lavigne Road to the 35MPH zone before Amsden Schoolhouse Road. They found that the 85th percentile speed (the speed below which 85% of traffic is traveling) along VT-131 was generally within 5 mph of the posted limit, showing moderate compliance. There were a total of 31 crashes reported from 2017 to 2021 within the existing 4.88 mile-long 50-mph zone studied. This section does not meet High Crash Location (HCL) criteria. While there are a variety of causal factors to these crashes, there does not appear to be a clear pattern of speed. To date, no crashes have been reported to the system for 2022, however, only 45% of the crash data is currently entered into the system.

Based on the information above and the Federal Highway Administration's Manual on Uniform Traffic Control Devices, which states that speed limits should be set within 5-

mph of the 85th percentile speed, Traffic Operations recommends no change in the existing posted 50-mph speed zone and increased speed enforcement.

The recommendation was sent to the Vermont Traffic Committee Meeting which took place on October 20, 2022, at 1pm. The topic was tabled until December 15th at 1pm. We will be attending this meeting to discuss these findings with the committee.

RFB – Roadside Mowing Contract

Our Roadside Mowing Contract has expired. This past summer was the second year of the contract. We have advertised an RFB for Roadside mowing that will go into effect for Summer 2023. The RFB was posted 10/31, a Pre-Bid conference will take place on 11/16 at 11am, question period ends on 11/17 at 4pm, Addendum (if any) will be distributed on 11/22, proposals are due on 11/30 at 1pm, and a public bid opening will take place on 11/30 at 2pm. Bids will be ready for Selectboard review on 12/5.

MMH Generator Project

We are applying for a 50K grant through Vermont Emergency Management to install a generator at Martin Memorial Hall. According to grant criteria we needed to advertise an RFQ to obtain pricing. We advertised the RFQ on 10/28, site visits will be given upon request, estimates are due 11/9. The grant proposal is due the following week. The project, if awarded, requires a match. If we receive the award, we will have a discussion at the time about using ARPA funds to pay for our portion. The RFB is available on our website under Purchasing & Bids. Anyone may also request a copy by sending me an email to townmanager@weathersfield.org.

MMH Drainage Project

Sieple Inspections completed their report for the Drainage Project RFB (see attached). We will be assembling the RFB next week and advertising the project as requested, with the scope of work provided by Mr. Sieple in his report.

FY22 Audit

Our FY22 Financial Audit is nearing completion. See attached 2022 Audit Mgmt. Letter.

Lottery Lane Project

The Lottery Lane Project is nearing completion. The final work to be performed includes mulching & seeding. The new culvert is functioning properly.

Stoughton Pond Road Project

The main paving work has been completed. The remaining portion of the project includes shoulder work. Any remaining funds from the grant will be used for crack sealing throughout Town.

7.) Q1 Finance Report:

This representation letter is provided in connection with your audit of the financial statements of the Town of Weathersfield which comprise

1. the respective financial position of the governmental activities, the business- type activities, each major fund and the aggregate remaining fund information as of June 30, 2022 and
2. the respective changes in financial position and, where applicable,
3. cash flows for the period then ended and
4. the related notes to the financial statements ("disclosures"),

for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of **November 1, 2022**, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated **April 29, 2021**, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.

The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.

2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
5. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements and guarantees and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
6. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements for which U.S. GAAP requires adjustment to or disclosure in the financial statements.
7. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to this representation letter. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We are in agreement with those adjustments.
8. The effects of all known actual or possible litigation, claims and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which the Town of Weathersfield is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Town of Weathersfield from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Board of Selectmen or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the Town of Weathersfield and involves:
 - Management,
 - Employees who have significant roles in internal control or
 - Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the Town of Weathersfield financial statements communicated by employees, former employees, regulators or others.
15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims and assessments whose effects should be considered when preparing the financial statements
17. We have disclosed to you the names and identity of the Town of Weathersfield related parties and all the related party relationships and transactions, including any side agreements of which we are aware.
18. We have disclosed to you all of the Town of Weathersfield COVID 19-enacted measures due to requirements of federal, state or local regulations, specifically as they relate to the overall process of the Town of Weathersfield operations, finances and internal controls, both temporarily during this fiscal period and permanently.

Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in, financial reporting practices.
20. We have taken timely and appropriate steps to remedy identified and suspected fraud, or noncompliance with provisions of laws, regulations, contracts or grant agreements or abuse that you have reported to us.
21. We have a process to track the status of any audit findings and recommendations.
22. We have identified to you any previous audits, attestation engagements and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions and recommendations, as well as our planned corrective actions, for the report.

24. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
25. The Town of Weathersfield has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources or equity (fund balance and/or net position).
26. We are responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts and legal and contractual provisions for reporting specific activities in separate funds.
27. We have appropriately disclosed all information for conduit debt obligations in accordance with GASBS No 91.
28. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statements or other financial data significant to the audit objectives and any other instances that warrant the attention of those charged with governance.
29. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.
31. As part of your audit, you assisted with preparation of the financial statements, based on management's chart of accounts and trial balance and any adjusting, correcting and closing entries that have been approved by management; draft Management's Discussion and Analysis and notes to the financial statements based on information determined and approved by management; maintaining depreciation schedules for which management has determined the method of depreciation, rate of depreciation and salvage value of the asset, all in conformity with U.S. generally accepted accounting principles, permissible nonattest services under the AICPA Code of Conduct and nonaudit services under *Government Auditing Standards* for attest/audit engagements. We acknowledge our responsibility as it relates to those nonaudit services, including that we:
 - a. assume all management responsibilities;

- b. oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience;
- c. evaluate the adequacy and results of the services performed; and
- d. accept responsibility for the results of the services.

We have reviewed, approved and accepted responsibility for those financial statements and disclosures.

- 32. The Town of Weathersfield has satisfactory title to all owned assets and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 33. The Town of Weathersfield has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 34. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations, as well as joint ventures with an equity interest and properly disclose all other joint ventures and other related organizations.
- 35. The Town of Weathersfield has identified all fiduciary activities required by GASBS No 84 and has presented them appropriately in the financial statements.
- 36. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended.
- 37. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 38. Components of net position (net investment in capital assets, restricted and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 39. Investments, derivative instruments and land and other real estate held by endowments are properly valued.
- 40. Provisions for uncollectible receivables have been properly identified and recorded.
- 41. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities and allocations have been made on a reasonable basis.
- 42. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments or contributions to permanent fund principal.
- 43. Interfund, internal and intra-entity activity and balances have been appropriately classified and reported.
- 44. Participation in a public entity risk pool has been properly reported and disclosed in the financial statements.
- 45. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.

46. Tax abatement agreements have been properly disclosed in the notes to financial statements, including the names of all governments involved, the gross amount and specific taxes abated and additional commitments.
47. Special and extraordinary items are appropriately classified and reported.
48. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
49. We believe that the decline in value of debt or equity securities to be temporary.
50. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and, if applicable, depreciated or amortized.
51. The government meets the GASE-established requirements for accounting for eligible infrastructure assets using the modified approach.
52. Unused lines of credit, collateral pledged to secure debt, certain contractual debt terms (such as significant defaults or termination events), and direct borrowings and private placements have been properly disclosed.
53. We have appropriately disclosed the Town of Weathersfield 's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
54. We are following GASB Statement No. 54, paragraph 18, to determine the fund balance classifications for financial reporting purposes.
55. We acknowledge that (a) restatement(s) was made to c01Tect (a) material misstatement(s) in a prior period that affects the comparative financial statements or comparative data presented.
56. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
57. With respect to any other supplementary information on which an in-relation-to opinion is issued,
 - a. We acknowledge our responsibility for presenting the other supplementary information in accordance with accounting principles generally accepted in the United States of America and we believe the other supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The

methods of measurement and presentation of the other supplementary information have not changed from those used in the prior period and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the other supplementary information.

We acknowledge that oral communications were made by the auditor throughout and at the conclusion of the audit.

8.) Roof Replacement Bids

Martin Memorial Hall Roof Replacement Project

We received four (4) bids.

Company Name	Premium Shingles	Pro Shingles	Plywood Replacement	Chimney Repair & Cap	Completion Date
TJ Property Maintenance	\$44,160	\$44,926	\$145	\$2,200	4/30/2023
Connecticut River Roofing	\$47,000	\$44,000	\$75	\$4,000	5/1/2023
Triumph Roofing	\$53,750	\$56,000	\$75	\$2,500	1/31/2023
JVS Universal Construction	\$41,900	\$39,000	\$200	\$2,500	12/2022

The Martin Memorial Hall Board of Trustees voted unanimously to award the MMH Roof Replacement Project to Connecticut River Roofing. Connecticut River Roofing specializes in Roof Replacements and their Plywood Replacement cost is the lowest.

Vote to award the Martin Memorial Hall Roof Replacement Project to Connecticut River Roofing, using CertainTeed Landmark Premium Asphalt Shingles for a total cost of \$47,000, \$75 for Plywood Replacement, and \$4,000 for Chimney Repair & Installation of a Chimney Cap, with a completion date of 5/1/2023. The project will be paid for with ARPA funds (see balance sheet).

Paul Tillman made a motion to award the Martin Memorial Hall Roof Replacement Project to Connecticut River Roofing for a total cost of \$47,000 for Premium Shingles and \$4,000 for Chimney Repair & Cap with a completion date of no later than 5/1/23 to be paid with ARPA Funds.

Wendy Smith – 2nd

No further discussion

Vote – 3 aye

1 abstain

West Weathersfield Fire Station Roof Replacement Project

We received 3 bids:

#	Company Name	Bid Section 2.1-2.5	Bid Section 2.6	Completion Date
1	TJ Property Maintenance	\$60,854	\$20,410	4/30/2023
2	Connecticut River Roofing	\$61,600	\$11,000	6/1/2023
3	Triumph Roofing	\$58,000	\$12,000	1/31/2023

Vote to award the WW Fire Station Roof Replacement Project to Connecticut River Roofing for a total cost not to exceed \$72,600, and a completion date no later than 4/30/2023. This recommendation has been made following a review of experience and qualifications in addition to overall cost. The project will be paid for with ARPA funds (see balance sheet).

Paul Tillman made a motion to award West Weathersfield Fire Station Roof Replacement Project to Connecticut River Roofing for a total cost not to exceed \$72,600 and a completion date no later than 4/30/23 to be paid with ARPA Funds.

Wendy Smith – 2nd

No further discussion

Vote – 3 aye

1 abstain

Town Garage Roof Replacement Project

We received three (3) bids:

#	Company Name	Total Bid	Completion Date
1	Connecticut River Roofing	\$128,000	6/1/2023
2	Triumph Roofing	\$215,000	2 weeks from Start
3	JJS Universal Construction	\$106,000 2" OR \$117,000 4"	April 2023

Vote to award the Town Garage Roof Replacement Project to Connecticut River Roofing for a total cost not to exceed \$128,000 to be completed no later than June 1, 2023. This recommendation has been made following a review of experience and qualifications in addition to overall cost. The project will be paid for with ARPA funds (see balance sheet).

Paul Tillman made a motion to award the Town Garage Roof Replacement Project to Connecticut River Roofing for a total cost not to exceed \$128,000 to be completed no later than 6/1/23 to be paid with ARPA Funds.

Wendy Smith – 2nd

No further discussion

Vote – 3 aye

1 abstain

In the case all of the abovementioned projects are approved, we will spend an estimated \$251,600. A contingency should be set aside in the case plywood needs to be replaced at Martin Memorial Hall.

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

9.) Vote to Transfer Homestead Penalty Waiver from ARPA to General Fund

The board waived the Late Homestead Penalty during its last scheduled meeting. We sent out 46 revised tax bills reflecting the penalty waiver. The total amount in penalties waived is \$13,818.

Please vote to transfer \$13,818 from ARPA to the General Fund for FY23.

Attachment A

Late Homestead Filers – Revised

David Fuller made a motion to transfer \$13,818 from ARPA for the waived Late Homestead Penalty fees to the General Fund.

Paul Tillman – 2nd

No further discussion

Vote - unanimous

10.) Aid to Residents in Need – Heating Oil Discussion

Dear Selectors,

As we approach winter, we are seeing significant inflation in regard to heating fuel (among other basic essentials). Chairman Todd pointed out an article titled “Experts Raise Concerns of Heating Oil Rationing in New England Amid Supply Shortage.” This may cause additional spikes & causes concern as we may have residents in town that will need assistance purchasing fuel this winter. We do have the Aid to Residents in Need Fund. The balance is around \$4,500. We also have \$1,500 in the budget this year for Aid to Residents in Need.

Proposal:

1. Advertise that we do have a fund to assist residents in Town that do not have the capacity to heat their home this winter. This might lead to an increase in the number of applications we receive.
2. Prioritize these applications for immediate review and decision.
3. In the case an application is approved for heating fuel, immediately fund these applications, especially if their fuel level is below 15% at the time, we review their application.

When an application is approved by us, a check still needs to be cut. In order to cut a check, it needs to wait until the Selectboard approves the warrant.

We request the Selectboard vote to allow us to fund Aid to Residents in Needs applications for Fuel & cut a check prior to the Selectboard approving the warrant in the case a resident's fuel level is below 15% and the resident does not have the resources to heat their home. In addition, we would like to ask the board to vote to transfer ARPA funding to the Aids to Residents in Need Fund. I'm not completely sure what we will be facing this winter nor how many applications we will receive. Perhaps we should just have an understanding that we will true up at year end with ARPA in the case we overspend the Aid to Residents in Need Fund this winter.

David Fuller made a motion to waive the policy for the purpose of Aid to Residents in Need to allow the Town Manager on an individual basis for a variety of heating methods, not to exceed \$750 on a one-time emergency basis.

Paul Tillman – 2nd

Discussion –

David Fuller asked who would sign in the event that the Town Manager was not available. It was decided that in the event that the Town Manager was unavailable to sign, it would be the Emergency Management Coordinator, who is also on the Board of Trustees for the Residents in Need.

Brandon Gulnick also made note that Steve Heir is also on the Board of Trustees and he would be signing the checks.

Vote - unanimous

11.) 1879 Paving Bid

BJ Esty was present and stated that despite inviting multiple paving companies, only Springfield Paving put in a bid totaling \$3,750 to pave the ADA walkway at the 1879 Schoolhouse.

Paul Tillman made a motion to accept the bid from Springfield Paving in the amount of \$3,750 to be paid from the 1879 Schoolhouse Reserves.

Wendy Smith – 2nd

Discussion –

Michael Todd asked how many bids they received. They only received one. They requested bids from 7 different companies, however, only received one response. He does not want to commit to an amount until they have a current balance in the 1879 Schoolhouse Reserves.

The quote in front of the Selectboard expired on 9-22-22. It is not known if the original amount of \$3,750 is still valid. Not knowing if this bid is still good, Paul Tillman withdrew his motion until they can determine if this quote is still valid or if the amount has changed.

David Fuller also would like an accurate balance of the 1879 Schoolhouse Reserve Fund as well as wanting to know if they foresee any additional funding, they need for the school house.

Motion was withdrawn.

12.) Vote to Dissolve 1879 Schoolhouse Committee

The 1879 Schoolhouse Committee has completed their nearly decade long renovation and repair of the 1879 Schoolhouse. We thank committee members, including BJ Esty, Matt Kenniston, deForest Bearse, Doty Richardson, and Allison Roth, among the various other volunteers and residents that have assisted with this effort.

BJ Esty and I discussed via email and met in person to address the need to dissolve the 1879 Schoolhouse Committee.

Vote to dissolve the 1879 Schoolhouse Committee

David Fuller made a motion to dissolve the 1879 Schoolhouse Committee with thanks to the committee for their hard work.

Wendy Smith – 2nd

Discussion

Matt Keniston made a suggestion that a Board of Trustees was created in the likeness of the Board of Trustees for Martin Memorial Hall. The 1879 Schoolhouse Committee has another meeting and they will discuss options and present them back to the Selectboard.

David Fuller withdrew his motion.

13.) 1879 Schoolhouse Discussion

Following the 1879 Schoolhouse dissolution, the committee is interested in learning the use of the 1879 Schoolhouse Building, Repairs & Maintenance, Etc.

The 1879 Schoolhouse currently has an annual budget in the General Fund. As with all buildings in Town, we will ensure the building is secure, and electric, heating, internet, and repairs and maintenance are properly cared for. The building currently houses the Food Shelf, which is an asset to the Town for residents in our community that require assistance securing groceries for their family. The other half of the building has been used for committee meetings. There has been discussion in regard to renting the building out similar to what we do at Martin Memorial Hall. There has also been discussion about developing another committee. We will reach out to our cleaning service to begin cleaning the 1879 Schoolhouse.

14.) FY24 Budget Presentations

RE: WWVFD FY24 Proposed Budget

Fire Chief Dauphin and I held several meetings to discuss the FY24 proposed West Weathersfield Fire Station Budget. We are waiting for additional information to finalize the draft, such as Worker's Compensation and General Insurance, however this draft includes the following:

1. REVENUES / TAX NEED
 - a. The West Weathersfield Fire Department is seeking a 10% revenue increase request OR an additional \$9,187 to operate in FY24.
2. EXPENSES
 - a. Personnel
 - i. 8% increases in stipends and a 29% increase in mileage reimbursement OR \$300 overall.
 - b. Office Expenses
 - i. 2% decrease in Office Expenses. Emergency Reporting was higher last year due to training costs.
 - c. Utilities
 - i. 28% increase in electricity, 6% in fuel Oil/Propane & Telephone/Internet, for a total increase of 13% OR \$1,025.
 - d. Insurance
 - i. Pending information estimated to be received at the end of November.
 - e. Fire Equipment/PPE/Testing & Maintenance
 - i. 9% increase in Maintenance & Repairs non-vehicle (+\$1,350), 17% increase in Vehicle Maintenance (+\$2,000), and a 10% increase in Supplies (+\$1,160).
 - f. Fuel
 - i. 29% increase in fuel (+\$1,000).

Total budget increase 10% OR \$9,187.

RE: AVFA FY24 Proposed Budget

Ascutney Chief Spaulding and I held meetings to discuss the AV Fire Station budget for FY24. We are still waiting for additional information, including Workers

Compensation & General fire insurance.

1. REVENUES

- a. AVFA is requesting a 9% increase in revenues
OR \$7,982 to operate in FY24.

2. EXPENSES

- a. Personnel
 - i. 8% increase in Fire stipends, 29% increase in Fire Warden Mileage reimbursement, for a total increase in personnel of 7% OR 426.
- b. Office Expenses
 - i. 23 % increase or +\$1,477 in office expenses overall, including 8% in accounting services (year-end taxes), 99% increase in legal expenses (Fire Contract expires next year, attorney review for department), and a 17% increase in general office supplies.
- c. Utilities
 - i. 8% increase in electricity, telephone & internet, fuel oil/propane, and water for a total increase of \$922 for utilities.
- d. Communications
 - i. AVFD radio repeater fees are increasing for both departments by 14%, and a 17% increase in dispatch services for both departments, for a total increase of 17% or \$2,477.
- e. Fire Equipment/PPE/ Hose Testing & Maintenance
 - i. Maintenance and repairs nonvehicle is increasing by 8%, PPE is increasing by 7%, and AVFD host testing is increasing by 8%. Total increase is 5% OR \$1,689.
- f. Fuel
 - i. Fuel is increasing by 8% OR \$270.

15.) Appointments

- a.) Budget Advisory Committee
 - 1. Ed Williams
 - 2. Steve Heir

16.) Any other business

Paul Tillman did let the Selectboard know that he and the Recording Secretary will not be present for the next meeting on 11/21/22 meeting.

17.) Approve Warrant

Paul Tillman made a motion to approve the warrants of 11-7-22 as follows:

General Funds	Operating Expenses \$31,233.89 Payroll \$21,474.73
Highway Fund	Operating Expenses \$30,587.96 Payroll \$12,038.01
Solid Waste Management Fund	Operating Expenses \$1,333.18 Payroll \$2,572.82
Library	Operating Expenses \$0.00 Payroll \$3,184.64
Grants	\$1,394.54
Home Inspections	\$650.00
Parks & Recs	\$3,460.00
Grand Totals	Operating Expenses \$68,659.57 Payroll \$39,270.20
Wendy Smith – 2 nd No Discussion Vote – unanimous	

18.) Adjourn

Paul Tillman made a motion to adjourn at 9:05 pm

Wendy Smith – 2nd
No Discussion
Vote - Unanimous

Respectfully,
Chauncie Tillman
Recording Secretary

WEATHERSFIELD SELECTBOARD

David Fuller, Vice-Chairperson

Kelly O'Brien, Clerk

Wendy Smith, Selector

Paul Tillman, Selector

Michael Todd, Chairperson