

Select Board Meeting
Martin Memorial Hall
5259 Route 5, Ascutney VT
DRAFT of Select Board Meeting Minutes
Monday July 6, 2020 7:00PM

Select Board Members Present:

Paul Tillman
Michael Todd
David Fuller
Joey Jarvis
Brandon Gulnick, Town Manager

Members Absent: N. John Arrison

Attendees: Nikita Lenihan, Fred Kowalick

Online Attendees: Darlene Kelly, Otis Monroe, Steve Hier, Stephanie Smith

- 1.) Call to Order by Chair, David Fuller at 7:02 pm
- 2.) Comments from Select Board/Town Manager and Citizens on Topics not on the Agenda.

Paul Tillman thanked both Fire Departments for their work over the Holiday weekend.

David Fuller wanted to recognize an event that took place over the Holiday weekend:

“Friday July 3rd around 12:30 or 1pm - I was in the house eating lunch and the radio scanner happened to be on. A call was placed to the WWVFD and Golden Cross ambulance for a call in lower Perkinsville for a woman "having a seizure". I listened intently and what transpired was remarkable. C2, Mychael Spaulding and 2 others arrived first noticing significant distress.

C2 Spaulding asked Hartford dispatch if a medic was on board and the location of the ambulance. Golden Cross responded yes to a medic on board and were at the Ascutney bridge. He relayed to Hartford that the patient was unconscious and struggling to breathe. Minutes went by. C2 Spaulding conferred with Chief Josh Dauphin and decided to ask Springfield ambulance for additional help.

C2 Mychael Spaulding grabbed the patient and started to administer the Hiemlich maneuver. Suddenly, the patient started gasping for air and eventually regained consciousness and sat up waiting to be transported to the hospital.

I heard all of this in a matter of minutes on the radio's scanner. After hearing all of this, I called C1 Josh Dauphin and asked if Mychael returned to the station, and he did. I asked that they stay because I wanted to see him. I felt compelled to thank him, which I did.

I want to present Mychael Spaulding with the Town's wooden plaque as a symbol of extra-ordinary conduct.”

3.) Review of minutes from previous meetings:

- a. Minutes from 6-1-20
Motion to approve made by Paul Tillman
2nd – Michael Todd
Review and correct grammatical and/or spelling errors
Vote – unanimous
- b. Minutes from 6-15-20
Motion to approve made by Paul Tillman
2nd – Michael Todd
Review and correct grammatical and/or spelling errors
Vote – Unanimous
- c. Minutes from 6-29-20
Motion to approve made by Paul Tillman
2nd Michael Todd
Discussion – none
Vote – unanimous

4.) Discussion – Terms & Conditions for the FEMA Award at 6648 VT Route 131

Otis Monroe, SWCRPC and Stephanie Smith from FEMA attended online to answer any questions.

MEMORANDUM

To: Weathersfield Selectboard

CC: Weathersfield Residents

From: Town Manager

Date: 07/02/2020

Re: 6648 VT Route 131

On June 19, 2020 Otis Munroe (Assistant Planner, SWCRPC) notified me that the FEMA acquisition/demolition (buyout) for the property at 6648 VT Route 131, also known as the Amsden Store is close to awarding the grant for the project and has sent the Town terms and conditions for the town to sign. FEMA will only cover 75% of the total project cost and the homeowner will be responsible for the remaining 25% according to the Terms & Conditions of the Grant Award. According to Mr. Munroe, the project has been difficult because of the low assessed value of the property. The owner is reluctant to accept the amount they would likely be offered. Vermont Emergency Management has been working on finding additional funding sources to cover the cost of the project, however, no funding has been secured at this time. On Tuesday, June 30, 2020 I met with Otis Munroe to discuss the project further. There are questions as to whether the Town will be interested in assisting with the 25% match requirement. Stephanie Smith (State Hazard Mitigation Officer, Vermont Emergency management) and Otis Munroe will be attending the meeting on Monday to answer any questions the Selectboard and I may have. Please see the attached Terms and Conditions, which include the project description/ scope of work, federal funding, non-federal funding, and the general terms and conditions for the project.

****Please see Terms and Conditions in Select Board packet from 7-6-20 for additional information****

David Fuller asked about bids concerning demolitions. At this time there have not been any requested.

Michael Todd asked Brandon Gulnick where the Town stood with this property. Brandon noted that if the Select Board decides to move forward then the Town will own the property.

5.) Discussion – Financial Management Questionnaire

The Select Board received a memo from Steve Hier regarding the questionnaire:

Treasurer, Town of Weathersfield
Weathersfield, Vermont

TO: Weathersfield Selectboard
FR: Steve Hier, Treasurer
DA: June 23, 2020
RE: Financial Management Questionnaire

The Vermont State Auditor of Accounts Office has developed a Financial Management Questionnaire for Town Treasurers to complete and share with the Selectboard.

The intent is to generate a discussion focused on some of the internal control aspects of the town's financial practices.

It is worth noting that a "yes" answer is not always mean we are following the best practice. For some of the questions a "yes" is best and for others a "no" is the response representing best practice.

We should discuss my answers at a Selectboard meeting and the Chair should sign and date the form as having been received by the Selectboard. I will then also sign the copy and maintain it in our files. Thanks.

Please find a copy of Financial Management Questionnaire in Select Board Packet for 7-6-20

Michael Todd made a motion to authorize the Chair to sign the Financial Management Questionnaire 2020.

Paul Tillman – 2nd
Discussion – none
Vote – Unanimous

6.) Draft Transfer Station Report

There was continued discussion regarding the Transfer Station. Brandon Gulnick reported the following to the Select Board:

REPORT

To: West Windsor, Reading, and Weathersfield
Cc: Residents
From: Brandon Gulnick, Town Manager

Date: June 18, 2020

Re: Transfer Station – Existing System / Proposed System

INTRODUCTION

The Transfer Station is currently shared between Weathersfield, Reading, and West Windsor. As you know, the Transfer Station is an Enterprise Fund and budgeting for it must be sufficient to enable it to operate as a standalone, independent, self-sufficient entity. Due to rising costs of operating the Transfer Station and several issues need to be addressed. I am writing this Report to your Town to take under consideration before the next budget season. This Report demonstrates the existing system, proposed system, and future expenses the Transfer Station will incur.

EXISTING SYSTEM

The revenue for the Transfer Station is unequal across our three (3) towns as shown below.

Town	Number of Parcels	Amount/ Percentage Paid	Difference
Weathersfield	1622	\$81,000 (100%)	0
Reading	621	\$18,635 (\$60%)	-\$12,415
West Windsor	882	\$6,000 (13% +/-)	-\$38,100

Based on the chart above, Weathersfield has 1622 parcels and each parcel is charged a \$50.00 permit sticker fee that owners of each parcel receive in the mail annually representing 100% of parcels charged to fund the Transfer Station. In Reading, the Town has 621 parcels, however, only 373 (60%) of the parcels are charged a \$50.00 permit sticker fee. The revenue from West Windsor fluctuates because West Windsor residents pay permit sticker fees based on the number of users that purchase a Permit Sticker for Transfer Station use annually. In FY21 the total proposed revenue generated from West Windsor for Transfer Station use is \$6,000 (120 users), which equates to 13% of West Windsor parcels charged for Permit Sticker fees.

PROPOSED SYSTEM

There are several potential approaches we can take to develop an equal payment system for Transfer Station use. The most cost-effective solution is to calculate the revenue generated by each town based on the number of parcels each town contains multiplied by the \$50.00 per parcel fee for an annual Permit Sticker. The differences are shown above in the chart to demonstrate the additional revenue each Town will contribute if a decision is made to adopt this fee structure.

I understand each Town has a different way of looking at this. The argument can be raised that residents who do not use the Transfer Station should not be responsible for paying the Transfer Stations operating expenses. If we used this strategy across our three (3) towns as our new fee structure moving forward Permit Sticker fees will rise.

For Example: In West Windsor 13% (+/-) of parcels pay the \$50.00 Permit Sticker fee. If we estimate that 13% of parcels in Weathersfield and Reading also use the Transfer Station the result is a total of 210 users in Weathersfield, 120 users in West Windsor, and 80 users in Reading, which equals a combined 410 users paying for the operating

expenses at the Transfer Station. The total operating expenses at the Transfer Station for FY21 are \$283,336. Permit sticker fees makeup \$105,735 of these revenues. If we divide \$105,735 by the number of estimated users (410) permit sticker fees will increase to \$257.89 per user. This number will also vary each year depending on the number of users that purchase Permit Stickers making it difficult to budget the Transfer Stations operating expenses. If Permit Stickers Fees rise to an estimated \$257.89, we cannot be certain that the 410 estimated users will continue to use the Transfer Station.

OTHER ISSUES

1) Recycling Costs

In 2017 the Town of Weathersfield was able to lock into a contract with Casella at \$58.50 per ton with a \$275.00 cost per haul for recycling and \$135.00 cost per haul for Glass. As you know, the cost of recycling has skyrocketed and our contract with Casella expires on June 30, 2020. The Town of Weathersfield issued an RFP for Recycling Services and proposals were due on May 13, 2020.

The Town of Weathersfield received the following two (2) proposals for recycling services:

Casella: \$135.00 per ton/ \$298 per haul

Alva: \$125.00 per ton/ \$190 per haul

On average the Transfer Station receives 250 tons of recycling that is pulled 52 times per year. Per the calculations above, the cost of using Casella for Recycling Services would have been \$49,246 and the cost of going with Alva is \$41,130. Under our previous contract, Recycling Services were \$28,947 per year. Moving forward with our new contract with Alva, we will be paying an additional \$12,183 annually.

2) 40-Yard Swap Receiver Box

Casella owned the 40-yard swap receiver box at the Transfer Station. Under our new contract with Alva, we will need to purchase one. The cost of this container is approximately \$7,000. We have the option to rent, lease, or purchase this container. Once we have the final details we will pass along the information.

3.) Revised Permit Sticker System

The existing Permit Sticker System leaves a lot of room for non-residents to use the Transfer Station. This happens when residents share stickers with people from other towns. We currently provide Permit Stickers in the mail annually.

The Proposed Permit Sticker System will nearly eliminate this possibility. Rather than sending Permit Stickers annually, residents will visit their respective Town Halls with their vehicle registration to obtain the Permit Sticker. Residents will not be charged when they pick up the sticker since the Permit Sticker Fee will be fixed in their tax bills. A log will be kept in each Town with the resident's name, address, Permit Sticker number and License Plate number. The License Plate number will then be fixed on the Permit Sticker to be placed on the resident's windshield. When a vehicle

enters the Transfer Station the attendant will easily be able to match the vehicles license plate number (front of car) with the number fixed on the Permit Sticker. We will also save money on Permit stickers because the sticker itself will no longer expire and we will no longer need to send new stickers annually.

4.) Revised Punch Ticket System

People can purchase a Punch Card with either 5 or 10 punches at a time. Each punch is currently \$3.50. Punch cards can be purchased at Downers, Jiffy Mart, or the Town Office. The Punch Card is made of paper and can be replicated (when an individual photocopies it) to bypass paying for the cost of disposing of the items the Transfer Station charges to dispose of. The system is outdated and leads to a rise in the cost of operating expenses based on several factors. The recommendation is to change the system to either a pre-paid card or other form (to be discussed).

5) Replacement of Trash Compactor

The existing Trash Compactor and Concrete Slab are near the end of their useful life. Replacement will cost an estimated \$42,000.

6) Purchase of 2 Trash Compactor Containers

We do not own a Trash Compactor container. Casella supplies them for us. If we lose Casella's contract, which is subject to next year's contract results, we will need to purchase them at an estimated of \$7,200 per container.

7) Installation of a Well

There is currently no running water at the Transfer Station. This is a safety hazard because staff cannot wash their hands, use the bathroom, nor can we provide an emergency eyewash station. This cost is an estimated \$20,000.

8) Additional Staff

The Transfer Station currently has two (2) employees. Both employees work at the Transfer Station at the same time. It's a good idea to begin conversations regarding an additional part-time position.

CONCLUSION

If we adopt the proposed fee structure for Permit Stickers above, the amount of revenue generated at the Transfer Station will increase by \$50,515 if we keep the Permit Sticker Fee at \$50.00 per parcel. The goal is to reduce the Permit Sticker Fee once we stabilize the Transfer Station. The issues above should be addressed before we determine whether a change in Permit Sticker Fees is possible. I further recommend that we create a Joint Committee across our three Towns. The members of the Joint Committee should at a minimum consist of a Selectboard Representative from Reading, West Windsor, and Weathersfield. The Town Manager in each Town can attend at the committee's invitation to carry out the decisions made by the Joint Committee.

7.) Update on the Abbott Property –

Brandon Gulnick let the Board know that an appraisal had been done, however, they are still looking at a couple things before they present to the Board to make a decision.

8.) Update on the Water District –

MEMORANDUM

To: Weathersfield Selectboard
CC: Weathersfield Residents
From: Town Manager
Date: 07/02/2020
Re: Ascutney Fire District #2

INTRODUCTION

The first phase of stabilizing the Ascutney Fire District #2 is in process. Last week our administration sent notices to all residents living within the boundaries of AFD2 to conduct Water Meter Inspections. Water Meters are either located in the basement of a home or outside of the home in the ground. On Wednesday, July 1, 2020 the Water Operator and I began these inspections and completed 36 residences. We anticipated finishing them all in one day, however, we quickly realized that each residence takes between 10-30 minutes depending on the location of the meter.

PURPOSE

The purpose of Water Meter Inspections is to gather data on existing water meters, such as the serial number, type of meter, the meter register (gallons, cubic ft, other), meter size (5/8, 3/4, 1", 1 1/2", 2"), type of pipe (iron, lead, plastic), and the meter reading. There will be no change in billing in the first quarter because we need a confirmed benchmark to begin with. This benchmark will allow us to read the difference between the reading we take in July and the reading we will take in the next quarter. The purpose of this project is to develop an equal payment structure for all water users to stabilize the districts billing system.

FINDINGS

During the first part of water meter inspections we found that some meters were not working and need to be replaced, which we already knew. What we did not know was the type of replacement meter we need to order. Different sized pipe calls for different sized meters. The Water Operator and I scheduled another Water Inspection Date for Wednesday, July 8, 2020 to finish the remaining inspections. After all inspections are complete, I will update Weathersfield Residents accordingly.

OTHER

The Vermont Department of Environmental Conservation, Drinking Water Capacity Development Program, provides municipalities with \$50k grants to work with an engineering firm to develop an Asset Management Plan to meet the challenges of managing a Public Drinking Water System. The Plan will increase knowledge about the districts assets, allow us to operate more efficiently, set priorities and justify the system's

needs, improve customer service, prolong asset life, and develop a plan to pay for future repairs and replacements. We are moving forward with this great opportunity for Weathersfield.

9.) Set up Public Hearing Date and Time –

MEMORANDUM

To: Weathersfield Selectboard

CC: Weathersfield Residents

From: Town Manager Date: 07/02/2020

Re: Petition for Popular Vote to Amend Weathersfield Zoning Bylaws

INTRODUCTION

On February 13, 2020, the Town Clerk received a complete Petition for Popular Vote to Amend Weathersfield Zoning Bylaws. According to the petition (attached), the petitioners petition for a meeting of the Town to consider, by Australian Ballot, Amendments to the Weathersfield Zoning Bylaws initially adopted on March 5, 1974.

NEXT STEPS

In accordance with the Statutory Requirements below, the Selectboard must hold a duly noticed hearing not less than 15 days or not more than 120 days after the proposed amendment is submitted by the Planning Commission. The Planning Commission held their public hearing on June 22, 2020 at 7:00PM. The Selectboard must hold a hearing no earlier than July 7, 2020 and no later than Tuesday, October 20, 2020. This petition specifically requests a meeting of the town and a vote by Australian ballot.

OPTIONS

August 11, 2020 – The Selectboard will need to open and close their hearing by July 12, 2020 to meet the requirements of 24 App. V.S.A. ch. 149, § 22 (A) Timetable & Notice. See Below. If the Selectboard warns this hearing on July 6, 2020 the hearing can take place no sooner than Tuesday, July 21, 2020. However, this will not meet the 30-day requirement of 24 App. V.S.A. ch. 149, § 22 (A) to hold the Australian Ballot on August 11, 2020.

Special Town Meeting – According to App. V.S.A. ch. 149, § 22 a Special Town Meeting may be called at any time for reasons as prescribed by charter, by a majority vote of the Board of Selectmen; or by the decree of the Town Clerk upon receipt of a petition signed by no less than five percent of the voters registered at the time the petition is submitted. A special Town meeting, called in accordance with the above section, shall be held within 60 days from the date of the official call to meeting and is subject to the Timetable and Notice Requirements. There are additional costs to hold a Special Town Meeting, which should be discussed prior to moving forward with this option.

November 3, 2020 - The Selectboard will need to open and close their hearing by September 28, 2020 to meet the requirements of 24 App. V.S.A. ch. 149, § 22 (A) Timetable & Notice. See Below.

After reviewing all options, the notes from the Planning Commission meeting on 6-22-20 and the calendar, the select board decided on having a hearing on August 3, 2020.

Michael Todd made a motion to set the hearing date for the Zoning Bylaw Change – Processing of Firewood Petition to be had on August 3, 2020 at 7:00 pm at Martin Memorial Hall.

Paul Tillman – 2nd

No further discussion

Vote – unanimous

10.) Discussion – Transfer Station Receiver Box Options

Brandon Gulnick and Ray Stapleton received the following from Alva Waste Services regarding options for the receiver box at the Transfer Station:

Alva Waste Services, LLC
1050 Charlestown Rd
Springfield, VT 05156
802-291-4807 & 802-885-2994

Town of Weathersfield
Brandon Gulnick

Options for 42 Yard Octagon Receiver Box 22’:

Purchase price \$7,605.50

Rent Price: \$140 per month for the duration of the contract

3 Year Lease: \$230 per month and then Weathersfield purchases at end of lease for \$1.00

Joey Jarvis made a motion to rent the 42 Yard Octagon Receiver Box from Alba Waste Services for \$140 per month for the remainder of the contract.

Michael Todd – 2nd

No further discussion

Vote – unanimous

11.) Consider a vote to sign the Transfer Station Lease Option Agreement

Discussion was tabled for a future meeting when all 5 members of the Select Board were present to discuss.

Michael Todd made motion to extend the meeting 15 minutes

Joey Jarvis 2nd

Vote – unanimous

12.) Update Weathersfield Website –

The Select Board is going to review the new website, make a list and bring to the next meeting to discuss with Brandon Gulnick.

13.) Consider a vote to approve the Motor Grader RFB as Written –

John Arrison conveyed to David Fuller that RFP looked good from his viewpoint as the representative from the Select Board working with the Town on this matter. The changes the Board had requested from the first look had been changed.

Michael Todd made a motion to send out the Request for Proposal for the Town of Weathersfield new Motor Grader as written.

Joey Jarvis – 2nd

No further discussion

Vote – unanimous

14.) Second Reading:

- a.) Conflict of Interest Policy & Ethical Conduct Policy (Draft)
- b.) Fraud Prevention Policy (Draft)
- c.) Investment & Banking Policy (Draft)
- d.) Capitalization of Assets Policy (Draft)

All policies have been moved forward for a 3rd reading.

15.) Appointments – no new applicants for the following positions

- a. Budget Committee
- b. Connecticut River Joint Commission
- c. CRJC Mt. Ascutney Subcommittee
- d. Fence Viewer
- e. Parks and Recreation Commission
- f. Selectman Representative to the School Board
- g. Southern Windsor County Transportation Advisory Committee
- h. Southern Windsor/Windham Counties Solid Waste Management District
- i. Tree Warden
- j. Veteran's Memorial Committee

16.) Approve Warrants

Michael Todd made a motion to approve the warrants for July 6, 2020 as follows:

General Funds	Operating Expenses \$77,617.85 Payroll \$10,957.77
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Highway Fund	Operating Expenses \$23,083.58 Payroll \$12,537.38
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Solid Waste Management Fund	Operating Expenses \$11,409.37 Payroll \$2,303.29
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Library	Operating Expenses \$0.00 Payroll \$2,697.42
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Grants	Operating Expenses \$26,990.63
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Special Revenue

Operating Expenses \$0.00

Reserves

\$0.00

Long Term Debt

\$0.00

Grand Totals

Operating Expenses \$139,101.43

Payroll \$38,495.86

Paul Tillman - 2nd
Vote - Unanimous

17.) Any other business - none

18.) Adjourn

Paul Tillman made motion to adjourn the meeting at 9:17 pm

Michael Todd 2nd

No discussion

Vote – unanimous

Respectfully,
Chauncie Tillman
Alt. Recording Secretary

WEATHERSFIELD SELECTBOARD

N. John Arrison, Selector

David Fuller, Chairperson

Joseph Jarvis, Clerk

Paul Tillman

Michael Todd, Vice- Chairperson