

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Ascutney Fire Station
Route 131, Ascutney VT
Monday June 19, 2017
7:00 PM
REGULAR MEETING

MINUTES

Select Board Members Present: Daniel Boyer
C. Peter Cole
Lynn Esty
Amy Beth Main

Select Board Members Absent: Kelly Murphy

Ed Morris, Town Manager

Others Present:

Edith Stillson Darrin Spaulding Colin Butler

1. Call to Order

Mrs. Esty called the meeting to order at 7:03PM.

2. Comments from Select Board and Town Manager

Mrs. Esty announced that submission forms for the Weathersfield Directory are available at the Town Office. She said no town funds are being spent on the new printing. It is being funded through donations and people signing up.

3. Comments from Citizens on topics not on the agenda

There were no comments from citizens.

4. Review minutes from previous meetings – 6/5/2017

Additions/corrections/deletions:

a. None

Motion: To approve the minutes of June 5, 2017

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

5. Request Road Sign/Class IV/Kate Adams

This item was postponed a Ms. Adams was unable to attend.

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6. Application for Large Gathering Permit

a. Crown Point Country Club, Inc

The Country Club will be hosting its annual July 4th festivities on July 1st and plans to send off fireworks. Most of the Club is in Springfield, but part of it is in Weathersfield, so they routinely request a large gathering permit.

Motion: To approve the request for a large gathering permit for Crown Point Country Club for July 1st and to waive the fee.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

b. Town Festival

The Town Manager's Festival Committee is planning to host the 2nd annual Town-wide festival on September 30th from 8 AM to 3 PM. It will be similar to last year's festival with yard sales, food, and tours of the Dan Foster House.

Motion: To approve the large group gathering permit for the Town-wide Festival to be held September 30th, 2017 and waive the fee.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

7. 1879 Perkinsville Schoolhouse Grant

The 1879 Schoolhouse committee would like to apply for a grant of \$20,000 from the Byrne Foundation and a VCDP Accessibility Modification Grant of another \$20,000 to pay for the handicap access ramp at the school. The VCDP grant requires a 25% match which can be met with in-kind labor and materials. The Regional Planning Commission can assist in the VCDP application. The letter of request to the Byrne Foundation has been drafted and approved by the committee.

Motion: To approve the 1879 Schoolhouse Committee applying for both the Byrne Foundation and VCDP Accessibility Modification grants.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

8. Discuss Late Homestead Filer Penalty

The Town has not been charging a penalty for filing late homestead declarations. By statute, the Town could be charging a penalty of up to 8%. Because we are past the deadline to begin charging, Mr. Morris recommended that we waive the fee for this year, but implement a 3% fee for next year to pay for the extra time it takes Town staff to process the late filings.

Motion: Waive the late homestead declaration fee that was supposed to be filed by April 8, 2017 and approve a 3% fee to be put in place for the April 2018 deadline.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

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9. Fire Commission report – Lynn Esty

Mrs. Esty read the reports from both departments and provided copies of the 5-year plan for AVFD. She said the Fire Commission will be drafting a 5-year plan as well. She read a summary of the last Fire Commission meeting's proceedings as the minutes were not available. She said she would email the minutes to the Board members once they were available. WWVFD's new truck will be delivered either June 30th or July 1st. Mr. Morris said he preferred it be delivered before the end of this fiscal year. The next meeting of the Commission is scheduled for July 12th at AVFD at 7PM. The Commission is still looking for two members at large.

10. Approve expensing up to \$146,000 from the Motorized Fire Equipment account

Mr. Morris said he needs authorization from the Board to use money from the reserve account to pay for the new fire truck in accordance with the article passed by the voters. He also requested a special meeting to expense this purchase in the proper FY budget. **Motion:** To approve using up to \$146,000 from the Motorized Fire Equipment Reserve for the purpose of purchasing the WWVFD engine that was approved by the voters in March 2016.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

The special meeting was scheduled for June 29th at 7PM at the Town Office.

11. Waive RFP process for purchase of CER-PAC

Mr. Morris asked the Board to waive the RFP process to allow the Highway Department to purchase \$20,000 worth of CER-PAK from Cersosimo. Highway usually buys CER-PAK from Cersosimo on an as-needed basis, but he has the opportunity to purchase a large quantity for a reduced rate. The CER-PAK is much needed on the town's roads. Funds would be taken from this year's budget to pay for it. It seems Cersosimo's is the only place to purchase this specific material. If the RFP process is not waived, the purchase will not be made in this fiscal year. It was agreed that in general, waiving the process is not a good idea, but it is acceptable in this instance.

Motion: To approve waiving the RFP process for this one time purchase of \$20,000 worth of CER-PAK from Cersosimo from the FY2017 budget.

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

12. Sign Line of Credit Note for FY2018

Town Treasurer, Steve Hier, asked the Board to authorize a line of credit in the amount of \$200,000 to access between tax payments as needed. It helps in times of low cash flow and costs nothing if not used. It expires in a year.

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Motion: To authorize the Treasurer to take out a line of credit in the amount of \$200,000.00 in anticipation of taxes.

Made by: Mr. Cole **Second:** Mr. Boyer

Vote: Unanimous in favor

13. Budget Review

Town Accountant, Colin Butler, led the discussion. The auditors are still working on the accounts. 60 days after year end there will be delinquent tax adjustments to be made. This can affect the general fund surplus.

General Fund: Surplus of \$6,821. Break even budget.

Highway Fund: Surplus of \$107,217. Mr. Butler recommended rolling this forward into a reserve account for unspecified projects. The \$20,000 for the CER-PAK will be coming from this surplus.

Solid Waste: Surplus of \$6,156. This is a good sign. The new compactor is a capital expense so it doesn't show here. The remainder of transfer station expenses will be played "by ear".

Library: Surplus of \$9,939. Mr. Colin said this will be spent by the end of the year on furniture the library has been needing.

Mrs. Esty said there was an email sent out asking some specific questions regarding the budget and she wanted to present the answers to everyone. Mr. Morris presented Mr. Butler's responses to the email inquiries.

What is the miscellaneous expenditures that we seem to be exceeding? Can we have details please. 11-7-101-99.00

The \$2,065 expenditure is made up of \$1,386 for the Christmas Party hosted by Ed, \$350 for a background check and a number of small items in the \$20 to \$30 range.

11-7302-38.10 Parks and Rec did we really only budget \$250? And if yes, why did we exceed it.

Yes the budget is \$250 for FY2017. \$200 was paid to a performer for appearing at Stoughton Pond. The balance of spending is to service portable toilets.

What are our legal expense in Highway? 12-7-101-43.00

\$832.50 was paid to Gary Rapanotti for survey work on Butterfield Hill Road (questions about roads and road placements). As there is no budget line for general professional fees in the highway budget, I used the legal fees line so that the payment wouldn't be lost among other unrelated expenses.

I assume paving repairs being over is Amdsen?

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Virtually all of that spending relates to Amsden School Road. Note that there is offsetting revenue shown in 12-6-101-91.00. This is the repairs being funded from the reserve established for that purpose last year-end. There is no impact for paving Amsden School Road in the FY2017 results.

Have we adjusted the budget for next year for the admin for the water district?

Yes, the budget was increased from \$3,000 to \$4,000.

What is the delinquent tax expense?

It's for expenses incurred in collecting delinquent taxes, in general. The \$3,217 relates to the expense that was incurred when we gave Steve Smith the mobile home (not the cost of the tear-down).

And is the tuition and dues overage multiple employees or just a select few?

The \$500 budget covers tuition and dues for the town manager, town accountant, accounts payable/personnel clerk, and secretary. Actual expenditures were for Morris, Butler, Thibodeau, Dandeneau and Wright. Dues were paid to Vermont Town and City Management Association, the International City/County Management Association and the Vermont Government Finance Officers Association. Fees were paid for attendance at a number of meetings put on by these organizations, the VLCT and NEMRC. Several NEMRC webinars were also purchased.

Mr. Morris stressed the importance of employee training and said the budget has been increased to cover it. It will continue to increase until "we are where we need to be".

Why do we use so much in solid waste advertising and budget so little?

The spending of \$282 is mostly (\$191) related to filling an unexpected vacancy. The balance is for advertising RFPs to do with recycling and the compactor.

Dry hydrants seem rather expensive all around, are we getting grant money for any of this?

Yes, there is some grant money in the mix (\$4,000 this year) as well as a reserve available to absorb some of the spending (\$12,134 currently). Ed and I are waiting to see how the fire department bottom line looks at year-end and will then adjust accordingly.

What is the solution to controlling the repairs to AVFD equipment; same for WWFD but AVFD is over the top?

Mr. Morris said we into the year with a really low budget. Some things might have been done a little bit differently, but in the end, it appears to have been poor budgeting than anything else. He said when he got here working on last year's budget, the maintenance budget for AVFD was \$2500. He said, "I spend pretty close to that on my car. To care of all the fire trucks in the station, we need a lot more money than \$2500." We did add more for next year's budget. It still may not be enough. It is probably one of the hardest line items to budget for, and fire trucks, police cars and highway equipment all have to be fixed, whether we've budgeted for them or not. In addition, with some of the fire trucks being 20+ years old, we will start to have more and more maintenance problems.

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a. Discussion of Possible Funding of Baltimore Road Project

Mr. Morris recommended waiting until after the year end to discuss this.

14. Appointments

There were no appointments.

15. Approve Warrants

Motion: To approve the warrants for June 19, 2017 as follow:

| | | |
|-----------------------------|--------------------|-------------|
| General Funds | Operating Expenses | \$39,101.00 |
| | Payroll | \$12,850.06 |
| Highway Fund | Operating Expenses | \$15,665.07 |
| | Payroll | \$8,022.01 |
| Solid Waste Management Fund | | |
| | Operating Expenses | \$3,770.72 |
| | Payroll | \$1,290.65 |
| Library | Operating Expenses | \$1,846.45 |
| Grants | Operating Expenses | \$4,296.51 |
| Agency Monies | Operating Expenses | \$345.00 |
| Reserves | | \$5,177.43 |
| Grand Totals | Operating Expenses | \$70,202.18 |
| | Payroll | \$22,162.72 |

Made by: Mr. Boyer **Second:** Mr. Cole

Vote: Unanimous in favor

16. Future Meeting Agenda Items

- a. June 29th – Warrant only
- b. Reschedule July 3rd meeting to July 10th, 7PM at Martin Memorial Hall
 - b.i. Set tax rate
 - b.ii. set tax due dates
 - b.iii. Policy reviews
 - b.iv. Transfers to reserves

17. Adjourn

Motion: To adjourn the meeting

Made by: Mr. Cole **Second:** Mr. Boyer

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Vote: Unanimous in favor

The meeting adjourned at 8:00 PM.

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

Daniel E. Boyer, Selector

C. Peter Cole, Selector

Kelly Murphy, Chairperson

Lynn Esty, Vice-Chairperson

Amy Beth Main, Clerk