

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board

**Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, January 20, 2020
7:00 PM**

REGULAR MEETING

MINUTES

APPROVED 2/3/2020

Select Board Members Present: N. John Arrison
Daniel Boyer
David Fuller
Kelly Murphy
Michael Todd

Select Board Members Absent:

Others Present:

Travis Compo	Levi Parker	Howard Page	Mavis Ellingwood
Mychael Spaulding	Ray Stapleton	Jeremy LaVanway	Fred Kowalik
Josh Compo	Lisa Slade	Darlene Kelly	Nikita Lenahan
Paul Tillman	Ben Waters	Darrin Spaulding	Josh Dauphin
Chief Daniels			

1. Call to Order

Mr. Fuller called the meeting to order at 7:00PM.

2. Agenda Review

Mr. Arrison asked for a very short executive session at the end of the meeting. Mr. Fuller acknowledged the request.

Mr. Fuller said the warning needs to be signed and given to the Town Clerk by January 30th. He asked to add "Sample Warning" as item #8e.

3. Comments from Select Board and Town Manager

Ms. Murphy asked that the board make public the findings it makes after its investigation into the complaint against her (done during executive session).

Mr. Todd asked if the board could take up the petition filed by Mrs. Slade during this meeting. He noted that it was not on the agenda. Mr. Fuller said a discussion about a special article for fire would be taken up under item #8d. He felt the discussion of the petition could take place there.

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Mr. Fuller spoke in regard to the complaint filed against Ms. Murphy. Mr. Fuller said he respected Ms. Murphy's earlier request. He said the complaint was received by the Town on January 6th. He was charged with gathering information; that is complete. He will relay that to the four board members at this meeting in executive session. The members will go over the information that he had found; board members will make findings or issue a statement that there is no finding. The board will follow its policy in this matter. The board will come out of executive session and issue that statement.

Ms. Murphy asked the board to go into exec session on topics that did not pertain to her; if an action is needed, come out of exec session; do that action with her present; she will then leave, the board will go back into exec session and discuss the complaint.

Mr. Fuller asked that the record show that this is what would happen.

Mr. Fuller said he had a personnel issue and a contract issue for the board to discuss. These, too, will be addressed in exec session. Ms. Murphy will be present for that discussion, and then excused for the discussion about the complaint.

Mr. Fuller said the complaint was issued on 1/8, which was the open meeting law complaint. Mr. Fuller will give an update on that. The board met on January 16th in open session, which satisfies the 10-day requirement for the board to meet. The packet of emails handed to the board have been forwarded to the Town attorney, who is handling that issue. The board must next address the complaint within 14 days from the 16th or January 30th. The attorney will have information by that date. (State law requirement)

The select board and school board will (tentatively) meet jointly on February 3rd.

Mr. Fuller will be meeting with the new Town Manager on Thursday (January 23rd) to discuss current events. He may be starting work here a bit earlier than anticipated.

Mr. Fuller said that anyone wishing to run for office must have their petitions in to the Town Clerk by 5PM on January 27th. There is still no one wanting to run for moderator.

4. Comments from Citizens on topics not on the agenda

Mrs. Slade thanked Mr. Todd for bringing up the petition. She acknowledged that for a couple of meetings she had been told that it would be addressed during the fire department article discussion. She was not certain that would satisfy what she had submitted, but she remains patient.

Mrs. Slade said she has conflicting information regarding the hiring process of the new town manager. Several townspeople have asked her to clarify one piece of correspondence that

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was published in the Eagle Times. It was a quote from Ms. Murphy saying that on January 6th the select board reviewed the background investigation report condensed by VLCT. The board reaffirmed its commitment and authorized the chair to sign the letter of hire with contingency from the original agreement. The article also said interviews were conducted with each candidate and an offer was made to a candidate contingent upon successful review of reference and criminal background checks. In the minutes of the January 6th meeting, a motion was made for the chair to sign the employment agreement for the town manager with removal of stipulation for reference checks. Mrs. Slade said she would like clarification or would like to know if reference and criminal background checks were done; if they were done, does this comment lead us to believe that maybe something was found, but the board still agreed to go forward with the contract offer or maybe background checks were done but not reference checks.

Mr. Fuller said it was his understanding that all the checks were done. He said he didn't see anything that would rise to the level of concern. He asked Ms. Murphy to comment.

Ms. Murphy said the board agreed to extend the contract with the stipulation of successful background and criminal reference checks. These were completed and VLCT hired a company to do an external check. On January 6th the board contacted Abby Friedman at VLCT. She presented her report. The board came out of exec session. A motion was made to have Ms. Murphy sign the contract, removing the stipulation of successful reference checks. The only thing not done is signing of the agreement. The board approves Ms. Murphy signing the agreement and taking out the original first sentence in his contract which stipulated "successful completion of background and criminal checks".

Mrs. Slade said the minutes of the December 4th meeting were tabled on December 16th so as to confirm something via SAPA TV. Those minutes have yet to be returned for approval.

Mrs. Slade said that several memos in the board packet are being written on town letterhead, but without any author stated. She said it is confusing to people who read them not knowing who wrote them. Mr. Fuller acknowledged her complaint.

5. Review minutes from previous meetings – 12/23/2019

Additions/corrections/deletions:

a. None

Motion: To accept the minutes of the December 23rd, 2019

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

Vote: All in favor

Review minutes from previous meetings – 1/6/2020

Additions/corrections/deletions:

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a. None

Motion: To accept the minutes of January 6th, 2020

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

Vote: All in favor

6. Approve Warrants

Motion: To approve the warrants for 1/20/2020 as follow:

General Funds	Operating Expenses	\$14,786.70
	Payroll	\$14,345.54
Highway Fund	Operating Expenses	\$8,979.58
	Payroll	\$10,626.01
Solid Waste Management Fund		
	Operating Expenses	\$8,278.25
	Payroll	\$2,234.83
Library	Operating Expenses	\$0.00
	Payroll	\$1,799.54
Grants	Operating Expenses	\$0.00
Special Revenue	Operating Expenses	\$0.00
Reserves		\$0.00
Long Term Debt		\$0.00
Grand Totals	Operating Expenses	\$32,044.53
	Payroll	\$29,005.92

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

Mr. Todd took issue with the manner in which an item was shown in the warrant on page 4. He felt this should not have been made public as it was an item addressed in exec session. He asked to see the invoice.

Vote: All in favor

7. Budget FY21 Update including ballot articles

- a. **Library:** The Trustees were originally proposing a 6% increase in their budget. They have reduced it to 4% by adding \$1500 internet reimbursement to their revenues and by reducing the building maintenance line by \$1000. There were no other changes.

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Motion: To accept the library's report with the budget of \$139,491 of which \$137,691 is to be raised by taxes

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

Vote: All in favor

b. Land Use:

Mr. Fedorow has begun the task of digitizing the land use records. He has completed about a third of the records, but will be leaving his position with the Town to work in Montpelier. Completion of the digitization will reduce the amount of time needed to research permit history and consequently the hours needed for this position.

The board discussed reducing the time for this position to 25 hours with a focus on enforcement and permits. A block grant of \$5000 would be sought for contract services as needed for the Planning Commission. There was concern that zoning enforcement and research assistance for the Planning Commission's update of the zoning bylaws would be compromised with the reduction in hours. Planning Commission co-chair Paul Tillman asked that written guidelines be provided that specify how the grant funds would be accessed and what the funds could be spent on.

Motion: To approve the sum of \$54,768 for the land use department of which \$49,174 is to be raised by taxes

(This budget covers 25 hours a week at \$23 per hour with a block grant of \$5000 for additional services.)

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

Vote: All in favor

c. Highway

Ms. Kelly said she had transferred "around \$40,000" to highway equipment reserve (rounded up from \$38,355) as discussed from the December 16th meeting. The budget shows \$1,281,557 in expenditures of which \$946,770 is to be raised by taxes (\$294,787 in revenues). There is an audited fund balance of \$117,756 carried over from FY19. The FY20 fund balance won't be known until the year is done.

Mr. Fuller asked where the \$40,000 came from to transfer to the highway reserve. Ms. Kelly said they had talked about it for the grader. Mr. Fuller said, "So that was anticipated as an expense in the annual appropriations above and beyond the 117?" Ms. Kelly said that was what was being proposed for this year – "the budget we're talking about". She said we have been talking about moving the first payment on the grader to the reserves.

Mr. Fuller said that in his experience it is best to try and satisfy everybody. He said the effect of this budget is to raise the taxes by 4% (\$38,993). He said he thought he could get everything done without raising the taxes. He also said the board owes it to the

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taxpayers to the use the money that they've already paid and look to the future. Mr. Fuller suggested adding a repair or replacement line item specific to the grader and fund it with \$20,000. He suggested using \$33,000 for tax relief and transfer \$30,000 into the highway equipment reserve fund. That leaves \$34,000 in cash (in the undesignated fund balance).

Ms. Murphy expressed concern that salaries are being raised unevenly when the board had declared at the outset that they would be raised by 2% across the board (the proposed budget shows raises from 1% to 12%). Those employees that can do the research self-advocate for more. Not all employees have had that opportunity.

Ms. Kelly said the board had discussed at length putting \$38,355 in the budget for the first payment on a grader. She further said that the board would directly violate its Fund Balance Policy (June 2018) if it uses the fund balance to reduce the tax need. The policy calls for 13% of the highway operating budget (\$123,000) to be held as unrestricted fund balance. She asked the board for guidance.

Mr. Fuller disagreed – he felt the board was following the policy. The \$33,000 was the only amount going back to the taxpayers – everything else stays in the budget or goes into the reserves. Ms. Kelly maintained that this still violates the policy.

Ms. Murphy said the policy “recommends”, not “requires”.

Mr. Fuller said this policy directly “flies in the face” of Vermont statute.

Mr. Fuller said the \$40,000 for the first payment of a grader should stand as a separate article. He said this was preferable for him – that putting \$40,000 in the budget was akin to “pulling a fast one”. Mr. Todd said that if the grader article is defeated, then there would be \$40,000 in the budget for something that's not being purchased.

Ms. Kelly reminded the board that they were planning to use \$75,000 from the reserves to help with the purchase of a dump truck. The reserve would be completely wiped out if both the grader payment and the dump truck payment are taken out at the same time. Mr. Fuller said he was not in favor of draining the account.

Mr. Fuller said he is aware of other graders that are far older than ours that are still running fine. He said he is trying to balance the needs of the highway department and the taxpayers. He said you have to have faith (that the grader won't need expensive repairs). Mr. Boyer was concerned about the risk of running a computer-driven machine out of warranty. He said it was a gamble, running a machine longer than what it's estimated for. He said the \$20,000 earmarked for repairs “isn't going to go all the way.”

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Mr. Stapleton said in 2007, we paid \$267,547 for a grader. When we traded that grader in in 2014, it was worth \$225,000. We actually spent \$42,547 for the grader. In 2014 we paid \$385,000. They're offering \$240,000 – so the total cost is \$145,000 over six years. Each year we delay, (on the trade-in) the value decreases through depreciation. Replacement costs then increase, requiring additional tax dollars. The shorter replacement cycle keeps the trade-in value higher and the replacement cost lower.

Mr. Fuller asked the board to consider the rest of the highway operating budget at this point and to continue the grader discussion afterward. He said the grader and dump truck are separate from the operating budget. The funds to purchase them should come from reserves or a loan on a special article passed by the voters.

Mr. Todd said he wasn't comfortable putting \$40,000 in the budget for an article that may be turned down.

There was discussion about the fund balance, whether/how it gets used. Mr. Fuller maintained that the surpluses are the result of overbudgeting line item expenses and are "snowballing". He said he did not believe that the policy set up by Ed Morris and adopted by the board is legal. Mr. Fuller said the question posed to VLCT attorneys was, if there is a surplus in the highway funds at the end of any year, can those funds be transferred to two accounts set up by the voters. (Mr. Fuller said those two accounts are "capital maintenance to town highways" or "equipment acquisition".) Mr. Fuller said the attorney said those surplus funds should have been transferred to these two accounts. The funds are not to be left as undesignated.

After additional discussion, Mr. Fuller called for a motion on the highway operating budget.

Motion: For highway FY2021, \$1,241,557 of which \$946,770 the amount to be raised by taxes **Made by:** Mr. Boyer **Second:** Ms. Murphy

Vote: All in favor

Mr. Fuller asked if anyone was interested in having a special article on the ballot for a specified amount of money for highway equipment reserves. It would not be a part of the operating budget. There is currently \$135,132 in the highway equipment acquisition reserve fund. This contains the \$40,000 from the sale of the Mack truck.

Mr. Fuller asked Mr. Stapleton what he (Mr. Stapleton) was thinking of for the (new) dump truck. Mr. Stapleton said, "The dump truck is replacing a 1999 Mack with a brand new 10-wheeler dump truck completely prepped for plow and snow and to replace the

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'03 that didn't plow." The highest price quoted was \$217,000. One vendor was not interested in a trade. One offered \$10,000 in trade for the '96 Mack.

Mr. Stapleton proposed, "\$217,000 subtracting \$75,000 – using \$40,000 from the sale of the '02 Mack and \$35,000 from the reserves to pay down the price of the truck." It would be paid for over seven years. This would leave \$60,000 in the reserve account.

Mr. Fuller proposed the motion, Shall the voters of Weathersfield appropriate up to an amount not to exceed \$220,000 – the finance package will be \$75,000 out of reserves; the balance of \$140,000 loan to be paid in five years. Mr. Arrison said the payment won't be in the budget the board was working on. Mr. Fuller said we wouldn't take delivery until the fall of this year at best.

Mr. Stapleton said he planned payments of \$24,000 for seven years. Paying it off in five years will significantly increase the tax need. Mr. Stapleton said it would be a lease-purchase – "buying it, but through the company and they offer seven years". Mr. Fuller said he didn't know the Town's loan program "right now." He said, "Frankly we don't know if that's a good deal."

Mr. Fuller again asked if the board was interested in placing an article on the warrant for a dump truck.

Motion: We warn an article for the purchase of a new dump truck for a sum not to exceed \$220,000 - \$75,000 of which will come out of the reserve fund and \$145,000 to be financed over five years.

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

Ms. Murphy asked why the board would go with five years when Mr. Stapleton is asking for seven. Mr. Stapleton suggested changing the article to say "not to exceed seven years" instead. Ms. Kelly confirmed that it is possible for the Town to borrow for seven years. There was much skepticism as to whether or how this would be possible.

Motion: To extend the meeting 30 minutes

Made by: Mr. Todd **Second:** Ms. Murphy

Vote: All in favor

Discussion returned to the motion on the warrant article. When the motion was repeated by the chair, the term of the loan was changed to "for a period not to exceed seven years". (The motion was not formally amended to reflect this change.)

Vote on the motion: All in favor

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The discussion returned to placing an article on the ballot to add funds to the equipment acquisition reserve. Mr. Stapleton said he was not planning to use any of the reserve funds toward a new grader – only the trade-in value of our current grader.

The highest quote on a grader without a service plan is \$240,000.

Ms. Murphy asked Mr. Stapleton which need was greater – the dump truck or the grader. Mr. Stapleton said the dump truck was the more important of the two. He said the dump truck is a need. Turning over the grader just makes financial sense.

Motion: Shall the voters of the Town of Weathersfield authorize the select board to borrow funds not to exceed \$240,000 with trade-in for a period not to exceed seven years for the purpose of purchasing a grader

Made by: Ms. Murphy **Second:** Mr. Arrison

Vote: All in favor

Motion: To place a special article on the ballot for highway equipment acquisition fund \$33,000

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

Vote: 4 in favor, 1 opposed

Mrs. Slade said this article implies that there is not already a highway equipment acquisition fund. It appears to be creating a fund that already exists. It was suggested that the word “existing” be added to the motion to indicate that the fund already exists. (The motion was not amended to change the language.)

Ms. Murphy said she voted against this motion, because while she is in favor of reserves, the board will be asking the voters for \$380,000 worth of highway equipment purchases in one year and she felt they should not be asking for additional money to go into the reserves. The reserves should be funded in the years when we are not purchasing equipment.

d. Police

Chief Daniels provided the board with a survey of police chief hourly rates for towns of similar size and call volume (based on a 40-hour work week and full-time positions). The FY20 budget was \$73,015; Chief Daniels is asking for \$80,800.

Motion: To extend the meeting to 10:00 PM

Made by: Mr. Todd **Second:** Ms. Murphy

Vote: All in favor

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Ms. Murphy again raised her concern with providing employee raises that are different from the 2% for everyone declared by the board at the start of the budget discussions. She maintained that the new manager should address the pay scales for all of the Town employees before differing raises are awarded.

Mr. Tillman asked the board what the board does use as a guide for awarding pay raises. Ms. Murphy said there has not been much consistency. Ed Morris's pay scale was intended to put a structure to the process. The challenge was finding the starting point for all the employees. While Ms. Murphy has no problem with cost of living raises, she felt all raises should be based upon measured evaluations.

Mr. Fuller said it generally comes about as an evaluation of some sort - either where a department head comes to the board or there is a job description change.

It was pointed out that the Chief had been directed by the board to do the research that he did.

Mr. Todd pointed out that even with the increase the Chief was requesting, his pay will still be below the average of the towns surveyed.

Ms. Murphy and Ms. Kelly asserted that discussion of employee compensation has not been on a fair playing field. Ms. Kelly cautioned the board about the course it was on.

Mrs. Slade said the Chief had come to the board and said he had wanted to talk to the interim town manager about salary increases for two people and the board gave him instruction from that. He had approached the board after the 2% salary increase had been declared. She asserted that the Town Clerk and the listers could have come to the board and been instructed to do the same thing.

Ms. Murphy said employees are supposed to go to the town manager to discuss compensation. She said Chief Daniels had gone to the interim town manager and the interim town manager told him to go to the select board. Staff are not supposed to be coming to the board and advocating for their salaries.

Mr. Fuller asked if there was a pay increase that the board would be comfortable with other than what was being proposed, given the information that the Chief had provided. He polled the board:

- Mr. Arrison proposed a 5% increase in this budget; continue to bump up each year till we are competitive with our neighbors
- Mr. Boyer agreed with Mr. Arrison
- Mr. Todd proposed a 10% increase for the Chief and a 4% (for?)

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- Mr. Fuller agreed with Mr. Todd

- Ms. Murphy proposed 2%

Mr. Arrison and Mr. Boyer changed their proposal to 10% and 4% as proposed by Mr. Todd and Mr. Fuller.

Looking at the rest of the operating budget, Chief Daniels said the cost of the Explorer had increased. To keep costs down, he is looking at the Charger. The total cost of the Charger with full equipment is \$35,000. We will be able to use some of the equipment of the car we have now. He proposes going no higher than \$37,000. (This price is an estimate from the State bid list.)

There is \$20,804 in the reserve.

Mr. Fuller said there is \$42,000 in audited undesignated fund balance in the general fund, above the \$138,000 in the rainy-day fund. The board proposed deficit spending the \$17,000 short-fall and taking the amount needed from the fund balance.

Motion: Propose police operating budget for FY2021 of \$306,073 of which \$291,652 is the amount to be raised by taxes

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

Vote: All in favor

Motion: To extend the meeting 30 minutes

Made by: Ms. Murphy **Second:** Mr. Arrison

Vote: All in favor

Fire Discussion

Mr. Fuller said that Darrin Spaulding had asked to have the repair line reduced by \$2,000 at the last meeting. Mr. Fuller suggested putting it back. He asked the board how they felt about that. Mr. Arrison said the board had not been enthusiastic about purchasing new equipment, so there may be an increased need for repairs of the existing equipment.

Ms. Kelly said the board had reduced it by \$1,000 and asked if the board wanted to go back up to \$7,500. Mr. Arrison said yes. Or \$8,500? Mr. Arrison said the actuals (in previous years) had been pretty much spot-on, so he felt comfortable with \$7,500. The others were comfortable with that, too. That would be the only change in the fire budget.

The debate about the article on the fire department was centered on a floor vote or a ballot vote. The attorney said it had to be a floor vote because it didn't involve any money.

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Mr. Arrison said the article would be, “Shall the Town of Weathersfield create a unified single municipal fire department?” It was advised by a VLCT attorney to leave out the word “volunteer”.

Mr. Todd felt it was not a bad idea to keep the word “volunteer” in the article and if later, the Town wanted/needed to change to a paying model, it would have to go back to the voters.

Mr. Arrison recapped – there is one department that wants to maintain the status quo and one that wants to turn over its equipment and form a municipal department. The board then turned the debate over to the two departments and asked them to work it out. He said the board was told, “That isn’t going to work – we don’t want to do that.” It went back to the board to find a compromise.

Mr. Todd said he agreed with that, but if this article goes to Town Meeting, voters will ask what it will cost and the board won’t know. Mr. Arrison disagreed. He said it would cost whatever the budget is now. Mr. Fuller disagreed and said that budget is for the current situation. He said, “That’s not an envisionment of a single department. That’s the status quo.”

Josh Dauphin said there is one department that is not re-signing the contract. So regardless of whether the article fails or not, there will be changes come July 1. It won’t be status quo. The board has already stated that it doesn’t like the status quo.

Mr. Arrison said he agreed 100% with Josh’s saying either the Town is fully in with a department or it is fully out, much like our contract with Golden Cross Ambulance. We provide a check to Dale Girard and ask for ambulance service in return.

Mr. Fuller said, “But the budget, the finance package, that we just proposed, is the status quo financing package – the payment for the truck, the insurance on the vehicles, the electricity, fuel – whatever it is. That will run through June 30th of 2021. And we are not sending that out – to my knowledge – as a special article. It is going to be incorporated into the general fund budget.”

Mr. Arrison agreed, but said the board couldn’t create a budget for a single department until the vote is taken. If the vote fails, then the Town should go to a contract model. “The convoluted mess we have now is not sustainable.”

Mr. Spaulding said the contract model had been taken out when the John Wood report was rewritten by ‘someone’.

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Mr. Fuller said, “We have already incorporated the main fire budget within the general fund. You could put on a special article the difference and also put the words in there if you’d like to have one fire department at a cost of X.”

Mr. Fuller polled the board to see if they wanted the article about the single fire department.

Mr. Arrison – yes

Mr. Boyer – yes

Mr. Todd – maybe

Ms. Murphy – yes

There is a majority that would like “an article of some kind.” Ballot or floor?

Mr. Arrison – ballot

Mr. Boyer – ballot

Mr. Todd – ballot

Ms. Murphy – ballot

Ms. Murphy suggested, “Shall the voters of the Town of Weathersfield create a municipal fire department pursuant to 24 VSA 19:51?”

Mr. Todd agreed to make that suggestion a motion. Mr. Boyer moved “that we use that verbiage right there.” Mr. Arrison seconded.

Three selectors voted in favor; one opposed; one did not vote.

Mr. Fuller affirmed that this article will be voted on by Australian ballot.

e. Admin

Ms. Kelly was asking for an increase in the administrative assistant in part because Ms. Terrell had taken on additional roles. She was hired as part time HR and payroll, and then moved into full time admin and kept HR and payroll. Instead of an increase given to her at the time, Mr. Morris moved the money to make Land Use full time. Ms. Kelly had asked Mr. Fedorow to look at other admin assistants in towns with populations similar to us. Mr. Fedorow proposed \$44,120. *(Note – not clear on this figure.)*

Motion: To extend the meeting 15 minutes

Made by: Mr. Todd **Second:** Ms. Murphy

Vote: 3 in favor, 2 opposed

The board agrees to raise the admin compensation by 6%, an increase of \$2,454 in that line.

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Motion: Admin budget of \$460,372 of which \$213,627 to be raised by taxes

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

Vote: 4 in favor, 1 abstention

Big Heavy World was not included in the non-profit requests; all others were included.

f. Any other budget updates

8. Discussion of Potential Special Articles

a. Non-profit Appropriations

b. Police Cruiser: Special Article or Outright Purchase (\$20K from reserve; \$15K form unallocated surplus general fund)

c. Dump truck and grader

d. Fire Departments - special article (See discussion above)

e. Sample warning

9. Service Award Recipient

Motion: To enter executive session for personnel, contract and for town service award

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

Vote: All in favor

The board entered executive session at 10:43 PM.

10. Health Officer Appointment

11. Appointments

12. Adjourn

Motion: To adjourn the meeting

Made by: **Second:**

Vote:

The meeting adjourned at

Respectfully submitted,

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N. John Arrison, Selector

Daniel E. Boyer, Selector

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David Fuller, Chairperson

Kelly Murphy, Selector

Michael Todd, Clerk