

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, April 3, 2023
6:30 PM
REGULAR MEETING
Draft Minutes

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

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

Olivia Savage	Matt Walasewicz (remote)	
Joseph Bublat (remote)		
Steve Hier		
John Arrison		
Rika Henderson		

1 Call to Order

Mr. Todd called the meeting to order at 6:33pm.

2 Pledge of Allegiance

Mr. Fuller led the pledge of allegiance.

3 Comments from Citizens on topics not on the agenda

Mr. Fuller stated that he had been thinking about the conversation with the library at the prior meeting and about the repairs needed to the building and how they wanted to add another room. Mr. Fuller stated that it might be a good idea to further discuss this issue and inquired about other buildings in Town and their uses.

Mr. Fuller stated that the Conservation Commission might be missing some minutes and that they may have taken up discussion regarding the Town plan and the State plans. Mr. Fuller stated that he wanted to make sure everyone was on the same team in regards to this issue. Discussion followed about what

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the State plan, which was in summary, to conserve more land and create more density in towns, particularly for multi-use and housing.

4 Review minutes from previous meeting(s): 03/20/23

Additions/corrections/deletions:

a. None.

Motion: To approve.

Made by: Mr. Tillman

Second: Mr. Fuller

Vote: All in favor

5 Town Manager Update

a. Roofing Project

Contracts have been signed for all three (3) roofing projects, and they are moving forward as planned. The Martin Memorial Hall roof is scheduled to move forward within the next two weeks. The Town Garage roof will be completed second, and the West Weathersfield Fire Department roof will proceed shortly thereafter.

b. Wastewater Feasibility Study

An agreement was signed with Otter Creek Engineering to complete this study. The Town is now entering into the study and report phase, and a kickoff meeting date is currently in the works. The total award amount is \$92,225 to complete this project. More updates to come.

c. Business Personal Property Taxes

The Listers Department mailed the Business Personal Property Tax letter on March 22, 2023, which included the approved exemption of \$50,000. The form is due back to the Listers office on April 20th.

d. Fire Department Contracts

The Town is in the process of developing options for Fire Department services. The contract expires on June 30th, and there's various options that should be reviewed prior to deciding on whether to continue with another contract. The Town Manager plans to have that review and analysis completed to discuss at the April 17th Meeting. Mr. Fuller inquired about having a Municipal Fire Department and discussion followed about how a previous Select Board had voted to have a Municipal Fire Department and how that still stands and that the discussion would be taken up at the next Select Board meeting.

e. Performance Evaluations

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The Town Manager has moved forward with Performance Evaluations for all staff, and the first performance evaluation was held on March 28th.

f. ICMA Conference

The Town Manager will be attending the manager association conference in Burlington April 12th – 14th and will be available via phone, email, and zoom during this time, but will not be physically present in the office. The topics this year are “Innovations in Program & Service Delivery,” and includes “Government in an Online World, Intergovernmental Collaboration, and Public Safety Innovations.” The Town Manager will report the experience back to the Town during the second meeting in April. The Select Board packet, warrant review, and other responsibilities will be completed remotely.

g. Crown Point Road

This is an old military road that goes from Charleston, NH to Crown Point, NY. Some of the roads have been turned into current roads, and in some places they are trails. In 2004, the State of Vermont had to purge its system to do away with all old roads or to reclassify them. Weathersfield decided to keep Crown Point Road as a Town road but decided to classify it as a Class 4 road, which means motorized vehicles can use it, but it’s not maintained by the Town.

There are large sections of the road that the Town does not know where the road is and people are using historical records to speculate where it is as the Town never surveyed it. There is a group of people in Town that claim the road runs through several residents’ property, however, it cannot be confirmed without a survey. The Town needs to get a group of people together and have a discussion. This will be on the Select Board agenda at the April 17th meeting for discussion.

The Select Board agreed that it would be good to speak with someone who was involved back when this happened as there is probably some records and a survey was likely involved.

h. Hazard Mitigation Plan

The Following the award of a grant from VEM, The Town advertised an RFP per the VEM agreement. Out of the three proposals the Town received, MARC was the best fit but according to the state, it must go out to bid and requires four public input meetings.

i. Transfer Station Punch Ticket Increase

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The Transfer Station Punch Ticket increase is in effect as of Saturday, April 1, 2023. A tremendous number of people stocked up on punch tickets prior to the price increase going into effect.

6 Police Cruiser Warranty & Upfitting

The Town has received the cost of a 72 Month/150,000 warranty from Ford in Claremont for the new Police Cruiser. The cost of this warranty is \$4,625. The deductible on this warranty is \$100. This is a bumper-to-bumper warranty.

The Town has received 3 estimates for the upfitting. Adamson Industries Corporation estimated \$13,293, Twinline Towing estimated \$13,076.39, and Yipes Auto & Graphics estimated \$10,960.88. Yipes Auto & Graphics did not include the graphics in their estimate. Twinline Towing & Auto Repair estimated \$750 for the graphics, and Adamson Industries Corporation estimated \$950 for graphics.

Yipes will be sending an estimate on graphics, and the Town will treat this as a separate project. Yipes auto & graphics is the low estimate, even if the high estimate for the graphics \$950 is added onto their total estimate, their total estimate is still lower than the lowest estimate by \$1,165.51.

Motion: To purchase the Premium Care warranty from Ford of Claremont for \$4,625 using ARPA funds.

Made by: Mr. Fuller **Second:** Ms. Smith

Vote: All in favor

Discussion followed. Mr. Fuller inquired about the new verses used items and the new bid from Yipes. The Select Board went through some of the line items and how the Yipes estimate didn't have a graphics quote while the other quotes did, and how this was odd particularly because their company name highlights graphics as what they do. Additionally, the Select Board discussed that stealthy graphics didn't seem necessary but perhaps the Chief had his reasoning. The Town Manager, Chair, and Police Chief are to get together to resolve questions and bring it back to the Select Board.

Motion: To table the issue until a graphics quote is included.

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

Vote: All in favor

7 ARPA Discussion

The purpose of this discussion was to determine how to best allocate the remaining ARPA funds available for use. Funds must be obligated by

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December 31, 2024. The Town received \$818,054.44 in ARPA funds. The Select Board has allocated \$464,009.80 to date, and there is \$354,044.64 remaining.

There are various ways that the Town can use the ARPA funds, here are three scenarios as provided through VLCT: Scenario #1: Spend ARPA funds directly from the ARPA Special Revenue Fund as established by the treasurer. In this scenario, the Town would continue to allocate funds to expenses approved by the Select Board. The Town cannot transfer funds to reserves through this scenario, however, the language is very broad otherwise.

Scenario #2: Use ARPA as a revenue source in Annual Budgeting. In this scenario, the Town can use the ARPA funds in the General Fund to offset cost of ARPA expenditures, which allows the most input in spending funds by including it in the annual budgeting process. There is 1 more budget cycle remaining (FY25) to move forward with this approach.

Scenario #3: Transfer ARPA funds to the General Fund to create Fund Balance. This approach uses ARPA funds for an eligible purpose, freeing up other funds with fewer restrictions to allow for a longer timeline, and it utilizes future budget cycles to designate the surplus for voter approved purposes.

The Select Board discussed at length about possible future expenses in the Town's infrastructure such as waste water and broadband. They discussed the need for public input, a wastewater engineering study in Perkinsville Village, infrastructure, drainage, and security at Martin Memorial Hall, digitation of land records, the Library roof and drainage, electrical improvements, Hoisington Field, Town assessments, and grants that might be available for these projects. The Town Manager will advise the Select Board about grants or other financial opportunities to the Select Board.

8 Appointments

Budget Committee (5 Vacancies)

- a. Conservation Commission (3 Vacancies)
- b. Energy Coordinator (1 Vacancy)
- c. Green Up Coordinator (1 Vacancy)
- d. Lister (1 Vacancy)
- e. Parks and Recreation (2 Vacancies)
- f. Veterans Memorial Committee (5 Vacancies)
Patience Bearse
- g. Zoning Board of Adjustment (3 Vacancies)

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Jason Rasmussen

Motion: To appoint Patience Bearse to the Veterans Memorial Committee and Jason Rasmussen to the Zoning Board of Adjustment.

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

Vote: All in favor

14. Warrants

Motion: To approve the warrants for 4/3/2023 as followed:

General Funds

Operating Expenses: \$56,482.68

Payroll: \$14,935.99

Highway Fund

Operating Expenses: \$26,877.06

Payroll: \$8,124.28

Solid Waste Management Fund

Operating Expenses: \$1,237.69

Payroll: \$2,112.40

Library

Operating Expenses: \$0.00

Payroll: \$1,998.33

ARPA/Roof: \$113,720.29

Grand Totals:

Operating Expenses: \$198,317.72

Payroll: \$27,171.00

Made by: Mr. Tillman

Second: Ms. O'Brien

Vote: All in favor

15. Any Other Business

Mr. Walasewicz stated that he needed more paid hours for training. Mr. Fuller pointed out that more monies should be given for Lister education, especially with a reappraisal coming up and that this cost is much less than hiring on a company.

Motion: To move \$2,000 from the rainy day fund for the Listers.

Made by: Mr. Fuller

Second: Mr. Tillman

Vote: All in favor

16. Executive Session 1 V.S.A. § 313

Motion: To go into Executive Session, including the Town Manager.

Made by: Mr. Tillman

Second: Ms. Smith

Vote: All in favor

The Select Board went into Executive Session at 8:00pm. The Select Board came out of Executive Session at 8:35pm. No action was taken.

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17. Adjourn

Motion: To adjourn the meeting.

Made by: Mr. Fuller **Second:** Ms. Smith

Vote: All in favor

The meeting adjourned at 8:40 pm.

Respectfully submitted,
Nichole Gagnon

WEATHERSFIELD SELECTBOARD

Michael Todd, Chairperson

Wendy Smith, Selector

Kelly O'Brien, Clerk

Paul Tillman, Vice-Chairperson

David Fuller, Selector