

**TOWN OF WEATHERSFIELD, VERMONT**

**SELECT BOARD**

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

**DRAFT MINUTES**

**Select Board Members Present:** David Fuller, Kelly O'Brien, Michael Todd, Paul Tillman.

**Select Board Members Absent:** Wendy Smith.

**Brandon Gulnick, Town Manager**

Others Present:

Joseph Bublat (remote)	Matthew Walasewicz	
deForest D.L. Bearse (remote)		
Ray Stapleton		
Ryan Gumbart		
Lisa Slade		

- 1 Call to Order**  
Mr. Todd called the meeting to order at 6:33pm.
- 2 Pledge of Allegiance**  
Mr. Tillman led the pledge of allegiance.
- 3 Agenda Review**  
There were no changes to the agenda.
- 4 Comments from Citizens on topics not on the agenda**  
None.
- 5 Review minutes from previous meeting(s): 1/3/2023**  
**Additions/corrections/deletions:**  
a. Section 8: "out" to "put." Section 15: "O'Brian" to "O'Brien."  
**Motion:** To approve.  
**Made by:** Ms. O'Brien **Second:** Mr. Fuller  
**Vote:** All in favor

## TOWN OF WEATHERSFIELD, VERMONT

### SELECT BOARD

#### **6 Town Manager Report**

Annual Town Reports are due to the Town no later than January 20, 2023. If entities in Town require assistance with their town report, please contact Susanne Terrill by phone (802) 674-2626 Ext. 2 or via email at [Weathersfield@weathersfield.org](mailto:Weathersfield@weathersfield.org). Reports should be emailed to Ms. Terrill at this email address when complete.

There are eight (8) positions up for election in March. Mr. Fuller pointed out that historically an individual could petition for more than one seat but could only submit for one and how that changed last year.

An RFP to conduct a Town-Wide Reappraisal will be ready to advertise in the next coming weeks.

We are currently working on color selection for the West Weathersfield Fire Department and Martin Memorial Hall Roofs. Feedback should be given by the end of the month.

#### **7 Q2 Finance Report**

There are concerns in regards to our legal expenses in the Land Use Administrators Office and the Listers Office. As of Q2, legal expenses are over expended by \$3,644 in the Land Use Office and by \$6,701 in the Listers Office.

Mr. Fuller stated that it might be advisable to find out what other town managers are doing for counsel.

There are also concerns surrounding the Ascutney Volunteer Fire Department Budget as there continues to be concerns in regards to fuel. The Ascutney Fire Department has expended 88% of their fuel budget and there are also numerous upcoming equipment repairs.

Mr. Fuller stated that this seems like a fallout from not having a Fire Commission and the Board was in agreement that there needs to be better oversight regarding the fire budget.

Overall, there is a net positive of \$5,137 in fixed revenue/expense on December 31, 2022. Variable expenses are at 48%. There is a small net positive variable revenue/expense as of December 31, 2022, of \$7,635.

# TOWN OF WEATHERSFIELD, VERMONT

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All Funds Summary	FY23	FY23	FY23	FY23
Revenues	Budget	Actual	Remaining	%
GF Tax Revenue	1,026,035	526,315	(499,720)	51%
Administration	234,687	141,023	(93,664)	60%
Finance	22,943	-	(22,943)	0%
Library	1,500	-	(1,500)	0%
Town Clerk	46,695	19,913	(26,782)	43%
Listers	15,000	-	(15,000)	0%
Land Use	5,750	2,591	(3,159)	45%
Police Department	16,000	20,530	4,530	128%
Fire Services	-	-	-	
Special articles(Fire Service)	-	-	-	
Use of Fund Balance	94,833	94,833	-	100%
<b>Subtotal - Revenues</b>	<b>1,463,443</b>	<b>805,205</b>	<b>(658,238)</b>	<b>55%</b>

Expenses				
Administration	474,463	239,512	234,950	50%
Library	131,376	60,348	71,029	46%
Finance	114,009	38,112	75,897	33%
Town Clerk	131,191	71,496	59,695	54%
Listers	63,445	38,877	24,568	61%
Land Use	47,960	25,888	22,071	54%
Police Department	331,647	138,749	192,898	42%
General Fire Services	7,600	1,482	6,118	19%
WW Fire Department	81,977	42,694	39,283	52%
AV Fire Department	79,776	70,298	9,479	88%
Special articles	-	-	-	
<b>Subtotal - Expenses</b>	<b>1,463,444</b>	<b>727,455</b>	<b>735,989</b>	<b>49.71%</b>

### 8 Fire Truck Loan Approval

At the March 2022 Town Meeting, the voters authorized the Select Board to purchase a fire truck at a cost not to exceed \$325,000 and with \$270,000 to be financed for not more than seven years. Mascoma Bank will lend that amount for seven years at a rate of 4%.

**Motion:** To approve the fire truck loan with Mascoma Bank for 7 years, with a rate of 4% fixed in the amount of \$270,000.

**Made by:** Mr. Fuller

**Second:** Ms. O'Brien

**Vote:** All in favor

The Board took a moment to swear their oath and sign the documents.

### 9 Certificate of Highway Mileage 2023

**Motion:** To accept the Certificate of Highway Mileage with year ending February 10, 2023.

**Made by:** Mr. Fuller

**Second:** Ms. O'Brien

**Vote:** All in favor

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**10 Transfer \$2,500 to Police Cruiser Reserves**

**Motion:** To transfer \$25,000 from the Police FY2023 Budget to the police cruiser reserves.

**Made by:** Mr. Fuller

**Second:** Ms. O'Brien

**Vote:** All in favor

**11 Contracted Services, Land Use Administrator**

The Land Use Administrator is requesting a change in his employment structure from employee to contracted services. In the current fiscal year, there will be a cost savings of \$500 and during the next fiscal year, there will be a cost difference of \$1,267.

<i>Budget Description</i>	<b>FY23</b>	<b>FY24 Employee</b>	<b>FY24 Contracted</b>
<i>Administrative Officer</i>	21,692	23,427	-
<i>Contracted LUA Services</i>	-	-	31,200
<i>FICA</i>	1,659	1,792	-
<i>Special Projects</i>	4,000	4,000	-
<i>Workers Compensation</i>	93	100	-
<i>Unemployment</i>	106	114	-
<i>Memberships &amp; Conferences</i>	500	500	-
<i>Total</i>	28,050	29,933	31,200

**Motion:** To approve the Land Use Administrator employment structure from employee to contracted services.

**Made by:** Mr. Tillman

**Second:** Mr. Todd

After discussion, the Board concluded that this is an internal issue that the Town Manager should have authority over.

Motion Rescinded.

**12 FY24 General Fund Budget**

Following Select Board meetings pertaining to the FY2024 budget, the Board requested a breakdown of the General Fund. Inflationary increases are affecting the global economy. Between 1982 and 2020, the average inflationary rate was 2.73%. As of November 2022, the 2022 inflation rate is upwards of 8%, which is over 5% higher than the average annual inflationary rate since 1981. The FY2024 General Fund budget does not include any change to the level of service currently being provided. There is a decrease in revenue of \$48,168 and an increase in expenses of \$174,739, of which \$49,371 is a fire truck payment and \$125,368 are inflationary.

**Motion:** To approve the FY24 General Fund Budget for the amount of \$1,621,928 of which \$1,307,678 to be raised by taxes.

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**Made by:** Mr. Fuller

**Second:** Mr. Tillman

**Vote:** All in favor

<b>Overview of General Fund Increases</b>		
<i>Description</i>	<i>Amount</i>	<i>Explanation</i>
GF Balance Reduction	(20,418)	We do not have extensive fund balance to use following the use of most of our FB in FY22-FY23
GF Int. & Pen. Red	(27,750)	Delinquencies have decreased and as a result interest and penalty has decreased.
Fire Services	+ 67,420	New fire truck payment, fuel, dispatching services, vehicle repairs, and gear. Same annual amounts, increased costs.
Police Department	+ 51,139	Major increases include fuel and dispatching services
COLA - GF	+56,180	SB vote on an 8% COLA across the board
Total Increases	+ \$222,907	Total combined increases

**13 FY24 Solid Waste Budget**

Based on the FY24 Proposed Solid Waste Budget, the permit sticker will remain the same at \$50, however, the punch ticket will need to be increased. 46,893 punch ticket had been sold at year end in FY22. An additional \$14,230 would be needed. Formula:  $\$14,230 / 46,893$  (estimated punches) = \$0.30.

**Motion:** To approve the FY24 Solid Waste Budget for the amount of \$334,769.

**Made by:** Mr. Fuller

**Second:** Mr. Tillman

**Vote:** All in favor

<b>Solid Waste</b>	<b>FY23</b>	<b>FY24</b>	<b>FY23 - FY24</b>	<b>FY23 - FY24</b>
<b>FY24</b>	<b>Approved</b>	<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Revenues</b>				
<b>Weathersfield Assessment</b>	66,301	78,321	12,020	18%
<b>Reading Assessment</b>	19,250	22,740	3,490	18%
<b>West Windsor Assessment</b>	35,224	41,610	6,386	18%
<b>Solid Waste Tokens</b>	155,000	168,995	13,995	9%
<b>Solid Waste-Reading-(punch)</b>	2,950	3,024	74	3%
<b>Solid Waste-Wst Windsor-(punch)</b>	6,418	6,578	160	3%
<b>Recycling Income</b>	13,500	13,500	-	0%
<i>Fixed Revenues</i>	120,775	142,671	21,896	18%
<i>Variable Revenues</i>	177,868	192,098	14,230	8%
<i>Combined</i>	298,643	334,769	36,126	12%

# TOWN OF WEATHERSFIELD, VERMONT

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<b>Solid Waste</b>	<b>FY23</b>	<b>FY24</b>	<b>FY23 - FY24</b>	<b>FY23 - FY24</b>
<b>FY24</b>	<b>Approved</b>	<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Expenses</b>				
<b>Personnel</b>	64,539	69,327	4,788	7%
<b>Office &amp; Insurance</b>	51,536	56,137	4,601	9%
<b>Utilities</b>	4,700	4,950	250	5%
<b>Trash Tipping &amp; Trucking</b>	83,427	90,102	6,674	8%
<b>C&amp;D Tipping &amp; Trucking</b>	53,311	57,576	4,265	8%
<b>Zero Sort Pick up &amp; Tipping</b>	30,639	33,090	2,451	8%
<b>Recycle Exp (Glass/Compost/mix)</b>	10,491	11,330	839	8%
<b>Debt Service</b>	-	12,257	12,257	0%
Fixed Expenses	120,775	142,671	21,896	18%
Variable Expenses	177,868	192,098	14,229	8%
Combined	298,643	334,769	36,125	12%

### 14 Draft Town Meeting Articles

The Board and the public discussed at length the Draft Town Meeting Articles. Mr. Fuller stated that Article 10 draft results in such a small amount that it could be incorporated elsewhere and to remove it. The Board discussed the opportunity to use ARPA funds and agreed that the conversation can be had at a later date. The Board opted to leave Article 9 for the voters to decide and Article 12 could be a floor vote since it has no money attached to it. The Board discussed putting the financial impact on the articles.

**Motion:** To draft an article to raise the threshold on the personal property tax from \$10,000 to \$50,000.

**Made by:** Mr. Fuller

**Second:** Mr. Tillman

**Vote:** All in favor

### 15 Appointments

**Motion:** To appoint Brandon Gulnick as Town Health Officer.

**Made by:** Mr. Tillman

**Second:** Ms. O'Brien

**Vote:** All in favor

**Motion:** To accept the resignation of Tyler Harwell from the Planning Commission.

**Made by:** Mr. Fuller

**Second:** Mr. Tillman

**Vote:** All in favor

Mr. Tillman, Chair of the Planning Commission, thanked Tyler for his hard work and his years of service on the Planning Commission. There is now a vacancy with 30 days for applications to submit for the position.

### 16. Warrant

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Mr. Fuller inquired about how Weathersfield is paying Norwich Technologies \$1,633.03 for electricity and that this check should be pulled from the warrant. Check number 226087 for the amount of \$1,633.03 should be pulled from the warrants pending clarification.

**Motion:** To approve the warrants for 1/17/2023 as followed, minus check number 226087 in the amount of \$1,633.03:

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

**Vote:** All in favor

General Funds Operating  
Expenses \$20,986.38  
Payroll \$37,589.63

Highway Fund Operating  
Expenses \$5,581.28  
Payroll \$31,154.97

Solid Waste Management Fund  
Operating Expenses \$6,981.54  
Payroll \$25,477.85

Library Operating Expenses \$0.00  
Payroll \$2,112.40

Culvert: \$390.61

Grand Totals:  
Operating Expenses \$33,939.81  
Payroll \$96,334.85

**17. Adjourn**

**Motion:** To adjourn the meeting.

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

**Vote:** All in favor

The meeting adjourned at 9:26 PM.

Respectfully submitted,  
Nichole Gagnon

**TOWN OF WEATHERSFIELD, VERMONT**

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**WEATHERSFIELD SELECTBOARD**

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Michael Todd, Chairperson

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Wendy Smith, Selector

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Paul Tillman, Selector

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Kelly O'Brien, Clerk

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David Fuller, Vice- Chairperson