

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, April 6, 2020
7:00 PM
REGULAR MEETING**

**MINUTES (REVISED)
APPROVED 5/4/2020**

Select Board Members Present: N. John Arrison
David Fuller
Joseph Jarvis
Paul Tillman
Michael Todd

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

* Dan Willey	Tom Kennedy		
* Annmarie Christenson	Chris Whidden		

- Participated in the meeting via GoTo Meeting

1. Call to Order

Mr. Fuller called the meeting to order at 7:05PM.

This meeting was closed to the public in accordance with the orders of the Governor and the CDC guidelines. Public participation was facilitated via the GoTo Meeting video-conferencing platform and conference calling. The number for people to join or call in to the meeting was published on the meeting agenda and on the Town's website. Mr. Gulnick monitored the calls and the video-platform while Mr. Fuller ran the meeting. The meeting was recorded for SAPA TV.

(At the start of the meeting there were 7 participants joining remotely.)

2. Review minutes from previous meetings – 3/16/2020

Additions/corrections/deletions: None

Motion: To accept the minutes of the March 16th meeting as written

Made by: Mr. Todd **Second:** Mr. Arrison

Vote: All in favor

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Review minutes from previous meetings – 3/19/2020

Additions/corrections/deletions: None

Motion: To approve the minutes of the March 19th meeting as written

Made by: Mr. Todd **Second:** Mr. Jarvis

Vote: All in favor

3. Comments from Select Board and Town Manager and Citizens on Topics not on the Agenda

Comments from the Board:

Mr. Tillman thanked Mr. Gulnick for the extra work he's done and the information he has provided to the public under the current circumstances.

Mr. Fuller thanked the public for their patience during these difficult times. Information and assistance are continuing to evolve.

Mr. Fuller asked for a short executive session at the end of this meeting to discuss contractual and personnel matters.

Comments from the Town Manager – None.

Comments from the Public Comment:

(Phone audio was lost momentarily, but was quickly re-established.)

Dan Willey asked if the Town was going to forgive interest and penalties on tax payments as many people are currently without income. Mr. Fuller said the Town will evaluate such requests on a case-by-case basis through the Board of Abatement.

Annmarie Christenson said the legislature is deferring to the individual towns to decide on whether or not to waive penalties and interest.

(The last tax payment for this fiscal year is due on May 13th. The Board was authorized by the 2020 Town Meeting to borrow money in anticipation of taxes if there is a shortfall.)

4. Town Manager Report

Mr. Gulnick summarized the various changes that have been made to town operations since March 14th.

- The April 2nd tax sale has been rescheduled to May 14th.
- The Planning Commission's April 13th public hearing has been rescheduled to June 8th.
- The Fire Services Contract has been extended to December 31st.

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- A spending freeze on all non-essential purchases has been established.
- Essential and non-essential personnel have been identified and notified of appropriate work protocols.
- The Town Office is closed until April 30th.
- GoTo Meeting video-conferencing software will be used for all public meetings.
- Changes in the Open Meeting Laws have been made to facilitate public meetings under the current circumstances.
- A COVID-19 resource page has been added to the Town's website
- Mailers have been sent to all residents to inform residents with no internet access of local resources and conditions.
- COVID-19-related expenses are being tracked for possible reimbursement by FEMA.
- A new RFB for ledge blend materials and roadside mowing has been published with a due date of April 17th. Bids will be opened on April 20th using the GoTo Meeting platform. The bids will be presented to the Board at the April 20th meeting.
- Mr. Gulnick and Mr. Tillman have been working with Southern Windsor County Regional Planning Commission (SWCRPC) Executive Director Tom Kennedy regarding the RFP for solid waste disposal services. The Town is advised to not seek a long-term contract at this time due to the circumstances. Mr. Gulnick has reached out to the towns of Reading, West Windsor and Windsor and plans to reach out to Cavendish and Ludlow as well. Findings will be presented to the board at the April 20th meeting.
- Prudential Committee meetings for the Fire District are temporarily on hold. Outstanding issues are still pending and there is still much work to be done.
- Work and negotiations continue with the two fire departments and the fire services contracts.
- Jason Rasmussen, senior planner at the SWCRPC, has been covering the land use office and provided a summary of activities for the board. Jason will help bring the new Land Use Administrator up to speed.

5. Emergency Management Plan – Discussion

Mr. Gulnick said the Plan is due May 1st with no extensions. He said he will complete the Plan as best as possible and submit it with the understanding that it can be amended later if necessary. It will be before the board at the next meeting for acceptance prior to submission.

Tom Kennedy said there will be funding coming available soon and advised the board to have some “shovel-ready” projects in anticipation.

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6. Review of RFP for Recycling Contract

As stated earlier, Mr. Gulnick, Mr. Tillman and Mr. Stapleton have been working with Tom Kennedy on the soon-to-expire contract with Casella and possible future options for waste disposal and recycling. Mr. Kennedy suggested looking for shorter-length contracts with possible extensions given the state of the nation at the moment.

Mr. Stapleton believes the Town is losing money on C & D waste because of the inaccuracy of weigh estimates. It was suggested that the Town take only C & D waste that is contained in bags. Anything that won't fit in a bag would be referred to Springfield where it can be weighed.

Motion: To authorize the Town Manager to send out an RFP for single-stream recycling services for a term not to exceed two years.

Made by: Mr. Arrison **Second:** Mr. Todd

Vote: All in favor

7. SAPA TV – Jared Gunnel Presentation

Mr. Gunnel asked the board for permission to install equipment at the Town Office that would allow SAPA TV to broadcast live during meetings. This would greatly improve the audio and video quality. There would be no charge to the Town for the equipment (a small computer and two cameras) or the installation, but SAPA TV would need to access the Town's internet connection.

Mr. Fuller asked for time to research the proposal. The matter will be discussed again at the next meeting.

8. Appointments

Mr. Gulnick has been unable to reach our former animal control officer despite multiple attempts. No one is asking for the position. Dog calls are apparently going unanswered. Mr. Gulnick will look into finding suitable replacements.

a. Conservation Commission –

8.a.i. Howard Beach

8.a.ii. Cheryl Cox

8.a.iii. Ryan Gumbart

Motion: To appoint Howard Beach, Cheryl Cox, and Ryan Gumbart to the Conservation Commission.

Made by: Mr. Todd **Second:** Mr. Arrison

Vote: All in favor

b. Constable – William Daniels

Motion: To name William Daniels as constable

Made by: Mr. Todd **Second:** Mr. Arrison

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Vote: All in favor

c. Emergency Management Coordinator

8.c.i. Roderick Bates

8.c.ii. David Fuller

After doing some research, Mr. Gulnick learned that the Town Manager is authorized to appoint an Emergency Management Director. (Historically the Selectboard has appointed the Emergency Management Coordinator position.)

Mr. Gulnick chose to appoint Mr. Fuller as Emergency Management Director. There is no conflict of interest with Mr. Fuller holding both the chairmanship of the board and the director position. Mr. Fuller has been deeply involved with COVID-19 pandemic-related events in the Town and it would be inefficient to bring someone else up to speed on the matter in the midst of the event.

An Emergency Management Coordinator, if appointed, would serve under the Director.

d. Land Use Administrator – Chris Whidden

Mr. Gulnick described the process followed in arriving at a candidate for the Land Use Administrator position. Mr. Whidden was recommended by the Planning Commission.

Motion: To appoint Chris Whidden as Land Use Administrator

Made by: Mr. Todd **Second:** Mr. Arrison

Vote: All in favor

e. Martin Memorial Hall Trustees

8.e.i. Edith Stillson

8.e.ii. Janet Bristol

8.e.iii. Marilyn Houghton

Motion: To appoint Edith Stillson, Janet Bristol and Marilyn Houghton as Martin Memorial Hall Trustees.

Made by: Mr. Arrison **Second:** Mr. Todd

Vote: All in favor

f. Planning Commission – Paul Tillman, Fred Kowalik

Motion: To appoint Paul Tillman and Fred Kowalik to the Planning Commission

Made by: Mr. Todd **Second:** Mr. Jarvis

Vote: Unanimous in favor

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- g. Public Affairs – Joey Jarvis**
Motion: To appoint Joey Jarvis to public affairs
Made by: Mr. Todd **Second:** Mr. Arrison
Vote: All in favor
- h. Southern Windsor County Regional Planning Commission – Peter Daniels**
Motion: To appoint Peter Daniels to the SWCRP
Made by: Mr. Todd **Second:** Mr. Arrison
Vote: All in favor
- i. Surveyor of Wood and Lumber - Roderick Bates**
Motion: To appoint Roderick Bates as Surveyor of Wood and Lumber
Made by: Mr. Tillman **Second:** Mr. Jarvis
Vote: All in favor
- j. Weigher of Coal – John Arrison**
Motion: To appoint John Arrison as weigher of coal
Made by: Mr. Todd **Second:** Mr. Tillman
Vote: All in favor
- k. Zoning Board of Adjustment**
 8.k.i. John Broker-Campbell
 8.k.ii. Jaime Wyman
 8.k.iii. Willis Wood
 8.k.iv. David (Todd) Hindinger
 8.k.v. James Cahill
- Motion:** To appoint John Broker-Campbell, Jaime Wyman, Willis Wood, David (Todd) Hindinger, and James Cahill to the Zoning Board of Adjustment
Made by: Mr. Todd **Second:** Mr. Arrison
Vote: All in favor
- 9. Nomination of Selectboard Member to Economic Development – Michael Todd**
Motion: To appoint Michael Todd as Selectboard member of Economic Development
Made by: Mr. Tillman **Second:** Mr. Jarvis
Vote: All in favor
- 10. Description of SB Highway Representative**
 This is still under construction.
- 11. Approve Warrants**

Motion: To approve the warrants for 4/6/2020 as follow:

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General Funds	Operating Expenses	\$45,876.84
	Payroll	\$20,282.22
Highway Fund	Operating Expenses	\$53,753.27
	Payroll	\$12,487.10
Solid Waste Management Fund		
	Operating Expenses	\$8,887.82
	Payroll	\$2,400.72
Library	Operating Expenses	\$0.00
	Payroll	\$2,571.38
Grants	Operating Expenses	\$340.45
Special Revenue	Operating Expenses	\$0.00
Reserves		\$
Long Term Debt		\$
Grand Totals	Operating Expenses	\$108,858.38
	Payroll	\$37,741.42

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

Vote: All in favor

12. Any Other Business

At 8:43 PM, the board went into executive session.

Motion: To enter executive session as per 1 V.S.A. §313(3) Personnel

Made by: Mr. Todd

Second: Mr. Arrison

Vote: Unanimous in favor

Mr. Fuller ended the executive session at 8:50 p.m.

A motion was made to increase the salary of the Town Manager to \$77,500 starting 4/6/2020. Motion: Paul Tillman Second: Joey Jarvis

13. Adjourn

Motion: To adjourn the meeting

Made by: **Second:**

Vote:

The meeting adjourned at

Respectfully submitted,

TOWN OF WEATHERSFIELD, VERMONT
SELECT BOARD

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WEATHERSFIELD SELECTBOARD

N. John Arrison, Selector

David Fuller, Chairperson

Joseph Jarvis, Clerk

Paul Tillman

Michael Todd, Vice-Chairperson