

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, April 17, 2023
6:30 PM
REGULAR MEETING

Select Board Members Present: Michael Todd, David Fuller, Paul Tillman (remote), Kelly O'Brien, Wendy Smith

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

| | | |
|------------------------|--------------------------|--------------|
| Olivia Savage | Sydney Main | Karey Waters |
| Joseph Bublat (remote) | Brian Bosenberg | Nora Waters |
| Ray Stapleton | Rick Bates | |
| Julia Gumbart | Matt Walasewicz (remote) | |
| Amy Beth Main | Catharine Engwall | |

1 Call to Order

Mr. Todd called the meeting to order at 6:32pm.

2 Pledge of Allegiance

Mr. Fuller led the pledge of allegiance.

3 Comments from Citizens, SB, and TM on topics not on the agenda

Mr. Fuller expressed concerns that when people are taking out permits, information wasn't given to them in on a timely basis and that the service wasn't good. Mr. Fuller inquired about time allocations on a scheduled basis for different departments and stated that the issue should be revisited. Mr. Fuller also reminded everyone to have their HS-122 homestead tax form done or there will be a late penalty.

Mr. Todd stated that the Town Manager Brandon Gulnick attended a conference with the Vermont Town and City Management Association, which is a membership organization created in 1977 to "increase the knowledge and ability of local government managers, and to promote increased professional

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management of Vermont municipalities.” Mr. Gulnick was voted Director of the Board. The Select Board and attendees congratulated Mr. Gulnick.

4 Review minutes from previous meeting(s): 04/03/23

Additions/corrections/deletions:

a. None.

Motion: To approve.

Made by: Mr. Fuller

Second: Ms. O’Brien

Vote: All in favor

5 Town Manager Update

a. Roofing Project

The Martin Memorial Hall roofing project has been completed and looks good. Upcoming projects include the Town Garage and the West Weathersfield Fire Station.

b. Hazard Mitigation Plan

There was a meeting to kick off the local Hazard Mitigation Plan and to create a timeline. There will be three public meetings on April 25, June 22, and July 13. All these meetings will at 6:30pm and held at the 1879 Schoolhouse. The results of the meeting will be presented at a Select Board meeting.

c. 1879 Schoolhouse

The 1879 Schoolhouse committee is working on its final assignments during the next two (2) meetings. They will develop the proposed uses and maintenance plan. Following these meetings, the Town Manager will be presenting a plan for the schoolhouse.

d. ARPA Report/Meeting

The SLFRF Compliance Report has been submitted to treasury. A team has been assembled to meet at the 1879 Schoolhouse to discuss possible projects to spend ARPA funds on. This meeting will take place on Thursday, May 4, 2023, at 6:30pm for anyone who would like to join. Following this meeting, a proposal will be submitted to the Select Board for review.

6 Police Cruiser Upfitting

The Town has received 3 estimates for the upfitting. Adamson Industries Corporation estimated \$13,293, Twinline Towing estimated \$13,076.39, and Yipes Auto & Graphics estimated \$11,632.23 (including the graphics).

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Motion: To purchase the upfitting from Yipes Auto & Graphics, for a total cost not to exceed \$11,632.23, from the Towns ARPA fund, and to waive the Purchasing Policies requirement to complete a formal bid process.

Made by: Mr. Tillman

Second: Mr. Fuller

Vote: All in favor

The Select Board discussed the graphics, how dark they are, and how the graphics should clarify that it is a Vermont car being so close to the border. The graphics are uniform with the graphics on current cars. The Select Board agreed that it is important to identify that it is a police car as the graphics seem stealthy. The Select Board suggested making the graphics a lighter gray but stated ultimately it is up to the police.

7 Parks & Recreation: Hoisington Field Master Plan Discussion

Weathersfield Parks & Recreation Commission gave a presentation on Hoisington Field and some potential projects that could be done there, and how it is part of the Town Plan. Parks and Recreation would like to request proposals from qualified interdisciplinary teams of architects, environmental planners, environmental engineers, and other relevant disciplines to complete a Comprehensive Master Plan for Hoisington Field. The consult would utilize the findings from three (3) public design charrettes. An estimate of \$35,000 from ARPA was requested to get this part of the project started.

Once the Master Plan is completed, it would be easier to anticipate the cost of the design phase, which is the working drawings, construction details, and specifications but \$95,000 is a preliminary estimate. Parks and Recreation stated that they need help getting past these two first phases and then the rest can be raised through fundraising.

The Select Board discussed ways to cut the cost of the project, the amount of use Hoisington Field gets, and how the villages can feel separated at times. Mr. Fuller stated that the deed needs to be looked at as the field was originally donated to the school for recreation purposes, that a survey was done in the past, and that there are set backs, particularly with the beaver dam. Mr. Fuller also pointed to other recreational areas in Weathersfield. The Select Board agreed to that investigation into the deed, survey, and other legal matters need to be investigated further but that this project was at least a good candidate to put on the list for ARPA projects.

8 Q3 Finance Plan

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Prior to including Norwich bills that will extend from April 2022 to June 30, 2023, the General Fund is projected to end the year at \$12,101. This includes balancing the \$40,313 shortfall in revenue and the over expenditures from the Ascutney Fire Department.

| General Fund | | | | | | | |
|--------------|------------------|------------------|------------------|------------------|-------------------|------------------|-----------------|
| Revenues | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Projection | Total | Budget/Actual |
| Admin | 474,463 | 104,035 | 146,576 | 71,854 | 125,525 | 447,990 | (26,472) |
| Finance | 114,009 | 22,766 | 33,766 | 22,766 | 22,766 | 102,066 | (11,943) |
| Town Clerk | 131,191 | 33,790 | 28,448 | 31,098 | 30,009 | 123,345 | (7,846) |
| Listers | 63,445 | 12,111 | 12,111 | 12,111 | 27,111 | 63,445 | - |
| Land Use | 47,960 | 12,979 | 11,497 | 12,689 | 12,052 | 49,217 | 1,257 |
| Police | 331,647 | 96,568 | 81,786 | 79,426 | 80,058 | 337,837 | 6,190 |
| AVFD | 79,776 | 19,944 | 19,944 | 19,944 | 19,944 | 79,776 | - |
| WWVFD | 81,977 | 20,494 | 20,494 | 20,494 | 20,494 | 81,977 | - |
| Gen Fire | 7,600 | 1,900 | 1,900 | 1,900 | 1,900 | 7,600 | - |
| Library | 131,376 | 32,469 | 32,469 | 32,469 | 32,469 | 129,876 | (1,500) |
| | | | | | | - | |
| Total | 1,463,444 | 357,057 | 388,992 | 304,752 | 372,330 | 1,423,130 | (40,313) |
| General Fund | | | | | | | |
| Expenses | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Projection | Total | Budg/Act. Diff. |
| Admin | 474,463 | 112,147 | 131,359 | 126,489 | 87,745 | 457,740 | 16,723 |
| Finance | 114,009 | 22,872 | 14,804 | 29,046 | 24,859 | 91,581 | 22,428 |
| Town Clerk | 131,191 | 31,547 | 39,949 | 26,072 | 25,771 | 123,340 | 7,851 |
| Listers | 63,445 | 8,438 | 30,614 | 13,482 | 8,835 | 61,369 | 2,076 |
| Land Use | 47,960 | 6,228 | 19,617 | 8,914 | 10,400 | 45,159 | 2,801 |
| Police | 331,647 | 82,277 | 69,240 | 86,487 | 82,382 | 320,385 | 11,262 |
| AVFD | 79,776 | 49,199 | 23,565 | 19,471 | 10,969 | 103,203 | (23,427) |
| WWVFD | 81,977 | 20,202 | 25,849 | 16,220 | 23,057 | 85,328 | (3,351) |
| Gen Fire | 7,600 | 258 | 1,224 | 238 | 45 | 1,765 | 5,835 |
| Library | 131,376 | 30,042 | 31,406 | 29,094 | 30,620 | 121,161 | 10,215 |
| | | | | | | | |
| Total | 1,463,444 | 363,209 | 387,627 | 355,512 | 304,682 | 1,411,029 | 52,414 |
| | | | | | | | |
| Net | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Projection | Total | CHECK |
| | 0 | (6,152) | 1,365 | (50,760) | 67,648 | 12,101 | 12,101 |

Prior to including Norwich bills that will extend from April 2022 to June 30, 2023, the Highway Fund is projected to end the year at \$20,722. This includes the recently approved paving project on Quarry Road. The decision was made to fill the diesel tanks because the price dropped to \$3.07 per gallon.

| Highway Fund | | | | | | | |
|----------------------|------------------|----------------|----------------|----------------|----------------|------------------|---------------|
| Revenues | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Projection | Total | Budget/Actual |
| Highway Tax need | 930,341 | 232,585 | 232,585 | 232,585 | 232,585 | 930,341 | - |
| State Aid To Highway | 143,487 | 38,192 | 38,192 | 38,192 | 38,192 | 152,769 | 9,283 |
| Serv. To Solid Waste | 26,520 | 6,630 | 6,630 | 6,630 | 6,630 | 26,520 | - |
| Use of Fund Balance | 76,726 | 76,726 | - | - | - | 76,726 | - |
| Appropriations | 33,000 | | 32,811 | 30 | | 32,841 | 159 |
| Other | 3,394 | 252 | | 215 | | 467 | 2,927 |
| | | | | | | | |
| Total | 1,213,467 | 354,386 | 310,219 | 277,653 | 277,407 | 1,219,664 | 6,197 |

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| Highway Fund | | | | | | | |
|----------------------|-------------|---------------------|---------------------|-----------------------|------------------------|-----------------|-----------------|
| Expenses | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Projection | Total | Budget/Actual |
| Personnel | 622,443 | 111,617 | 138,027 | 156,082 | 127,113 | 532,841 | 89,602 |
| Legal & Insurance | 21,655 | 7,551 | 11,288 | 5,932 | 4,524 | 29,294 | 7,639 |
| Office Expenses | 18,875 | 4,246 | 3,741 | 7,549 | 5,716 | 21,252 | (2,378) |
| Fuel | 59,500 | 24,030 | 1,060 | 45,473 | 1,122 | 71,685 | (12,185) |
| Equipment & Maint. | 83,810 | 28,840 | 29,276 | 27,919 | 6,693 | 92,728 | (8,918) |
| Paving | 50,000 | - | - | - | 51,250 | 51,250 | (1,250) |
| Salt | 48,000 | - | 7,949 | 24,777 | - | 32,726 | 15,274 |
| Gravel/Road Material | 70,000 | 21,049 | 2,364 | 16,754 | 29,834 | 70,000 | (0) |
| Paving Repairs | 7,500 | - | - | - | 1,660 | 1,660 | 5,840 |
| Chloride | 37,500 | 33,246 | 9,558 | - | 9,554 | 52,358 | (14,858) |
| Culverts | 7,000 | - | - | 6,451 | - | 6,451 | 549 |
| Road Signs | 500 | 156 | 782 | - | - | 938 | (438) |
| Reclamation | 2,500 | - | - | - | - | - | 2,500 |
| Contract Work | 8,000 | 5,653 | 250 | - | 2,000 | 7,903 | 98 |
| Match for Grants | - | - | - | - | 50,731 | 50,731 | (50,731) |
| Summer Mowing | 13,000 | 12,000 | - | - | - | 12,000 | 1,000 |
| Fees & Permits | 1,350 | 2,900 | - | 415 | - | 3,315 | (1,965) |
| Debt Service | 128,835 | - | 80,242 | 48,568 | - | 128,809 | 26 |
| Transfer to Reserves | 33,000 | 33,000 | - | - | - | 33,000 | - |
| Total | 1,213,467 | 284,288 | 284,537 | 339,919 | 290,197 | 1,198,942 | 14,526 |
| Net | Budget 0 | Q1 Actual 70,098 | Q2 Actual 25,681 | Q3 Actual (62,267) | Projection (12,790) | Total 20,722 | CHECK 20,722 |

Prior to including Norwich bills that will extend from April 2022 to June 30, 2023, the Solid Waste Fund is projected to end the year at (\$22,757). This includes a net fixed revenue/expense of (\$1,421) and a net variable revenue/expense of (\$21,337).

| Solid Waste Fund | | | | | | | |
|-------------------|-------------|---------------------|----------------------|-----------------------|------------------------|-------------------|-------------------|
| Revenues | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Projection | Total | Budget/Actual |
| Fixed Revenues | 120,775 | 54,474 | 77,250 | - | - | 131,724 | (10,949) |
| Variable Revenues | 177,868 | 53,459 | 39,435 | 52,455 | 32,421 | 177,770 | (98) |
| Total | 298,643 | 107,933 | 116,685 | 52,455 | 32,421 | 309,494 | 10,851 |
| Solid Waste Fund | | | | | | | |
| Expenses | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Projection | Total | Budget/Actual |
| Fixed Expenses | 120,775 | 16,121 | 66,355 | 28,668 | 21,999 | 133,144 | (12,369) |
| Variable Expenses | 177,868 | 35,279 | 52,709 | 54,004 | 57,116 | 199,107 | 21,239 |
| Total | 298,643 | 51,400 | 119,064 | 82,671 | 79,115 | 332,251 | (33,608) |
| Net | Budget - | Q1 Actual 56,533 | Q2 Actual (2,379) | Q3 Actual (30,216) | Projection (46,694) | Total (22,757) | CHECK (22,757) |

Mr. Fuller inquired about delinquent taxes and discussed policy surrounding this. Mr. Fuller stated that he would like to avoid a deficit in the General Fund Budget come June. The Select Board discussed items that have impacted the budget in the past and possible ways to allocate funds. The Town Manager will give a tax collector update at the next meeting.

9 ARPA Discussion

At the next Select Board meeting, a list will be assembled from the meeting at the 1879 Schoolhouse meeting for potential uses of ARPA funds. The Select Board discussed putting a generator on the list and how the distribution of ARPA funding will be prioritized based on the needs of the Town. The Town Manager is going to get an estimate on a generator for the next meeting.

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10 Select Board & TM FY23/FY24 Goals

The Select Board agreed that the best use of ARPA spending is a top priority. The Town's infrastructure such as water, sewer, and capital plans are also a priority and the Select Board discussed grants available for these projects.

11 Vote to transfer \$5,000 from PD Budget to Police Cruiser Reserves

The final \$5,000 needs to be transferred from the Police Department budget to Police Cruiser reserves to complete the remaining transfers for FY23.

Motion: To transfer \$5,000 from the FY23 Police Department Budget to Police Cruiser reserves.

Made by: Mr. Fuller **Second:** Mr. Tillman

Vote: All in favor

12 Appointments

There were no appointments but Mr. Todd read the available vacancies out loud for the public.

a. Budget Committee (5 Vacancies)

b. Conservation Commission (2 Vacancies)

c. Energy Coordinator (1 Vacancy)

d. Green Up Coordinator (1 Vacancy)

e. Lister (1 Vacancy)

f. Parks and Recreation (2 Vacancies)

g. Veterans Memorial Committee (4 Vacancies)

h. Zoning Board of Adjustment (2 Vacancies)

13 Accept 1879 Schoolhouse Resignations

Motion: To accept the resignations of Matt Keniston & Beverly Strobl.

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

Vote: All in favor

14 TM Evaluation Process discussion

The Select Board discussed filling out the evaluation forms and having them ready for the next meeting.

15. Warrants

Motion: To approve the warrants for 4/17/2023 as followed:

General Funds

Operating Expenses: \$18,957.74

Payroll: \$14,780.43

Highway Fund

Operating Expenses: \$15,917.38

Payroll: \$7,802.14

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Solid Waste Management Fund
Operating Expenses: \$643.47
Payroll: \$1,608.11

Library
Operating Expenses: \$0.00
Payroll: \$2,151.34

Capital Assets: \$102,659.00
ARPA/Fire Equipment \$5,929.00
Library Courier Services \$106.45

Grand Totals:
Operating Expenses: \$144,213.04
Payroll: \$26,342.02

Made by: Mr. Tillman
Vote: All in favor

Second: Ms. O'Brien

15. Any Other Business

Ms. O'Brien reminded everyone that the personal property tax is due on April 30th.

16. Adjourn

Motion: To adjourn the meeting.

Made by: Ms. O'Brien **Second:** Mr. Tillman

Vote: All in favor

The meeting adjourned at 8:32pm.

Respectfully submitted,
Nichole Gagnon

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WEATHERSFIELD SELECTBOARD

Michael Todd, Chairperson

Wendy Smith, Selector

Paul Tillman, Vice-Chairperson

Kelly O'Brien, Clerk

David Fuller, Selector