

TOWN OF WEATHERSFIELD, VERMONT  
SELECTBOARD

Selectboard  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Tuesday September 3, 2019  
6:00 PM  
REGULAR MEETING

MINUTES

**Select Board Members Present:** N. John Arrison  
Dave Fuller  
Mike Todd  
Daniel Boyer

**Select Board Members Absent:** Kelly Murphy (Came in during the “Town Manager Search Process”, which was moved to the end of the agenda).

**Ed Morris, Town Manager**

**Others Present:**

Paul Tillman	Darlene Kelly	Fred Kowalik	Martha Staskus
Darrin Spaulding	Ray Stapleton	Nikita Lenahan	

1. **Call to Order:** Mr. Fuller called the meeting to order at 6:02

2. **Executive Session as per 1 V.S.A. § 313 (3) (Personnel)**

**Motion:** Dan Boyer made a motion to enter executive session to discuss personnel issues, seconded by John Arrison.

**Vote:** All in favor 4-0 Motion Passed

Selectboard entered executive session at 6:03 PM and exited at 6:20 PM

**Mike Todd made a motion to contact VLCT to discuss an interim Town Manager and authorize John Arrison to contact Jim Mullen to ask about his possible interest in the position, seconded by John Arrison. 4-0 Motion Passed**

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**3. Agenda Review**

Mr. Morris advised Kelly Murphy was trying to get to the meeting but would be a late. He asked that the discussion of the Town Manager search process be moved to the last agenda item to give her a chance to participate in that discussion, and the Selectboard agreed.

**4. Comments from Selectboard and Town Manager**

Mr. Todd brought up the recent increase in meetings and the start times of those meetings being set without consensus of the board. He stated that the meeting time that was agreed upon in March was 7:00 and the Selectboard should stay with that time. It is hard for people that are working to make meetings at 4:45. Mr. Fuller then brought up that he does not feel just using email is appropriate communication. After a little more discussion Mr. Fuller stopped the discussion and stated the discussion should be continued when Mrs. Murphy is in attendance for it to be a productive discussion.

**5. Comments from Citizens not on the Agenda.** None

**6. Review Minutes from Previous Meetings 8/5/2019, 8/19/2019, 8/28/2019**

**Motion:** John Arrison made a motion to accept the minutes from 8/5/2019, seconded by Dan Boyer.

**Vote:** All in favor 4-0 Motion Passed

**Motion:** Dan Boyer made a motion to accept the minutes from 8/19/2019, seconded by John Arrison.

**Vote:** All in favor 4-0 Motion Passed

**Motion:** Dan Boyer made a motion to accept the minutes from 8/28/2019, seconded by John Arrison.

**Vote:** All in favor 4-0 Motion Passed

**7. Solar Update**

Martha Staskus discussed the PUC (Public Utility Commission) process with the board which includes the following process:

- 45-day advanced letter prior to application for abutters and others to voice concerns to the Town.
- Complete consultants' assessments of the area including: aesthetic, historic, cultural, and other reviewed criteria.
- Application – both transfer station and highway garage projects were applied for prior to July 1, 2019.
- Comment Period - Open for 30 days
  - Transfer station closes August 9<sup>th</sup>
  - Highway closes Sept. 19<sup>th</sup>

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- PUC Review – can take 8-18+ months
- Stormwater permit applied for after PUC approval.

Following the PUC process presentation, Mr. Fuller asked that Martha discuss where we are at with each project. Martha stated both projects are in the comment period. Nikita and Fred stated that they had submitted their comments on the transfer station project. Martha then explained that comments can be submitted online, sent to the PUC in letter format, or an email could be sent to [pucclerk@vermont.gov](mailto:pucclerk@vermont.gov).

Mr. Fuller clarified he was asking about the leases. Mr. Morris explained that the Town is very close to reaching consensus on the lease agreements for both projects. Mr. Morris stated he would send the leases through legal review one last time and get the leases to the Selectboard for review to discuss and hopefully approval at the next meeting.

**Motion:** Mike Todd made a motion to move forward with the Phase I environmental assessment at the transfer station, with Norwich Solar bearing the cost, and authorizing the Town Manager to sign any pertinent documents seconded by John Arrison.

**Vote:** All in favor 4-0 Motion Passed

## 8. Fire Discussion

Because of a pre-scheduled joint training the fire discussion was postponed until September 16<sup>th</sup>, 2019.

Mr. Fuller allowed time for anyone in the audience who came to discuss fire to voice their concerns. Darrin Spaulding stated he wanted to clarify a comment made by a Selectboard member that there was a lack of trained personnel on Ascutney Fire. Darrin stated that they have 18 members that are Firefighter I, Firefighter II, or EMT trained.

## 9. Land Use/Assessors Position

Mr. Morris discussed his proposal to take an article to the voters to move from three elected listers to an appointed assessor position. Mr. Morris proposes combining the assessor position with the Land Use Administrator position and having a part time assistant to help in that office. Mr. Morris stated he feels this position would add efficiency to the position and the overall cost would be about the same as both offices are right now, if the salary is increased to \$26 an hour.

Mr. Morris then asked the Selectboard to consider their discussion in executive session and authorize him to increase the Land Use Administrator's salary to \$23 an hour immediately if the board feels they would like to move in this direction. He also stated that \$23 an hour was not out of line with a combined Planner/Zoning

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Administrator position any way.

Mr. Fuller explained his position from last meeting that he thought residents would be more comfortable grieving their assessment to elected listers, but after putting some thought into feels with the opportunity to appeal any grievance decision to the board of abatement would give the security that people the grievant may know would be overseeing the process. John Arrison stated he would like to see the overall costs and would like to give the Listers a chance to comment on this before making a decision. Mr. Todd reiterated Mr. Morris's comment that the listers brought this to him two years ago and again this year.

Mr. Morris stated he would ask the Listers if they would like to comment at the next meeting. He again asked about the raise to \$23 an hour for the Land Use Administrator to be effective immediately.

**Motion:** Dan made a motion to authorize the Town Manager to give a raise up to \$23 an hour, effective immediately, for the Land Use Administrator position, Seconded by Mike Todd.

**Vote:** All in favor 4-0 Motion Passed

## 10. Capital Plan Presentation

Mr. Morris gave a presentation on the Capital Plan and handed out a draft of the completed report. After the report, Mr. Morris asked the board to review the Capital Plan and be ready to discuss it and possibly approve it at the next meeting.

## 11. Town Manager Search Process

### **Job description**

Mr. Fuller asked about adding a clause to allow others without all the qualifications identified to apply. He felt the job description could be intimidating to some. Mr. Morris explained that the job description is more than a hiring document and is used to direct the Town Manager in their daily duties. John Arrison asked if much of the job description was for legal purposes. Mr. Morris explained that there are some items in the job description for legal purposes, but much of the job description is a guiding document for the job.

**Motion:** Mike Todd made a motion to approve the Town Manager job description, seconded by John Arrison.

**Vote:** All in favor 4-0 Motion Passed

### **Recruitment brochure and job ad**

There was slight discussion about the timeline printed on the back of the brochure. After some discussion it was agreed to leave the dates as they are since this is a tentative timeline.

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**Motion:** Dan Boyer made a motion to approve the Town Manager recruitment brochure and job ad, seconded by Mike Todd.

**Vote:** All in favor 4-0 Motion Passed

**Citizen Committee**

Mike Todd asked that the Selectboard consider not having a citizens committee during the upcoming process and allow the Selectboard to review applications and make a decision. John Arrison stated he felt we should have the same process as was conducted last time. Paul Tillman stated he thought it would be a good idea to have a citizen committee. Ray Stapleton asked Mike Todd about his experience on the last Town Manager search committee. Mr. Todd stated it was a good process and he appreciated being given the opportunity. Ray Stapleton asked why he would not support giving others the same opportunity. Mr. Todd stated he just felt with no Town Manager in the position, the Selectboard could expedite the process. At this time, Kelly Murphy joined the conversation. It was explained to her what they were talking about. Kelly stated that the last process was the best process she had ever been a part of. She said she felt sticking to that process and taking their time was the right thing to do. Mr. Arrison agreed.

The discussion shifted to the search committee document. Mr. Fuller asked if the committee makeup on this form was the same as last time. Mr. Morris stated yes it was, then he corrected himself stating the number of members were the same, but Mr. Morris added the Library Director based on requests he had from the Library Trustees. After some discussion it was decided that the committee will consist of four employees and five citizens.

**Motion:** Daniel Boyer made a motion to use a search committee consisting of four employees and five citizens for the upcoming Town Manager search, seconded by Mike Todd.

**Vote:** All in favor 4-0 Motion Passed

**12. Appointments- No Appointments**

- Budget Committee (Three Openings)
- CRJC Mt Ascutney Subcommittee
- Fence Viewer (Two Openings)
- Southern Windsor County Transportation Advisory Committee
- Zoning Board of Adjustment (One Opening)
- Village Planning Committee
- Veterans Memorial Committee (Two Openings)

**13. Approve Warrant**

**Motion:** John Arrison made a motion to approve the warrants for 9/3/2019, seconded by Dan Boyer as follows:

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General Funds	Operating Expenses	\$27,515.83
	Payroll	\$15,314.45
Highway Fund	Operating Expenses	\$5,791.28
	Payroll	\$8,271.81
Solid Waste Management Fund		
	Operating Expenses	\$10,479.11
	Payroll	\$1,689.81
Library	Operating Expenses	\$0.00
	Payroll	\$2,086.69
Grants	Operating Expenses	\$19,893.95
Special Revenue	Operating Expenses	\$16,713.76
Reserves		\$0.00
Long Term Debt		\$0.00
Grand Totals	Operating Expenses	\$80,393.93
	Payroll	\$27,362.76

**Vote:** All in favor 5-0 Motion Passed

**Motion:** John Arrison made a motion to approve warrant #2 for highway fund (Center Road Paving) operating expenses \$423,715.08, seconded by Dan Boyer.

Mr. Morris explained this was the amount due for Weathersfield Center Road/Reservoir Road paving, minus \$50,000 that the Town is holding until a few repairs are made to finish the job.

**Vote:** All in favor 5-0 Motion Passed

**14. Adjourn: The meeting adjourned at 8:45 PM.**

**15. Future Meeting –** The next meeting will be held at the Center Meeting House on September 16<sup>th</sup>, 2019.

Respectfully submitted,  
*Ed Morris*

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**WEATHERSFIELD SELECTBOARD**

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N. John Arrison, Selector

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Daniel E. Boyer, Selector

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Mike Todd, Board Clerk

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Dave Fuller, Vice Chair

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Kelly Murphy, Chairperson