

**TOWN OF WEATHERSFIELD, VERMONT**

**SELECT BOARD**

Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Tuesday, February 21, 2023  
6:30 PM  
REGULAR MEETING  
Draft Minutes

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

**Select Board Members Absent:**

**Brandon Gulnick, Town Manager**

Others Present:

Olivia Savage	William Daniels	
Ray Stapleton	Josh Dauphin (remote)	
Steve Hier		
Joseph Bublat (remote)		
Mychael Smith (remote)		

- 1 Call to Order**  
Mr. Todd called the meeting to order at 6:34pm.
- 2 Pledge of Allegiance**  
Mr. Todd 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**  
Chief Dauphin spoke about the fire department budget and his work with the Town Manager, which has been going well. He also clarified that the two fire departments are the only contracted services with the Town. He strongly encouraged Select Board to form a committee to audit both fire department's equipment.
- 5 Review minutes from previous meeting(s): 02/06/2023**  
**Additions/corrections/deletions:**
  - a. None.**Motion:** To approve.

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**Made by:** Ms. O'Brien

**Second:** Mr. Fuller

**Vote:** All in favor

**6 Town Manager Update**

**a. Town Meeting**

Annual Town Meeting will be held in person & virtually on Saturday, March 4, 2023. School Meeting begins at 10am. Town Meeting begins at 12:30pm and will not be using Zoom for virtual attendance. The School will already have their equipment setup and the Town will be using their Google Meet.

Link: [meet.google.com/ikz-mniv-ogv](https://meet.google.com/ikz-mniv-ogv)

Phone: (US) +1 413 752-0273 PIN: 604 283 179#

**b. Ferry Road**

The Town acquired the list of abutters on Ferry Road and will be sending them a letter this week.

**c. FY23 Projections/Spending Freezes & Limits**

Projections were completed for the remaining 4.5 months of the fiscal year. These projections demonstrated that the Net Revenue/Expense would end the year in the red. Spending freezes/limits/revisions were issued in the General Fund to insure an end the year closer to a net 0. Town budgets will continue to be monitored and the implementation of additional rounds of budgetary revisions/freezes/limits as needed.

**d. Fire Department Contracts**

The Fire Department contract expires on June 30th of this year. The Town has a meeting arranged on 2/28/23 with both Fire Departments to discuss.

**e. Transfer Station Joint Committee Meeting**

A meeting was held on 2/16/23 at MMH with the Chairs of all three Selectboards (West Windsor, Reading, and Weathersfield), the Weathersfield Selectboard Solid Waste Representative, Weathersfield Highway Superintendent, Director of Regional Planning, and the Weathersfield Town Manager. The committee reviewed financials, reviewed options, and voted to resolve the year-end deficit at the Transfer Station.

**f. Unregistered Dogs**

There are unregistered dogs in Weathersfield. Please see the Town Clerk to register your dog before April 1, 2023. If you need help registering your dog please feel free to contact her and she can walk you through the dog registration process.

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**7 FY22 Audit Overview**

Steve Hier gave an overview of the audit results. The findings resulted in an unqualified report, which means passing. There were no material weakness and no deficiencies. There were a few minor findings having to do with cash receipts and being behind on the general ledger reconciliations, which should be looked at and reconciled on a monthly basis. Overall, the net position of the Town is good and above where it was a year ago. However, there is still a cumulative deficit.

**8 Transfer Station Deficit Discussion**

The Fixed Revenues and Fixed Expenses are in good shape. Permit Sticker Revenue is cancelling out Fixed Expenses. In FY23, \$131,724 will be generated in Fixed Revenues through a fair and equal payment formula. The year will end with an estimated positive \$4,906 Fixed Revenue/Expense.

Variable revenues and variable expenses are not in good shape. Variable revenues (Punch Tickets) and variable expenses are not cancelling out. In FY23, an estimated \$181,300 in variable revenue will be generated and expend an estimated \$202,318 in variable expenses will be expended. At the end of year, there will be an estimated shortfall in net variable revenues/expenses of \$21,018.

On February 16, 2023, the Transfer Station Joint Committee held a meeting where the West Windsor Select Board Chair made a motion to recommend the Weathersfield Select Board raise the punch ticket cost by \$0.75 per punch effective April 1st. Weathersfield Select Board Solid Waste Representative seconded the motion. There was no additional discussion. The vote was unanimous.

The Select Board discussed whether to increase the punch ticket cost or charge for recycling. Mr. Fuller suggested perhaps using ARPA funds or not staying open on certain days to bring down costs. The Select Board agreed it was important to keep the employees and their hours. Mr. Tillman and Mr. Todd both suggested that perhaps there should be a charge for recycling since it is not free to get rid of. Mr. Tillman stated that there is a systemic issue that needs to be addressed without Band-Aid solutions. The Select Board agreed that the \$0.75 doesn't have to be permanent.

**Motion:** To raise the punch ticket cost by \$0.75 per punch effective April 1<sup>st</sup>, 2023 until June 30<sup>th</sup>, 2023 when the Select Board will review.

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

**Vote:** All in favor

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**9 Town Meeting Presentation**

The Town Manager and the Select Board went through the presentation for the Town Meeting. The focus was on Articles, budgets, and who would be presenting what.

**10 Four-Year Budget Comparison**

The Town Manager presented the Four Year Budget Comparison.

<b>Comparative Budget - All Funds Overview</b>				
	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>General Fund Revenues</b>	<b>Audited Act.</b>	<b>Audited Act.</b>	<b>Budget</b>	<b>Budget</b>
GF Taxes	1,112,742	1,066,066	1,093,484	1,307,678
Admin	232,232	231,929	262,072	219,863
Finance	-	-	22,943	11,000
Town Clerk	48,738	50,557	46,695	46,265
Listers	15,770	15,780	15,000	15,000
Land Use	11,017	12,977	5,750	6,122
Police	18,996	34,113	16,000	16,000
AVFA	-	15,662	-	-
WWVFD	-	2,000	-	-
Gen. Fire	-	-	-	-
Library	2,556	-	1,500	-
<b>Subtotal</b>	<b>1,442,050</b>	<b>1,429,084</b>	<b>1,463,444</b>	<b>1,621,928</b>
<b>Highway Fund Revenues</b>				
HF Property Tax Rev.	946,819	946,582	930,341	945,983
Hf Other Revenues	250,654	202,495	283,127	226,511
<b>Subtotal</b>	<b>1,197,473</b>	<b>1,149,077</b>	<b>1,213,467</b>	<b>1,172,494</b>
<b>Solid Waste Fund Revenues</b>				
SW Fixed Revenues	112,635	110,985	120,775	142,671
SW Variable Revenues	193,928	180,584	177,868	192,098
<b>Subtotal</b>	<b>306,563</b>	<b>291,569</b>	<b>298,643</b>	<b>334,769</b>
<b>Total Revenue - All Funds</b>	<b>2,946,087</b>	<b>2,869,730</b>	<b>2,975,554</b>	<b>3,129,190</b>

<b>General Fund Expenses</b>				
Admin	458,065	480,516	474,463	489,133
Finance	77,921	91,088	114,009	115,387
Town Clerk	96,243	127,391	131,191	142,052
Listers	68,277	57,205	63,445	64,673
Land Use	55,105	32,939	47,960	51,066
Police	299,677	345,100	331,647	382,786
AVFA	71,706	76,853	79,776	88,442
WWVFD	76,146	79,791	81,977	91,361
Gen. Fire	50,162	51,482	7,600	56,571
Library	117,121	113,763	131,376	140,457
<b>Subtotal</b>	<b>1,370,424</b>	<b>1,456,128</b>	<b>1,463,444</b>	<b>1,621,928</b>
<b>Highway Fund Expenses</b>				
<b>Subtotal</b>	<b>1,204,672</b>	<b>1,044,136</b>	<b>1,213,467</b>	<b>1,172,494</b>
<b>Solid Waste Expenses</b>				
Fixed Expenses	122,997	119,667	120,775	142,671
Variable Expenses	191,121	184,685	177,868	192,098
<b>Subtotal</b>	<b>314,118</b>	<b>304,352</b>	<b>298,643</b>	<b>334,769</b>
<b>Total Expenses - All Funds</b>	<b>2,889,215</b>	<b>2,804,615</b>	<b>2,975,554</b>	<b>3,129,190</b>

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**11 Police Cruiser Procurement**

An RFB per the Purchasing Policy has been advertised for the procurement of a new Police Cruiser. On March 6<sup>th</sup>, bids and finance will be reviewed. The cost of cruisers have gone up. The Select Board discussed using a combination of reserve funds and ARPA funds. The Select Board concluded that they would wait until the RFPs to come in before coming to a decision.

<b>Timeline</b>	
Bids Released & Advertised:	February 7, 2023
Pre-Bid Conference	February 16, 2023
Bids Due:	March 2, 2023, at 2pm
Bid Opening:	March 2, 2023, at 3pm
SB Bid Review	March 6, 2023

**12 Appointments**

**a. Planning Commission – 1 Vacancy**

Appointments will take place after the Select Board reorganization meeting. The Town Manager will post all appointments available on the Town website.

**13 Any Other Business**

Ms. O’Brien stated that someone had stolen signs from the transfer station and inquired about why the camera’s there don’t work. Mr. Fuller stated that perhaps the Town should purchase game cameras for the transfer station.

**14. Warrants**

**Motion:** To approve the warrants for 1/3/2023 as followed, temporarily excluding check number 226219 from Norwich Industries.

General Funds Operating  
Expenses \$35,391.67  
Payroll \$14,718.84

Highway Fund Operating  
Expenses \$24,025.78  
Payroll \$8,152.75

Solid Waste Management Fund  
Operating Expenses \$999.20  
Payroll \$1,829.89

Gulden Ridge Culvert \$23,068.26  
  
ARPA \$1,380.00

Library Operating Expenses \$0.00  
Payroll \$2,151.34

Wex Bank Late \$1,166.83

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Grand Totals:

Operating Expenses \$86,031.74

Payroll \$26,852.82

The Select Board discussed classifications of accounts and funds, concluding that there needs to be better clarification.

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

**Vote:** All in favor

**15. Future Agendas**

**Motion:** To move the organizational meeting to March 9, 2023 at 6:30pm.

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

**Vote:** All in favor

**16. Executive Session 1 V.S.A. § 313 – Town Manager Evaluation**

The Select Board opted not to go into Executive Session. They went through different samples of evaluation forms to use. They discussed the pros and cons of the forms and the importance of the Town Manager getting feedback. The Select Board discussed having the chosen form ready for the next meeting.

**17. Adjourn**

**Motion:** To adjourn the meeting.

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

**Vote:** All in favor

The meeting adjourned at 9:06 PM.

Respectfully submitted,  
Nichole Gagnon

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Michael Todd, Chairperson

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Wendy Smith, Selector

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Kelly O'Brien, Clerk

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Paul Tillman, Selector

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David Fuller, Vice- Chairperson