

Select Board Meeting
Martin Memorial Hall
5259 US Rte 5, Ascutney VT
DRAFT of Select Board Meeting Minutes
Monday, December 6, 2021 6:30 PM

Select Board Members Present:

David Fuller

Paul Tillman

Kelly O'Brien

Brandon Gulnick, Town Manager

Select Board Members Online: Michael Todd, Joey Jarvis

Attendees: Ross Girard, Barb Thompson, Darrin Spaulding, Olivia Savage, Josh Dauphin

Online Attendees: Josh Compo

The Public was permitted to attend this meeting in person. Remote public participation was facilitated via the ZOOM video-conferencing platform. The number for people to join or call in to the meeting was published on the meeting agenda and on the Town's website. The meeting was recorded by SAPA TV.

- 1.) Call to Order by Chair, David Fuller at 6:30 pm
- 2.) Pledge of Allegiance led by David Fuller
- 3.) Comments from Select Board Members, Town Manager and Residents on topics not on the agenda.

No comments from Select Board Members

Brandon Gulnick, Town Manager spoke with Flo Ann Dango regarding Town Meeting, if it was going to be virtual or in person.

Need to add WWVFD to be added to the ballot to vote to make them exempt for their taxes. David Fuller asked that it be added to the agenda for the next meeting on 12-20-21.

Ross Girard attended the meeting to ask that the Select Board approve a liquor license, Class 2 prior to them purchasing Windsor, Wine and Spirits so they can move Windsor, Wine and Spirits to their location at 6220 Rte 5 in Weathersfield. Brandon Gulnick, Town Manager will do some additional research regarding the steps needed for them to start the licensing process, starting with the Land Use Administrator.

David Fuller made a comment that the Highway Department is doing the best they can plowing and salting. They are still down an employee so please be patient.

- 4.) Review of minutes from previous meetings: 11-29-21

Paul Tillman made a motion to approve the meeting minutes from 11-29-21 with corrections if needed.

Kelly O'Brien- 2nd

Add the rest of the Renaud family to the minutes, Ryan and the lady that was with him.

David Fuller requested that the minutes be tabled to the next meeting, 12-20-21 until they additional people can be added.

5.) COVID Mask Update

There have been no issues with the mask requirement at Martin Memorial Hall. They are offering free masks in the event the visitor does not have one.

It is estimated that there are approximately 10 – 15 people coming in to the office a day, not including attorneys for the Town Clerk.

David Fuller is looking into getting some COVID Test for the Town Office to have on hand in the event of an exposure.

6.) Photography Contest Awards

The Select Board reviewed the submitted photos. There were 34 entries. Winners are as follows:

Winning Category Photos:

Farming Photo: Photo #21 – submitted by Lisa Slade

Fishing: Photo #5 – submitted by Clyde Weyant

Historic Sites: Photo #29 – submitted by Otis Nelson

Homepage Winners:

1st Place: Photo #10

2nd Place: Photo #20

3rd Place: Photo #29 – submitted by Otis Nelson

7.) Town Manager Report – pull from packet Brandon sent out.

Dear Selectors:

FY21 AUDIT

We have been working with the auditors to complete the FY21 audit. We should have a draft Audit to present to the Selectboard on December 20th.

FY23 BUDGET DISCUSSIONS TIMELINE

Budget	Date	Notes
Highway Budget, Police, Fire	12/06/2021	Highway budget carried over to this meeting.
Admin, Finance, Town Clerk, Listers, Land Use, Library	12/20/2021	Might be adjusted depending on results from 12/6 meeting
Full Draft Budget Proposal Overview for Town Meeting	01/03/2021	Might be adjusted depending on where we are at this time.
Final adoption of Town Meeting Articles	01/17/2021	This date is the cutoff. Must have articles to Flo-Ann on the 18 th & to Doolittle's for printing of the Town Report.

Please note - This timeline is tentative and may be adjusted from time to time, with the exception of the January 17th cutoff date. Special meetings might be required in addition to these dates as necessary

WEATHERSFIELD WEBSITE

The final design has been submitted to CIVIC CMS and approval has been granted. We are waiting for the developers to do the necessary work to make the changes live. Once they are live, I will notify the public.

HIGHWAY DEPARTMENT

The Highway Department has attached the wing on the Grader, all plow fronts and sanders are attached to the trucks, maintenance has been completed to the trucks, plows, and wings, and the Highway Crew has hauled over 4,000 yards of sand. Highway has already been out a couple of times sanding and are well prepared for the winter ahead.

MARTIN MEMORIAL HALL REPAIRS

The Martin Memorial Hall Board of Trustees held a meeting on December 1st at 5pm to discuss downstairs of Martin Memorial Hall and the work that has been completed to date. We developed a scope of work, which includes removal of the existing carpet and replace with wainscoting. Wainscoting will be on the bottom half all around the room and the wallpaper will be removed and the top half will be painted a neutral color. The remaining old baseboard heating covers will be replaced to match what was installed. The ceiling will be repaired in the problem area & electrical wiring will be covered. The RFP will also include replacing drywall, installing plywood, and replacing baseboards in the exposed areas. The RFP will be advertised on 12/7/21, bids will be due on 1/6/22, and a public bid opening will take place on 1/7/22. The MMH Board of Trustees will meet on 1/10/22 at noon to vote on the awarded contractor. The RFP will require the work to begin no later than January 17th, 2022, with a completion date no later than February 18th, 2022.

VOREC GRANT

Over the past several we have been working with the Chamber of Commerce, ATA, Ludlow, and Chester on a joint application to obtain a grant through the VOREC Program. The first step was to submit a letter of intent. Our project was accepted, and we were invited to submit a full application. The application was submitted on November 29th. The Scope of work is as follows:

1. Building of the 1.7 mile "high line" single track trail, which will also double as an access point from the State Park to the beginner trails as well as the eventual "trail around Mt. Ascutney."
2. The design and development of approximately 3 miles of intermediate single-track trail in the area designated as the "blue zone."
3. The replacement of a bridge which crosses a seasonal stream with a new bridge or culvert. This crossing is an integral connector to the overall networks and is on the existing double track re-opened by the ATA in the past year.
4. The destruction and disposal of metal roofing materials from a 1960s log hunting camp on the property which is no longer safe and a public hazard.

I will update the Town once we receive a decision on whether the Department of Forests, Parks, and Recreation funds our proposal. See the attached Letter of Support.

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

Brandon Gulnick, Town Manager

Paul Tillman made a motion to approve the RFP for repairs to the downstairs of Martin Memorial Hall.

Joey Jarvis – 2nd

No discussion

Vote - unanimous

The draft audit should be available for the next meeting, 12-20-21.

8.) Compensation Report

David Fuller requested that they review the report and refer to it at the next meeting 12-20-21.

9.) FY23 AV Fire Department Budget –

David Fuller had questions regarding the radio/pager budget and if that could be covered under ARPA Funds or through the Reserve account instead of in the AVFD budget. Brandon Gulnick will review with Chief Spaulding and give an update at the next Selectboard meeting.

Further budget discussion was tabled until the next meeting.

10.) FY23 WWV Fire Department Budget

Paul Tillman asked about the personnel line item and paying our volunteers to train as well as the Supplies line item under Personnel. After review of the items in that list it was determined it either needed to be under a different heading or broken out to reflect the portion that does belong in the Personnel budget vs Office Expenses.

Brandon Gulnick will review with Town Council regarding the legalities of paying volunteers and work with Chief Dauphin and Steve Hier regarding correcting the line items in the budget.

Further budget discussion was tabled until the next meeting.

11.) FY23 General Fire Services Budget

Further budget discussion was tabled until the next meeting until the volunteer department budgets are completed.

12.) FY23 Highway Department Budget

Ray Stapleton, Highway Supervisor was not able to attend the meeting due to icy conditions and being out working at the time of the meeting. Further budget discussion was tabled until the next meeting.

13.) FY23 Police Department Budget

Chief Daniels was not in attendance, however, there were no questions regarding the Police Department Budget.

Paul Tillman made a motion to approve the Police Department Budget as presented for FY23.

Kelly O'Brien – 2nd

No further discussion

Vote - unanimous

14.) Conservation Commission Policy 3rd Reading –

One change was made changing the word “protect” to “conserve” under Purpose and Mission on page 1. Dave Fuller made a note that there is some questioning of this change and would like additional information from Ryan. This will be continued to 12-20-21.

15.) Proposed future agenda items

- Meeting Minutes from 11-29-21 (changes)
- AVFD – Budget
- WWVFD – Budget
- Highway Department – Budget
- Compensation Report
- ARPA Funds

16.) Approve Warrant

Paul Tillman made a motion to approve the warrants of 12-6-21 as follows:

General Funds	Operating Expenses \$62,600.13 Payroll \$24,580.53
Highway Fund	Operating Expenses \$53,291.94 Payroll \$10,352.45
Solid Waste Management Fund	Operating Expenses \$ 5,923.50 Payroll \$2,500.10
Library	Operating Expenses \$0.00 Payroll \$2,943.52
Grand Totals	Operating Expenses \$131,815.57 Payroll \$40,376.60

Kelly O’Brien - 2nd
No Discussion
Vote - Unanimous

17.) Any other business

18.) Adjourn

Paul Tillman made motion to adjourn the meeting at 8:42 pm
Michael Todd – 2nd
No discussion
Vote – unanimous

Respectfully,
Chauncie Tillman
Alt. Recording Secretary

DRAFT

WEATHERSFIELD SELECTBOARD

David Fuller, Chairperson

Joseph Jarvis, Selector

Kelly O'Brien, Selector

Paul Tillman, Clerk

Michael Todd, Vice- Chairperson