



TOWN OF WEATHERSFIELD
SELECTBOARD

REGULAR MEETING AGENDA

MONDAY, APRIL 5, 2021 AT 06:30PM
5259 US ROUTE 5, ASCUTNEY, VT 05030

PHONE
(802) 674-2626

FAX
(802) 674-2117

ZOOM MEETING

PHONE NUMBER: (929) 205 - 6099 | MEETING ID: 542-595-4364 |
NO PARTICIPANT ID: **PRESS # MEETING PASSCODE: 8021**

Pursuant to Governor Phil Scott's March 30, 2020 Order Suspending Certain Provisions of the Open Meeting Law, See H.681, and the Governor's March 21, 2020 order imposing strict limitation on the number of people that may gather in one place, this meeting of the Weathersfield Select Board will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found at <https://www.weathersfieldvt.org/home/news/public-meetings-zoom>

For this meeting, members of the public who wish to watch the meeting may do so in the following manner:

- Comcast Channel "1087" and VTEL Channel "161" on Wednesday at 6:30PM**
- Zoom: "Live/ Real-time" – April 5, 2021 | 6:30PM**
- SAPATV.org – Wednesday Afternoon**

In-person attendance is permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real-time, via technological means. In the event that we are unable to do so, despite our best efforts, we will post on the Weathersfield website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting.

Agenda

Appointments

1. Call to Order
2. Public Hearing - Continued from 3/15/21
3. Comments from Selectboard Members, Town Manager, and Residents on Topics not on the Agenda
4. Review minutes from previous meetings: 03/15/2021
5. Sign & Execute Fire Department Contract
6. Town Manager Report
7. Consider a Vote to Approve the ATA Agreement
8. Presentation by Rachel Scudder - Broadband Improvements
9. Vote to Approve Biannci Fees
10. Highway Radios Contract
11. 2014 Purchase & Sale Agreement Update
12. Audit RFP Review
13. Discussion
 - a. Selectboard Representative to Highway
14. Proposed Future Agenda Items
 - a. April 19, 2021
 - i. SB & TM Goals
 - ii. MMH Improvements
 - iii. FY22 Holiday Schedule
 - iv. Personnel Policy
 - v. Appointed Committee Handbook
15. Appointments
16. Warrants
17. Any other Business
18. Adjourn

- ❖ Budget Committee (4 Vacancies - 1 Year Terms)
- ❖ Connecticut River Joint Commission Representative
- ❖ Energy Coordinator (1 Vacancy - 1 Year Term)
- ❖ Fence Viewer (1 Vacancy - 1 Year Term)
- ❖ Green Up Coordinator (1 Vacancy - 1 Year Term)
- ❖ Martin Memorial Hall Board of Trustees (1 Vacancies - 1 Year Terms)
 - **Janet Bristol**
- ❖ Parks & Recreation Commission (1 Vacancy - 1 Year Terms)
 - **Ashley Esty**
- ❖ Planning Commission



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OFFICE OF THE LAND USE ADMINISTRATOR

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MEMORANDUM

TO: Weathersfield Selectboard
FROM: Chris Whidden, Esq., Land Use Administrator
DATE: 3/22/2021
RE: Bylaw Proposals

INTRODUCTION

On March 15, 2021, the Selectboard opened a hearing on proposed bylaws that have passed the Planning Commission in 2018 and again on October 26, 2020. The hearing was kept open with a request for clarification of the bylaws that were being proposed vs. the existing bylaws.

This memorandum is the result of that request, and annotates the proposed bylaws as well as what the bylaws are currently. As these are lengthy changes, it would be easier to compare the rules side by side. Thus, the existing bylaws are listed in this memorandum. To promote clarity, I grouped the bylaws together the most logical way possible. To be clear, the existing bylaws contain the language that is currently in effect and are not being debated at this hearing. They are attached simply to allow the Selectboard to compare the proposed language with the current language in the instant hearing.

PROPOSED BYLAWS

STATEMENT OF REASON FOR PROPOSING THE INCLUDED CHANGES

The intent behind introducing these bylaws is to rationalize the current bylaws; to make them conform to the realities of current land use patterns in Weathersfield, to make them simpler where that is possible, and easier to understand and administer, to remove completely nonsensical contradictions contained within them, to make them conform



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better to the town Master Plan, to thus make the operation of the ordinance better match its specific intents, to ensure the bylaws contain well-reasoned and legal substantive rules, and more generally, promote the ends which all good zoning are aimed at achieving, such as, for example, the conservation and increase of property values.

HABITAT AREAS

Habitat Areas – EXISTING

N/a

3.2.4 Habitat areas - PROPOSED

(1) In all districts, development within 300 feet of a State designated deer wintering area shall be permitted as a conditional use subject to the following limitations:

- (a) Any road or development shall be sited to have the least amount of negative impact on the viability of the deer wintering area; and
- (b) An adequate amount of softwood cover shall be left undisturbed to ensure the viability of the area, whenever possible.

(2) In all districts, development in or near areas that have been designated by the State Department of Fish and Wildlife as:

- Significant natural communities;
- Natural/fragile areas; and/or
- near sites of plants or animals on the Vermont Endangered and Threatened Species list;

shall be permitted as a conditional use subject to the following limitations:

- a) any road or development shall be sited to have the least amount of negative impact on the viability of the area;
- b) applicants shall submit a plan for leaving the sensitive area undisturbed.

Applicants are encouraged to consult with the Department of Fish and Wildlife, Vermont Agency of Natural Resources, the Weathersfield Conservation Commission, and the study referred to in Section 3.2.2 of these bylaws, “1992 Biological Natural Areas of Weathersfield, Vermont”.

(3) Notwithstanding anything to the contrary in these bylaws, any development



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which would be a conditional use exclusively due to subsection (1) or (2) or both of this bylaw, with no other grounds to establish it as a conditional use, may be administratively approved by the Land Use Administrator, subject to meeting the following conditions:

(a) Developments which are located in or within 300 feet of a State designated deer wintering area, and not within areas described in subsection (2) of this bylaw, may be administratively approved by the Land Use Administrator provided that the road and/or development will not require the removal of any softwood trees. The Land Use Administrator may consult the Agency of Natural Resources, the Conservation Commission, or other similar individuals or entities in establishing additional permit conditions as deemed necessary to meet the purpose of this bylaw, particularly when the proposed road or development is significant in scale.

(b) For all other developments, the following requirements apply to any application processed under this bylaw:

(i) The Land Use Administrator shall immediately provide a copy of the application to the Conservation Commission. The Conservation Commission, or the Chair of the Conservation Commission, or their designee shall provide a written statement to the Land Use Administrator within thirty (30) days of receipt of a zoning permit application by the Land Use Administrator evaluating the likely impact of the proposed road or development against the requirements of subsection (1) and/or subsection (2) above, and subject to subsection (v) below;

(ii) The Conservation Commission may elect to conduct a site visit prior to issuing any written statement;

(iii) The Conservation Commission may attach any conditions to the development within its written statement as it deems necessary in order to fulfill the purpose of subsections (1) and (2), including but not limited to requiring comments from the Agency of Natural Resources, or requiring that the application be referred for consideration by the Zoning Board of Adjustment;

(iv) The Land Use Administrator must include any conditions set by the Conservation Commission within its written statement as conditions of the zoning permit for any development to which this



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section applies. The Conservation Commission may include additional conditions to the development or amend its written statement or both upon receipt of comment from the Agency of Natural Resources, provided the requirements in subsection (v) below are satisfied;

(v) No extension of time shall be granted under this section beyond the aforementioned thirty (30) day period. The Land Use Administrator may issue a permit immediately upon receipt of a written statement from the Conservation Commission.

Additionally, prior to the receipt of a written statement, the Land Use Administrator may at any time refer the application to the Zoning Board of Adjustment and opt out of the procedure set forth in this subsection, unless the Conservation Commission has already specified a time in writing within the thirty (30) day period by which it intends to submit a final written statement, in which case the Land Use Administrator must wait until receipt of the final written statement and may not refer the application to the Zoning Board of Adjustment prior to this. If the Land Use Administrator elects to refer the application to the Zoning Board of Adjustment for a conditional use hearing after receipt of the final written statement, the Zoning Board of Adjustment must be provided with the final written statement prior to the hearing; and

(vi) Any application denied under this section, or conditions attaching to any zoning permit issued under this section, may be appealed to the Zoning Board of Adjustment.

RENEWABLE ENERGY BYLAWS

7.17 Renewable Energy Production – EXISTING

Windmills of unlimited height for producing energy shall be permitted in all districts as a conditional use, provided that minimum setback requirements for the District are met and that the setback for the structure is no less than its total height. Any resultant noise or electrical disturbances must not exceed customary neighborhood tolerances.

4.20 Renewable Energy Systems - PROPOSED

In addition to all other requirements set forth in these bylaws, the following requirements apply to Renewable Energy Systems



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4.20.1 Definitions

- a) **Renewable Energy:** Energy available for collection or conversion from direct sunlight, wind, running water, organically derived fuels, including wood and agricultural sources, waste heat, and geothermal sources.
- b) **Small-Scale Renewable Energy Systems:** Systems of less than or equal to 15 KW and not regulated by the Public Utility Commission nor by any other state or federal agencies that regulate large-scale energy systems.
- c) **Large-Scale Renewable Energy Systems:** Systems of a capacity greater than 15 KW and that are regulated by the Public Utility Commission.

4.20.2 Small-Scale Renewable Energy Systems

- a) A small-scale renewable energy system that meets all these requirements shall be considered an allowed use in all districts.
- b) Written certification from a qualified consultant, electrician installer, and/or sales vendor stating that the scale and/or height of the system falls below the regulatory thresholds established by the Vermont Utility Commission.
- c) Wind turbines must have setbacks that are equal to or greater than the total height of the tower and blades. The distances shall be sufficient to prevent a damaged system from falling onto a road or an adjacent property.
- d) All other ground-mounted facilities shall meet the minimum setback requirements for the zoning district in which they are located.
- e) No ground-mounted renewable energy system shall be sited within special flood hazard areas, wetlands, or within surface water or wetland buffers. Installations on historic structures or prime agricultural soils shall be reversible.

4.20.3 Large-Scale Renewable Energy Systems

- a) Large-scale renewable energy systems are those of a capacity greater than 15 KW and are generally regulated by the Vermont Public Utility Commission under 30 V.S.A. § 248.

4.20.4 General Standards

- a) Plantings and other screening installations that protect a residence from a direct



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view of a ground-mounted solar array that is greater than 15 KW and that requires a Certificate of Public Good from the Vermont Public Utility Commission shall be installed and maintained for the duration of the solar array installation.

- b) Avoid locating facilities within view of natural and cultural resources identified in the *Town Plan*, Natural Resources Chapter.
- c) Avoid locating facilities within view of historic village centers and hamlets, scenic viewsheds and designated scenic byways.
- d) These installations shall comply with the Town's requirements for maximum height and minimum setbacks.
- e) A permit expires if the system is out of service or otherwise unused for a continuous 12-month period. All structures associated with the energy system shall be removed within 3 months of the permit's expiration.

VARIANCES FOR RENEWABLE ENERGY STRUCTURES

9.4.2 Variances for Renewable Energy Structures - EXISTING

Where a variance is requested for a structure that is primarily a renewable energy resource structure, in accordance with the Act [14469(b)], the Board may grant such variance only if all of the following facts are found in the affirmative and specified in its written decision:

- 1) It is unusually difficult or unduly expensive for the appellant to build a suitable renewable energy resource structure in conformance with these regulations;
- 2) The hardship was not created by the appellant;
- 3) The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; and
- 4) The variance, if authorized, will represent the minimum that will afford relief and will represent the least deviation possible from these regulations and from the plan.

6.10.2 Variances for Renewable Energy Structures - PROPOSED

Where a variance is requested for a structure that is primarily a renewable energy



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resource structure, in accordance with 24 V.S.A. § 4469(b), the Board may grant such variance only if all of the following facts are found in the affirmative and specified in its written decision:

- a) It is unusually difficult or unduly expensive for the appellant to build a suitable renewable energy resource structure in conformance with these regulations;
- b) The hardship was not created by the appellant;
- c) The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; and
- d) The variance, if authorized, will represent the minimum that will afford relief and will represent the least deviation possible from these regulations and from the plan.

DEFINITIONS

DEFINITIONS – EXISTING

Building: A structure having a roof supported by columns and/or walls intended for the shelter or enclosure of persons, animals or chattel, excluding fences, and including a gas or liquid storage tank that is principally above ground.

Building or Structure Height: The distance from the average grade to the highest point on a building or structure. (*Added June 11, 2012*)

Structure: (*amended effective 10/9/2012*)

An assembly of materials for occupancy or use for more than six (6) months.

Fences, gates, stone walls, landscape timbers, sculptures, memorial monuments, TV antennae, and satellite dishes are not structures.

For floodplain management purposes, “structure” shall mean a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

For flood insurance purposes, “structure” shall mean:



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- (a) A building with two or more outside rigid walls and a fully secured roof that is affixed to a permanent site; 84
- (b) A manufactured home, also known as a mobile home, which is built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation; or
- (c) A travel trailer without wheels built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws, but does not include a recreational vehicle or a park trailer or other similar vehicle, or a gas or liquid storage tank.

Minor Structure: N/a

DEFINITIONS - PROPOSED

Building Height: The distance from the lowest floor with exterior access or the lowest visible foundation point (whichever is lower) to the highest point of the roof.

Structure Height: The distance from the average grade at the base of the structure to the highest point of the structure. Notwithstanding any other provision regarding setbacks in these bylaws, the setback distance of any structure which is not considered a building (see definition) from an adjacent road or parcel must be greater than or equal to the structure height.

Building: A structure having a roof supported by columns and/or walls intended for the shelter or enclosure of persons, animals or chattel, excluding fences, and including a gas or liquid storage tank that is principally above ground.

Structure: An assembly of materials for occupancy or use for more than six (6) months. Fences, gates, stone walls, landscape timbers, sculptures, memorial monuments, TV antennae, and satellite dishes are not structures. For floodplain management purposes, "structure" shall mean a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

For flood insurance purposes, "structure" shall mean:



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1. A building with two or more outside rigid walls and a fully secured roof that is affixed to a permanent site;
2. A manufactured home, also known as a mobile home, which is built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation; or
3. A travel trailer without wheels built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws, but does not include a recreational vehicle or a park trailer or other similar vehicle, or a gas or liquid storage tank.

Minor Structures:

- 1) Any new, single-story, non-residential structure with a footprint of 150 square feet or less;
- 2) said structure must be accessory to an existing primary structure on the same lot as the proposed minor structure;
- 3) 150 total square feet of such structures are allowed per acre of lot size up to a maximum of 500 square feet of total structure area. (Lots that are less than one acre in size are allowed a single 150 sq. ft. structure.);
- 4) No single structure may have a footprint greater than 150 square feet;
- 5) Applicant must notify the Zoning Administrator in writing of the intent to build such structure(s) by providing such information as is required by the Zoning Administrator;

COMPLIANCE W/ STATE AND FEDERAL LAW

Compliance with Federal and State law – EXISTING

N/a

Compliance with Federal and State law - PROPOSED

“Nothing in these Bylaws shall be construed to supersede or remove the necessity of compliance with State or Federal law. To the extent that these Bylaws are incompatible or inconsistent with State or Federal law, they shall be interpreted or disregarded to the extent necessary to comply with State or Federal law.”

CONCLUSION



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I would like to remind the Selectboard that these proposed changes pre-date my administration and are a result of a housekeeping effort to remedy issues left behind from the past several Land Use Administrators. If there are any questions or concerns regarding this matter, please do not hesitate to contact me.

Respectfully submitted,

Chris Whidden, Esq.
Land Use Administrator

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board

Martin Memorial Hall
5259 Route 5, Ascutney VT

Monday, March 15, 2021

6:30 PM

REGULAR MEETING

MINUTES

Select Board Members Present: David Fuller
Joseph Jarvis
Kelly O'Brien
Paul Tillman
Michael Todd

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

Lisa Slade	Ted Siegler		
Jeff Slade	Darrin Spaulding		
Howard Beach	Ray Stapleton		

Remote public participation in this meeting was facilitated via the ZOOM video-conferencing platform. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend were made available at <https://www.weathersfieldvt.org/home/news/public-meetings-zoom> .

1. Call to Order

Mr. Fuller called the meeting to order at 6:33 PM.

2. Public Hearing – Zoning Bylaw Updates

Mr. Fuller opened the public hearing and read the ten sections of the Zoning Bylaws that were to be amended:

1. Habitat Areas - Section 3.2.4
2. Renewable Energy Production - Section 4.11
3. Renewable Energy Systems - Section 4.20
4. Definitions - Section 4.20.1
5. Small-Scale Renewable Energy Systems - Section 4.20.2
6. Large-Scale renewable Energy Systems - Section 4.20.3
7. General Standards - Section 4.20.4
8. Variances for Renewable Energy Structures - Section 6.10.2
9. Definitions - Including:
 - a. Building Height

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- b. Structure Height
 - c. Structure
 - d. Building
 - e. Minor Structures
10. Compliance with State and Federal Law

The Town Manager summarized the procedural steps taken to date by the Planning Commission for the amendment of zoning bylaws and explained what could take place at this public hearing. The Land Use Administrator was present at the meeting, but had no comments. Planning Commissioner Howard Beach was present and provided additional details about the proposed amendments. After discussion began, there developed some confusion over specifics. There was no doubt that the Planning Commission had met the letter of the law regarding process - the confusion arose mainly from the manner in which the bylaws changes were published. It was agreed to continue the hearing so details could be clarified.

Motion: To continue the hearing to the April 5th meeting

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

Vote: Unanimous in favor

3. Comments from Select Board and Town Manager and Citizens on Topics not on the Agenda

Mr. Fuller asked everyone to be patient with the condition of the roads – it is mud season after all.

Mr. Gulnick asked to have the presentation of the transfer station analysis moved up to item #6 on the agenda as Mr. Siegler was on the line. There were no objections.

Much gratitude to the Highway Department for limiting traffic on Thrasher Road to local traffic only. The reduction in daily traffic is making a difference in the condition of the road and is much appreciated by the residents who live on that road.

4. Review of Policies

- a. Conflict of Interest
- b. Ethics
- c. Conduct of Meetings & Hearings

Mr. Fuller gave a brief summary of each of the policies and called for questions. There were none.

5. Vote to Donate \$1,000 for flag replacements on Route 5 and Route 106

Jeff and Lisa Slade asked the Board for \$1,000 from the bottle redemption fund to replace flags and poles on Routes 5 and 106. There is currently \$2304 in the fund. Approximately \$50-\$80 is added to the fund every week.

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Motion: To grant \$1000 from the bottle redemption fund at the transfer station for flag and pole replacements on Route 5 and Route 106.

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

Vote: Unanimous in favor

The Board thanked the Slades for doing this.

DSM Environmental – Transfer Station Analysis

Ted Siegler gave a comprehensive financial analysis of the transfer station which included a review of its costs and options for raising revenues. Some of the highlights of the presentation included:

- This full-service transfer station serves three towns; accepts a wide variety of solid wastes; has fixed and variable costs; and a total FY2021 budget of \$292,341.
- Its capital costs include replacement of the compactor, a new concrete pad beneath the compactor, and replacement of the skid steer in the next 5-7 years.
- A third employee would be helpful to assist during busy times at the station and to provide coverage for sick/vacation time of the other employees.
- Estimated revenues for FY2021 are \$295,619
- The actual number of Weathersfield households using the station is unknown. It would be very helpful to know that number.
- There are a number of ways to allocate the costs – finding the fairest, most equitable way of distributing it between the three towns is the challenge.
- At the end of the day, the transfer station is more affordable for the users than a subscription pick-up service.
- The three towns want the transfer station to remain available and are working together to solve the financial issues associated with operating it.

Mr. Siegler answered questions from the Board and the public. There was no expectation of a decision at this meeting. The discussions will continue.

6. Review minutes from previous meetings – 3/4/2021

Additions/corrections/deletions:

Motion: To pass the minutes of March 4, 2021

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

Vote: All in favor

7. February 2021 Finance Report

Mr. Gulnick gave a comprehensive review of the Town's finances for the period 7/1/2020 to 2/28/2021. There were no red flags and all anomalies were easily explained, although utility costs continue to go over budget. Mr. Gulnick stated that the Board sees these reports first; he then reviews them with each of the departments.

8. DSM Environmental – Transfer Station Analysis

(Covered above)

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9. Highway Department Radios Proposal

Mr. Stapleton proposed renting a digital radio system which would allow the highway crew to communicate with each instantly from any part of Town (confirmed after two months of testing). This radio system is superior to the low-band radios and to cell phones. A 2-year contract with 12 radios would cost \$11,280, which Mr. Stapleton said could be covered by his current budget with no additional funds needed.

The Board had questions about the contract, if the system would be compatible with police and fire radio systems, and if efficiency of the highway department would be improved. It was agreed to table the discussion until additional information can be obtained.

Motion: To table the discussion

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

Vote: 3 in favor; 2 opposed

10. Select Board Goals – Discussion

Mr. Fuller polled the Board members for their goals for this year.

Mr. Fuller: Fire contract; Abbott property; transfer station; support Mr. Gulnick's efforts to improve office efficiency

Mr. Tillman: Maintenance plans for Martin Memorial Hall; fire contract; Abbott property; economic development; direction from the Select Board for the Planning Commission; listers vs nemrc

Mr. Jarvis: Increase community involvement; increase voter turnout;

Mr. Todd: Review employment policy – chain of command.

Mr. Gulnick: Provided a history of his short tenure as a new town manager which included:

- changes in the finance department personnel;
- hiring of a new land use administrator;
- changes in the select board with the 2021 election;
- organizational changes in the Town Office;
- fire department contracts (to be signed by the Board on April 5th); which will result in substantial changes in fire department finances and a new way of budgeting for them;
- the Tenney tree project; (the tree will be taken down Wednesday morning; its trunk will be transported to the highway garage until its pieces are distributed);
- the 2014 purchase and sale agreement – to be wrapped up this year;
- a transition in auditors – the RFP is out and due soon; the Board will choose at the second meeting in April;
- tax collection system is internally changing;
- development of a health department;
- delegation of Town Manager duties.

At 9:00 PM, the Board agreed to extend the meeting for ten minutes.

Motion: To extend the meeting 10 minutes

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

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Vote: All in favor

Mr. Gulnick continued:

- Finish the website;
- FY22 key goals:
 - refine our financial system;
 - develop 0-base budget;
 - execute the fire department contracts;
 - capital plan;
 - develop FY23 budget;
 - develop a productive grant system;
 - refine our reorganization;
 - become more involved with the planning commission and the zoning board.

11. Town Manager Goals

12. Town Manager Performance Evaluation

13. Proposed Future Agenda Items

14. Accept resignation from Planning Commissioner

Motion: To accept the resignation of Fred Kowalik from the Planning Commission

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

Vote: All in favor

There are two years left on this term.

15. Appointments

Motion: To appoint the following:

- Cheryl Cox, Patricia Nash, Ryan Gumbart, and Jeff Pelton to the Conservation Commission;
- Roderick Bates as Fence Viewer;
- Steve Aikenhead as Green Up Coordinator;
- Edith Stillson to the Martin Memorial Hall Board of Trustees;
- Peter Daniels to the Mt. Ascutney Regional Commission;
- Ray Stapleton, Deborah Richardson, and Cathy Vollman to the Parks and Recreation Commission;
- Ryan Gumbart as Tree Warden;
- John Broker-Campbell and Jamie Wyman to the Zoning Board of Adjustment.

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

Mr. Jarvis pointed out that 4 people were being appointed to 3 vacancies on the Conservation Commission. No one objected. No one was familiar with the Mt. Ascutney Regional Commission, but it is the board Mr. Daniels requested, so the Board went with it.

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Vote: All in favor

At 9:10 PM, the Board extended the meeting an additional 5 minutes.

Motion: To extend the meeting 5 minutes

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

Vote: All in favor

16. Approve Warrants

Motion: To approve the warrants for 3/15/2021 as follow:

General Funds	Operating Expenses	\$26,253.93
	Payroll	\$7,330.66
Highway Fund	Operating Expenses	\$8,322.04
	Payroll	\$4,305.84
Solid Waste Management Fund		
	Operating Expenses	\$11,987.15
	Payroll	\$757.63
Library	Operating Expenses	\$0.00
	Payroll	\$968.85
Grants	Operating Expenses	\$
Special Revenue	Operating Expenses	\$
MES		\$4,928.29 (from Fire Equipment Reserves)
Grand Totals	Operating Expenses	\$51,491.41
	Payroll	\$13,362.98

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

Vote: All in favor

17. Any Other Business

Mr. Todd reminded the Board that they do not have a representative to the highway board and urged them not to forget to appoint someone.

18. Adjourn

Motion: To adjourn the meeting

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

Vote: All in favor

TOWN OF WEATHERSFIELD, VERMONT
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The meeting adjourned at 9:15 PM.

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

David Fuller, Chairperson

Joseph Jarvis, Selector

Kelly O'Brien, Clerk

Paul Tillman, Selector

Michael Todd, Vice- Chairperson

DRAFT



Brandon W. Gulnick
Town Manager

April 5, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Vote to Execute the Updated Fire Department Contract

Dear Select Board Members:

It has been a pleasure working with the Selectboard, Ascutney Volunteer Fire Association, and the West Weathersfield Volunteer Fire Department on the FY21-FY24 Fire Department Contract. On February 1, 2021 we reviewed the Departments last requests prior to contract signing. This memorandum describes the changes to the contract since February 1, 2021. The updated contract contains all of the improvements from the February 1, 2021 meeting and 2 amendments that will assist with contract implementation (amendment 11 & 12). Although the Selectboard approved modifying amendment #3 and adding amendment #5, this is the first time the board has seen the improved language and/or the agreed upon boundaries. (See page 2 for additional information)

Amendment #	Page/ Section	Amendment	Approved / Requires Approval
1	PG 1 Intro	Effective Date to April 5, 2021	April 5, 2021
2	PG 2 Section 1.2	30 Days to Remedy Issue	February 1, 2021
3	PG 3 Section 2.2	Revised EMS Language	April 5, 2021
4	PG 2 Section 2.9	Removed "but not limited to"	February 1, 2021
5	PG 6 Section 2.12	Added in Boundaries	April 5, 2021
6	PG 1 Section 1.3A	Added "without resolution"	February 1, 2021
7	PG 1 Section 1.4	Added "with cause"	February 1, 2021
8	PG 5 Section 2.8	Changed "Highway Superintendent" to "Highway Department"	February 1, 2021
9	PG 10 Section 6.1	Added "in effect from the execution of this contract signed by both parties"	February 1, 2021
10	PG 11 Section 7.1	Consistency error - Changed 8.5 to 7.5	February 1, 2021
11	PG 4 Section 2.5	Changed Monthly Reports to Quarterly Reports	April 5, 2021
12	PGS 12 - 13 Section 8.4	Added Section 8.4A, 8.4B, and 8.4C "Chain of Command" & Appeal Process	April 5, 2021

We decided to change “Monthly Reports” to “Quarterly Reports” after considerable discussion with both departments. Additionally, we made improvements to Section 8.4 - Enforcement. The changes we made to this section allows the Chain of Command to be followed, for example, the Fire Chief will discipline members of each department, and the Town Manager will discipline the Fire Chiefs, if discipline is necessary. The previous contract provided no Appeal Process. We added an appeal process that allows members of a Fire Department to appeal a Fire Chiefs decision to the Town Manager, and the Fire Chief may appeal the Town Managers decision to the Selectboard.

CONCLUSION

There is considerable work to roll this contract out. We anticipate spending the remainder of FY21 preparing/ implementing, which will allow for a smooth transition into FY22. Several meetings are pending the execution of this contract.

RECOMMENDATION

Vote to Approve and Sign the April 5, 2021 Fire Department Contract.

ATTACHMENT A
APRIL 5, 2021 FIRE DEPARTMENT CONTRACT

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

ATTACHMENT A
[APRIL 5, 2021 FIRE DEPARTMENT CONTRACT]

**FIRE SERVICES CONTRACT
BETWEEN THE TOWN OF WEATHERSFIELD,
ASCUTNEY VOLUNTEER FIRE DEPARTMENT,
AND WEST WEATHERSFIELD VOLUNTEER FIRE DEPARTMENT**

THIS CONTRACT AND AGREEMENT (the "CONTRACT"), dated as of April 5, 2021 (the "Contract Date"), by and between the TOWN OF WEATHERSFIELD, a Vermont Municipality, herein referred to as the ("TOWN"); ASCUTNEY VOLUNTEER FIRE ASSOCIATION, a Vermont Nonprofit Corporation and the WEST WEATHERSFIELD VOLUNTEER FIRE DEPARTMENT, Inc., a Vermont nonprofit corporation, herein referred to as the ("FIRE DEPARTMENTS"). The TOWN and the FIRE DEPARTMENTS are collectively referred to as the ("PARTIES").

WITNESSETH

WHEREAS, the FIRE DEPARTMENTS were established and exist under applicable State and Local Laws for the purpose of limiting, reducing, or preventing damage or personal injury caused by fire or other emergency, with headquarters in TOWN boundaries; and

WHEREAS, currently, the FIRE DEPARTMENTS provide TOWN services to prevent, limit, and reduce damage or personal injury caused by fire or another emergency under a CONTRACT that expired on December 31, 2020;

WHEREAS, the TOWN recognizes a financial and administrative responsibility to provide assistance to the FIRE DEPARTMENTS; and

WHEREAS, the DEPARTMENTS recognize the autonomy of their respective DEPARTMENTS; and

WHEREAS, it is the desire of the PARTIES to now enter into a new CONTRACT, effective April 5, 2021 (the "EFFECTIVE DATE"), for the purpose of the FIRE DEPARTMENTS continuing to provide services for the TOWN to prevent, limit, and reduce damage or personal injury caused by fire or other emergency.

NOW, THEREFORE, in consideration of the foregoing preamble, the mutual covenants, promises and agreements hereinafter set forth, the mutual benefits to be gained by the performance thereof, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and accepted, the PARTIES to this CONTRACT, intending to be legally bound, hereby agree as follows:

ARTICLE I ... DURATION

SECTION 1.1 TERM

The term of this CONTRACT shall commence upon signature by all PARTIES and shall end June 30, 2023. If a replacement CONTRACT is not signed by June 30, 2023 it will be considered as automatically renewed for a 1-year term unless an Event of Termination has

taken place, as defined in Section 1.2, or CONTRACT negotiations have been initiated by either department or the TOWN, in which case the current CONTRACT will remain in effect until the new CONTRACT is signed, unless the PARTIES cannot come to an agreement within ninety (90) days.

SECTION 1.2 EVENTS OF TERMINATION

Except as otherwise provided herein, the following shall constitute Events of Termination under this CONTRACT:

- a) The expiration of this CONTRACT without the PARTIES' written agreement to renew the terms of this CONTRACT.
- b) The FIRE DEPARTMENTS failure to follow any section within this AGREEMENT.
- c) TOWN receipt of written notice that the FIRE DEPARTMENTS are unable to provide services for the TOWN due to an immediate lack of available volunteer firefighters.
- d) The dissolution, insolvency, involuntary bankruptcy, or voluntary bankruptcy of the FIRE DEPARTMENTS.
- e) The PARTIES' entry into a new written CONTRACT which expressly supersedes this CONTRACT.
- f) The expiration of ninety (90) days after the Fire Department's receipt of written notice that the TOWN intends to use another entity to provide its Fire Services.
- g) The expiration of ninety (90) days after the Fire Department's receipt of written notice that the TOWN has adopted a resolution establishing a Municipal Fire Department.

SECTION 1.3 EFFECT OF AN EVENT OF TERMINATION

- a) Upon Termination of this CONTRACT by either FIRE DEPARTMENT without resolution, all TOWN owned, or partially owned assets will be returned to the TOWN.
- b) The TOWN shall provide the FIRE DEPARTMENTS with notice of the occurrence of an Event of Termination. If such Event of Termination is not cured or remedied by the FIRE DEPARTMENTS within thirty (30) days after the FIRE DEPARTMENTS receive such written notice from the TOWN, the TOWN shall have the right to terminate this CONTRACT. A termination of this CONTRACT under this Section shall cause the rights and obligations of the PARTIES to this CONTRACT to terminate and cease, except as expressly provided otherwise in this CONTRACT.

SECTION 1.4 TOWNS RIGHT TO TERMINATE WITH CAUSE

The TOWN, in its sole discretion, may terminate this CONTRACT by providing the FIRE DEPARTMENT(S) written notice that the TOWN is terminating this CONTRACT, no earlier than ninety (90) days following the latter's receipt of this notice.

ARTICLE II ... PROVISION OF SERVICES

SECTION 2.1 SERVICES PROVIDED

The FIRE DEPARTMENTS agree to furnish and provide continuing Fire Protection Service to all properties lying within the incorporated limits of the TOWN, by promptly dispatching, upon call from the Hartford Dispatch voice call or paging system or upon notification of a fire or emergency by any other means, the FIRE DEPARTMENT'S firefighting and rescue equipment and adequate certified and qualified personnel to operate the same, and then making diligent efforts to control and extinguish all fires, and control or mitigate emergencies.

In providing services under this CONTRACT, the FIRE DEPARTMENTS shall be considered the "FIRE DEPARTMENT" of the TOWN as described in 20 V.S.A § 175 of the Vermont Statutes Annotated and each of the FIRE DEPARTMENTS Fire Chief shall be considered the "Fire Chiefs" of the TOWN, with all the typical associated and regulatory duties and responsibilities of a Fire Chief of a Fire Department in the State of Vermont. In the event of a declaration of a major disaster, the FIRE DEPARTMENTS shall, upon the TOWN'S request, further assist TOWN staff and contractors with clearing TOWN streets of downed trees to the extent of the FIRE DEPARTMENTS resources.

SECTION 2.2 EMERGENCY MEDICAL SERVICE RESPONSE

- i. Hartford Dispatch tones the appropriate Fire Department and Ambulance Service.
- ii. Appropriate Fire Department responds to make initial contact with the patient.
- iii. Fire Department gives a radio report with any pertinent information to the ambulance crew responding.
- iv. Ambulance arrives on scene and speaks with person in charge of scene.
- v. Ambulance crew will make determination of transportation needs of the patient.
- vi. Ambulance crew takes care of all patient care.
- vii. Fire Department assists with moving equipment and patient to the ambulance.
- viii. Ambulance crew, if they need a driver, requests this from the fire department.

If Fire Department personnel are licensed and affiliated with the Ambulance service, they may provide care under their guidance.

SECTION 2.3 TRAINING

The FIRE DEPARTMENTS shall follow State of Vermont Fire Academy requirements to train members of their Department. At a minimum, Firefighters shall obtain ICS 100, ICS 200, CPR, and AED Training within their first year. The FIRE DEPARTMENTS shall encourage training members to Firefighter I and any members who have achieved Firefighter I shall be encouraged to achieve Firefighter II.

SECTION 2.4 TRAINING CERTIFICATES

The FIRE CHIEFS shall provide a list of all firefighters and their corresponding training certificates to the Town Manager for verification and record keeping. Certificates for all firefighters shall be available to the Town Manager prior to the execution of this CONTRACT, and quarterly moving forward. At a minimum, all firefighters within each department shall complete 24 hours of training annually.

SECTION 2.5 QUARTERLY REPORTS

The FIRE CHIEFS shall provide a quarterly report to the Town Manager on the last day of the quarter fiscal year. Report 1 is due on September 30th, Report 2 is due on December 31st, Report 3 is due on March 31st, and Report 4 is due June 30th year to year. The purpose of the report is to keep the TOWN informed as to the operations of the FIRE DEPARTMENTS. At a minimum, Reports shall include response time analysis, training analysis, public relations/ education, vehicles and equipment repairs, station maintenance, and the number and type of each incident. The Town Managers designee will assist the Fire Chiefs with data entry to populate this report and present the draft report to the Fire Chief for approval prior to submitting to the Town Manager. It is the Town's responsibility to compile reports with information obtained from each respective Fire Chief and/or designee of each respective Fire Department.

SECTION 2.6 STRATEGIC PLAN

The TOWN acknowledges that financial decisions may be required during the term of this CONTRACT to support the FIRE DEPARTMENTS, including but not limited to, possible acquisition of replacement vehicles, fire engines, and apparatus. By no later than June 1, 2021, the PARTIES shall develop a long-term, ten-year Strategic Plan outlining projected dates when the FIRE DEPARTMENT believes such construction, acquisition, and replacements should occur and with projected costs. The Strategic Plan shall be updated annually by the PARTIES no later than September 1st of each succeeding year. When considering whether to provide additional funds for the acquisition of real property to be used by the FIRE DEPARTMENTS in performing its obligations under this CONTRACT, the TOWN may, in its discretion, opt to acquire and retain title to that real property itself and then make the real property available to the FIRE DEPARTMENTS through one or more leases or through other means, for the FIRE DEPARTMENTS to use to perform its obligations under this CONTRACT. It is the Town's responsibility to compile reports with information obtained from each respective Fire Chief and/or designee of each respective Fire Department.

SECTION 2.7 EMERGENCY DISPATCH SERVICES

Weathersfield shall be responsible for providing the FIRE DEPARTMENTS with Emergency Dispatch Services. The method and means of providing such Emergency Dispatch Services shall be determined by the TOWN, following consultation and discussion with the FIRE

CHIEFS of each department, and may be provided by a subcontractor. Dispatching services for the TOWN of Weathersfield will be determined by a majority vote of the Selectboard and the FIRE DEPARTMENTS, with each organization having one vote. The selected Dispatch Service shall provide the TOWN with Incident Reports for all FIRE DEPARTMENT calls in a pdf to the TOWN email within 48 hours.

If a Department has problems or difficulties with the Emergency Dispatch Services provided for Weathersfield, such problems or difficulties shall be brought to the attention of the Town Manager by the Department. The Town Manager or his/her designee will investigate, select the most appropriate resolution, and shall work on behalf of the FIRE DEPARTMENTS to resolve such problems or difficulties. The TOWN will provide information regarding the resolution of the issue to the FIRE DEPARTMENTS. The DEPARTMENTS herein agree to accept any resolution as "final decision" in any matter using this process.

SECTION 2.8 DRY HYDRANTS

A collaboration between the TOWN and the FIRE DEPARTMENTS are responsible for recommending the placement of new hydrants and pursuing grants to fund the construction and installation of new hydrants. The FIRE DEPARTMENTS are responsible for testing hydrants to ensure that they are operating correctly. Any problems or failures shall be reported to the Highway Department and Town Manager by the FIRE DEPARTMENTS. Weathersfield is responsible for maintaining access to all hydrants it owns or holds the easement for, including but not limited to removal of vegetation growth, snow removal and sanding. Winter maintenance will be done within 24 hours of a storm and provide for 20 feet of access.

SECTION 2.9 STATE & LOCAL STATUTES, CODES, ORDINANCES & POLICIES

The FIRE DEPARTMENTS shall provide Fire Protection Services to the TOWN in a manner that is consistent with Vermont Statutes, the Vermont Administrative Code, and any applicable adopted TOWN ordinances and policies, including the TOWN's Emergency Management Plan, Capital Assets Accounting Policy, Conflict of Interest Policy, Credit Card Policy, Policy for the Disposition of Town-owned Materials and Property, Policy for Checking Driver License Records and Proof of Insurance, Electronic Communications/Internet Use Policy, Purchasing Policy, Vehicle Maintenance Policy, and Web Operations Policy. Said policies, ordinances and plans may be amended and/or modified by the TOWN from time to time in the TOWN's discretion or as may be required by applicable law.

SECTION 2.10 BURN PERMITS ISSUED BY FIRE WARDEN / DEPUTY FIRE WARDEN

In the case a Fire Chief of the FIRE DEPARTMENTS is appointed as the Fire Warden or Deputy Fire Warden, such Warden shall provide a copy of all burn permits to the Town Managers designee in advance of a burn taking place. The burn permit may be sent via text message including a photo of the burn permit. The TOWN shall maintain all records of all

burns requiring a Permit in Weathersfield. When a “NO BURN” is issued by the Fire Warden, the Fire Warden shall communicate this information to the Town Manager’s Designee, including the reason a NO BURN is issued for inclusion on the TOWN Website and Social Media, and to answer any questions residents may have when a call is received on the issue in the Town Office. Fire Chiefs shall have command and control of brush fires and the Fire Warden and/or Deputy Fire Warden shall assist if the Fire Chief deems it appropriate. It is the Town’s responsibility to compile reports with information obtained from each respective Fire Chief and/or designee of each respective Fire Department.

SECTION 2.11 EMERGENCY MEDICAL SERVICES

The TOWN shall contract EMERGENCY MEDICAL SERVICES and the FIRE DEPARTMENTS shall work with said provider. Any issues with the provider shall be brought to the attention of the Town Manager to both mediate and determine corrective action, if any. The DEPARTMENTS herein agree to accept any resolution as “final decision” in any matter using this process.

SECTION 2.12 FIRE DEPARTMENT BOUNDARIES

“Service Area” is defined as the area within which the respective Department is responsible for providing fire services.

ASCUTNEY VOLUNTEER FIRE ASSOCIATION SERVICE AREA

From the Windsor Town Lines proceeding south to the Springfield Town Line;

From the New Hampshire State line at the Connecticut River proceeding to the western edge of the Weathersfield Center Road from the intersection with Gravelin Road south to the Springfield Town Line;

From the New Hampshire State line at the Connecticut River proceeding to the western edge of Gravelin Road from the intersection with Vermont Route 131 to the intersection with the Weathersfield Center Road; and

From the New Hampshire State line at the Connecticut River proceeding to Mill Pond Court, along a straight line from the intersection of Mill Pond Court and Vermont Route 131 due north to the Windsor Town lines.

WEST WEATHERSFIELD VOLUNTEER FIRE DEPARTMENT SERVICE AREA

From the Reading, West Windsor, and Windsor Town lines proceeding south to the Springfield Town Line;

From the Baltimore Road Town Line proceeding to the western edge of the Weathersfield Center Road from the intersection with Gravelin Road south to the Springfield Town Line;

From the Cavendish Town line proceeding to the western edge of Gravelin Road from the intersection with Vermont Route 131;

From the Cavendish and Reading Town lines proceeding to Mill Pond Court, along a straight line from the intersection of Mill Pond Court and Vermont Route 131 due north to the West Windsor and Windsor Town lines;

STRUCTURE FIRES ON WEATHERSFIELD CENTER ROAD

The West Weathersfield Volunteer Fire Department shall service structure fires on the western side of Center Road and on the Western side of Gravelin Road.

The Ascutney Volunteer Fire Association shall service structure fires on the eastern side of Center Road and on the eastern side of Gravelin Road.

INCIDENTS OCCURRING ON WEATHERSFIELD CENTER ROAD

The Ascutney Volunteer Fire Association shall service Motor Vehicle Accidents from the intersection of Vermont Route 131 and Weathersfield Center Road to the Weathersfield Center Road and Center Church Rd Intersection.

The West Weathersfield Volunteer Fire Department shall service Motor Vehicle Accidents from the Weathersfield Center Road and Center Church Rd Intersection to the Springfield Town Line.

ARTICLE III ... OPERATING FUNDS

SECTION 3.1 ANNUAL BUDGET; OPERATING FUNDS; APPROPRIATION

- A. On November 1st of each year, the FIRE DEPARTMENTS shall prepare and submit to the TOWN Manager the following:
 - a. Reconciled financial statements representing the most recently ended fiscal year, prepared in accordance with GAAP, showing all assets, liabilities, income, and expenditures of each Department;
 - b. The current FIRE DEPARTMENTS' fiscal year budgets;
 - c. A detailed written request for "TOWN Appropriated Operating Funds," for the upcoming TOWN Budget;
 - d. A proposed budget for the upcoming fiscal year for each department;
 - e. Detailed request for any reserve appropriation or large capital expenditure.
- B. The Town Manager will review all materials submitted and provide input on the FIRE DEPARTMENTS' proposed budgets and TOWN appropriation request. The Town Manager shall submit his/her recommendation, no later than December 1st, to the Selectboard as proposed TOWN funding for the next fiscal year. If the FIRE

DEPARTMENTS disagree with the budget recalculation of the Town Manager, the Department may appeal to the Selectboard.

- C. The Selectboard, with input from the Town Manager, shall determine the final amounts to be submitted to the Voters as proposed appropriations for the FIRE DEPARTMENTS. The appropriations shall appear as separate line items in the General Fund budget.

It is the Town's responsibility to compile reports with information obtained from each respective Fire Chief and/or designee of each respective Fire Department.

SECTION 3.2 LIMITATION OF FUNDING OBLIGATION

The TOWN shall have no obligation to fund the FIRE DEPARTMENTS' appropriations over and above amounts approved by the Voters.

SECTION 3.3 APPROPRIATED OPERATING FUNDS

The appropriation approved at TOWN Meeting for Operating Funds shall be part of the General Fund budget. The TOWN of Weathersfield shall disburse such funds as provided for in Section 3.4 Disbursement. Any unexpended funds at the end of the year, as long as the General Fund is in a surplus situation, will be placed in either the Fire Equipment, Motorized Fire Equipment or Fire protection (Dry Hydrant) Reserve Funds at the discretion of the Selectboard.

SECTION 3.4 DISBURSEMENT

The Annual Appropriation approved at Town Meeting shall be made available to the FIRE DEPARTMENTS through approved reimbursements or direct payments of invoices. Approval for reimbursements and payments will be made by the Town Manager or his/her designee and reviewed by the Town Manager. If a payment or reimbursement is denied and either department disagrees with this decision, they can appeal the decision to the Selectboard.

The Department shall follow the Weathersfield Purchasing Policy for all purchases submitted to Weathersfield for payment. Weathersfield shall make payment for such purchases directly to the FIRE DEPARTMENTS creditors or reimburse the FIRE DEPARTMENTS. Weathersfield shall not be obligated to disburse funds for payment of purchases not made in accordance with Weathersfield Purchasing Policy, nor for the costs of maintenance or repairs to vehicles, apparatus, equipment, or other items so purchased.

SECTION 3.5 DEPARTMENT FUNDRAISING

In any community fundraising solicitation, the FIRE DEPARTMENTS shall make clear that such additional funds as are being raised to be used for purposes beyond and in addition to the provision of Services funded by the TOWN.

SECTION 3.6 DIRECT PROVISION

Weathersfield may, at its sole discretion, directly provide goods and services to the FIRE DEPARTMENTS which the FIRE DEPARTMENTS would otherwise obtain from outside sources, including but not limited to fuel, general supplies, and the like. Weathersfield shall have no obligation to disburse funds for payment of the costs of goods and services, which Weathersfield offers to provide.

ARTICLE IV ... DISBURSEMENT OF OPERATING FUNDS**SECTION 4.1 DESIGNATION OF AGENT**

The FIRE DEPARTMENTS shall designate an agent (or agents) with authority to submit the FIRE DEPARTMENTS' requests to the TOWN for payment. Such designation shall be made in writing, signed by the elected chief officers of each Department. The FIRE DEPARTMENTS may change that agent from time to time by a similar writing. The submission of a payment request by that agent shall be deemed a representation by the Department that the payment by Weathersfield of the amount requested is authorized by the Department and proper in all respects. Weathersfield, in disbursing on that payment request, may conclusively rely on that representation.

SECTION 4.2 MAINTENANCE OF VEHICLES, APPARATUS AND EQUIPMENT

- a) The purchase of all equipment and motorized apparatus is the responsibility of the TOWN, in accordance with the Strategic Plan and identified needs of the Town.
- b) The TOWN of Weathersfield will provide maintenance and repairs for all vehicles and apparatus. All repairs and maintenance will receive prior approval from the Town Manager and/or his designee.
- c) Any purchases of vehicles or apparatus without Selectboard or TOWN approval will be considered a breach of CONTRACT and will result in withdrawal of all TOWN support and funds. All TOWN owned equipment shall be returned to the TOWN in any event deemed to be a breach of contract.
- d) To offset the cost of Fire Services all truck billed hazmat reimbursements shall be remitted to the TOWN and deposited into Fire Department Reserves, along with the initial response fee as directed in Section 8-c-3 of the TOWN of Weathersfield, Vermont Hazardous Materials Response ordinance.
- E) Reimbursement for any maintenance, repairs, inspections, etc., will only be made with prior approval from the Town Manager and/or his designee.
- F) The FIRE DEPARTMENTS shall ensure that all vehicles, apparatus, and equipment in their possession is properly maintained in good working order, and any issues needing to be addressed are reported to the Town Manager and/or his designee.

ARTICLE V ... RESERVE FUNDS

SECTION 5.1 RESERVE FUNDS

The TOWN currently maintains Reserve Funds (Fire Apparatus Acquisition, Fire Fighting Equipment and Gear, and Fire Protection Water Supply Construction) for the benefit of Emergency Service Personnel providing services within the TOWN. The continued existence of such Reserve Funds, or the establishment of additional Reserve Funds, shall be at the sole discretion of the Voters. All Reserve Funds must be used according to the Fund Balance and Reserve Fund Balance Policy.

SECTION 5.2 ANNUAL RESERVE FUND APPROPRIATIONS

Reserve Funds shall be funded in accordance with the TOWN Reserve Fund Balance Policy. Reserve fund appropriation requests shall be submitted in writing to the Town Manager on or before Town Meeting.

- a. The Town Manager will review the request and shall submit its recommendation, no later than November 1st, to the Town Manager as a proposed article to be placed on the TOWN Warning.
- b. If there are questions about the amount of any proposed appropriation, the Select board shall hold a meeting with the Town Manager to discuss the current and anticipated equipment needs of all entities providing Services within Weathersfield. The FIRE DEPARTMENTS shall cooperate fully with the Town Manager so that the Town Manager may accurately advise the Selectboard.
- c. The amount and description of warning for any proposed Reserve Fund appropriation shall be determined by the Selectboard.
- d. Any reimbursed funds of any kind shall be deposited into Fire Department reserves.

SECTION 5.3 DISBURSEMENT OF RESERVE FUNDS

Disbursement of Reserve Funds shall occur in accordance with the TOWN Purchasing and Reserve Fund Balance Policies.

ARTICLE VI ... TITLE TO PROPERTY

SECTION 6.1 VEHICLES AND APPARATUS PURCHASED WITH TOWN FUNDS

Title to all vehicles and apparatus acquired in whole or in part with monies derived from TOWN Funds shall be in the name of the TOWN. If a FIRE DEPARTMENT adds additional items onto a Fire Truck this will be considered a donation. This section is in effect from the execution of this contract signed by both parties.

SECTION 6.2 CAPITAL EQUIPMENT PURCHASED WITH TOWN FUNDS

Title to all Capital Equipment acquired in, whole or in part, with Weathersfield Funds shall be the property of the TOWN.

SECTION 6.3 PROCEEDS FROM THE SALE, TRANSFER OR OTHER DISPOSITION OF EQUIPMENT, VEHICLES, APPARATUS, AND CAPITAL EQUIPMENT PURCHASED WITH WEATHERSFIELD FUNDS

Upon any authorized sale, transfer, or other disposition of any equipment, vehicles, apparatus, or Capital Equipment acquired in whole or in part with TOWN Funds, or upon the receipt of insurance proceeds on account of the total loss of such equipment, vehicles, apparatus, or Capital Equipment, shall be used towards the replacement if the FIRE DEPARTMENTS and TOWN agree that replacement is necessary or deposited in the appropriate Fire Services Reserve Account.

ARTICLE VII ... INSURANCE

The TOWN, at its sole discretion, will provide full comprehensive coverage. If a department desires to be insured at a higher level of coverage, the TOWN will provide that coverage and the Department Shall be responsible for the added cost.

SECTION 7.1 LIABILITY INSURANCE

Weathersfield will provide the FIRE DEPARTMENTS with liability insurance coverage, subject to the provisions of Section 7.5 below. Such coverage shall not include the FIRE DEPARTMENTS' owned real property or buildings. The carrier and amount of coverage shall be at the sole discretion of the TOWN.

SECTION 7.2 CASUALTY INSURANCE

Weathersfield will provide the Department with casualty insurance coverage, subject to the provisions of Section 7.5 below. Such coverage shall not include the FIRE DEPARTMENTS' owned real property or buildings. The carrier and amount of coverage shall be at the sole discretion of the TOWN.

SECTION 7.3 WORKERS' COMPENSATION INSURANCE

Weathersfield will provide the FIRE DEPARTMENTS with workers' compensation insurance coverage, subject to the provisions of Section 7.5 below. The carrier and amount of coverage shall be at the sole discretion of Weathersfield.

SECTION 7.4 VEHICLE INSURANCE

The TOWN will provide motor vehicle insurance coverage for all vehicles and apparatus owned in full or in part by the TOWN. The TOWN will also provide the FIREDEPARTMENTS

with motor vehicle insurance coverage for the vehicles and apparatus owned by the FIRE DEPARTMENTS. The carrier and amount of coverage shall be at the sole discretion of Weathersfield.

Any purchases of vehicles, apparatus, or capital equipment (requiring insurance) without Selectboard or TOWN approval will be considered a breach of CONTRACT and may result in withdrawal of all TOWN support and funds. Any person under the age of eighteen (18) years old who are not a member of the FIRE DEPARTMENTS nor enrolled in the Junior Program shall not respond to any fire emergencies.

SECTION 7.5 INSURANCE FORMS AND INFORMATION

The insurance obtained for the FIRE DEPARTMENTS and the binder provided by the insurance agent delivered to the TOWN will be made available to the FIRE DEPARTMENTS, including all pertinent information regarding such insurance coverages and all necessary forms for obtaining the benefits thereof. Weathersfield will provide Proof of Insurance and Declarations Pages to the FIRE DEPARTMENTS.

ARTICLE VIII ... GENERAL PROVISIONS

SECTION 8.1 ASSIGNABILITY

This CONTRACT shall not be assignable, in whole or in part, by the FIRE DEPARTMENTS without the Select Board's written Approval.

SECTION 8.2 AMENDMENT

This CONTRACT may be amended from time to time by mutual agreement of all the PARTIES.

No changes to this CONTRACT will be valid or recognized unless a mutually signed amendment is made.

SECTION 8.3 GOVERNING LAW

This CONTRACT shall be governed by, and construed in accordance with, the laws of the State of Vermont.

SECTION 8.4 ENFORCEMENT

In the event a member of a DEPARTMENT violates Weathersfield's Policies, Rules, or Regulations and/or State Statute, the DEPARTMENT member will be subject to disciplinary action, up to and including termination.

- First Offense: A member of a DEPARTMENT will be subject to a written warning.
- Second Offense: A member of a DEPARTMENT will be subject to a 30-Day Suspension.

Third Offense: A member of a DEPARTMENT will be permanently barred from serving in the TOWN.

SECTION 8.4A DISCIPLINE OF MEMBERS

Fire Chiefs of either DEPARTMENT shall discipline members of the their respective department who violate Weathersfield Policies, Rules, or Regulations (as outlined in Section 2.9) and/or State and Federal Law.

SECTION 8.4B DISCIPLINE OF FIRE CHIEF

The FIRE DEPARTMENTS membership agrees to vote in the affirmative to grant the TOWN the authority to discipline the Fire Chief of either DEPARTMENT who violates Weathersfield Policies, Rules, or Regulations (as outlined in Section 2.9) and/or State and Federal Law.

SECTION 8.4C APPEAL PROCESS

Members of a Fire Department may appeal the decision of a Fire Chief to the Town Manager. The Town Manager has the authority to affirm the Fire Chiefs Decision, reverse the decision, or Modify the decision. Members of a Fire Department may appeal the decision of the Town Manager to the Selectboard. The Selectboard has the authority to affirm the Town Manager’s decision, reverse the decision, or modify the decision. Fire Chiefs disciplined by the Town Manager may appeal the Town Managers decision to the Selectboard, who has the authority to affirm the Town Managers decision, reverse the decision, or modify the decision.

SECTION 8.5 ENTIRE AGREEMENT

This CONTRACT constitutes the entire agreement of the PARTIES with respect to the subject matter hereof and supersedes all prior CONTRACTs and undertakings, both written and oral, between the PARTIES to this CONTRACT with respect to the subject matter of hereof. Neither party makes and representation or warranty with regard to the subject matter of this CONTRACT other than those expressly set forth herein.

Dated at Town of Weathersfield, Windsor County, State of Vermont, this 5th day of April 2021.

President, West Weathersfield
Volunteer Fire Department

President, Ascutney
Volunteer Fire Association

Town Manager, Weathersfield

Select Board Chair, Weathersfield

Town Clerk, Weathersfield



Brandon W. Gulnick
Town Manager

April 5, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: April 2021 Town Manager Report

Dear Select Board Members & Weathersfield Residents:

The following will keep you up to date on various topics.

COVID-19 & Emergency Management

On March 19, 2021 there were modifications to the “Be Smart, Stay Safe Order.” Effective 3/23, restaurants, bars, and clubs may seat multiple households at the same table, but no more than six people can be seated at the same table. The full update on New Work Safe Additions to this order is enclosed as Attachment A.

There have been several improvements to the Weathersfield Town Office (Martin Memorial Hall) to ensure a safe working/visiting environment. The majority of staff have received COVID-19 vaccines and plexi glass barriers remain at the front office to assist residents safely.

As many of you know, the Town Office has been open to the public by appointment only (in person), however, we are open during normal working hours Monday-Friday to assist via phone and email as phone calls and emails come in throughout the day.

Staff have remained in the building and continued working regular working hours. Residents have been assisted in person, by appointment and/or via phone/email. We have intercom doorbells that can be used to let us know when someone arrive, or residents and others can contact the Town Office by phone at 802-674-2626 or by email at weathersfield@weathersfield.org.

In the rare case the phone is not answered it may be due to staff assisting multiple people on the phone and all of our staff may be tied up doing so. If this is the case when you call, please leave us a voicemail and we will get back to you promptly OR call back/email if you do not wish to leave a voicemail.

Attachment A of this report contains a memorandum from Lindsay Kurrle, Secretary, Agency of Commerce and Community Development to Vermont Businesses and Employers “Update 47 - New Work Safe Additions to the Be Smart, Stay Safe Order.” Please review this attachment and contact us if you have any questions.

Tenney Tree Project

On March 25, 2021 we held our Project Kick-Off Meeting for the Tenney Memorial Project. During this meeting we discussed and gathered input on the finer details of the project, such as signage, display boards, tree carvings, pavilion location, seating areas, etc. and gathered input from various Tenney relatives. This meeting was a great opportunity for relatives of the Tenney family to reconnect and discuss Weathersfield History. Attendees of this Meeting included Brandon Tenney, Dylan Romaine Tenney, William Tenney, Lori Tenney White, Joe Michaud, Ginger Winberg, Rodney Spaulding, Olivia Savage, Steve Smith, Scott Duffy, and Jeff Pelton. Between now and the next workshop we are actively working to stay on track with the project timeline. The Memorial Tree was removed on Wednesday, March 17, 2021 by Ted Knox Tree Services.

Following tree removal Craig Smith loaded the remains of the tree onto his truck and hauled them for safe keeping to the Highway Garage. A small log was distributed to Douglas Cox in Brattleboro, VT to carve a violin. Mr. Cox stated that he will need to cure the wood for 7-10 years before the wood will be ready to carve into a violin and that he will update us when the violin is finished. The remainder of the wood will be hauled over to a sawmill to prepare for carving by Scott Duffy at Rockledge Farm Woodworks. Mr. Duffy will be carving items for Tenney relatives, the Historical Society, Library, and Town Office. Others interested in carved items from the Tenney Memorial Tree can send the Principal Clerk a request via email, phone, or in writing to obtain a quote.

Workshop #2 is scheduled for April 8th at 6pm. We will discuss finance, display board content, and tree carvings. Everyone is invited to attend. COVID-19 requirements are in place, such as wearing a mask, signing in upon entrance for contact tracing, and passing a screening questionnaire.

Zoom Meeting Access

Phone:	(929) 205-6099
Meeting ID:	542-595-4364
No Participant ID:	None
Meeting Passcode:	8021

Attachment B: Base Memorial Pavilion Photos

Attachment C: Interior Signage Example Photo

Fire Department Contract Implementation

On April 12th at 9am the Treasurer, EAF, and I will be meeting to plan for the FY22 Fire Department budget roll out. Afterwards, meetings will be setup with each Fire Department to discuss our adjustments in the fire department financial system and explain the financial operating procedure and policies per the contract. A long-term strategic plan will be discussed and assembled prior to June 1st. This meeting will take place on April 20th at 9am. The first quarterly report from each Fire Department is due on September 30, 2021 and will be entered into the Selectboard packet as either an attachment to the Town Manager report or an Agenda Item (pending Selectboard decision).

Dump Truck Update

The Town voted to purchase a 2022 Tandem Axle Dump truck at Town Meeting in 2020. The Selectboard advertised an RFP and voted to approve the building of the Tandem Axle Dump truck at the 7/20/20 Selectboard meeting. It was purchased through SG Reed Truck Services and was sent to Viking Cives in Williston, Vermont to build the sander body. We anticipate delivery after a final inspection by April 8th.

Attachment D: Photos of Tandem Axle Dump Truck

Solid Waste RFP

The Southern Windsor/Windham Counties Solid Waste Management District received proposals from Alva Waste and Casella Waste.

		Rockingham		Springfield		Weathersfield		Cavendish		Ludlow		District Total
		MSW*	C&D	MSW	C&D	MSW	C&D	MSW	C&D	MSW	C&D	
	Hauls	50	142	65	51	60	76	26	60	65	81	676
	Tons	403	409	676	205	632	249	313	227	577	454	4,145
Alva	Cost per Haul	\$205.00	\$205.00	\$190.00	\$190.00	\$210.00	\$210.00	\$232.00	\$232.00	\$235.00	\$235.00	
	Cost per Ton	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	
	Total per Town per Type	\$60,411.00	\$74,509.00	\$87,386.00	\$32,445.00	\$82,752.00	\$43,599.00	\$40,775.00	\$39,117.00	\$79,322.00	\$69,429.00	
	Total per Town	\$134,920.00		\$119,831.00		\$126,351.00		\$79,892.00		\$148,751.00		\$609,745.00
Casella	Cost per Haul	\$185.12	\$185.12	\$221.00	\$221.00	\$221.00	\$221.00	\$210.75	\$210.75	\$205.50	\$205.50	
	Cost per Ton	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	
	Total per Town per Type	\$60,060.00	\$71,407.92	\$88,941.32	\$33,886.60	\$82,982.24	\$44,265.68	\$40,009.66	\$37,687.64	\$77,012.14	\$66,730.78	
	Total per Town	\$131,467.92		\$122,827.92		\$127,247.92		\$77,697.30		\$143,742.92		\$602,983.98
Note:												
		YR 1	YR 2	YR 3								
	ALVA Waste annual escalator: 2.25%	#####	#####	#####								
	Casella Waste annual escalator 2.5%	#####	#####	#####								

Attachment E: District Bid Results (larger version of above chart)

Attachment F: Casella Proposal

Attachment G: Casella Supplemental Bid Information

Attachment H: Alva Waste Proposal

The Executive Committee will be meeting on April 5, 2021 at 9am to review these proposals. We will keep you updated in the Selectboard meeting Monday evening.

Transfer Station Update

Over the past year the Selectboard Representative to Solid Waste and I have had ongoing discussions with West Windsor and Reading to create a Fair & Equal Structure across our three (3) towns. DSM Environmental conducted a study and their findings can be found as Attachment I to this report. From these findings Transfer Station Operating Agreement Principles were established by West Windsor and Reading, then shared with Weathersfield for review in the April 20th Joint Committee meeting. HousingData.org, according to DSM Environmental, uses the “latest town-specific figures for owner and rental housing units published.” According to the principles received by West Windsor “using this source for the allocation is warranted as it is a widely used and reliable provider of this kind of information.” See Page 5 of the DSM Memorandum, Table 5.b. - Allocation of costs based on different parcel counts. In FY20 West Windsor Permit Sticker revenue was \$3,900, Reading Permit Sticker revenue was \$18,635, and Weathersfield Permit Sticker revenue was \$77,300. If we move forward with an agreement based on the abovementioned housing data, Reading Permit revenue will increase to \$21,774 (17% increase), West Windsor Permit revenue will increase to \$31,871 (717% increase), and Weathersfield Permit revenue will decrease to \$68,243 (11.71% decrease). The terms of the contract are still under discussion, including the Advisory Committee, operating costs and revenues, primary and secondary stickers, sticker enforcement, etc. We will update the Selectboard with our findings from the April 20th meeting at the May 3rd Selectboard meeting. West Windsor is discussing this at their meeting on April 12th.

Attachments

Attachment A - UPDATE - NEW WORK SAFE ADDITIONS

Attachment B - BASE MEMORIAL PAVILION PHOTOS

Attachment C - INTERIOR SIGNAGE EXAMPLE PHOTO

Attachment D - TANDEM AXLE DUMP TRUCK PHOTOS
Attachment E - DISTRICT BID RESULTS
Attachment F - CASELLA PROPOSAL
Attachment G - CASELLA SUPPLEMENTAL BID INFORMATION
Attachment H - ALVA WASTE PROPOSAL
Attachment I - DSM ENVIRONMENTAL MEMORANDUM

As time progresses our administration will keep you informed regarding the abovementioned topics and other topics. If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

ATTACHMENT A
[UPDATE ON NEW WORK SAFE ADDITIONS TO THE BE SMART STAY SAFE ORDER]

STATE OF VERMONT

Agency of Commerce and Community Development

 SEARCH

<https://accd.vermont.gov/covid-19>

NEWS (/NEWS)

UPDATE ON NEW WORK SAFE ADDITIONS TO THE BE SMART, STAY SAFE ORDER

MEMO

FROM: Lindsay Kurrle, Secretary, Agency of Commerce and Community Development
 TO: Vermont Businesses and Employers
 DATE: **March 19, 2021** || **Modifications and new sections are in red.**
 RE: Update 47 – New *Work Safe* Additions to the Be Smart, Stay Safe Order

As Vermont continues its work to respond to the COVID-19 pandemic, reduce the spread of the virus, keep Vermonters working, and keep our children in school, our mitigation strategy is constantly evolving.

To that end, the following is required of all Vermonters, visitors, and businesses per the [Governor's Executive Order](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%208%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%2001-20.pdf) (<https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM 8 TO AMENDED AND RESTATED EXECUTIVE ORDER 01-20.pdf>):

Critical Updates - Effective until further notice.

1. There are currently limitations on household gatherings in Vermont. Vaccinated individuals or households may gather with other vaccinated individuals or households.
 For individuals and households who are not fully vaccinated, social gatherings indoors and outdoors in private spaces are limited to two unvaccinated households or individuals at one time, PLUS any fully vaccinated households. Unvaccinated households or individuals may gather with more than one other unvaccinated household or individual, as long as it is just two unvaccinated households or individuals at any one gathering.
2. **Effective 3/24: Bars and social clubs may operate under the restaurant guidance at [section 7.1](#).**
3. All businesses and organizations that serve the public and host organized non-essential activities shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
4. Businesses are required to use remote work or telework whenever possible, including making use of teleconferencing and video conferencing to avoid in person meetings.
5. All recreational sports activities are subject to Section 9.1 of this guidance, including youth leagues, adult leagues (including bowling leagues, soccer, etc.), practices, games and tournaments. Outdoor recreation and fitness activities are subject to Section 4.1.
6. Contact tracing cooperation: Vermonters who have been identified as a case or a close contact are required to:
 - a. Promptly answer calls or otherwise respond to the VDH Contact Tracing Team;
 - b. Provide full, complete and truthful information concerning places they have been, activities they have engaged in and persons with whom the individual has had close contact, including contact information when possible;
 - c. Comply with all VDH recommended quarantine and isolation periods and testing.
7. All college students returning home from any college campus in state or out of state are required to quarantine upon return home AND are encouraged to obtain a COVID-19 test on Day 7.

MANDATORY HEALTH & SAFETY REQUIREMENTS FOR ALL BUSINESS, NON-PROFIT & GOVERNMENT OPERATIONS

All businesses must follow Vermont Department of Health and CDC guidelines:

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, head-[MENU](#)ngestion or runny nose, sore throat, new loss of taste or smell, nausea or

vomiting, diarrhea).

- Employees must observe strict social distancing of 6 feet while on the job. Businesses and non-profit or government entities shall ensure customers observe strict social distancing of 6 feet while on location, to the extent possible.
- Limit the occupancy of designated common areas, such as break rooms and cafeterias, so that occupants maintain strict social distancing of no less than 6 feet per individual. The employer shall enforce the occupancy limit and require employees to wipe down their area after use or shall ensure cleaning of the common areas at regular intervals throughout the day.
- Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask if the employee works alone and does not interact with customers outside the work station.
- Businesses, non-profit and government entities may decline service to individuals who are not wearing a mask. This includes refusing service to those who are exempt from the mask mandate, however, the business shall provide an alternate way for those unable to wear a mask to access the business, such as offering curbside pick-up, delivery, or other innovative solutions.
- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites.
- All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly and, when possible, prior to transfer from one person to another, in accordance with [CDC guidance \(https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911\)](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911).
- Prior to the commencement of each work shift, all employees (except those that work alone and have no contact with other people during their shift such as those who work from home remotely) shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify that he or she has no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) before they enter the workplace. It is strongly recommended that a temperature check be conducted by the employee at home or a non-contact temperature check be conducted by the employer or the employee at the worksite. Employers may create systems that work best for their unique operations – but must be able to demonstrate, if asked by employees or state health officials, that all employees have been pre-screened for symptoms before they enter the workplace.
- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- All businesses and organizations that serve the public and host organized non-essential activities shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- No more than 3 people shall occupy one vehicle when conducting work. Mass transit, taxis, ridesharing, and public safety are exempt from this rule.
- No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have close contact for more than 15 minutes with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days. See the [Department of Health's guidance \(https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf\)](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf) on work place exposures.
- All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.
- All businesses and non-profit and government entities shall encourage and facilitate telework among those employees with the capacity to work remotely when practical without impeding productivity. Employers shall use their best efforts to accommodate the needs of high risk individuals, those workers who may have child care needs which cannot be met due to the closure of schools or child care facilities for reasons relating to COVID-19 and those individuals with concerns about personal health circumstances.
- All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard. Employers who need translations of the training have one week from the release of the translated training to complete this requirement.
- All businesses that have been closed for 7 or more days during the state of emergency must complete and keep on file a reopening and training plan (businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other guidelines and employees must take the VOSHA training). VOSHA and the Agency of Commerce have provided a template at <https://accd.vermont.gov/covid-19/business/restart> (<https://accd.vermont.gov/covid-19/business/restart> MENU plan must, at a minimum:

- Adopt a phased approach to reopening which provides sufficient opportunity to operate first in a low density and low contact environment before making the incremental changes needed to accommodate more moderate density activity while continuing to maintain health and safety.
- Update physical and administrative safety systems to accommodate COVID-19 VDH/CDC/VOSHA guidelines, health monitoring, including temperature checks, cleaning and sanitizing methods and physical distancing measures.
- Take appropriate measures to protect employees at greater risk of contact by virtue of their occupational role or setting.
- Businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other health and safety guidelines above including taking [VOSHA training \(https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha\)](https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha).
- For all mass transit CUSTOMERS/ RIDERS (in addition to the mandatory requirement for operators and staff) face coverings are mandatory on public transit conveyances and in stations and terminals. Private charter buses and large multi-passenger vans should only be used if density is reduced to allow for social distancing. This includes reducing capacity to 50 percent, leaving every other seat empty, and every other row open. Cloth face coverings must be worn. K-12 school transportation services shall follow guidance included in the [Agency of Education's Strong and Healthy Start guidance \(https://education.vermont.gov/covid19#shs\)](https://education.vermont.gov/covid19#shs).

ADDITIONAL HEALTH AND SAFETY CONSIDERATIONS FOR ALL BUSINESS, NON-PROFIT AND GOVERNMENT OPERATIONS

- Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable.
- Face-to-face staff meetings should be limited, and physical distancing must be observed.
- Consider staggered work shifts, break times, etc. and expanding hours to reduce number of individuals working together and reduce contact with members of the public.
- To the extent possible, provide access to hand washing and/or hand sanitizer for vendors, and customers.
- Limit staff travel between multiple sites.
- Ensure a safe process to receive supplies and deliveries.
- Consider accommodations for employees at higher risk from COVID-19 infection (as currently defined by the CDC) to work remotely or have a job tasks that minimize public interaction.

↗ Compliance with the Americans with Disabilities Act

Consider how the re-opening process and operational changes might impact compliance with the Americans with Disabilities Act (ADA). The health and safety guidance provided by ACCD does not negate any obligations as outlined by the ADA. Refer to [A Primer for Small Business \(https://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm\)](https://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm) for additional information.

BUSINESS CUSTOMER & GENERAL PUBLIC MASK USE

As of Saturday, August 1, 2020, Vermonters and visitors are required to wear masks or cloth facial coverings over their nose and mouth any time they are in public spaces, indoors or outdoors, where they come in contact with others from outside their households, especially in congregate settings, and where it is not possible to maintain a physical distance of at least six feet.

Masks or cloth facial coverings are not required when someone is engaged in strenuous exercise or activity, for anyone under the age of 2, any child or adult with a medical or developmental issue or challenge that is complicated or irritated by a facial covering, anyone with difficulty breathing or as further set forth in guidance issued by VDH. A person who declines to wear a mask or cloth face covering because of a medical or developmental issue, or difficulty breathing, shall not be required to produce documentation, or other evidence, verifying the condition.

Businesses and non-profit and government entities shall implement measures notifying customers or clients of the requirement to wear masks or facial coverings, which may include, but shall not be limited to, posting signage stating that masks or cloth facial coverings are required and denial of entry or service to customers or clients who decline to wear masks or facial coverings.

For the text of the order establishing the mask requirement, read the [Executive Order \(https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%20%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%20.pdf\)](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%20%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%20.pdf).

CROSS STATE TRAVEL

Anyone returning to or traveling to Vermont must follow Vermont's mandatory quarantine policy as outlined below.

Travelers visiting Vermont or returning to Vermont must adhere to the quarantine guidelines:

- Travelers arriving in Vermont or returning to Vermont in a personal vehicle must complete either a 14-day quarantine or a 7-day quarantine followed by a negative test in their home state or upon arrival in Vermont.

[MENU](#)

- Travelers arriving to Vermont who have not completed a pre-arrival quarantine must complete either a 14-day quarantine or a 7-day quarantine followed by a negative test upon arrival in Vermont (such as at a Vermont lodging establishment). (Travelers must stay in their quarantine location for the duration of quarantine other than to travel to and from a test site.)
- If you have been vaccinated, you do not need to quarantine to travel to Vermont or return to Vermont, as long as at least 14 days have passed since you received your final vaccine dose.

The State of Vermont has suspended all social gatherings between multiple households. Travelers may not stay with a Vermont host or stay in a Vermont lodging establishment or short-term rental with another household, except that a vaccinated individual or household may stay with a single non-vaccinated household.

If you are not vaccinated you may not gather with another household in Vermont even if you have completed a quarantine. (Individuals who live alone may gather with no more than one other household.)

Vermonters must remember to follow any travel restrictions and quarantine requirements for the states they plan to visit.

[Read more about quarantining at the Vermont Department of Health website \(https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont\)](https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont).

Residents of communities within five miles of a Vermont border with a neighboring state should consult the [travel FAQ \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs) for additional guidance.

All out of state travelers utilizing lodging, camping and short-term rental properties in Vermont must sign and complete a [Certificate of Compliance \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance) or affirm a [compliance statement via a digital check box \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance#compliance-checkbox-statement\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance#compliance-checkbox-statement), at the time of reservation and check-in to attest that they meet the quarantine requirement or are an essential/authorized worker.

All out of state travelers are strongly encouraged to register with [Sara Alert \(https://apps.health.vermont.gov/EpilInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d\)](https://apps.health.vermont.gov/EpilInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d), upon arrival to Vermont to get two weeks of daily reminders to check for common symptoms of COVID-19.

People traveling for essential purposes, including work, do not need to quarantine. [Essential travel \(https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM_6_TO_EXECUTIVE_ORDER_01-20.pdf\)](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM_6_TO_EXECUTIVE_ORDER_01-20.pdf) includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, to attend preK-12 school if commuting daily, or to perform work for businesses that are currently allowed to operate. The current State of Emergency requires employers to use remote work and telework whenever possible to avoid unnecessary work travel. Businesses and employees must only travel for work related trips when absolutely necessary. Individuals engaged in a daily commute to and from their job are expressly exempt from the need to quarantine by Executive Order.

Persons should not travel to, from, or within Vermont if they are experiencing [COVID-19 symptoms \(https://apps.health.vermont.gov/COVID/faq/#4534\)](https://apps.health.vermont.gov/COVID/faq/#4534) or if they meet the [criteria for needing to Isolate or Quarantine \(https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf\)](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf).

Please review the [travel FAQ \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs).

PHASED RESTART

Operations deemed "essential" may continue to operate under pre-existing guidance with the addition of the mandatory health and safety requirements above.

To safely reopen certain operations impacted by the COVID-19 outbreak and not defined as essential, Governor Scott has directed the Agency of Commerce - in consultation with the Department of Health and the Department of Public Safety - to authorize, **subject to mandatory health and safety requirements listed above and additional sector specific guidance below**, the following:

- [1.1 Outdoor Businesses](#)
- [1.2 Low or No Contact Professional Services](#)
- [2.2 Farmers Markets](#)
- [3.1 Manufacturing, Construction, and Distribution Operations](#)
- [4.1 Outdoor Recreation and Fitness](#)
- [4.2 Outdoor Recreation Businesses, Facilities and Organizations](#)
- [5.1 Retail Operations](#)
- [5.2 Drive-In Operations](#)
- [6.1 Lodging, Campgrounds and Other Accommodations](#)
- [7.1 Restaurants, Catering, Food Service, Bars and Clubs](#)
- [7.2 Hair Salons and Barber Shops](#)

- [7.4 Religious Facilities and Places of Worship](#)
 - [8.1 Close Contact Business \(Gyms, Fitness Centers, Spas, Nail Salons, etc.\)](#)
 - [8.2 Overnight Summer Camps and Limited Residential Summer College Programming](#)
 - [8.3 Indoor Arts, Culture and Entertainment](#)
 - [9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games, and Tournaments](#)
 - [10.1 Occupancy Limits for Event Venues \(Weddings, Funerals, Parties, Concerts, Large Sporting Events\)](#)
 - [11.1 College and University Campus Learning](#)
 - [12.1 Ski Resorts](#)
 - [13.1 Meetings of Public Bodies](#)
-

1.1 Outdoor Businesses

- Those who exclusively or largely work outdoors (such as landscaping, painting, parks maintenance, recreation maintenance, delivery work, etc.) may resume operations.

🔗 [Phased Restart: Full list of sectors](#)

1.2 Low or No Contact Professional Services

- Services operating with a single worker or small office environments (such as appraisers, realtors, municipal clerks, attorneys, property managers, pet care operators, and others) may operate if they can comply with the mandatory health and safety requirements listed above, and the mandatory maximum occupancy limits (currently 50 percent fire safety capacity, 1 person per 100 square feet, and a maximum of 75 people indoors and 150 people outdoors).
- Remote work is required whenever possible.
- Operators must maintain a log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

🔗 [Phased Restart: Full list of sectors](#)

2.2 Farmers Markets

- Farmers markets may open using limited in-person operations to ensure consumer access to quality, healthy food if:
 - They adhere to all municipal ordinances and rules and their local municipality agrees to allow opening.
 - Markets must significantly alter their business practices to eliminate crowds and reduce contact between vendors and customers including a temporary transition away from shopping and social events to primarily a food distribution system.
 - Markets are directed to follow any [additional guidance issued by the Agency of Agriculture, Food and Markets](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets) (<https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets>).

Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

🔗 [Phased Restart: Full list of sectors](#)

3.1 Manufacturing, Construction, and Distribution Operations

- Manufacturing, construction, and distribution operations that ceased operations for more than seven days during the state of emergency may restart with as few employees as necessary to permit full operations while maintaining compliance with the [mandatory health and safety requirements](#) above, and:

- o Interior residential and commercial construction may occur in occupied structures as of May 22.

[↩ Phased Restart: Full list of sectors](#)

4.1 Outdoor Recreation and Fitness

Vermonters are encouraged to participate in no contact outdoor recreation and fitness activities.

- Outdoor recreation and fitness activities include, but are not limited to biking, hiking, walking, running, hunting and fishing, skiing, skating, snow machining and other outdoor activities.

Anyone participating in outdoor recreation and fitness activities must wear a cloth face covering.

All participants are expected to consistently maintain at least six feet of physical distance from anyone outside their immediate household.

Plan outdoor activities responsibly and do not take unnecessary risks.

- Winter conditions can change quickly; be prepared for a backcountry emergency by carrying enough gear and extra warm clothing to be self-sufficient for an extended period of time.

Promote an “arrive, participate, and leave” mentality; do not gather at trailheads, access areas or other outdoor facilities before or after recreation and fitness activities.

Nothing in these guidelines should be interpreted to override the need to observe requirements for use of trails or property, including that users obtain appropriate permission from private landowners where required and the expectation that, where needed, users will check with state or local land managers regarding conditions that remain in effect.

Additional information on good etiquette and safe practices for outdoor recreation is available at: <https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19> (<https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19>) and <https://vtfishandwildlife.com/covid-19-related-information> (<https://vtfishandwildlife.com/covid-19-related-information>).

[↩ Phased Restart: Full list of sectors](#)

4.2 Outdoor Recreation Businesses, Facilities and Organizations

Businesses, facilities and organizations which support or offer outdoor recreation and fitness activities that require low or no direct physical contact may return to operation under all applicable health and safety requirements established in Governor's Emergency Order. These include, but are not limited to state and municipal parks, recreation associations, trail networks, golf courses, big game check stations, and guided expeditions. In addition, organizations, businesses and facilities catering to outdoor activity must adhere to the conditions set forth below:

- Require an “arrive, play and leave” mentality. Groups may not gather before or after activities (no tailgating, etc.).
- These opportunities are for Vermont residents, and those who meet the [cross state travel guidance \(https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont\)](https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont) about traveling to and from Vermont.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- Implement measures, including signage and registration processes, that reinforce parks, facilities, trails, etc. are only open to Vermonters and those who have met the [cross state travel guidance \(https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont\)](https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont).
- Implement measures, including signage, discouraging contact sports and games. For example, outdoor basketball courts may be open to “shoot hoops,” but full contact games should be discouraged.
- Eliminate services or transactions that result in touch points and/or staff-customer interactions that are not absolutely necessary. This includes prioritizing credit card, telephone and electronic payment; cash transactions may only be accepted as a last resort.
- Reduce high contact surfaces and common areas, and disinfect rental equipment between users.
- Play structures may be open to the public if they are properly signed reminding users not to use them if they or anyone in their household has been ill and to wash hands before and after use. Organizations responsible for the play structure are encouraged to provide hand sanitizer for users.

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- Limit gatherings of people to as few as possible to ensure physical distancing of six feet or more can occur. All outdoor events must comply with the [special event guidance in the Work Safe memo \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#event-venues\)](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#event-venues). Large outdoor facilities such as trail networks, beaches, and municipal parks may have more than 150 people in them as long as there is no single gathering or event exceeding 150 people and all guests can maintain six feet of physical distancing between households.
- Restroom facilities may only be opened if they can be regularly cleaned and disinfected per CDC guidelines.
- Organized sports must comply with the Work Safe Guidance included in the Work Safe Guidance Memo: "[9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games and Tournaments \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order\)](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order)".
- Pools and beaches may open if they comply with this guidance. Due to the limited size of pools, organizations shall follow the occupancy rules for event venues in Section 10.1 (currently 50 percent fire safety capacity or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors).
- Organizations that host ice fishing derbies may do so under the following conditions.
 - Participants fish only with immediate family members or members of their immediate household.
 - Participants consistently maintain at least six feet of physical distance from anyone outside their immediate household and do not occupy shanties or popup shelters with individuals outside of their immediate household.
 - Participants must wear cloth face coverings whenever six feet of physical distance from anyone outside their immediate household cannot be consistently maintained, and are encouraged to wear a face covering throughout the duration of the derby.
 - Organizers must eliminate potential congregations of participants:
 - Set up a process for fish entries that minimize groups and person-to-person contact.
 - Do not utilize fish display boards that attract crowds of viewers.
 - Eliminate in-person awards ceremonies and arrange individual prize pick-up for a later date under controlled conditions.

[Phased Restart: Full list of sectors](#)

5.1 Retail Operations

- Non-essential retail operations are limited to 50% (fifty percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater. Operators must POST their temporary occupancy limit, and which method was used to determine it, prominently on all entrances. Posting templates are available at accd.vermont.gov.
- Retail operations do not need to maintain customer contact tracing logs per Addendum 8. Retail is not considered a public accommodation that hosts organized non-essential activities.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, retailers should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Yard sales and garage sales may occur at private residences.
- Organized outdoor markets, such as flea markets, shall adhere to the [farmers market guidance issued by the Agency of Agriculture, Food and Markets \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets\)](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets).
- Pick-your-own agricultural producers, including berry farms and orchards, shall adhere to retail guidance, and follow the best practices identified in the Agency of Agriculture's [Pick-Your-Own Restart Plan \(https://agriculture.vermont.gov/document/pick-your-own-restart-plan\)](https://agriculture.vermont.gov/document/pick-your-own-restart-plan). (Find [additional information and FAQs \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-pick-your-own-restart-plan\)](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-pick-your-own-restart-plan) about the Pick-Your-Own Restart Plan.)

[Phased Restart: Full list of sectors](#)

5.2 Drive-In Operations

Drive-in operations including, but not limited to, movie theaters, fireworks displays, parades, restaurants, religious services, graduation ceremonies, and other gatherings may occur subject to the mandatory health and safety guidance above and:

- Vehicles must be spaced a minimum of 6 (six) feet apart.
- People should stay in or near their vehicles to prevent interaction with other parties at drive-in operations.
- Cashless/touch-less transactions are strongly preferred.
- Restrooms on site must be cleaned and sanitized regularly.
- Any concessions on site must be done via takeout or delivery or pursuant to any future food service guidance.

[Phased Restart: Full list of sectors](#)

6.1 Lodging, Campgrounds and Other Accommodations

- Multi-room lodging operations may book 100 percent of rooms.
- Lodging operations and short-term rentals, campgrounds and marinas may accept overnight reservations from:
 - Vermont residents.
 - Travelers may complete either: (i) complete a 14-day quarantine; or (ii) complete a 7-day quarantine followed by a negative test – in their home state and enter Vermont without further quarantine restrictions if they come to Vermont in a private vehicle (including private air travel) directly from their home.
 - Travelers may complete either: (i) a 14 day quarantine; or (ii) a 7-day quarantine followed by a negative test – in a Vermont lodging establishment regardless of destination origin or manner of travel (travelers must stay in their quarantine location for the duration of quarantine other than to travel to and from a test site).
 - If you have been vaccinated, you do not need to quarantine to travel to Vermont or return to Vermont, as long as at least 14 days have passed since you received your final vaccine dose.
- Operators shall require a signed document or digital check box at time of reservation and check-in from the guest(s) attesting they meet the quarantine requirement, have traveled from a county with similar active COVID-19 caseload per the Vermont Agency of Commerce and Community Development (ACCD), are an essential/authorized worker. The Agency of Commerce has provided a [Certificate of Compliance form \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/guest-compliance-options-for-lodging-establishments\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/guest-compliance-options-for-lodging-establishments) at accd.vermont.gov that meets this criteria. However, operators may utilize an alternate method including those completed via electronic means such as email, or digital check box using this specific language:
 - I certify that I have reviewed the [State of Vermont out-of-state traveler guidelines \(https://accd.vermont.gov/content/stay-home-stay-safe-sector-specific-guidance#lodging-accommodations\)](https://accd.vermont.gov/content/stay-home-stay-safe-sector-specific-guidance#lodging-accommodations) and [travel map \(https://accd.vermont.gov/covid-19/restart/cross-state-travel\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel) and comply with current health and safety requirements for traveling to, from, and within the State of Vermont. I further certify that I understand all travelers should stay home if ill (with any symptoms); maintain physical distance of at least 6' from anyone outside their household; wear a cloth mask when in public spaces; and wash or sanitize hands often.*
- Operators shall recommend that out-of-state guests register with [Sara Alert \(https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d\)](https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d) to get daily reminders via text, email or phone from the Vermont Department of Health
- Any guests that exhibit signs of illness or COVID-19 symptoms upon arrival may not be allowed to check in. If symptoms begin during their stay they must be asked to leave and return home if possible. If departure is not possible, guests must self-isolate for the remainder of their stay and the Vermont Department of Health must be contacted immediately.
- All lodging and camping operations with more than 10 (ten) employees must complete and keep on file a reopening and training plan. VOSHA and the Agency of Commerce have provided a template at: [https://accd.vermont.gov/covid-19/business/restart \(https://accd.vermont.gov/covid-19/business/restart\)](https://accd.vermont.gov/covid-19/business/restart)
- Lodging operations and campgrounds must alter normal operations to maximize social distancing of guests.
- Check-in/out should be done via phone or electronic means to the greatest extent possible.
- A room or accommodation must be thoroughly cleaned in accordance with CDC guidelines before another guest may use the accommodation.
- Businesses shall not host social gatherings such as weddings, parties and business meetings that accommodate guests from multiple households.
- Only one party should use an elevator at any given time.

- Amenities may only be open if they are done so in accordance with the Executive Order and the Phased Restart Work Safe Guidance. Amenities must be cleaned and sanitized between guest usage and be managed to restrict access to 50 percent of fire safety occupancy or one person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors.
- Food service may only be offered in compliance with current restaurant guidance. Indoor dining is restricted to 50 percent of fire safety occupancy or one person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors. Restaurants, bars and clubs must suspend table service after 10pm.
- Direct contact services (such as check-in, bell, valet, housekeeping, etc.) must be limited to the greatest extent possible. Cashless / touchless transactions are strongly preferred.
- Operators must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

[Phased Restart: Full list of sectors](#)

7.1 Restaurants, Catering, Food Service, Bars and Clubs

- **Signs** must be prominently posted at all entrances stating that no-one with a fever, respiratory illness, or symptoms of COVID-19 (see VDH guidance for the current symptom list) is allowed on premise.
- **Occupancy & Seating**
 - Restaurants, catering, food service, bars and clubs may allow 50 percent of fire safety occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors or their maximum licensed seating capacity, whichever is **less**.
 - **Seating** must be available for all patrons and seating must allow for physical distancing of at least 6 feet between seated parties. No standing or mingling is allowed. Customers must be seated while consuming food or beverages.
 - **Restaurants, bars and clubs may seat multiple households at the same table, but no more than six people can be seated at the same table.**
 - Bar seating may only be open if a physical barrier, such as a piece of plexiglass, separates the patrons from bartenders and the drink preparation area. Patrons of different households must be at least six feet apart.
 - A counter area, such as a lunch counter or diner counter, may be open if there is at least six feet between customers and six feet between the customer and any waitstaff and no food or beverage production or storage occurs at the counter.
 - **Reservations or call ahead seating is preferred.** Reservations should be staggered to prevent congregating in waiting areas. Waiting areas must accommodate physical distancing.
- All in-person service at restaurants, bars and clubs must stop table service at 10pm. Take out or curbside service is allowed after 10 pm.
- Restaurants, bars and clubs must maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party. All customers opting to dine-in must be logged. Take out customers who do not dine in the establishment do not need to be logged.
- Consider using rolled silverware and eliminating table presets. Disposable/single use condiment packets are encouraged. Multi-use condiments and all other items for general use must be cleaned and sanitized between customers.
- Use of **shared food service** (buffet style) and self-serve utensils, plates or napkins, are **prohibited**. However, a staffed banquet style buffet may occur if serving lines can accommodate physical distancing.
- **Customers are required to wear face coverings when not eating.**
- **Restrooms** should be monitored and routinely cleaned and soap dispensers regularly filled.
- **Disinfect all front-of-house surfaces** including door handles, screens, phones, pens, keyboards; as well as tables, chairs and other areas of high hand contact frequently.
- Licensed caterers and licensed manufacturers may follow this guidance for either outdoor or indoor Catering Event Permits and Special Event Permits in compliance with all Department of Liquor and Lottery permitting and license requirements. However, effective at 10 p.m., November 14, 2020, these businesses shall not serve public or private social, recreational and entertainment gatherings until further notice.
- Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the

audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[↩ Phased Restart: Full list of sectors](#)

7.2 Hair Salons and Barber Shops

Hair salons & barber shops may reopen subject to the mandatory health and safety requirements listed above, and:

- Operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater.
- Additionally, operators should separate customers in chairs, to achieve physical distancing of 6 feet for any activity that will occur for more than a few moments (e.g. a retail transaction).
- To the greatest extent possible, operations shall be by appointment only with specified time periods for each client. No walk-in appointments or at home visits (house calls) are allowed.
- Operations may serve only Vermont residents or others who have completed the prescribed quarantine.
- For retail sales, curbside pickup is preferred; no testing / demonstration of products is allowed; and cashless/touch-less transactions are strongly preferred.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[↩ Phased Restart: Full list of sectors](#)

7.4 Religious Facilities and Places of Worship

- Religious facilities and places of worship may resume operations subject to the mandatory health and safety guidance above, and:
 - Outdoor, drive-in, and remote services remain the preferred method of operation.
 - Operations are limited to 50 percent of fire safety occupancy or 1 person per 100 square feet, whichever ensures physical distancing.
 - Physical distancing between household/family units must be observed.
 - Facial coverings are required.
 - Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.
 - Events and organized activities beyond worship, including dining, social gatherings and entertainment adjacent to religious worship and ceremonies, must follow the relevant guidance included in the Work Safe Guidance.
 - Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[↩ Phased Restart: Full list of sectors](#)

8.1 Close Contact Business (Gyms, Fitness Centers, Spas, Nail Salons, etc.)

Fitness centers (gyms) and similar exercise facilities, massage therapists, nail salons, spas, tattoo parlors, businesses that require home visits, such as cleaning services and similar operations, and businesses that require limited close personal contact may resume in-person operations subject to the mandatory health and safety requirements listed above, and:

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- Operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet, with a maximum of no more than 75 indoors and 150 outdoors.
- Operators shall separate customers to maintain physical distancing of 6 feet for any activity that will occur for more than a few moments (e.g. a retail transaction).
- To the greatest extent possible, operations shall be by appointment only with specified time periods for each client. No walk-in appointments are allowed.
- Operations may serve only Vermont residents or others who have completed the prescribed quarantine.
- Locker rooms, waiting areas, and other common areas shall be restricted to occupancy limits noted above.
- For retail sales, curbside pickup is preferred; no testing / demonstration of products is allowed; and cashless/touch-less transactions are strongly preferred.
- Structured fitness activities/personal instructional services/lessons (such as art, music, personal training, academic) may occur within the maximum occupancy limits mentioned above at a commercial location or residence. This includes group lessons and classes as long as physical distancing can be strictly adhered to and interaction between households is eliminated.
- Fitness centers, gyms, studios and similar facilities should encourage individuals to wear cloth face coverings over the nose and mouth even when participating in strenuous physical activity.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[↻ Phased Restart: Full list of sectors](#)

8.2 Overnight Summer Camps and Limited Residential Summer College Programming

Guidance for overnight summer camps and limited residential summer college programming for Summer 2021 is currently under development. Any camps and limited residential programs must operate in accordance with [Health Guidance for Childcare Programs, Summer Programs and Afterschool Programs](https://www.healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs) (<https://www.healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs>) in the interim.

[↻ Phased Restart: Full list of sectors](#)

8.3 Indoor Arts, Culture and Entertainment (Effective 6/1)

- Libraries, galleries, museums, theaters and other indoor arts, culture and entertainment organizations may allow 50 percent of fire occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors. Posting templates are available at accd.vermont.gov.
- Effective at 10 p.m., November 14, 2020, these businesses and organizations shall not serve public or private social, recreational or entertainment gatherings until further notice. A household may still patronize the business, but not for special events or events that encourage socializing between households.
- Businesses and organizations must reduce interactions between guests – such as establishing directional flow in a gallery.
- Concert venues, theaters, and those putting on shows shall ensure all guests are seated and physically distanced by household.
- No dancing is allowed.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, organizations should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Organizations should close or remove high touch entertainment features, including arcades and playgrounds.
- Businesses and organizations must maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

- Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[Phased Restart: Full list of sectors](#)

9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games, and Tournaments

PHASE ONE: Effective **Saturday, December 26, 2020**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume **team-based activities** strictly limited to no more than 25 participants and:

- Individual skill-building exercises;
- Strength and conditioning sessions; and,
- No-contact drills.

PHASE TWO: Effective **Monday, January 18, 2021**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume full **team-based practices** including the following activities:

- Drills involving incidental contact; and
- Team-based scrimmages.

PHASE THREE: Effective **Friday, February 12, 2021**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume the following activities:

- Games, meets and competitions, subject to the restrictions noted below.

Please read the entire recreational [sports and organized sports guidance \(https://accd.vermont.gov/content/sports-and-organized-sports-guidance\)](https://accd.vermont.gov/content/sports-and-organized-sports-guidance).

Additional direction on school-sponsored winter sports programs, applicable to both public and independent schools, has been published by the Agency of Education at: <https://education.vermont.gov/documents/aoe-anr-winter-sports-programs-for-the-2020-21-school-year> (<https://education.vermont.gov/documents/aoe-anr-winter-sports-programs-for-the-2020-21-school-year>).

In accordance with Addendum 8, all other indoor and outdoor organized **adult sports*** remain suspended until further notice, including Vermont-based teams participating in interstate play.

**Professionally facilitated lessons and classes that provide individualized instruction to adults are not considered "organized sports" and may occur in accordance with [Section 8.1 \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#close-contact-business\)](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#close-contact-business) of the Work Safe Memo.*

[Phased Restart: Full list of sectors](#)

10.1 Occupancy Limits for Event Venues (Weddings, Funerals, Parties, Concerts, Large Sporting Events)

All event venues; arts, culture, and entertainment venues; restaurants; bars; and clubs serving the public shall suspend public or private social, recreational and entertainment gatherings, indoor and outdoor, including large social gatherings incidental to ceremonies, holiday gatherings, parties and celebrations, unless all participants are from the same household.

Venues may continue to host religious ceremonies, wedding ceremonies, funerals and other essential gatherings - but should not host the incidental receptions and parties that are often affiliated with these gatherings.

Venues shall suspend all events that encourage households to socialize, such as parties. However, they may continue to host retail events (such as craft fairs and ski swaps). Entertainment events at venues must comply with section 8.3 (Indoor Arts, Culture and Entertainment).

Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

When hosting allowable ceremonies or retail events, an organization may accommodate:

- 50 percent of approved fire safety occupancy to the set maximum below **MENU**

- **One customer/person per 100 square feet of customer facing space** to the set maximum below if no fire safety occupancy is established.
- Operations may not exceed **75 total people for inside operations** or events regardless of their fire safety occupancy or square footage calculation; AND
- Operations may not exceed **150 people for outside operations** or events regardless of their fire safety occupancy or square footage calculation.
- Staff and vendors are not counted in the maximum number.
- Food service operations at events must comply with the Restaurant, Catering, Food Service, Bars and Clubs guidance.
- Event organizers must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department. This must include at least the name and phone number of every attendee, including staff.
- ****Outdoor service, events, and gatherings are strongly preferred.****
- **Special guidance for large outdoor venues (race tracks, baseball and football stadiums, fairgrounds, outdoor concert venues)**
 - Large outdoor event venues that can usually accommodate more than 1,000 people may be able to exceed the 150 maximum limit by creating multiple distinct event locations that meet the event criteria.
 - These distinct event locations within the same event must be separated by a physical barrier (fencing, rope, etc.) and at least 25 feet.
 - Signage must be prominently posted prohibiting groups interacting with other groups.
 - These venues must ensure that the 150 people in each distinct event location do not interact with one-another by providing separate:
 - Parking areas
 - Concessions and vendors
 - Bathrooms
 - Entrances and exits
 - All events must be pre-ticketed, no walk-up customers are allowed.
 - Event venues must maintain guest lists by grouping and information about what vendors had contact with each grouping for 30 days to assist in contact tracing.
- **Special guidance for large indoor businesses (over 17,100 square feet)**
 - Indoor businesses / spaces that exceed 17,100 feet, have 10' ceilings or more, have no full walls interrupting the space, and have physical distancing plans in effect to prevent people from being within 6' of each other, may have up to 150 people in the same space under the following conditions:
 - Capacity must remain below 50 percent fire occupancy.
 - The business / organization must break the group of 150 into separate units not to exceed 75.
 - The business must have a plan in place to ensure that no mixing between groupings occurs. For example, a bowling alley that measured 17,500 square feet could rope off half the lanes and have two separate groupings of 75 on each half of the lanes. Low-duration and low-contact interactions between groups (such as walking to a bathroom) is permitted if strict 6-foot physical distancing can be maintained.
 - The business must put systems in place to separate the groups, including clear signage and physical barriers such as ropes, prohibiting contact with people in other groupings.
 - Businesses must collect a name and phone number for all guests that includes the date and time the guest was in the space and maintain the logs for 30 days in the event of contact tracing.
 - An event venue (indoors or outdoors) may host multiple maximum groupings through the day if the groups do not interact with one another. For example – a craft fair could schedule multiple different groups of 150 (if outdoors) or 75 (if indoors) throughout the day to come to a show as long as they staggered the arrivals, ensured all members of a group departed before the second group entered, and followed event guidance. Vendors would not count as part of the group of 75/150.

[↩ Phased Restart: Full list of sectors](#)

11.1 College and University Campus Learning

Colleges and universities may provide in-person campus learning in accordance with the [Mandatory Guidance for College and University Campus Learning](https://accd.vermont.gov/content/restart-plan-college-and-university-campus-learning) (<https://accd.vermont.gov/content/restart-plan-college-and-university-campus-learning>), published on the ACCD Restart webpage.

[Phased Restart: Full list of sectors](#)

12.1 Ski Resorts

Ski resorts must operate under the guidance issued on November 3, 2020 available at: accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance (<https://accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance>).

[Phased Restart: Full list of sectors](#)

13.1 Meetings of Public Bodies

During the State of Emergency, organizations should conduct regular meetings remotely such as regular select board meetings and school board meetings whenever possible to prevent prolonged interactions between households.

When necessary, leadership from an organization may convene in a single space to conduct a meeting if social distancing between individuals wearing cloth face coverings can occur. However, the organization should promote remote public participation.

Special Guidance for Annual Meetings (Town Meeting)

In-person annual town meetings are strongly discouraged this year. Unlike some municipal meetings, annual town meetings cannot be conducted remotely because they require citizen participation and voting, a constitutional right. Municipalities choosing to conduct in-person meetings or elections must conduct those meetings in a manner that complies with social distancing, building capacity limits, and cloth facial covering mandate laws issued during the State of Emergency. While municipalities are empowered to make individual decisions to fit their circumstance, mask mandates and building capacity limitations may present municipalities with difficult legal questions if voters are turned away or if the meeting puts voters in an unsafe situation. Municipal officials should consult with their legal counsel to ensure they can meet these legal requirements and comply with constitutional voter access requirements.

In accordance with H. 48 and Act 162 (2020), the Secretary of State has [issued guidance](https://sos.vermont.gov/secretary-s-desk/about-the-office/covid-19-response/) (<https://sos.vermont.gov/secretary-s-desk/about-the-office/covid-19-response/>) to help organizations conduct traditional in-person annual meetings using Australian ballot and /or voting by mail instead. The State of Vermont has permitted and made funding available to municipalities to conduct annual meetings using Australian balloting and to mail ballots to all active registered voters, if the legislative body chooses to do so.

Municipalities are strongly encouraged to take advantage of this option and not conduct their annual meetings in-person (“from the floor”) this year.

Municipalities are also permitted to postpone in-person meetings until later in the year when the State of Emergency may expire or pandemic restrictions change or meetings may be held outside. This ability to delay also allows municipalities the time to put the pieces in place to conduct their meetings using the Australian ballot system.

Should a municipality decide to hold an in-person annual meeting (“floor vote”), the following guidance must be followed:

- Cloth face coverings over the mouth and nose shall be required for all individuals and officials attending.
- Municipalities shall make spare face masks available in the event a participant fails to bring a mask.
- Building capacity shall be restricted to 50 percent fire safety occupancy or 1 person per 100 square feet, whichever ensures social distancing between households.
- All participants must be seated and socially distanced from each other or from each household by at least 6 feet.
- All officials, employees and attendees must complete a [health screening](https://accd.vermont.gov/sites/accdnew/files/documents/Pre-screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf) (<https://accd.vermont.gov/sites/accdnew/files/documents/Pre-screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf>), before entering the public meeting space. Posting signage and asking people to conduct the screening themselves is acceptable.
- Citizens choosing to speak during a town meeting should be directed to an area that affords at least 6 feet of social distancing between the speaker and other individuals. Whenever possible, individuals should leave their masks on when speaking.
- Municipalities shall maintain an easily accessible, legible log of all employees, officials, and attendees and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH.
- Only warned articles shall be voted on at such meetings. Discussion of other business should be deferred to another time and venue when pandemic restrictions are not in place.

- No ancillary services shall be available, including but not limited to potluck meals, bake sales, scout sales, and staffed informational “tabling” operations before, during or after a meeting occurs.
- Municipalities must distribute information to potential meeting attendees about the guidelines, including capacity reductions, cloth face covering requirements, and multi-household socialization restrictions before the event.

Municipalities that depend on access to schools shall consult the Agency of Education’s guidance on using school property for meetings.

[Phased Restart: Full list of sectors](#)

If your business or circumstance does not meet these criteria, additional guidance will be forthcoming.

For additional information visit <https://accd.vermont.gov/covid-19/business/restart> (<https://accd.vermont.gov/covid-19/business/restart>)

 Select Language 



Visit ThinkVermont.com for more
inspiration and information on living,
working and doing business in Vermont.

ATTACHMENT B
[BASE MEMORIAL PAVILION PHOTOS]



ATTACHMENT C
[INTERIOR SIGNAGE EXAMPLE PHOTO]







ATTACHMENT D
[TANDEM AXLE DUMP TRUCK PHOTOS]



ATTACHMENT E
[DISTRICT BID RESULTS]

	Rockingham		Springfield		Weathersfield		Cavendish		Ludlow		District Total
	MSW*	C&D	MSW	C&D	MSW	C&D	MSW	C&D	MSW	C&D	
Hauls	50	142	65	51	60	76	26	60	65	81	676
Tons	403	409	676	205	632	249	313	227	577	454	4,145
Cost per Haul	\$205.00	\$205.00	\$190.00	\$190.00	\$210.00	\$210.00	\$232.00	\$232.00	\$235.00	\$235.00	\$235.00
Cost per Ton	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00
Total per Town per Type	\$60,411.00	\$74,509.00	\$87,386.00	\$32,445.00	\$82,752.00	\$43,599.00	\$40,775.00	\$39,117.00	\$79,322.00	\$69,429.00	
Total per Town	\$134,920.00		\$119,831.00		\$126,351.00		\$79,892.00		\$148,751.00		\$609,745.00
Cost per Haul	\$185.12	\$185.12	\$221.00	\$221.00	\$221.00	\$221.00	\$210.75	\$210.75	\$205.50	\$205.50	
Cost per Ton	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32
Total per Town per Type	\$60,060.00	\$71,407.92	\$88,941.32	\$33,886.60	\$82,982.24	\$44,265.68	\$40,009.66	\$37,687.64	\$77,012.14	\$66,730.78	
Total per Town	\$131,467.92		\$122,827.92		\$127,247.92		\$77,697.30		\$143,742.92		\$602,983.98

Note:

YR 1

YR 2

YR 3

ALVA Waste annual escalator: 2.25%
 Casella Waste annual escalator 2.5%

 #####

ATTACHMENT F
[CASELLA PROPOSAL]



ESTABLISHED 1975

Southern Windsor/ Windham Solid Waste District

RFP: Municipal Solid Waste and C&D
Transportation and Disposal

March 25, 2021



ESTABLISHED 1975

March 25, 2021

Thomas Kennedy, District Manager
Southern Windsor/Windham Counties Solid Waste Management District
P. O. Box 320
Ascutney, VT 05030

RE: RFP- Southern Windsor/ Windham Solid Waste District

Dear Tom,

Casella Waste Systems, Inc. ("Casella") is pleased to provide the Southern Windsor and Windham Solid Waste District ("District") with this proposal for transportation and disposal of solid waste and construction and demolition debris. As the leading resource management company in the Northeast, we have over four decades of experience in transportation, disposal and recycling processing services.

Specific to the District's needs, Casella has been providing services to the five transfer stations for the past 14 years with our locally based assets and industry experiences. The District's point of contacts will remain in place with Jim Toher, White River Junction Market Area Manager and Randy Dapron our Rutland VT Market Area Manager. Combined, Jim and Randy have over 75 years of experience in the solid waste industry. As such, we believe Casella is the most qualified partner to meet the District's needs.

We are committed to working collaboratively with the District both environmentally and economically. Paramount to success is our strength as an organization, which begins with selecting the best individuals to be a part of our team. We are committed to building a diverse workforce that is passionate about serving our customers, adhering to the highest ethical standards, complying with all state and federal regulations, all the while improving our communities and environment.

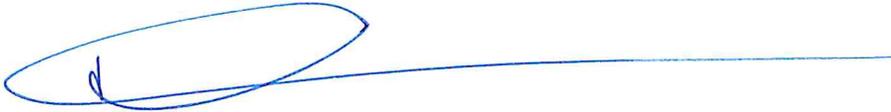
Our proposal provides the District transportation and disposal services effective the week of July 1, 2021. We feel that this proposal reflects our strong desire to continue our esteemed partnership with the District. We have outlined our qualifications and scope of work in the following pages and look forward to discussing the opportunity in greater details and would like to call a few to your attention.

- Casella's proposal is based on the award of both MSW and C&D services, we are able to provide disposal support to other local haulers if needed.

-
- Casella intends on utilizing some of our local owned and operated transfer stations for consolidation of waste with transportation and final disposal at Casella's owned and operated landfill in Coventry.

If at any time you have any questions, please feel free to reach directly to Jim Toher at (802) 236-3229, or Randy Dapron at (802) 236-3121.

Sincerely,



Michael Stehman
Western Region Vice President
Casella Waste Systems, Inc.

Who We Are

Casella is the Northeast's most experienced resource management company, with headquarters in Rutland, Vermont. Founded in 1975 with a single truck, Casella has grown its operations to over 100 owned and operated facilities across six Northeastern states, providing services to residential, commercial, municipal, industrial, and institutional customers. We service nearly 200,000 customers in our Northeast operating footprint, provide curbside collection service to over 485,000 households, and provide professional resource management services to over 10,000 customer locations across 42 states. We are the largest recycler in the Northeast, recovering nearly 800,000 tons of recyclables and 450,000 tons of organic residuals each year. Today, Casella is the preferred service provider and maintains contracts with over 400 municipalities and 80 Wastewater Treatment Plants across the Northeast.

What We Do

We apply expertise and best practice, and innovations gained through experience with hundreds of communities throughout the Northeast to recommend opportunities for improved efficiency, waste reduction, and cost savings.

Heard in before, Here's how we're different:



True Sustainability: We develop resource solutions that are sustainable in every sense of the word. They are practical and safe for your operations, cost-effective for your budget, and good for the environment.



Experience: We've been in this business for over three decades. We've seen fad technologies come and go, and we know what works and what lasts. We can help find the solutions that work for your community.



Full-Service Solutions: We provide one point of contact for all your resource management needs, backed up by a team of experts and partners to support your organization's needs. We recycle traditional recyclables, organics, and hard-to-recycle materials. We provide collection, processing, recycling, energy recovery, disposal, and a range of education, technical assistance, reporting, and engagement programs.

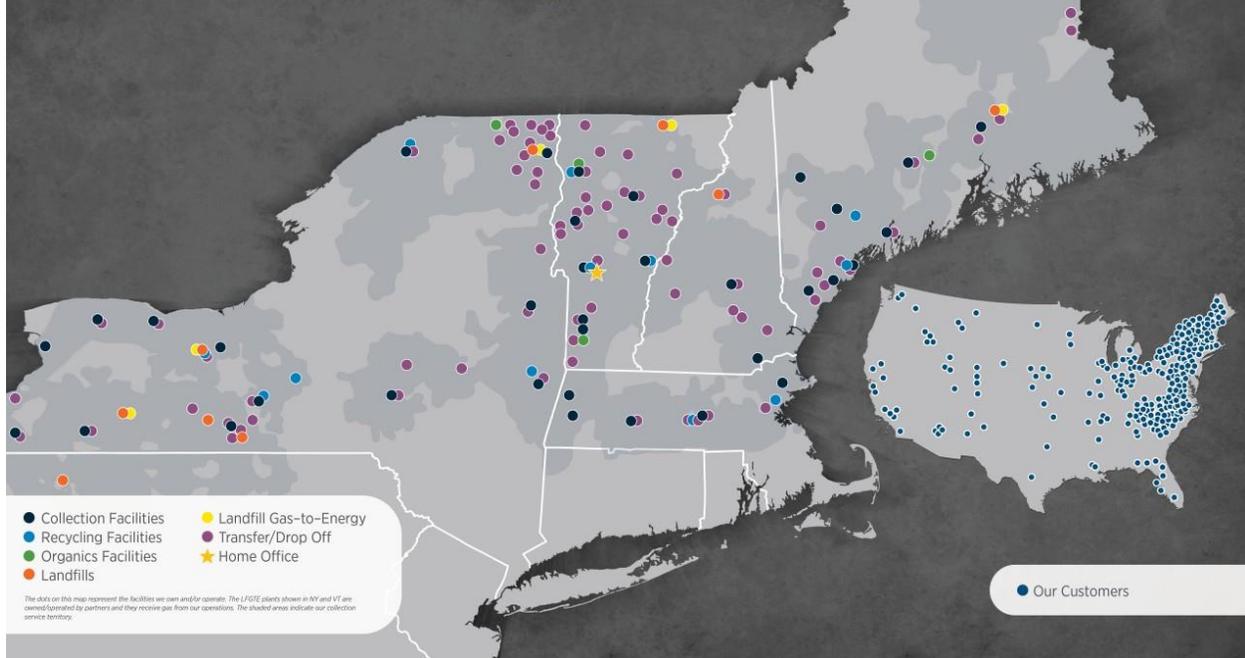


Innovation: We love a challenge. Show us your hard-to-recycle byproducts and give us the chance to leverage our expertise and networks to put those resources to productive use.

Casella has built a network of facilities to meet our customers' needs throughout the Northeast.

OUR OPERATIONS

Overview of Casella's Footprint



Partnering for Success

We view Municipal work as a partnership. Our over-arching goal is to provide the highest level of service and satisfaction to our municipal partners. We see no merit where one partner wins and one partner loses. Everything we do is in the best interest of both parties.

Public-Private partnership can have extensive benefits to host communities and Casella has effectively partnered with many municipalities to provide curbside collection, operate landfills, transfer stations, recycling facilities, and land application programs throughout the Northeast. Some of the major benefits Casella would like to extend to the District, include:

- Reliable and local service
- State-of-the-art equipment
- Company resources and experience
- Keep your community clean, safe, and attractive, improving its reputation and image.
- Increased recycling and diversion rates.
- In-house marketing and Community Engagement team.
- Experienced permitting and compliance team.

How We Do It

Commitment to Service- Casella believes in the public-private partnership model. A basic tenet of that model includes both entities sharing all benefits available from the partnership and both partners are involved in a state-of-affairs that provides a win for each. We are committed to providing consistent, professional, and timely services and being environmental stewards for your community.

The Concept of Integrated Solid Waste Management- How Casella Applies This:



Waste Reduction & Prevention

We live in a closed-loop environment. Everything is connected. An innovative approach to managing today's waste includes the realization that renewing the life cycle of the products our communities consume is a critical step in reducing waste. The concept of managing solid waste means giving trash new purpose and new life. It's about turning waste into a resource.

Casella believes that improving the lives of our customers and those in the communities we serve encompasses the three pillars of sustainability:

1. **Economic Development**
2. **Environmental Leadership**
3. **Social Responsibility**



Operations and Management Plan

Transportation & Management Plan

The District's five transfer stations will receive transportation services from our local hauling division located at 1544 East Woodstock Rd, White River Junction, VT, where our administrative offices and fleet vehicles are dispatched. Casella is fully equipped to provide and maintain equipment to service the District in addition to being fully qualified and licensed in accordance with all Federal, State, and local laws. Our trucks are routinely serviced and inspected. We have ample backup equipment in our existing fleet located at our local WRJ division.

Disposal- Solid Waste and C Construction & Demolition Waste

All solid waste collected locally will be delivered to Casella's owned and operated transfer stations in either Newport, NH or Rutland, VT to be consolidated and transported to our landfill located in Coventry, VT as our primary final disposal site. Casella has a network of disposal facilities in the Northeast to redirect volume should there ever be a need.

Equipment & Containers

Casella will utilize roll-off trucks to service the needs of this Contract. We have a sufficient inventory of trucks, containers, carts and bins to service the differing needs of the variety of customers we service from our local divisions.



Casella will supply containers and equipment needed per each Town's specific needs:

Ludlow- Casella will provide a swap box to swap with the Town owned box.

Cavendish- Casella will provide a swap box to swap with the Town owned box along with two (2) roll-off containers.

Rockingham- Casella will provide three (3) roll-off containers.

Springfield- Casella will provide compactor, two (2) compactor boxes and two (2) roll-off containers.

Weathersfield- Casella will provide a swap compactor box to swap with the Town owned compactor box along with two (2) roll-off containers.

Operations & Customer Service

The District's main point of contacts will remain to be Jim Toher, White River Junction Market Area Manager and Randy Dapron our Rutland VT Market Area Manager. Our operations will continue to be led by Benny Fluette. District and Town officials will have direct access to our local Management and Operations team, all of whom are very familiar with the intricacies and specific needs at each of the Transfer Stations.

Jim Toher- WRJ Market Area Manager (802) 236-3229

Randy Dapron- Rutland Market Area Manager (802) 236-3121

Benny Fluette- Operations (603) 543-7171

Paul Schiffer- Compactor Specialist (802) 738-8689

The District Transfer Stations will continue to have 24/7 service and support by calling 1-800-CASELLA.

Qualifications

Compliance & Safety

Casella operates under strict compliance with all local, state, and federal regulations and laws, including E.P.A., OSHA, and D.O.T. regulations. All Town ordinances will be clearly communicated and adhered to within our organization. All necessary permits, licenses, certificates, and inspections would be provided.

The safety of our employees and environmental compliance at our sites are two top priorities for Casella. Company-wide we have over twenty (20) dedicated safety and environmental personnel to assist in training operations management and staff. Safety and Environmental training provided to staff on a regular schedule and as needed. Training is conducted by Site by Operations Management or Safety and Environmental Staff. Casella provides weekly and monthly safety meetings covering specific seasonal and market conditions. See *Exhibit 1* – for a copy of our monthly safety meeting agenda as well as our Preventative Maintenance schedule on our trucks.

Reporting & Invoicing

Casella recognizes the importance of providing the District with monthly and annual reports for quantities of Municipal Solid Waste and C&D materials. We have the ability to customize reports based on needs of each Town or the District. Monthly invoices for service, will be sent directly to the Town’s within the District.

Insurance and Bonding Capabilities

Casella has the ability meet the bonding and insurance requirements set forth in this RFP. Please see the attached certificate from our insurance agency, the Noyle W. Johnson Group. Casella can provide additional information needed upon further request.

Marketing

Through our in-house marketing and design staff, we have the ability and willingness to support the District in designing specialized outreach and educational material tailored towards specific needs, see example of list of acceptable recyclables.



Operational Experience

Casella has had the opportunity to work with many municipalities, commercial businesses and institutions in the State of Vermont and we are very pleased to continue what we believe is a strong partnership with the Southern Windsor/Windham Solid Waste District Officials and communities.. We believe the best testament of our experience is from our customers. We encourage the District to contact any of the below contacts as reference to our capabilities, our dedication to our customer partnerships and our experience.

Addison County, Vermont

Name: Terry Kuczynski

Title: Addison County Solid Waste District Manager

Phone: (802) 388-2333

Address: 1223 US-7, Middlebury, VT 05753

Rutland County, Vermont

Name: Mark Shea

Title: District Manager

Phone: (802) 775-7209

Address: 2 Greens Hill Lane, Rutland, VT 05701

Town of Bennington, Vermont

Name: Stuart Hurd

Title: Town Manager

Phone: (802) 442-1037

Address: 205 South Street, P.O. Box 469, Bennington, VT 05201

Financial Conditions and Resources

Financials

Casella Waste Systems, Inc. has a strong record of financial success and sound business practices. As a publicly traded company [NASDAQ: CWST], Casella is required to submit publicly audited financial reports and meet the strict internal reporting requirements. The financial assets of Casella. have supported the financing of multi-million-dollar waste and recycling infrastructure projects.

The financial needs for Casella to soundly provide the Southern Windsor/Windham Solid Waste District with disposal services for MSW and C&D.

Casella's financial statements can be found and downloaded at

<https://ir.casella.com/financialinformation>

Casella's annual report can be found and download at

<https://ir.casella.com/static-files/e5136baa-8223-418a-95f9-f350929a8efe>

Sustainability

Casella is a proud provider of environmental sustainability services. Our biennial Sustainability Report describes our work with our customers to create value from their waste streams, to improve the sustainability of our own operations, to reduce greenhouse gas emissions, and to build strong people and relationships to fundamentally change the way society views waste. produces and publishes a Sustainability Report, accessible at www.casella.com/about-us/casella-sustainability

Management

Contact information of the owner, all principles and partners, and stockholders holding greater than ten percent of the company's authorized and issued stock:

NAME	TITLE	ADDRESS
Casella, John W.	President	25 Greens Hill Lane, Rutland, VT 05701
Casella, Douglas R.	Vice President	25 Greens Hill Lane, Rutland, VT 05701
Coletta, Edmond	VP & Treasurer	25 Greens Hill Lane, Rutland, VT 05701
Johnson, Edwin	Vice President	25 Greens Hill Lane, Rutland, VT 05701
Casella, John W.	Clerk	25 Greens Hill Lane, Rutland, VT 05701
Stehman, Michael	Regional Vice President	58 Clifton County Road, Suite 200, Clifton Park, NY 12065

PROPOSER'S VERIFICATION

The person signing the Proposal certifies that s/he has fully informed her/himself regarding the accuracy of the statements contained in this certification and, under penalties of perjury, affirms the truth thereof, such penalties being applicable to the Proposer as well as to the person signing on its behalf.

I understand that this information is submitted as part of a Request for Proposals issued by the District, and may be relied upon by the District in awarding a Contract for solid waste disposal services pursuant to this RFP. As such, any knowingly or willfully false statement will provide grounds for disqualification of the Proposal.

Dated:	<u>March 24, 2021</u>
Proposer's Business Name:	<u>Casella Waste Management Inc.</u>
Signed by:	<u>Michael Stehman</u>
Title:	<u>Western Region Vice President</u>

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of Casella Waste Management, Inc., it was voted that John W. Casella, Vice President and Secretary, and/or Michael Stehman, Vice President are each authorized to execute any and all bid and contract documents for the Southern Windsor/Windham Counties Solid Waste Management District's Request for Proposals for Transportation of Municipal Solid Waste and Construction and Demolition Waste From Its Five Municipal Transfer Stations. In the name of and on behalf of Casella Waste Management, Inc., all such documents shall be valid and binding upon this company.

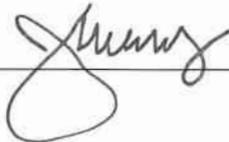
A True Copy Attested,

Company Name: Casella Waste Management, Inc.
Address: 25 Greens Hill Lane, Rutland, VT 05701
Name & Title of Signatory: John W. Casella, Vice President and Secretary

Date: March 22, 2021

I hereby certify that I am the Secretary of Casella Waste Management, Inc. and that the above vote has not been amended or rescinded and remains in full force and effect as of the date written above.

Signature: _____



FORM A

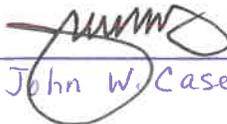
Statement of Non-Collusion

District Solid Waste Disposal RFP

By submission of this Proposal, the Proposer certifies that:

- a. This Proposal has been independently arrived at without collusion with any other Proposer or with any competitor or potential competitor.
- b. This Proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of Proposals to any other bidder, competitor, or potential competitor.
- c. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a Proposal.
- d. The attached hereto (if a corporation Proposer) is a certified copy of resolution authorizing the execution of this certificate by the signature of this Proposal on behalf of the corporate bidder.

Resolved that Michael Stehman (name of individual) be authorized to sign and submit the Proposal of Southern Windsor/Windham Counties for Solid Waste Disposal and to certify *as to* non-collusion as the act and deed ... *contained in* such certificates *that this* corporate proposer shall be liable ... *being duly sworn, deposes and swears* under the penalties of perjury.



John W. Casella

FORM B

Disposal Site and/or Transfer Station Information

*Southern Windsor/Windham Counties Solid Waste District
Solid Waste Disposal RFP*

NOTE: THIS FORM MUST BE COMPLETED FOR EACH DISPOSAL SITE PROPOSED FOR FINAL DEPOSITION OF WASTE.

The following is information on the undersigned Proposer's Solid Waste Disposal Site:

I. GENERAL

A. Disposal Site Location

Name: New England Waste Services of Vermont, Inc.

Address: 21 Landfill Lane, Coventry, Vermont

Phone: 802-334-3127

B. Disposal Site Mailing Address (if different than A.)

Address: same as above

II. CURRENT OPERATIONS

A. Operations Permit

a. Permittee: New England Waste Services of Vermont, Inc.

b. No.: OL510

c. State: Vermont

d. Issuing Entity: VTANR

e. Date of Issue: 10/18/18

f. Date of Expiration: 6/30/28

g. Copy Enclosed? No (Yes or No)

***Can provide copy upon request**

B. Hours of Operation

1. What are the PERMITTED operating hours of the disposal location?

DAY	AM	to	PM
Monday	6:00	to	5:00
Tuesday	6:00	to	5:00
Wednesday	6:00	to	5:00
Thursday	6:00	to	5:00
Friday	6:00	to	5:00
Saturday	6:30	to	4:00
Sunday	Closed	to	Closed

2. Are there any PERMITTED closure periods stipulated?

No

3. What are the ACTUAL operating hours:

DAY	AM	to	PM
Monday	6:30	to	3:00
Tuesday	6:30	to	3:00
Wednesday	6:30	to	3:00
Thursday	6:30	to	3:00
Friday	6:30	to	3:00
Saturday	Closed	to	Closed
Sunday	Closed	to	Closed

4. What holiday or other days is the disposal site typically closed?

DAY	AM	to	PM
New Year's Day	Closed	to	Closed
Memorial	Closed	to	Closed
Independence	Closed	to	Closed
Labor	Closed	to	Closed
Thanksgiving	Closed	to	Closed
Christmas	Closed	to	Closed
Other	n/a	to	n/a

FORM C

COST PROPOSAL

All Proposers shall provide cost data for the base services outlined below. However, if the Proposer wishes to provide an Alternative(s) to the base service, they must provide a detailed explanation of the Alternative(s) along with pricing similar to the base service plan for comparison purposes.

Transport

1A. **MSW** - Cost per ton/pull to transport the District's MSW waste stream from the individual Town's Transfer Stations based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

Town of Cavendish Transfer Station	<u>\$210.75</u> per pull
Town of Ludlow Transfer Station	<u>\$200.50</u> per pull
Town of Rockingham Transfer Station	<u>\$185.12</u> per pull
Town of Springfield Transfer Station	<u>\$221.00</u> per pull
Town of Weathersfield Transfer Station	<u>\$221.00</u> per pull

1B. **C&D** - Cost per ton/pull to transport the District's Construction and Demolition waste from the individual Town's transfer station based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

Town of Cavendish Transfer Station	<u>\$210.75</u> per pull
Town of Ludlow Transfer Station	<u>\$200.50</u> per pull
Town of Rockingham Transfer Station	<u>\$185.12</u> per pull
Town of Springfield Transfer Station	<u>\$221.00</u> per pull
Town of Weathersfield Transfer Station	<u>\$221.00</u> per pull

Also indicate if Saturday service is provided at the above rates or if a premium will be charged for the Saturday service.

2. Provide a formula for any proposed fuel surcharge using a base cost per gallon of diesel fuel increased OR decreased over time.

3. Will there be any annual increases? Which costs (transportation and/or disposal) will be subject to the annual increase? What index will you use to apply the cost?

4. Disposal Costs for Transfer Stations

Cost per ton to dispose of the Municipal Solid Waste.

Municipal Solid Waste \$ 95.32 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

TOTAL Disposal Cost for MSW: \$110.32/ton for July 1, 2021 - June 30, 2024

Cost per ton to dispose of Construction & Demolition material

C&D Waste \$ 95.32 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

TOTAL Disposal Cost for C&D: \$110.32/ton for July 1, 2021 - June 30, 2024

EXHIBIT 1

CASELLA RESOURCE SOLUTIONS
2021 ANNUAL SAFETY TRAINING SCHEDULE

	Landfill / GTE	MRF / Transfer Station	Hauling	Mechanics	Industrial Solutions	Administrative
January	Fire Precautions / Fire Extinguisher Truck Fire Procedures Landfill Equipment Procedures Landfill Fire Procedures	Fire Precautions Fire Extinguisher Truck Fire Procedures Safe Backing	Fire Precautions Fire Extinguisher Truck Fire Procedures Safe Backing	Fire Precautions Fire Extinguisher Truck Fire Procedures Safe Backing	Fire Procedures Fire Extinguisher Truck Fire Procedures	Fire Precautions Fire Extinguisher
February	Forklift / Skid-Steer Safety Forklift Certification/Observation Pushing Waste Landfill Driver Safety	Forklift / Skid-Steer Safety Forklift Certification/Observation Trailer Securement Machine Guarding	Safe Work Guidelines (by LOB) Landfill Driver Safety	Forklift / Skid-Steer Safety Forklift Certification/Observation Machine Guarding	Forklift / Skid-Steer Safety Forklift Certification/Observation Trailer Securement	
March	Emergency Response Landfill Emergency Action Plan Spill Response Sloping and Grading	Emergency Response Review Site Action Plan Spill Response	Emergency Response Review Site Action Plan Spill Response	Emergency Response Review Site Action Plan Spill Response	Emergency Response Review Site Action Plan Spill Response	Emergency Response Review Site Action Plan
April	Confined Space Awareness Mounting and Dismounting Lock-Out / Tag-Out LOTO Periodic Test/Certification Towing Stuck Vehicles	Mounting and Dismounting Lock-Out / Tag-out LOTO Periodic Test/Certification	Mounting and Dismounting Lock-Out / Tag-Out LOTO Periodic Test/Certification	Mounting and Dismounting Lock-Out / Tag-Out Awareness Procedures for Mechanics LOTO Periodic Test/Certification	Mounting and Dismounting Lock-Out / Tag-Out LOTO Periodic Test/Certification	
May	Heat Stress Personal Protective Equipment Safe Lifting Heavy Equipment and Landfill Vehicle Parking	Heat Stress Personal Protective Equipment Safe Lifting	Heat Stress Personal Protective Equipment Safe Lifting	Heat Stress Personal Protective Equipment Safe Lifting Portable Ladder Safety	Heat Stress Personal Protective Equipment Safe Lifting	Safe Lifting
June	Cell Phone Policy Accident & Injury Reporting Dust Control	Cell Phone Policy Accident & Injury Reporting	Cell Phone Policy Accident & Injury Reporting Helper Safety Overhead and Downed Power Line Safety	Cell Phone Policy Accident & Injury Reporting Welding Safety - Hot Work Permits	Cell Phone Policy Accident & Injury Reporting	Accident & Injury Reporting
July	Landfill Bird Control Program Landfill Communications Offloading Trucks at Landfills	Safe Backing Backing Observation Certificate Smith System - Driving	Safe Backing Backing Observation Certificate Smith System - Driving	Safe Backing Backing Observation Certificate Smith System - Driving	Lead Acid Battery Safety	
August	Stress Management Workplace Violence Heavy Equipment Blocking/Cribbing	Stress Management Workplace Violence Tipping Floor Vehicle Dumping Awareness	Stress Management Workplace Violence Tipping Floor Vehicle Dumping Awareness	Stress Management Workplace Violence Tipping Floor Vehicle Dumping Awareness	Stress Management Workplace Violence	Stress Management Workplace Violence
September	Equipment Inspection Maintenance and Cleaning of Equipment	Equipment Inspection Maintenance and Cleaning of Equipment Baler and Grinder Safety	Driver Vehicle Inspection Report Hours of Service (2020 update)	Equipment Inspection Maintenance and Cleaning of Equipment DVIR- Mechanic Procedures Hours of Service (2020 Update)	Equipment Inspection Baler and Grinder Safety	
October	Cold Stress Pedestrian Safety Awareness Landfill Walking Safety	Cold Stress Pedestrian Safety Awareness	Cold Stress Pedestrian Safety Awareness	Cold Stress Pedestrian Safety Awareness Power and Hand Tool Safety	Cold Stress Pedestrian Safety Awareness	
November	Hazard Communication Slips, Trips, and Falls Hydrogen Sulfide (H2S) Safety Gas Extraction / HDPE Fusing / Pipe Work Safety	Hazard Communication Slips, Trips, and Falls	Hazard Communication Slips, Trips, and Falls	Hazard Communication Slips, Trips, and Falls Flammable Liquids Compressed Gases	Hazard Communication Slips, Trips, and Falls	Slips, Trips, and Falls
December	Blood Borne Pathogens Wheel Berms and Stops Excavation and Trenching	Blood Borne Pathogens Hearing Conservation Fall Protection (if applicable)	Bloodborne Pathogens	Blood Borne Pathogens Hearing Conservation Fall Protection Crane/Hoist/Chain Safety Jacks and Jack Stands	Blood Borne Pathogens Hearing Conservation	

**CASELLA WASTE SYSTEMS
2021 ANNUAL TRAINING SCHEDULE
Safety / Compliance**

The following schedule is provided as a guideline for completion of all required annual review and updates.

	Landfill / GTE	MRF / Transfer Station	Hauling	Mechanics	Industrial Solutions	Administrative
January	Respirator Clearance & Audiograms Are Due (Where Appropriate) / Complete & Post 300A by Feb. 1st	Respirator Clearance & Audiograms Are Due (Where Appropriate) / Complete & Post 300A by Feb. 1st	Respirator Clearance & Audiograms Are Due (Where Appropriate) / Complete & Post 300A by Feb. 1st	Respirator Clearance & Audiograms Are Due (Where Appropriate) / Complete & Post 300A by Feb. 1st	Respirator Clearance & Audiograms Are Due (Where Appropriate) / Complete & Post 300A by Feb. 1st	Respirator Clearance & Audiograms Are Due (Where Appropriate) / Complete & Post 300A by Feb. 1st
February	Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd	Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd	Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd	Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd	Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd	Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd
March	Crane, Hoisting & Lifting Equipment Inspections	Hoisting & Lifting Equipment Inspections	Hoisting & Lifting Equipment Inspections	Hoisting & Lifting Equipment Inspections	Crane, Hoisting & Lifting Equipment Inspections	
April	Fire Detection & Suppression Systems Inspection (Contact Vendor)	Fire Detection & Suppression Systems Inspection (Contact Vendor)	Fire Detection & Suppression Systems Inspection (Contact Vendor)	Fire Detection & Suppression Systems Inspection (Contact Vendor)		Fire Detection & Suppression Systems Inspection (Contact Vendor)
May	Remove & File 300A Posting					
June	Process MVRs / Weighmaster Certificates	Process MVRs / Weighmaster Certificates	Process MVRs	Process MVRs	Process MVRs	Process MVRs
July	Hydration on Hot Days					
August	Back to School / / Hydration on Hot Days	Back to School / / Hydration on Hot Days	Back to School / / Hydration on Hot Days	Back to School / / Hydration on Hot Days	Back to School / / Hydration on Hot Days	Back to School / / Hydration on Hot Days
September	Check Tires					
October	Purchase Cold Weather PPE & Winterization Equipment					
November	Flu Shots / Deer & Moose Avoidance					
December	Process MVRs					



Preventative Maintenance Inspection

Perform Partial LO/TO Procedure

Technician Name _____

INDICATE "OK" OR "NC" IN STATUS COLUMN (Complete both sides) Technician Name _____

Unit #: _____ WO #: _____ Date: _____ Miles: _____ Hours _____

CAB		WALK AROUND		UNDERCARRIAGE	
	status		status		status
1. Inspect seats, seat belts, & seat adjusters		21. Inspect wheel bearing reservoirs for level & leaks		39. Lightly lubricate clutch release bearing & inspect return spring	
2. Inspect all cab warning devices, lights, buzzers, strobes		22. Inspect wheels, spacers, lugs, & nuts		40. Clean transmission vent or venting hose	
3. Inspect automatic transmission neutral interlock system		23. Inspect cab, front bumper & hood for damage		41. Inspect transmission rear bearing for looseness or leaks	
4. Clean & lube treadle valve(s) & inspect pedal pads (also check dual drive)		24. Inspect for matched tires & irregular wear		42. Inspect driveline for proper phase, play, or wear	
5. Inspect emergency brake activation (pump down)		25. Inspect tires for wear, cuts, bulges, & valve stem caps		43. Inspect slip yokes, flanges, carrier bearings & u-joints	
6. Inspect operation of low air warning devices (light and buzzer)		26. Record tire tread depth & air pressure on chart (over)		44. Inspect & refill diff. oils & clean vents	
7. Inspect air pressure build up time (85-100psi in 40 sec)		27. Torque Wheels to OEM specs		45. Inspect rear brake components, log wear & stroke (over)	
8. Inspect air dryer operation (listen for clean purge)		<i>Raise the hood of the vehicle</i>		46. Remove plugs and inspect all brake chambers return/emergency springs	
9. Inspect air compressor cut out pressure (120-135psi)		28. Inspect & refill washer solvent		47. Drain all air tanks & note any oil discharge	
10. Inspect for air leak on foot brake application (listen and watch gauges)		29. Inspect/refill power steering fluid		48. Lubricate entire chassis, replace any broken zerk fittings	
11. Inspect operation of trolley valve if equipped		FRONT CHASSIS <i>Raise the front end of the vehicle</i>		BODY	
12. Inspect operation of tractor protection valve if equipped		30. Inspect PTO shaft & u-joints, lubricate		49. Inspect & lubricate tailgate pins, hinge & locking devices	
WALK AROUND <i>Turn on all lights</i>		31. Inspect front wheel bearing		50. Inspect & lube top door tracks & cylinder pins	
13. Inspect for leakage under engine, transmission & rear differentials		32. Inspect & grease kingpins		51. Inspect & Lube winch/reeving cylinder pins & pulleys	
14. Inspect back up alarm & back up lights		33. Inspect front brake components, log wear & stroke on chart (over)		52. Inspect all safety switches for proper operation	
15. Inspect ALL exterior lights for operation		34. Inspect front brake lines & hoses		53. Inspect & lubricate all pins, rollers & guides	
Perform Complete LO/TO Procedure		35. Inspect front springs, center bolts, u-bolts & hangers, lubricate if applicable		54. Inspect all hydraulic lines for leaks, wear, routing & abrasion	
16. Inspect ALL safety equipment (spill kit, fire ext, flares, accident kit, triangles)		36. Inspect steering components for looseness & wear, lubricate		55. Inspect hopper floor, sides, steps & grab handles	
17. Inspect fuel tank mounts, lines, & cap		<i>Lower the front end of vehicle</i>		56. Inspect & lubricate all pins, sheaves & cable blocks	
18. Inspect Signs/Decals (Company/Safety/Regulatory)		UNDERCARRIAGE		57. Inspect & lubricate 5 th wheel, jaws, latches & mounting	
19. Inspect steps, sides & channels for damage		37. Inspect bell housing bolts & engine mounts		58. Lubricate entire body, replace all broken zerk fittings	
20. Inspect ICC bumper per DOT requirements		38. Inspect & refill manual transmission, Inspect for leaks		(please complete reverse side)	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Noyle W Johnson Insurance 119 River Street P.O. Box 279 Montpelier VT 05601-0279	CONTACT NAME: Amanda Mercier PHONE (A/C, No, Ext): (802) 223-8072 E-MAIL ADDRESS: casella@nwjinsurance.com	FAX (A/C, No): (802) 223-7515
	INSURER(S) AFFORDING COVERAGE	
INSURED Casella Waste Management, Inc. Northeast Waste 1544 Woodstock Rd. White River Jct VT 05001	INSURER A: Lexington Insurance Co. NAIC # 19437	
	INSURER B: Old Republic Insurance Co. 24147	
	INSURER C: The Cincinnati Casualty Company 28665	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: Northeast Waste 2021#1 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSP	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			082695204	04/30/2020	04/30/2021	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> MCS-90			MWTB 311995 21	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	MWC 311994 21	01/01/2021	01/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Excess Auto Liability			MWZX 315503 20	04/30/2020	04/30/2021	\$2M Excess \$5M Auto Liability 2,000,000
C	Excess Auto Liability			EXS0575546	04/30/2020	04/30/2021	\$3M Excess \$7M Auto Liability 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Southern Windsor/Windham Counties Solid Waste Management District and the towns of Cavendish, Ludlow, Rockingham, Springfield and Weathersfield, VT are Additional Insured under the General Liability Policy where required by written contract subject to the terms and conditions of the policy.

CERTIFICATE HOLDER Southern Windsor/Windham Counties Solid Waste Management District PO Box 320 Ascutney, VT 05030	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Timothy Ayer/AMANDA

ATTACHMENT G
[CASELLA SUPPLEMENTAL BID INFORMATION]

2. Provide a formula for any proposed fuel surcharge using a base cost per gallon of diesel fuel increased OR decreased over time.

NO FUEL SURCHARGE

3. Will there be any annual increases? Which costs (transportation and/or disposal) will be subject to the annual increase? What index will you use to apply the cost?

*100% OF THE GARBAGE AND TRASH CPI
AND NO LESS THAN 2.5%.*

4. Disposal Costs for Transfer Stations

Cost per ton to dispose of the Municipal Solid Waste.
Municipal Solid Waste \$ 95.32 /ton for July 1, 2021 - June 30, 2024
a) + District Surcharge: \$9.00/ton
b) + State Fee: \$6:00/ton
TOTAL Disposal Cost for MSW: \$110.32/ton for July 1, 2021 - June 30, 2024

Cost per ton to dispose of Construction & Demolition material
C&D Waste \$ 95.32 /ton for July 1, 2021 - June 30, 2024
a) + District Surcharge: \$9.00/ton
b) + State Fee: \$6:00/ton
TOTAL Disposal Cost for C&D: \$110.32/ton for July 1, 2021 - June 30, 2024

ATTACHMENT H
[ALVA WASTE PROPOSAL]

Mr. Tom Kennedy

Southern Windsor/Windham Solid Waste Management District

PO Box 320

Ascutney, VT 05030

Alva Waste Services, LLC

Matthew Priestley

1050 Charlestown Rd

Springfield, VT 05156

802-885-2994

March 24, 2021

Dear Tom,

Alva Waste Services, LLC is excited for the opportunity to offer this proposal for serving the five transfer stations with transporting and disposal of Municipal Solid Waste, Construction and Demolition and Bulky Waste to the Southern Windsor/Windham Solid Waste Management District.

Alva has been providing waste and recycling services within the district towns since 2006. In 2018, Alva took the next step and opened its own transfer station in Springfield, Vermont creating a local option for other haulers and the district communities to dispose of msw, c&d, organics, and bulky waste.

Matthew Priestley, owner, and Serena Chaves, office manager, will be the main points of contact if awarded this contract. Both will always be available on their cell phones.

Matthew Priestley- Cell- 802-291-4807

Serena Chaves- Cell- 802-384-2102

Thank you for this opportunity, and we look forward to building our relationship with the district.

Thank you,



Matthew Priestley, Owner

Experience and Management Capability

Alva is proud to have opened our transfer station that is located within the district which is a very cost effective and environmentally sound solution for our towns and district. We currently serve some of the towns and the district with the hauling of glass, as well as with single stream recycle services. We also take pride in documenting and keeping track of all services we provide for them.

Operations Experience

All the waste hauled from the towns will be hauled to our own transfer station located at 1050 Charlestown Rd, Springfield, VT which is fully permitted with all state, federal, and local laws and regulations. We are working with landfills throughout New England to ensure consistent pricing in future years as well.

For the last couple of years, our transfer station assisted the Upper Valley Solid Waste District with the collection of organics while they were in the process of permitting their facility. This made us the largest consolidation facility for organics in the state of Vermont.

Currently, Alva Waste operates nine trucks, which includes the recent purchase of a 2021 roll-off truck. Having our transfer station located within the solid waste district enables us to have quick turnaround times on all containers concerned with this RFP.

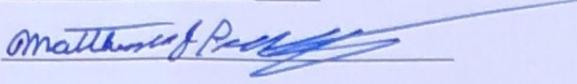
Financial Resources

Alva Waste has always been a financially sound company, which takes great pride in the fact that it has completed all of its expansions and purchases without the use of any public money. Our financial institution has granted us lines of credit that we are able to use if needed. We can proudly say that as of this date, we have had the lines of credit in place for twelve years and never had to use them.

Dated: 3/24/2021

Proposer's
Business

Name: Alva Waste Services, LLC

Signed by: 

Title: Owner

FORM A

Statement of Non-Collusion

District Solid Waste Disposal RFP

By submission of this Proposal, the Proposer certifies that:

- a. This Proposal has been independently arrived at without collusion with any other Proposer or with any competitor or potential competitor.
- b. This Proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of Proposals to any other bidder, competitor, or potential competitor.
- c. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a Proposal.
- d. The attached hereto (if a corporation Proposer) is a certified copy of resolution authorizing the execution of this certificate by the signature of this Proposal on behalf of the corporate bidder.

Resolved that Matthew Priestley (name of individual) be authorized to sign and submit the Proposal of Alva Waste Services, LLC for Solid Waste Disposal and to certify *as to* non-collusion as the act and deed ... *contained in* such certificates *that this* corporate proposer shall be liable ... *being duly sworn, deposes and swears* under the penalties of perjury.

FORM B

Disposal Site and/or Transfer Station Information

*Southern Windsor/Windham Counties Solid Waste District
Solid Waste Disposal RFP*

NOTE: THIS FORM MUST BE COMPLETED FOR EACH DISPOSAL SITE PROPOSED FOR FINAL DEPOSITION OF WASTE.

The following is information on the undersigned Proposer's Solid Waste Disposal Site:

I. GENERAL

A. Disposal Site Location

Name: Alva Waste Services, LLC

Address: 1050 Charlestown Rd

Springfield, VT 05156

Phone: 802-885-2994

B. Disposal Site Mailing Address (if different than A.)

Address: _____

II. CURRENT OPERATIONS

A. Operations Permit

a. Permittee: Alva Waste Services, LLC

b. No.: WS995

c. State: Vermont

d. Issuing Entity: Vermont Agency of Natural Resources

e. Date of Issue: 4/1/2018

f. Date of Expiration: 4/1/2028

g. Copy Enclosed? No (Yes or No)

B. Hours of Operation

1. What are the PERMITTED operating hours of the disposal location?

SOUTHERN WINDSOR/WINDHAM SOLID WASTE DISTRICT

DAY	AM	to	PM
Monday	<u>6:00</u>	to	<u>6:00</u>
Tuesday	<u>6:00</u>	to	<u>6:00</u>
Wednesday	<u>6:00</u>	to	<u>6:00</u>
Thursday	<u>6:00</u>	to	<u>6:00</u>
Friday	<u>6:00</u>	to	<u>6:00</u>
Saturday	<u>6:00</u>	to	<u>6:00</u>
Sunday		to	

2. Are there any PERMITTED closure periods stipulated?

3. What are the ACTUAL operating hours:

DAY	AM	to	PM
Monday	<u>7:00</u>	to	<u>5:00</u>
Tuesday	<u>7:00</u>	to	<u>5:00</u>
Wednesday	<u>7:00</u>	to	<u>5:00</u>
Thursday	<u>7:00</u>	to	<u>5:00</u>
Friday	<u>7:00</u>	to	<u>5:00</u>
Saturday	<u>7:00</u>	to	<u>5:00</u>
Sunday		to	

4. What holiday or other days is the disposal site typically closed?

DAY	AM	to	PM
New Year's Day	<u>Closed</u>		
Memorial	<u>7:00</u>	to	<u>4:00</u>
Independence	<u>Closed</u>		
Labor	<u>7:00</u>	to	<u>4:00</u>
Thanksgiving	<u>Closed</u>		

Christmas

Closed

Other

The undersigned hereby certifies that services, material, or equipment to be furnished as a result of this proposal will be in full accordance with Southern Windsor/Windham Solid Waste District specifications applying thereto unless exceptions are indicated above and an explanation attached.

Proposing Company: Alva Waste Services, LLC

Address: 1050 Charlestown Rd

Springfield, Vermont 05156

City State Zip

By: Matthew Priestley, Owner (Please print or type) Name and Title

Signature: 

Phone No: 802-291-4807

Date: 3/24/21

FORM C

COST PROPOSAL

All Proposers shall provide cost data for the base services outlined below. However, if the Proposer wishes to provide an Alternative(s) to the base service, they must provide a detailed explanation of the Alternative(s) along with pricing similar to the base service plan for comparison purposes.

Transport

1A. **MSW** - Cost per ton/pull to transport the District's MSW waste stream from the individual Town's Transfer Stations based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

Town of Cavendish Transfer Station \$232.00 per pull

Town of Ludlow Transfer Station \$235.00 per pull

Town of Rockingham Transfer Station \$205.00 per pull

Town of Springfield Transfer Station \$190.00 per pull

Town of Weathersfield Transfer Station \$210.00 per pull

1B. **C&D** - Cost per ton/pull to transport the District's Construction and Demolition waste from the individual Town's transfer station based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

Town of Cavendish Transfer Station \$232.00 per pull

Town of Ludlow Transfer Station \$235.00 per pull

Town of Rockingham Transfer Station \$205.00 per pull

Town of Springfield Transfer Station \$190.00 per pull

Town of Weathersfield Transfer Station \$210.00 per pull

Also indicate if Saturday service is provided at the above rates or if a premium will be charged for the Saturday service.

2. Provide a formula for any proposed fuel surcharge using a base cost per gallon of diesel fuel increased OR decreased over time.

If fuel goes above \$3.25 we will negotiate a fuel surcharge with the district.

3. Will there be any annual increases? Which costs (transportation and/or disposal) will be subject to the annual increase? What index will you use to apply the cost?

Both the rate of hauling and tonnage will be adjusted according to the BLS Water & Sewer, and Trash collection services index. In no case will the increase be less than 2.25% each year.

4. Disposal Costs for Transfer Stations

Cost per ton to dispose of the Municipal Solid Waste.

Municipal Solid Waste \$ 96.00 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

TOTAL Disposal Cost for MSW: \$111.00 for July 1, 2021 - June 30, 2024

Cost per ton to dispose of Construction & Demolition

material C&D Waste \$ 96.00 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

TOTAL Disposal Cost for C&D: \$111.00 for July 1, 2021 - June 30, 2024

ATTACHMENT I
[DSM ENVIRONMENTAL MEMORANDUM]

March 11, 2021

To: Brandon Gulnick, Manager, Town of Weathersfield

From: Ted Siegler and Natalie Starr

Cc: Bob Allen, Town of Reading
Win Johnson, Town of West Windsor

Re: Fiscal Analysis of Weathersfield Transfer Station

Per our December 1, 2020 Letter of Agreement, this memorandum is intended to summarize the results of DSM’s fiscal analysis of the Weathersfield Transfer Station, including recommendations for an equitable allocation of costs among the three towns of Weathersfield, Reading, and West Windsor which utilize the transfer station.

DSM’s analysis is based on the Town of Weathersfield’s budget. It is DSM’s professional opinion that the FY 2021 Transfer Station budget is transparent and reasonable. However, DSM has added a capital component to the budget based on a facility tour and discussion of current operations with the Highway Foreman. DSM has also adjusted revenues based on the actual West Windsor permit sales as of January 2021, as well as evaluated the impact of adding another part time employee, which appears to be appropriate. Total Costs are shown in Table 1 including the estimated capital needs, but not including the addition of a part time employee.

Table 1. FY 2020 and 2021 Budgets, Weathersfield Transfer Station

	FY2020	FY2021
	Pre Audit FY2020 (\$)	Approved Budget FY2021 (\$)
Fixed Costs		
TS Labor	\$53,129	\$54,068
Highway Labor	\$23,996	\$24,500
Admin - OH	\$15,650	\$15,650
All Other O&M	\$17,623	\$18,422
Capital Costs	\$0	\$9,005
Subtotal:	\$110,398	\$121,645
Variable Costs		
MSW	\$81,737	\$77,700
C&D	\$47,805	\$56,660
SS	\$32,540	\$30,336
All other	\$5,436	\$6,000
Subtotal:	\$167,517	\$170,696
Total Costs:	\$277,915	\$292,341

Capital Needs

Based on discussions with Ray Stapleton, DSM agrees that the Town should budget for the following capital improvements:

- Replacement of the trash compactor (estimated cost of \$30,000);
- Rebuilding the concrete pad under trash compactor and container (estimated cost of \$27,500); and,
- Eventual replacement of the Bobcat within the next five to seven years.

Amortization of the compactor and concrete pad at 3% over 15 years and setting aside a capital reserve for the Bobcat increases the FY 2021 budget by an estimated \$9,005 (as shown in Table 1, above).

DSM is not recommending purchase of a 40-yard enclosed roll-off at the time of the new contract for refuse transfer because we believe it should be part of the new bid and maintained by the contractor.

DSM is neutral on the potential to install a well for drinking water at the Transfer Station. This is because the Transfer Station is constructed adjacent to the old landfill, which poses some risk of contamination and at the least continued monitoring for contamination. In addition, it would entail a heated building. Instead, DSM believes the Town may be better off providing a 5-gallon bottled water station that can also serve as an emergency eye-wash station and for hand washing.

Operational Needs

Enforcement of the windshield permit sticker is one key to making sure that the Transfer Station remains solvent. Given the number of materials the Transfer Station accepts, DSM agrees that a part-time employee who can fill in during vacations and sick leave and be there during some of the busier times of year would make sense. As discussed below, DSM believes that the added cost can be covered by increasing the punch card fees by 50 cents per punch and still be in line with the costs of alternative disposal options.

Revenues

As illustrated by Table 2, punch card revenues cover the majority of variable costs associated with transfer and disposal of refuse, C&D and bulky wastes, and transfer and management of single stream recyclables. This is important because VT Act 148 requires that all municipalities implement Pay As You Throw (PAYT) pricing (which means that fees must be based on the volume or weight of material disposed).

Note that Punch Card Revenues and Recycling Revenues are estimates for FY 2021 based on projections for the full year that have been made by the Town of Weathersfield. However, permit sales for West Windsor represent actual sales through January of 2021 (but not on the full year of operation at the facility).

Table 2. Current Transfer Station Revenues

Revenues	FY2020 (\$)	FY2021 (\$)
Punch Cards	\$163,782	\$158,136
Recycling	\$6,915	\$15,000
Town Assessments		
Reading	\$18,635	\$18,635
Weathersfield	\$77,300	\$81,100
Permits		
West Windsor	\$3,900	\$17,040
Duplicates	\$234	\$5,708
Misc	\$121	\$0
Subtotal:	\$270,887	\$295,619

Cost Allocation

Ideally the allocation of fixed costs (See Table 1) would be done based on the number of users from each town. However, data do not exist on users from Weathersfield because each household receives a permit, whether they use the facility or not. Data are also not available on Reading users, but the Town is allocated 300 permits for distribution.

Until recently, when Weathersfield once again began to enforce entrance to the facility to only those vehicles with a current year permit affixed to the windshield, it was not known how many West Windsor residents used the facility. Based on current permit sales for West Windsor, 284 households, or roughly 64 percent of permanent households¹ utilize the facility.

The Town of Weathersfield has proposed using parcel counts to equitably allocate fixed costs among the three towns. Variable costs would continue to be covered through punch card sales and use.

DSM evaluated several different methods to equitably allocated fixed costs. First, DSM gathered data for all three towns on parcel counts and has included these allocations as one method to allocate fixed costs. However, parcel counts are an unusual cost allocation methodology to raise solid waste management revenues due to the fact that:

- There are a number of different ways to account for and categorize parcels (e.g., with and without structures, taxed or tax exempt, residential vs commercial, of which some commercial may be multi-family, etc.)
- Some of these parcel categories don't generate trash so these property owners would never use the facility.
- Other parcels are commercial or mixed use with only residential users allowed to access the facility.

¹ This percentage is based on year round residential populate. Note that FY 2021 has been under a pandemic during which many second homeowners have moved into their homes from other states.

Second, DSM gathered published population data (2019 U.S. Census Bureau estimate), and housing data compiled by Vermont Housing and Finance Agency² to allocated costs.

Tables 3 – 5 illustrate the outcomes of allocating costs by these three methods – population, households (permanent and second homeowners) and parcel counts.

Table 3. Allocation by Population

Town	2019 Population	Percent	Cost Allocation
Reading	637	14.4%	\$ 17,547.07
Weathersfield	2736	62.0%	\$ 75,367.01
West Windsor	1043	23.6%	\$ 28,730.92
Total	4416	100.0%	\$ 121,645.00

Table 4.a. Allocation by Permanent Households Only

Municipality	Population	Households	% of Total	Share	Per HH
Reading	644	266	14%	\$17,406	\$65
Weathersfield	2,761	1,153	62%	\$75,447	\$65
West Windsor	1,053	440	24%	\$28,792	\$65
<i>Subtotals:</i>		1,859		\$121,645	

Table 4.b. Allocation by Permanent and Seasonal Households (excluding camps and seasonal units)³

Municipality	Households	% of Total	Share	Per HH
Reading	289	14%	\$17,057	\$59
Weathersfield	1,266	61%	\$74,722	\$59
West Windsor	506	25%	\$29,865	\$59
<i>Subtotals:</i>	2,061		\$121,645	

Table 5.a. Parcel Counts (total, taxable, and dwellings)

Parcel	Total	Percent	Taxable	Percent	Dwellings	Percent
Reading	626	18.2%	526	17.7%	438	17.9%
Weathersfield	1923	56.0%	1666	56.1%	1363	55.6%
West Windsor	882	27.5%	777	26.2%	652	26.6%
Total	3431		2969		2453	

²

<https://www.housingdata.org/profile/housing-stock/housing-units>

³ Note these household counts do not include timeshare and condominiums at the Ascutney Ski Area which are all served by commercial dumpsters that do not go to the Transfer Station.

Table 5.b. Allocation of Costs Based on Different Parcel Counts

Parcel	Total	Allocation	Taxable	Allocation	Dwellings	Allocation
Reading	18.2%	\$22,139	17.70%	\$21,531	17.90%	\$21,774
Weathersfield	56.0%	\$68,121	56.10%	\$68,243	55.60%	\$67,635
West Windsor	27.5%	\$33,452	26.20%	\$31,871	26.60%	\$32,358
Total		\$121,645		\$121,645		\$121,645

Recommendations

Allocation

It is understood that Weathersfield has used parcels to bill households in Weathersfield. Historically this was an attempt (at the time the Transfer Station was constructed), to not allocate costs to Weathersfield residents based on the value of their property, but instead as a form of user fee with the only option being to attach it as a “utility cost” on the property tax bill which is the only bill sent out to all residents of the Town.

While this has worked well for Weathersfield, it is not an ideal methodology for allocating costs among the towns, both because there are different parcel counts as illustrated by Table 5.a. above; and, because of the Ascutney resort in West Windsor, which has commercial dumpsters, and the many seasonal camps and land parcels in Reading which generally do not generate trash that they would bring to Weathersfield.

DSM has assisted municipalities throughout New England on setting fees for solid waste and recycling. If the number of actual users cannot be readily determined, allocation by household count is typically the methodology used.

Payment of the Allocation

Once the allocation methodology is established by the three towns, then it should be up to each of the Towns to determine the best way to raise the funds to pay the allocation, with Weathersfield setting deadlines, based on their budget cycle as to when the annual allocation must be paid.

Currently, Reading includes the allocation in the property tax, while West Windsor does not. Given that West Windsor has not included solid waste in the budget and that roughly one-third of households do not rely on the Transfer Station based on current permit sales, West Windsor would prefer to use a hybrid model to pay the allocation set by Weathersfield. Reading may as well.

In a hybrid model, the Town would charge a fee for the facility permit, and then include any additional cost not raised by the permit sticker sales in their Town budget to be raised by property taxes but shown as part of the general operating fund. This approach would require that Weathersfield enforce the permit requirement – which will also benefit Weathersfield by prohibiting unauthorized use. Note that depending on the annual allocation set for each town, West Windsor and Reading would need to be allowed to establish the permit fee at their discretion to raise sufficient revenues.

Raising the Punch Card Fee

Based on costs and fees at other transfer stations in the region, DSM believes that it would be acceptable to raise the punch card fee by 50 cents. This would provide additional funds for a third part-time person as well as for capital improvements.

The alternative to use of the Weathersfield facility for residents of the three towns is to contract with a private hauler, or use another transfer station located farther away and at a higher cost. It is estimated that contracting with a hauler for every other week collection of refuse and recyclables, exclusive of bulky wastes and construction and demolition debris will cost a household somewhere between \$480 and \$600 per year which is significantly more than purchasing a permit and buying punch cards, even at \$4 per punch. Note that if households accounting for the cost of using their vehicles to delivery trash to the transfer station, the difference between these two costs narrows.

Food Waste Recycling

Act 148 does not require towns to offer food waste recycling at no cost. Given that the food waste being collected at the Transfer Station is currently going to a transfer site and then being shipped 270 miles one way to an Exeter Maine digester, it is not surprising that the cost per cart is significant to the Town of Weathersfield. Since over 50 percent of Vermonters, based on a study DSM and the Castleton Institute conducted for the Sate of Vermont, report that they compost or feed animals, those households who choose to use the food waste carts at the Transfer Station should pay a fee - the easiest to administer being a separate punch on the punch card.

Conclusion

Weathersfield's transfer station is an asset to all three towns, providing disposal and recycling of a wide variety of materials that can be difficult to manage through available curbside collection services. And currently alternative collection services are more costly.

Placing the fixed annual costs of operating and maintaining the facility on the users of each of the three towns based on actual use would be the most equitable method to allocate costs. However these data are not available so another method must be applied.

Therefore allocating the fixed costs based on household or parcel counts and allowing each town to raise those costs through permit sales is a reasonable method. While household (or population) counts are a more established method for paying for solid waste facility use, the three towns must decide and agree upon the method which is most acceptable to their population.



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

Brandon W. Gulnick
Town Manager

April 5, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Vote to Accept the ATA Agreement

Dear Select Board Members:

ATA Agreement

The Ascutney Trails Association (ATA) has proposed a formal partnership with the Town of Weathersfield through a contract that describes the responsibility of the Town and the Association to maintain, develop, and promote the wise use of non-motorized multi use trails, side trails, and related facilities referred to as the ATA Trails System. Nothing in the agreement is construed as obligating either by the ATA or the Town to expend labor and funds in excess of allotments or appropriations authorized by the Town or ATA policies. If you have any comments, questions, or concerns please contact us. We anticipate this being on a future Selectboard agenda for discussion.

Visit their website at: <https://www.ascutneytrails.com/>

Attachments

Attachment A - About Ascutney Trails Association (ATA)

Attachment B - ATA Agreement

Recommendation: Vote to Sign the ATA Agreement

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

ATTACHMENT A
[ABOUT ASCUTNEY TRAILS ASSOCIATION]

About ATA

WHO WE ARE

The Ascutney Trails Association (ATA) is an energetic group of hikers, mountain bikers, back-country skiers and outdoor enthusiasts overseeing trails on Mt Ascutney and it's surrounds. Steeped in history, the organization incorporates both the original ATA and STAB organizations and is proud to move forward with its vision for Mt Ascutney's trail future.

The mission of ATA is to advocate for and maintain accessibility of low-impact trails and structures used for human powered recreational activities in the townships of the Mt. Ascutney Area, and to support and preserve the deep historic connection Mt. Ascutney has to Vermont and New Hampshire. The ATA will adhere to environmentally sound methods of responsible trail building, use, and stewardship while promoting outdoor education and cooperation with landowners.

ATA HISTORY

In 1825 the first recorded "recreational" trail was built on Mt Ascutney to provide easier summit access for General Lafayette, who was on a Grand Tour of the 24 states that made up the United States at the time. Although Lafayette's schedule became delayed causing him to miss the Ascutney visit, ever since there has been constant recreational activity on the mountain. From it's Native American beginnings, Mt Ascutney's unique prominence overlooking the Connecticut River valley trade routes has made it a landmark for generations of travelers and local community members.

The Ascutney Mountain Association was founded in 1903 and developed into the Ascutney Trails Association (ATA) in 1967. A dedicated group of ATA members focused on managing the summit-bound hiking trails and their assorted shelters.

In the Spring of 2020, the directors of two great organizations - STAB and ATA - finalized plans to merge into one larger organization to support their common mission and love of the mountain with all it has to offer. Today, the "new" ATA is proud to focus its stewardship efforts on hiking, mountain biking, trail running and backcountry skiing. We are the "trail people" and our volunteer work supports access to our community's most prominent natural resource, Mt Ascutney.

STAB HISTORY

Sport Trails of Ascutney Basin (STAB) was formed in the winter of 2005/2006 by local mountain bikers, trail builders and trail 'encyclopedias' who became the club's board of five directors, holding their first membership meeting in the spring of 2006. The name 'Sport Trails of the Ascutney Basin' reflected the desire to promote multi-use trails (biking, running, hiking) for all to enjoy in the towns surrounding Mt Ascutney.

The club quickly established a small trail network in the West Windsor Town Forest to complement the existing but ever-changing network on private lands. Building the framework for the club's responsible stewardship of the forest trails on the mountain would also demonstrate to private landowners that trails on their land would

add value to their land, and not destroy its ecology through mountain bike use. STAB continued to improve, expand and maintain this on-mountain network through the work of their board, trail crew and many volunteers.

In 2006 STAB became a chapter of the [Vermont Mountain Bike Association \(VMBA\)](#) to both support VMBA and benefit from their trail sustainability, advocacy and education efforts. In 2007 VMBA signed an agreement with the VT State Forest Parks and Recreation Department to grant VMBA and its chapters rights to build and maintain mountain bike trails on state park land. This paved the way for two trails to be built in Ascutney State Park: The novice-friendly ‘Swoops and Loops’ trail and a new trail connecting [Ascutney State Park](#) with the [Mt Ascutney ski area](#), with completion due in 2020.

ATTACHMENT B
[ATA AGREEMENT]

Cooperative Agreement

Ascutney Trails Association Town of Weathersfield

THIS AGREEMENT made and entered into this 5th day of April, 2021, by and between the Ascutney Trails Association Inc., hereafter known as ATA, and the Town of Weathersfield, hereafter known as the Town. This agreement shall be in effect for a period of five consecutive years from the date above, and then be reviewed prior to renewal.

WHEREAS the ATA is organized with the objective of maintaining, developing, and promoting the wise use of non motorized multi use trails, side trails, and related facilities referred to as the ATA Trails System.

WHEREAS the Town includes segments of the ATA Trail System in The Weathersfield Town Forest, and

WHEREAS continued use and maintenance of the ATA trails systems within or adjacent to the Weathersfield Town Forest is desirable for the development, protection, and enjoyment of said forest, and,

WHEREAS the ATA and the Town consider it mutually advantageous to maintain, construct, and reconstruct, ATA Trail Systems occurring on Town property.

NOW THEREFORE; THE TOWN HEREBY AGREES TO:

1. From mapping information provided by the ATA, develop and maintain the two trailhead information boards, including a map with attached list of trails and appurtenances thereto which constitute the ATA Trails System within and adjacent to the Weathersfield Town Forest. Map and list are hereby made a part of this agreement by reference, although not attached.
2. Financially support the ATA's efforts related to the Weathersfield Town Forest whenever possible by either directly funding agreed upon projects, an annual donation, and by encouraging individual memberships in the ATA.
3. Assist the ATA in maintaining the portions of the ATA Trail System within the boundaries of the Weathersfield Town Forest and the Weathersfield Trail easement by providing planning assistance, labor, and project materials as available.
4. Prepare and implement a long range management plan for the existing recreational trails and associated facilities within the Weathersfield Town Forest.
5. Designate a Conservation Commission member or other qualified individual as the representative from the Town to serve as its liaison with the ATA.

THE ATA HERE AGREES TO:

1. Promote proper public use of the ATA Trail System around Mt. Ascutney, on private, Town and State properties.
2. Provide information on the location of trails and facilities within the ATA Trail System to the general public.
3. Assist the Town in maintaining portions of the ATA Trails Systems within the boundaries of the Weathersfield Town Forest and the Weathersfield Trail Easement by providing advice on trail construction and relocation and labor and materials as available on trail construction and maintenance projects.
4. Perform construction and maintenance work in accordance with plans and specifications satisfactory to the Town, when said construction and maintenance work falls within the immediate confines and boundaries of the Weathersfield Town Forest on Mt. Ascutney or the Weathersfield Trail Easement owned by the State.
5. Assist the Town in preventing littering and misuse of the Weathersfield Town forest trailheads during the winter, spring, summer, and fall seasons.

IT IS MUTUALLY AGREED THAT:

1. The Town will assist the Association in securing deeded easements and/or permanent fee simple right-of-ways in the name of the ATA/or the Town for sections of the ATA Trail System crossing private land adjacent to the Weathersfield Town Forest on Mt. Ascutney.
2. Permission to perform work on the Town's property under the terms of this agreement and any authorization supplemental hereto does not in any way convey to the ATA or any Association in the performance of said work, employees status or any other status that would extend to them the benefits of the Town employees.
3. Any improvements constructed under the terms of this agreement on Town property will be the property of the Town.
4. Nothing in this agreement shall be construed as obligating either the ATA or the Town to expend labor and funds in excess of allotments or appropriations authorized by the Town or ATA policies.
5. The ATA and the Town will give recognition to each other in publications or news releases regarding the trails systems and related facilities on Mt. Ascutney.
6. This agreement may be terminated by either party by thirty days written notice to the other or by mutual agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

WITNESS

ASCUTNEY TRAILS ASSOCIATION

By

TOWN OF WEATHERSFIELD SELECT BOARD

By

Memo

To:

From:

Date: March 2nd, 2021

Re:

The Mount Ascutney Regional Commission (MARC), formerly the Southern Windsor County Regional Planning Commission, received a US Economic Development Administration Grant to assist towns, communication districts, and local telecommunication committees with the planning and implementing broadband services.

The expansion of broadband is a major initiative on both a state and federal level. The lack of broadband or the poor quality of broadband service in parts of the region is readily apparent during COVID, as many of us are working from home or have children going to school remotely. In addition to the lack of quality service, many households are struggling to pay the monthly fees associated with these services.

Let us be clear from the onset, the Mount Ascutney Regional Commission is not a telecommunications provider and does not have the resources to pay for line extensions or wireless services. What we can do is to try and organize and facilitate with existing service providers or assist communities to create a Communication Union District (CUD) to improve broadband services.

There are programs on both a federal and state level that may pay or subsidize for expansion of services for pay for wireless services where line extensions are not a viable option.

What services can the Mount Ascutney Regional Commission offer:

MARC will help our towns plan for broadband extension (fiber) or wireless internet where broadband is not feasible.

Our effort will be primarily focused on:

1. Mapping “underserved” areas – with less than excellent (100/100 MPG) download/upload speeds.
2. Facilitating a dialog about potential broadband solutions with broadband providers, towns, and organizations.
3. Aligning potential funding sources to make broadband or wireless internet service improvements.

4. Connecting low-income households with funding opportunities to subsidize the cost of internet services.

Broadband-related legislation in Washington and Vermont is being developed with potential new sources of funding attached to it. We believe it is very important that towns get ready to take advantage of these new programs.

Existing Funding Sources and Programs

1. Cable Line Extensions - This is a \$3,000 (per household) subsidy. The program is currently on hold until Senate Appropriations makes a call a later this month.
Here is how it works until the program starts-up again:
 - <https://publicservice.vermont.gov/content/cable-line-extensions>.Here is where info on the program will be posted:
 - <https://publicservice.vermont.gov/content/vermont-covid-19-line-extension-customer-assistance-program>
2. The Broadband Subsidy Program - Again, this on hold for the time being. It is likely to be extended, but we are waiting for the legislature to be passed.
 - <https://publicservice.vermont.gov/content/vermont-temporary-broadband-subsidy-program>
3. COVID response Connected Community Program - This is a program only open to CUDs
 - <https://publicservice.vermont.gov/content/updated-covid-response-connected-community-resilience-program-grant-application>
4. Connectivity Initiative - there will be a new round this year, but the date is not set, most likely July 1, 2021.
 - <https://publicservice.vermont.gov/content/connectivity-initiative-0>

Attached to this email, you will find maps based on 2019 download/upload speeds by town. Since the data available to us is from 2019, some of the addresses labeled as “no service” or with “poor service”, may have already been served in the last couple of years.

We would like to meet with the Selectboard to discuss this program and the Board’s thoughts on how we might proceed in moving forward with this program. Please contact Tom Kennedy (tkennedy@marcv.org 802-461-6422) or Rachel Scudder (rscudder@marcv.org and 585-739-7505) for additional information or to setup a time to discuss.

Thank you for your consideration.



TOWN OF WEATHERSFIELD

OFFICE OF THE LAND USE ADMINISTRATOR

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

MEMORANDUM

TO: Weathersfield Selectboard
FROM: Chris Whidden, Esq., Land Use Administrator
DATE: 3/29/2021
RE: Bianchi Letters and proposed fees

On March 22, 2021, the Planning Commission unanimously approved to add a \$40 fee for *Bianchi* requests. During my tenure as Land Use Administrator, I have answered multiple *Bianchi* requests from non-Weathersfield attorneys and title companies in the area. These requests stem from a case in which zoning violations were ruled to be clouds on marketable title. See *Bianchi v. Lorentz*, 166 Vt. 555, 701 A.2d 1037 (Vt. 1997). As a result, title searchers and title companies request a letter or certification from Zoning Administrators certifying that a parcel complies with local zoning ordinances. Because of this, and to protect the Town's interest and resources, I proposed a \$40 fee to the Planning Commission.

Essentially, a *Bianchi* request is a certificate of occupancy that is not issued to the landowner, but rather a third party involved in the sale of a parcel. Under our current fee structure, a certificate of occupancy costs \$40. The process involved in a certificate of occupancy is roughly the same amount of work as a *Bianchi* letter; however, there is no set fee for these types of requests at this time. It takes the Land Use Administrator between 15 and 45 minutes to issue these letters, depending on the complexity of the parcel's history.



TOWN OF WEATHERSFIELD

OFFICE OF THE LAND USE ADMINISTRATOR

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

The first reason to approve this fee proposal is that the requestors of these services from the Land Use Administrator are not Weathersfield citizens. Thus, they are requesting to benefit from services that they do not pay for as they are not part of the tax base. Second, this would generate more revenue for the Town through the Land Use Administrator's office from outside the Town's borders. Finally, the Town does not incur any further liability than it already has under the regular enforcement scheme; and the Town can protect itself from liability or waiver of enforcement by stating in the letter the items that were reviewed in response to the request (including none), or simply stating that the results contained in the letter are "to the best of the Town's knowledge."

Going forward, the Selectboard has three options. The Selectboard can: 1) approve this proposal; 2) continue the status quo and provide these services to non-residents at the expense of the citizens of Weathersfield; or 3) increase the cost of this service. The Selectboard can act on this proposal without holding a public hearing, and it can be acted on immediately so long as it is warned on the agenda as a regular item in accordance with Vermont law. Under 24 V.S.A. § 4464(a)(1), this proposal does not need to go to a public hearing because this is an administrative fee/housekeeping item; which does not fall under "conditional use review, variances, administrative officer appeals, and final plat review for subdivisions" as prescribed in the aforementioned statute. If this proposal did fall into one of those categories, it would need to go to a public hearing and require a 15-day notice to be posted.



TOWN OF WEATHERSFIELD

OFFICE OF THE LAND USE ADMINISTRATOR

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

For the above reasons, I hereby request that this honorable Selectboard add a \$40 fee for Bianchi requests to the Zoning Fee Schedule. If the Selectboard has any questions or concerns regarding this request, please feel free to contact me at the information found in the letterhead. Thank you for your consideration of this matter.

Sincerely,

Chris Whidden, Esq.
Land Use Administrator



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

Brandon W. Gulnick
Town Manager

April 5, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Highway Department Radio Service Agreement

Dear Select Board Members:

The Highway Superintendent is proposing a digital radio system which will provide more efficient communication for the Highway Crew. In the previous meeting the Selectboard had questions about the contract. The agenda item was tabled until additional information was obtained.

As you know, the Highway Department is seeking to rent the equipment at a monthly rate of \$420 (or \$5,040 annually). There is a "one-time installation charge" of \$99 per radio (\$990.00 total). Although stated on page 1 of the contract that Central Vermont Communications requires 3-months of prepaid service plus a security deposit, the company is willing to waive this requirement. The total cost for year 1 of the contract is \$6,030 and the total cost of year 2 of the contract is \$5,040. The total cost for both years combined is \$11,070.

Attachment A
Radio Service Agreement

If you have any questions or concerns please do not hesitate to contact me.

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

ATTACHMENT A
[RADIO SERVICE AGREEMENT]



1697 US Route 4 Rutland, VT 05701
 (802) 775-6726 · 1-800-696-6474
 FAX (802) 773-4026

CVC Two-Way Radio Equipment Rental & Airtime Agreement

This Rental agreement is entered into by Central Vermont Communications, Inc (CVC Two-Way Radio) a Vermont Corporation having its principal office at 1697 US Route 4 Rutland, VT 05701. Weathersfield Highway (Renter) a Vermont Corporation having its principal office at 483 Stoughton Pond Road Perkinsville VT. 05151. The agreement is for the following equipment and services as set forth below.

Ray Stapleton (Highway Supervisor) highway@weathersfield.org (802) 263-5651

Quantity	Item	Description	Self Rent	Extended
	Connect+ Base	Base Station Airtime & Rental		\$ -
<u>10</u>	Connect+ Mobile	Mobile Radio Airtime & Rental	<u>\$35.00 ea.</u>	<u>\$ 350.00</u>
<u>2</u>	Connect+ Portable	Portable Radio Airtime & Rental	<u>\$35.00 ea.</u>	<u>\$ 70.00</u>
	PTT Anywhere	PTT Anywhere Smart Phone App		\$ -
	GPS	GPS Vehicle Location Airtime		\$ -
	Maintenance	Standard Maintenance		\$ -
Monthly Total:				<u>\$ 420.00</u>

The rental rate is \$ 420.00 per month, commencing on the first day of the month following the date of installation of the equipment. After the initial term, either party may cancel this agreement by giving 90 days written notice of cancellation.

CVC Two-Way Radio will install the equipment within 30 days after the date of this agreement. CVC Two Way Radio shall not be liable for delays in delivery due to causes beyond its reasonable control including acts of God, acts of the Renter, war, fire, strikes, or delays in transportation between suppliers and Repeater.

Payments of \$ 420.00 will be made monthly, in advance, upon billing by CVC Two-Way Radio for each monthly period for the term of the agreement. The first payment shall consist of an amount equal to three months of total airtime and rental plus a deposit equal to one month total airtime and rental. The deposit may be deducted from the balance of the last remaining payment. All payments are due, for equipment in proper operating condition, whether or not said equipment is in use by Renter. If any rent payment is not received for a period of sixty (60) days or more after becoming due, Renter shall be considered in default of this rental agreement. CVC Two-Way Radio will provide written notice of such default, and may take possession of all rented equipment without further notice. CVC Two-Way Radio's repossession of equipment shall not limit CVC Two-Way Radio's rights under this agreement. Renter will be responsible for any and all physical damage excluding normal wear and tear to the equipment. All equipment covered by this rental agreement will be installed, maintained and repaired exclusively by CVC Two-Way Radio or its designee. Renter agrees to pay full replacement cost for any equipment that is lost, stolen or damaged beyond repair.

Replacement costs of equipment are \$750.00 for portable radios and \$700.00 for mobile radios.

- 1) **Term and Termination:** The initial term of this Agreement is 2 (two) years and will begin on the first of the month following the installation of the radios. After the initial term the agreement will continue unless terminated by either party until such time, if ever, that the FCC revokes any authorizations held by Central Vermont Communications, Inc. After the initial term, either party may terminate this Agreement at any time for any reason upon 90 days written notice to the other party or upon verbal notice from the User confirmed in writing by Central Vermont Communications _____Initial
- 2) **Service Area:** Renter acknowledges that one hundred percent (100%) coverage of any area at all times is not probable. Experience with actual field conditions and from tests made indicate adverse propagation conditions such as short term meteorological effects and interference from distant stations can interrupt service at times. Renter acknowledges that tests were made prior to selecting the system and that coverage meets expectations. _____Initial
- 3) **Interruption of Service:** Central Vermont Communications, Inc. its affiliates or agents shall assume no liability under this agreement for failure to provide, or delay in providing service due directly or indirectly to causes beyond the reasonable control of CVC Two-Way Radio including but not limited to, acts of God or governmental entities, acts of renter, war, fire, flooding strikes, unusually severe weather, delays in transportation or public enemy strikes. _____Initial
- 4) **Ownership:** All equipment installed by CVC Two-Way Radio or its agents shall at all times remain property of CVC Two-Way Radio. Renter agrees to insure against all loss and theft of such equipment with a replacement value of \$700 per radio. Upon termination of this agreement, all equipment must be returned to CVC Two-Way Radio at the Renter's expense. Any equipment not returned and or deemed lost or stolen will be the Renter's responsibility to repair or replace. It is further agreed to and understood that CVC Two-Way Radio and its designee shall be the only parties authorized to work on equipment listed in this agreement. _____Initial
- 5) **Maintenance:** If the box was checked for standard maintenance (SM) then the Renter will be provided with a standard maintenance contract that includes routine radio repair. Specifically not included are removals, installations, physical and liquid damage. _____Initial
- 6) If Renter fails to pay any amount or other amount herein provided or fails to observe, keep or perform any other provision of this rental agreement required to be observed, kept or performed by Renter or abandons the equipment or is served with process in an action or proceeding in bankruptcy receivership or insolvency: or enters into any arrangement or composition with its creditors: or judgment is obtained against Renter, then in any such event CVC Two-Way Radio and its authorized agents are expressly authorized to enter upon Renters premises and remove said equipment without liability for damage caused by said entry and without prejudice to CVC Two-Way Radio's rights to receive rental amounts hereunder and to CVC Two-Way Radio's remedies upon breach provided herein by law. _____Initial
- 7) **Revisions / Additions / Rates:** Units may be added or subtracted during the term of this agreement so long as such requests are made in writing by the Renter. Changes will be made to the monthly invoice accordingly and will represent the modification of this initial agreement. _____Initial

- 8) **Purchase Option & Insurance:** It is agreed to and understood that there is no purchase option associated with this rental agreement. All equipment listed in this agreement shall at all times be the property of CVC Two-Way Radio. At the request of CVC Two-Way Radio, Renter shall provide proof of insurance and/or list Central Vermont Communications, Inc. as loss payee for the portable and mobile equipment associated with this lease. _____ Initial
- 9) **Entire Agreement:** This document represents the entire understanding of the parties and supersedes all oral discussions and agreements. The laws of the State of Vermont, County of Rutland, shall govern this document. _____ Initial

Renter:

Sign _____ Print: _____

Title: _____ Date: ____ / ____ / ____

Central Vermont Communications, Inc:

Sign Steven A. Josselyn, Sr. Print: Steven A. Josselyn, Sr.

Title: Director of Marketing & Sales Date: 3 / 24 / 2021

Installation - (10) Vehicles @ \$99.00 flat-rate each = \$990.00 (one-time charge)
 All antenna equipment included with the installation.

Addendum - Page 1 of this agreement states that Central Vermont Communications requires 3-months of prepaid service, plus a security deposit. C.V.C. will waive these fees. We will invoice the installation charges outlined above upon completion of the work. We will prorate the first month of airtime/radio rental fees, and invoice subsequent months of service at the beginning of each month.
 Portable hand-held radio batteries will be warranted for 1-year. Replacement batteries will be at the expense of Weathersfield Highway Department going forward.



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

Brandon W. Gulnick
Town Manager

April 5, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: 2014 Purchase & Sale Agreement Memorandum

Dear Select Board Members:

- A board of abatement application was received.
- A memorandum is in progress to the Board of Abatement summarizing our discussions to date.
- A letter was received from Counsel.

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

Brandon W. Gulnick
Town Manager

April 5, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Bid Opening - Town Auditing Proposals

Dear Select Board Members:

RFP - Town Auditing Services

Our contract with Sullivan Powers & Co., P.C expired last year. Their final audit for the Town was the FY20 Audit that was recently completed. An RFP for the Town Audit was advertised on March 1, 2021. Bids were due no later than 4:30PM on March 26, 2021. A Public Bid Opening was held via Zoom in the Town Clerk’s Office at 10:00am on Thursday, April 1, 2021.

Bid Opening

#	Company	FY21-FY25 Totals	
		Hours	
1	RHR Smith & Company CPAS	Hours	465
		Fees	\$50,000
2	Mudgett Jennett & Krough-Wisner, P.C.	Hours	600
		Fees	\$58,000

The Treasurer has worked with RHR Smith & Company CPAS during his tenure in Springfield and the Town of Weathersfield has used Mudgett Jennett & Krough-Wisner for several years in the past. There have been no issues with either company.

Attachments

- Attachment A - Bid Opening Sheet
- Attachment B - RHR Smith & Company Proposal
- Attachment C - Mudgett Jennett & Krough-Wisner, P.C.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

ATTACHMENT A
[BID OPENING SHEET]

RFP Bid Opening

#	Company	Category	Year					Total
			2021	2022	2023	2024	2025	
1	RHR Smith & Co. CPAS	Hours	93	93	93	93	93	\$ 465
		Fees	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
2	Mudgett Jennett & Krough-Wisner, P.C.	Hours	120	120	120	120	120	\$ 600
		Fees	11200	11400	11600	11800	12000	\$ 58,000

Treasurer

[Signature]

Date

4/1/2021

Town Manager

[Signature]

Date

4/1/2021

EAF

Date

Town Clerk

[Signature]

Date

4/1/2021

APR 01 2021

RECEIVED

JEATHERSFIELD, VT
TOWN CLERK

ATTACHMENT B
[RHR SMITH & COMPANY PROPOSAL]

**TOWN OF WEATHERSFIELD, VERMONT
REQUEST FOR PROPOSAL FOR AUDITING SERVICES
FISCAL YEARS 2021 THROUGH 2025**

Cost Summary Sheet

[To Be Submitted in Separate Envelope]

BIDDER: RHR Smith & Company CPAs

STREET ADDRESS: 3 Old Orchard Rd

CITY, STATE & ZIPCODE: Buxton ME 04094

FISCAL YEAR 2021: Hours 93

Fees \$10,000

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2022: Hours 93

Fees \$10,000

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2023: Hours 93

Fees \$10,000

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2024: Hours 93

Fees \$10,000

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2025: Hours 93

Fees \$10,000

[Net to perform the audit as contained in the proposal documents]

SIGNATURE OF BIDDER:



TITLE: Managing Partner

DATE: 3-24-2021

RHR Smith & Company
Certified Public Accountants

COST PROPOSAL

Estimate of Hours and All-Inclusive Maximum Fee

Staff	Rate	Preparation of Financial Statements	Audit of Financial Statements	Total Hours	Cost
Engagement Partner	\$150	2	5	7	\$1,050
Audit Managers	\$125	2	21	23	\$2,875
Quality Control	\$125	16	2	18	\$2,250
Staff Accountants	\$85	15	30	45	\$3,825
Total				93	\$10,000

ANNUAL AUDIT PRICE WILL NOT EXCEED \$10,000, broken down as follows:

Audit Year – June 30, 2021:	\$10,000
Audit Year – June 30, 2022:	\$10,000
Audit Year – June 30, 2023:	\$10,000
Audit Year – June 30, 2024:	\$10,000
Audit Year – June 30, 2025:	\$10,000

Our price includes travel and all out of pocket expenses related to the audit, and all client communications related to the audit.

Other Services

Hourly rates for accounting services beyond the scope of the audit through non-attest engagements:

- Management Advisory and Consulting: \$125 to \$150 (Principal)
- Accounting Services: \$100 to \$125
- Fixed Asset Services: \$100

Hourly rates are based on the level of expertise required and are subject to change.

Invoicing

Progress bills are sent periodically as work progresses. The final bill will not be sent until the audit is complete and presentation has been made to the Town of Weathersfield.

**TOWN OF WEATHERSFIELD, VERMONT
REQUEST FOR PROPOSAL FOR AUDITING SERVICES
FISCAL YEARS 2021 THROUGH 2025**

BIDDING FIRM OR PERSON(S) CONTACT INFORMATION

BUSINESS NAME: RHR Smith & Company

NAME OF PRINCIPAL: RHR Smith & Company CPAs

CONTACT PERSON: Anna Pomerleau & Danielle O'Neill

MAILING ADDRESS: 3 Old Orchard Road Buxton ME 04093

TELEPHONE: 207-929-4606

FACSIMILE: 207-929-4609

E-MAIL: apomerleau@hrsmith.com & doneill@hrsmith.com

**TOWN OF WEATHERSFIELD, VERMONT
REQUEST FOR PROPOSAL FOR AUDITING SERVICES
FISCAL YEARS 2021 THROUGH 2025**

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certified, under the pains and penalties of perjury, that this proposal has been made and submitted in good faith, and without collusion or fraud with any other person.

As used in this Certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



[Signature of person submitting proposal]

Ronald H.R. Smith, CPA, CFE

[Name - Printed Clearly]

RHR Smith & Company CPAs

[Name of Business]

PROPOSAL FOR
FINANCIAL STATEMENT AUDIT

Town of Weathersfield
Weathersfield, Vermont



Proven Expertise and Integrity

SUBMITTED BY:

RHR SMITH & COMPANY
Certified Public Accountants

3 Old Orchard Road
Buxton, Maine 04093
March 26, 2021

(207) 929-4606 | (800) 300-7708

Contact:
Ronald H.R. Smith, CPA, CFE
Managing Partner

www.rhrsmith.com

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Proven Expertise & Integrity

March 26, 2021

Mr. Brandon Gulnick
Town Manager
Town of Weathersfield
P.O. Box 550
Ascutney, Vermont 05030

Dear Mr. Gulnick,

Thank you for giving us the opportunity to submit the following proposal to perform the audit of the Town of Weathersfield. The information you requested about our firm, our qualifications and the services we provide are enclosed.

We propose to audit the financial statements of the Town of Weathersfield for the fiscal years ending June 30, 2021 through June 30, 2025. We will conduct the audits in accordance with Generally Accepted Auditing Standards (GAAS); requirements promulgated by the American Institute of Certified Public Accountants (AICPA), and the Government Auditing Standards Board (GASB); and standards contained in *Government Auditing Standards* issued by the General Accounting Office, the Single Audit Act of the United States Office of Management and Budget, the provisions of the Uniform Guidance, *Audits of States, Local Governments and Nonprofit Organizations*, and related pronouncements regarding any Federal assistance awards.

RHR Smith & Company specializes in governmental audits, serving municipal, county and tribal governments, as well as schools, housing authorities, sewer and water utilities, and nonprofit corporations with a high concentration of these audits in Maine and Vermont. Our unique and innovative approach allows us to build client relationships based on a shared understanding of your entire organization and its needs. We take the time to get to know our clients, making the audit report an important part of organizational education and improvement. Selecting RHR Smith & Company as your independent auditing firm gives you access to talented, experienced professionals who will meet all of your audit and accounting needs and become valuable resources to the Town of Weathersfield.

Please do not hesitate to call if you have any questions about this proposal and our services. I can be reached at the office in Buxton at (800) 300-7708. We welcome the opportunity to meet with you and your staff.

Very Best,

A handwritten signature in blue ink, appearing to read "Ron", is written over the typed name.

Ronald H.R. Smith, CPA, CFE
Managing Partner

TECHNICAL PROPOSAL

History

The firm of RHR Smith & Company, Certified Public Accountants was formed by Ronald H.R. Smith in 1997. Since August of 2001, Ronald has been the sole shareholder of the Company. It is a Maine based firm headquartered in Buxton and holds its license to practice in the states of Maine, Vermont, and Massachusetts. Together, Ronald H.R. Smith CPA, CFE, and his staff have over 200 years combined experience providing professional accounting, auditing, computer consulting, and other internal control and financial services.

Organizational Size and Structure

The firm is a professional corporation. Audit opinions are prepared and issued by Ronald H.R. Smith, CPA, CFE, Christina M. Smith, CPA, Miranda MacDonald, CPA, MBA, RTSBA, Michael B. Nadeau, CPA, CMA, MBA, SFO, and Jordan Nelle, CPA. Professional accounting and auditing experience are provided by a staff of 25 accountants. All of our accountants are dedicated solely to our governmental auditing practice which makes us able to handle not only audit matters but the complex accounting or industry matters which may need to be understood during the relationship. We are comprised of auditors, former government finance directors, former government school business managers, and other former seasoned government fiscal leaders. These 25 individuals pride and commit themselves to the governmental industry. The firm also has a dedicated tax practice comprised of 2 professionals to provide tax consultation, tax preparation, tax advice in all areas of taxation, and tax accounting service.

Service Capabilities

The firm specializes in the area of governmental and nonprofit accounting and auditing. Within this field, the following services are provided:

- Reporting on financial statements in three capacities:
 - Audit
 - Review
 - Compilation
- Compliance auditing to meet federal and state requirements.
- Preparation of financial statements.
- Accounting system design.
- Internal control system design.
- Electronic data processing system study, including assistance in implementation.
- Assistance in budgeting procedures, forecasts, and cash flow analysis.
- Tax and bond anticipation requests including lease and bargain purchase financing.
- IRS Section 125 plan design and implementation.
- Assistance and preparation of GFOA Comprehensive Annual Financial Report.
- Other non-attest accounting and consulting services.
- Free client training workshops.

TECHNICAL PROPOSAL

Firm Experience

RHR Smith & Company conducts over 400 audits for government and nonprofit clients. All audit work is overseen by the Managing Partner, Ronald H.R. Smith, CPA, CFE. The audit and client types are profiled below for audits performed during our fiscal year ending September 30, 2018:

AUDIT TYPE	Number	CLIENT TYPE	Number
GAAS	20	Governmental	185
GAS (Yellow Book)	325	School Districts	192
Single Audit	73	Nonprofits	26
ERISA	0	Utilities	14
Compilation & Review	2	Other	3

We assist three of our clients in preparing CAFR reports, and one of our CPA's serves on the CAFR review team.

A list of all our governmental clients is included in this document.

Continuing Education

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the U.S. Government Accountability Office, and State of Maine Board of Accountancy. The Engagement Partner is responsible for ensuring that all personnel assigned to the Town's audit have the experience and qualifications necessary to complete all audit tasks accurately and efficiently.

Quality Control

As a member requirement of the American Institute of Certified Public Accountants, the firm is enrolled in the Peer Review Program. Under this program, our firm is required to be audited every three years by another firm of similar size that is independent of our firm. Our quality control reviews include reviews of specific government engagements. Our most recent quality control review was performed in 2018 for the year ended September 30, 2017 and is included in this document on page 4.

Peer Review documents are made available for public access on the AICPA website. The firm of RHR Smith & Company also maintains a very structured internal quality control system designed to meet the standards of the American Institute of Certified Public Accountants.

Desk Reviews

The firm has had no federal or state desk reviews or field reviews of its audits during the past three years. None of the employees of the firm are or have been, the subject of disciplinary action taken or pending with state regulatory bodies or professional organizations.

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.



May 17, 2018

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

TECHNICAL PROPOSAL

Independence and Quality Assurance

Our firm adheres to the most rigid standards, including those of the U.S. Government Accountability Office, in ensuring independence and avoiding any real or apparent conflict of interest. We have policies outlining detailed processes for making determinations regarding independence and conduct extensive training in making those determinations. Staff reviews all firm engagements periodically to evaluate the potential for conflict and provides statements regarding any prior or current relationships with clients.

As to this engagement, we are independent of the Town of Weathersfield. No professional relationship exists between our firm and employees or agencies affiliated with the Town of Weathersfield.

The Engagement Partner is responsible for ensuring that all staff assigned to the Town's audit have the experience and qualifications necessary to complete all audit tasks accurately and efficiently.

Contracted Services

Only employees of RHR Smith & Company will be assigned to work on the Town of Weathersfield audit. We do not utilize any contracted services at this time.

Licensing

The firm is registered in the State of Vermont under license number 092.0000697; its Managing Partner, Ronald H.R. Smith, CPA, CFE, is licensed in Vermont, and all personnel is duly authorized to practice in the State of Vermont according to applicable state statutes. Attached at the end of this proposal, you will find a copy of the firm's Occupational License.

Our firm employs five Certified Public Accountants, and three Master's level accountants. License numbers are provided for each CPA assigned to this audit team as part of their biographical information.

Audit Record Retention

All working papers and reports are retained for a minimum of five years after the end of each audit unless notified in writing by a cognizant agency to extend the retention period. Working papers will be made available, upon request from the Town or its designee or the General Accounting Office, at the completion of the audit.

Professional Organizations

All professional personnel are members of the American Institute of Certified Public Accountants, and the Maine Society of Certified Public Accountants. Ronald, H.R. Smith, CPA, CFE, is also a member of the Association of Certified Fraud Examiners.

TECHNICAL PROPOSAL

Audit Team

The following table shows the audit team selected for the Town of Weathersfield, along with their respective roles.

NAME	TITLE	ROLE & RESPONSIBILITY
Ronald H.R. Smith, CPA, CFE	Managing Partner	<i>Engagement Partner:</i> Oversees audit including all work papers and audit documents, attends entrance and exit conferences and other client meetings as needed.
<i>Ron has been an auditor for over 30 years. He is the engagement partner for all audits and also manages many audits.</i>		
Joshua P. Quinn, MBA	Audit Manager	<i>Audit Manager:</i> Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Joshua has 17 years of experience in project management and is a former Vermont school Business Manager.</i>		
Samantha M. Ruggles	Audit Manager	<i>Audit Manager:</i> Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Sam has 4 years of accounting experience with specific expertise in participating in the auditing of governmental clients.</i>		
Jordan E. Nellé, CPA	Quality Reviewer	<i>Quality Reviewer:</i> Supports the functions of the Quality Control Division; reviews workpapers and prepares financial statements for compliance with professional and Firm standards.
<i>Jordan has 18 years of experience in governmental auditing with specific expertise in general ledger, account reconciliation and budget analysis.</i>		
Miranda L. MacDonald, CPA, MBA, RTSBA	Audit Manager	<i>Audit Manager:</i> Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Miranda has 18 years of governmental accounting. With expertise in audit, budget and financial management, internal control testing, accounting and other financial processes related to the needs of governmental</i>		

Audit Team resumes are located on pages 7 through 11.

Staff Reassignment

At RHR Smith & Company, we are proud of the experience and longevity of our employees and take our commitment to audit quality and continuity seriously. We rarely find it necessary to reassign team members during an engagement. If we conduct your audit for several years, we may change members of the audit team to ensure independence and quality control. Any staff changes made during an audit are discussed with client management and should be approved in writing by the client. If, for any reason, a professional assigned to work on the audit proves to be incompatible with the staff at the Town offices, the Town may request that another person of equal qualifications be assigned.

TECHNICAL PROPOSAL

Ronald H.R. Smith, CPA, CFE
North Yarmouth, Maine
Managing Partner

SUMMARY

Thirty two years of public accounting experience. Specific expertise in the auditing, computer consulting, internal control testing, and other numerous financial tasks of governmental and nonprofit clients.

PROFESSIONAL HISTORY

- | | |
|----------------|---|
| 1997 – Present | Managing Partner, RHR Smith & Company, Certified Public Accountants, Buxton, Maine |
| 1989 – 1997 | Senior Audit and Accounting Manager with Ron L. Beaulieu & Company, Certified Public Accountants, Portland, Maine |

EDUCATION

1988, B.S. degree in Accounting, Saint Joseph's College, Standish, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Maine Certificate Number CP 2285
Certified Public Accountant - State of Vermont Certificate Number 001.0002033
Certified Fraud Examiner - Credential Number 158186

PROFESSIONAL ASSOCIATIONS

- Member of the Maine Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants
- Member of the Association of Certified Fraud Examiners
- Member of the GAO Yellow Book Council

TECHNICAL PROPOSAL

Joshua P. Quinn, MBA
Ludlow, VT
Audit Manager

SUMMARY

Former Vermont school Business Manager, with fifteen years in project management and significant experience in software implementation.

PROFESSIONAL HISTORY

- | | |
|----------------|---|
| 2018 – Present | Audit Manager, RHR Smith & Company, Certified Public Accountants, Buxton, Maine |
| 2016 – 2018 | Business Manager, Addison Central School District, Ludlow, Vermont |
| 2006 – 2016 | Director of Management Services, Rearch Company, South Burlington, Vermont |
| 2004 – 2006 | Project Manager, Bread Loaf Corporation, Ludlow, Vermont |

EDUCATION

2014, Masters degree in Business Administration, University of Vermont, Burlington, Vermont

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Vermont Board of Accountancy.

PROFESSIONAL ASSOCIATIONS

- Member of the Vermont Association of School Business Officials (VASBO)

TECHNICAL PROPOSAL

Samantha M. Ruggles
St. Johnsbury, Vermont
Audit Manager

SUMMARY

Four years of accounting experience. Specific expertise in participating in the auditing of governmental clients.

PROFESSIONAL HISTORY

- | | |
|----------------|--|
| 2018 – Present | Audit Manager, RHR Smith & Company, CPA's, Buxton, Maine |
| 2017 – 2018 | Staff Auditor, RHR Smith & Company, CPA's, Buxton, Maine |
| 2016 – 2017 | Administrative Assistant/Accounts Receivable, St. Johnsbury Automobile Group, St. Johnsbury, Vermont |
| 2014 – 2016 | Office Administrator, Precision Composites of Vermont, Lyndonville, Vermont |

EDUCATION

2016, Bachelor of Science Applied Psychology, Lyndon State College, Lyndonville, Vermont

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Maine Board of Accountancy.

TECHNICAL PROPOSAL

Jordan E. Nellé, CPA
Hinesburg, Vermont
Quality Reviewer

SUMMARY

Eighteen years of experience as a financial professional with a focus on governmental accounting. Specific expertise in general ledger, account reconciliation & budget analysis, month and year end close procedures, internal controls, municipal auditing and financial reporting. Experienced with Microsoft Great Plains, Tyler Munis and NEMRC accounting software.

PROFESSIONAL HISTORY

- | | |
|----------------|---|
| 2019 – Present | Quality Reviewer, RHR Smith & Company, CPA's, Buxton, Maine |
| 2018 – 2019 | Budget & Finance Director, Champlain Valley School District, Shelburne, Vermont |
| 2012 – 2018 | Senior Accountant/Controller, Green Mountain Transit, Burlington, Vermont |
| 2010– 2012 | Senior Accountant, Davis & Hodgdon Associates, CPAs, PLC, Williston, Vermont |
| 2003 – 2015 | Staff Accountant, Sullivan, Powers & Company, CPAs, Montpelier, Vermont |

EDUCATION

Bachelor of Science Degree in Accounting, Champlain College, Burlington, Vermont

LICENSE

Certified Public Accountant (CPA) – State of Vermont

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Vermont Board of Accountancy and State of Florida Board of Accountancy.

PROFESSIONAL ASSOCIATIONS

Vermont Society of Certified Public Accountants (VTCPA)
American Institute of Certified Public Accountants (AICPA)

TECHNICAL PROPOSAL

Miranda MacDonald, CPA, MBA, RTSBA
South Burlington, Vermont
Audit Manager

SUMMARY

Eighteen years of governmental accounting. Specific expertise in audit, budget and financial management, internal control testing, accounting and other financial processes related to the needs of governmental and nonprofit clients.

PROFESSIONAL HISTORY

2018 – Present	Audit Manager, RHR Smith & Company, CPA's, Buxton, Maine
2014 – 2018	Accounting Manager, Burlington School District, Burlington, Vermont
2012 – 2013	Director of Finance, Bonham Independent School Districts, Bonham, Texas
2008 – 2012	Accounting Supervisor, Irving Independent School District, Irving, Texas
2003 – 2007	Staff Accountant, Rockwall Independent School District, Rockwall, Texas

EDUCATION

2008, MBA, University of Texas, Dallas, Texas
2003, B.S. degree in Business & Accounting, Texas Tech University, Lubbock, Texas

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Texas Certificate Number 093519

PROFESSIONAL ASSOCIATIONS

- Registered Texas School Business Administration (RTSBA)
- Vermont Association of School Business Officials (VASBO)
- Texas Association of School Business Officials (TASBO)

TECHNICAL PROPOSAL

References

We are experienced in performing audits for state and local governments under standards that include GAS (Yellow Book), and Single Audit Act (Uniform Guidance), and we understand the audit requirements of the states in which we practice. We currently audit and provide accounting services for many governments and governmental organizations in the State of Maine and the State of Vermont. Some of those similar to the Town of Weathersfield audit are listed below:

Tom Hubbard, Deputy City Manager	
City of South Burlington, Vermont	
575 Dorset Street, South Burlington, Vermont 05403	P. (802) 846-4104
<i>Audit of Financial Statements</i>	

Angela Aldieri, Finance Director	
City of Winooski, Vermont	
27 West Allen Street, Winooski, Vermont 05404	P. (802) 655-6410
<i>Audit of Financial Statements, including Single Audit</i>	

Kelly Murphy, Director of Finance	
City of Montpelier, Vermont	
39 Main Street, Montpelier, Vermont 05602	P. (802) 223-9502
<i>Audit of Financial Statements, including Single Audit</i>	

TECHNICAL PROPOSAL

GOVERNMENT & GOVERNMENTAL AGENCIES

*includes School Department

Acton, Town of *	Farmington, Town of
Androscoggin, County of	Ferrisburgh, Town of (VT)
Androscoggin Valley Council of Governments	Franklin, County of
Appleton, Town of *	Franklin County Unorganized Territories
Auburn Housing Authority	Freedom, Town of
Baldwin, Town of	Fryeburg, Town of
Baring Plantation	Gouldsboro, Town of
Bath, City of	Grand Isle, Town of (VT)
Belgrade, Town of	Grand Isle, Town of *
Bellows Falls Village Corporation (VT)	Gray, Town of
Berlin Housing Authority (NH)	Green Mountain National Golf Course
Berwick, Town of	Green Mountain Transit Authority
Brandon, Town of (VT)	Greenville, Town of *
Brooks, Town of	Harpswell, Town of
Brownfield, Town of	Harrington, Town of
Bucksport, Town of	Hartford, Town of
Burnham, Town of	Hiram, Town of
Bustins Island Village Corporation	Houlton, Town of
Buxton, Town of	Housing Authority of Fort Fairfield
Byron, Town of	Industry, Town of
Camden, Town of	Jay, Town of
Canton, Town of	Jonesboro, Town of *
Carmel, Town of	Kennebec, County of
Carrabassett Valley, Town of *	Kennebec County Unorganized Territory
Casco Bay Island Transit District	Kennebec Valley Council of Governments
Casco, Town of	Kennebunk, Town of
Chelsea, Town of	Killington, Town of (VT)
Cherryfield, Town of *	Kittery, Town of*
Chester, Town of (VT)	Isle La Motte, Town of
Chesterville, Town of	Lewiston, City of *
Codyville Plantation	Lewiston Housing Authority
Cooper, Town of	Lewiston-Auburn Water Pollution Control Authority
Corinth, Town of	Limerick, Town of
Cornish, Town of	Lincoln Plantation
Cumberland, County of	Lisbon, Town of *
Cutler, Town of *	Livermore, Town of
Damariscotta, Town of	Livermore Falls, Town of
Denmark, Town of	Lovell, Town of
Dixfield, Town of	Madison, Town of
Dummerston, Town of (VT)	Madawaska, Town of
Eastern Slope Airport Authority	Magalloway Plantation
Embden, Town of	Maine Port Authority
Eustis, Town of	Meddybemps, Town of
Fair Haven, Town of (VT)	Midcoast Economic Development District
Fairfield, Town of	Milbridge, Town of
Falmouth, Town of *	Milford, Town of *

TECHNICAL PROPOSAL

GOVERNMENT & GOVERNMENTAL AGENCIES (continued)

*includes School Department

Monson, Town of	Sangerville, Town of
Montpelier, City of (VT)	Sidney, Town of
Morrill, Town of	Somerset, County of
Mount Vernon, Town of	Somerset County Unorganized Territory
New Gloucester, Town of	South Burlington, City of (VT)
New Sharon, Town of	Starks, Town of
Newcastle, Town of	Steuben, Town of
Newry, Town of	Stonington, Town of
Norridgewock, Town of	Strong, Town of
North Berwick, Town of	Sweden, Town of
Oakfield, Town of	Temple, Town of
Ogunquit, Town of	Turner, Town of
Old Orchard Beach, Town of	Two Bridges Regional Jail Authority
Otisfield, Town of	Two Rivers-Ottauquechee Reg. Comm. (VT)
Oxford, Town of	Union, Town of
Palermo, Town of	Unorganized Territories - Maine Dept. of Audit
Palmyra, Town of	Van Buren, Town of
Paris, Town of	Van Buren Housing Authority
Phillips, Town of	Vassalboro, Town of
Piscataquis, County of	Vernon, Town of (VT)
Piscataquis County Unorganized Territories	Victory, Town of (VT)
Pittsfield, Town of	Waldoboro, Town of
Plymouth, Town of (VT)	Warren, Town of
Poland, Town of	Washington County Council of Governments
Porter, Town of	Waterboro, Town of
Presque Isle, City of	Waterford, Town of
Presque Isle Housing Authority	Wayne, Town of
Richford, Town of (VT)	Wells, Town of
Rockingham, Town of (VT)	Wells, Town of (VT)
Rockport, Town of	Whitneyville, Town of
Rome, Town of	Willimantic, Town of *
Royalton Fire District (VT)	Winn, Town of
Rumford, Town of	Winooski, City of (VT)
Sabattus, Town of	Woodville, Town of *
Sandy River Plantation	York, County of

SCHOOL DISTRICTS & DEPARTMENTS

Addison Central School District (VT)	Champlain Valley School District (VT)
Addison Northwest School District (VT)	Franklin Northeast Supervisory Union (VT)
Addison Rutland Supervisory Union (VT)	Franklin Northwest Supervisory Union (VT)
Battenkill Valley Supervisory Union (VT)	Franklin West Supervisory Union (VT)
Bennington Rutland Supervisory Union (VT)	Greater Rutland County Supervisory Union
Burlington School District (VT)	Harwood Unified Union School District
Kingdom East Unified Union School District (VT)	Regional School Unit No. 63
Lamoille South Supervisory Union (VT)	Regional School Unit No. 68

TECHNICAL PROPOSAL

SCHOOL DISTRICTS & DEPARTMENTS (continued)

Mill River Unified Union School District (VT)	Regional School Unit No. 72
Mount Abraham Unified School District (VT)	Regional School Unit No. 78
North Country Supervisory Union (VT)	River Valley Technical Center (VT)
Orleans Central Supervisory Union (VT)	Rutland Northeast Supervisory Union (VT)
Orleans Southwest Supervisory Union (VT)	South Burlington School District (VT)
Patricia Hannaford Reg. Tech. Sch. (VT)	Southwest Vermont Supervisory Union (VT)
Regional School Unit No. 6	Springfield School District (VT)
Regional School Unit No. 13	Two Rivers Supervisory Union (VT)
Regional School Unit No. 37	Washington Central Supervisory Union (VT)
Regional School Unit No. 38	White River Valley Supervisory Union (VT)
Regional School Unit No. 44	Windham Central Supervisory Union (VT)
Regional School Unit No. 52	Windham Northeast Supervisory Union (VT)
Regional School Unit No. 53	Windsor Central Supervisory Union (VT)
Regional School Unit No. 55	Windsor Southeast Supervisory Union (VT)
Regional School Unit No. 61	Wiscasset School Department

NONPROFIT ORGANIZATIONS

Acadia Academy	Maine Connections Academy
Addison Point Specialized Services	Maine Huts & Trails
Baxter Academy for Technology and Science	Maine Support Network, Inc.
Beehive Design Collective	Mechanic Falls Development Commission
Belgrade Lakes Association	Mid Maine Homeless Shelters
Belgrade Regional Conservation Alliance	Morningview, LLC
Calais Methodist Home, Inc.	Northeastern Vermont Development Assoc. (VT)
Coastal Counties Workforce, Inc.	Northern Maine Development Commission
Cobscook Community Learning Center	Old Orchard Beach Free Public Library
Cornville Regional Charter School	Portland Ballet
Eastern Maine Development Corporation	River Valley Healthy Communities Coalition
Eastern Trails Management District	Rural Community Action Ministry
Eastport Non-Profit Housing Corporation	Sacopee Rescue, Inc.
Farmington Public Library	Sacopee Valley Health Center
Genesis Community Loan Fund	Schoodic Arts for All
Grand Chapter of Maine, Order of the Eastern Star	Senior Needs Committee of Wells & Ogunquit
Greater Sebago Education Alliance	South Buxton Cemetery Association
Home Counselors Inc.	Sunrise County Economical Council
Jay-Niles Memorial Library	Veterans of Foreign War Post 10038
Kennebunk Conservation Trust	Western Maine Transportation Services Inc.
Maine Arts Academy	

UTILITIES

Addison County Solid Waste Manager District	Farmington Wastewater
Alfred Water District	Farmington Wastewater
Berwick Sewer District	Grand Isle Consolidated Water District (VT)
Canton Water District	Grand Isle Wastewater
Carrabassett Valley Sanitary District	Grand Isle Water
Central Penobscot Solid Waste	Harrison Water District
Dixfield Water Department	Jay Village Water District

TECHNICAL PROPOSAL

UTILITIES (continued)

Dixfield Wastewater Department	Pittsfield Sewer
Kennebec Valley Regional Waste Corporation	Pittsfield Water
Kittery Wastewater	Rangeley Water District
Lisbon Water Department	Rumford Water District
Livermore Falls - Jay Sewerage Treatment	Sabattus Sanitary & Water District
Livermore Falls Water District	South Berwick Sewer District
Midcoast Solid Waste Corporation	Stonington Sanitary District
Mount Blue Standard Water District	Stonington Water
North Berwick Sanitary District	Strong Water District
North Jay Water District	Topsham Sewer District
Northeast Kingdom Waste Management District	Vassalboro Sanitary District

TRIBAL GOVERNMENTS

Aquinnah Wampanoag Tribal Housing (MA)	Penobscot Indian Nation
Aroostook Band of MicMacs	Pleasant Point Housing Authority

FOR PROFIT

Vacationland Estates Resort

TECHNICAL PROPOSAL

General Audit Approach

We believe the audit process should be an integral part of how an entity can achieve organizational improvement. An audit can reveal opportunities to improve internal processes and controls, enhance accuracy and efficiency, and increase understanding of the financial position of the entity.

Our technical approach is to use standard programs to direct and document the audit. Auditors use programs to determine the level of examination needed, guide conversations with management, document procedures and tests of controls and gather valuable information. All of our processes are customized, meaning our specific approach is unique to each client. This is a necessity when working with unique organizations of varying size, level of wealth and sophistication, the scope of public services and programs, staff experience and history.

We view our engagements as an ongoing professional relationship, and your auditor and other professionals at our firm will be available to assist with consultation, accounting and other services throughout the year.

Overall Technical Approach

The audit will employ techniques to provide evidence to substantiate the financial statement assertions. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

The firm uses PPC audit programs to direct and document the audit. These programs are very extensive and are selected based on materiality factors. A list of some audit programs we typically use include:

- General Procedures
- Minutes, Contracts, Policies
- Cash
- Investments
- Revenue, Receivables, Notes Receivable and Receipts
- Expenditures for Goods and Services and Accounts Payable
- Payroll and Related Liabilities
- Inventories
- Property, Equipment, and Capital Expenditures
- Debt and Debt Service Expenditures
- Fund Equities
- Grants and Similar Programs
- Insurance and Self Insurance

TECHNICAL PROPOSAL

Financial statements and schedules will be prepared from the Town's internal financial statements as for each fiscal year end. The financial statements will be presented in accordance with generally accepted accounting principles. All required footnote disclosures will also be included.

The firm is working toward a more streamlined audit approach with the use of trial Balance software to assist with the preparation of financial statements.

Sampling Technique

Audit sampling will be in accordance with the American Institute of Certified Public Accountants Audit and Accounting Guide-Audit Sampling. Audit sampling will be utilized where it will be the most efficient and effective audit tool in the circumstance.

Three phases of audit sampling will be performed: planning, selection and evaluation. The actual selection process will include random, systematic, and haphazard selection.

Scope of Work

Engagement Summary

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information when considered in relation to the basic financial statements taken as a whole. We will also perform and report on any other procedures necessary to comply with Government Auditing Standards (Yellow Book and Single Audit). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the requirements of the State of Vermont Department of Audit. It will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions.

Our audit will include obtaining an understanding of the entity and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

TECHNICAL PROPOSAL

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your compliance with applicable laws and regulations and the provisions of contracts and agreements.

An audit is not designed to provide assurance on internal controls or legal and regulatory compliance or to identify deficiencies in those controls and compliance. However, during the audit, we will communicate to management and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your compliance with applicable laws and regulations and the provisions of contracts and agreements. We use a risk-based approach to determine which laws and regulations to test, which includes the use of interactive audit software which allows us to design our field work and tests based on individual client structure, individual needs, and real-time information as we progress. This program's ability to adjust audit designs will indicate additional test work that may be needed based on the level of risk.

We will express an opinion on the fair presentation of the Town's basic financial statements taken as a whole and supporting schedule, in conformity with generally accepted accounting principles and procedures applicable to governmental and nonprofit organizations.

In connection with the examination of the records and financial statements, we will review the system of internal control, operating procedures, and compliance with the budgetary and legal requirements by the Town of Weathersfield. The review of the internal controls will include an annual review of the related processing controls within the Town of Weathersfield's operations, to include developing an understanding of policies involving security, documentation, controls and data retention, and testing adherence to those policies. The approach we use includes staff interviews and completing and examining questionnaires.

The Engagement Partner, Audit Supervisor and Audit Manager are available to coordinate with Management regarding scheduling and planning the audit, understanding the control environment, and discussing any management issues that may arise during the audit. The Auditor will issue a letter to Management listing problem areas and suggested improvements. Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations.

TECHNICAL PROPOSAL

Engagement Outline

The engagement will include the following:

- Audit plans developed and reviewed with the Select Board and / or appointed Town staff.
- Audits of the Town of Weathersfield's basic financial statements in accordance with Generally Accepted Auditing Standards (GAAS); requirements promulgated by the American Institute of Certified Public Accountants (AICPA), and the Government Auditing Standards Board (GASB); and standards contained in *Government Auditing Standards* issued by the general Accounting Office, the Single Audit Act Amendments of 1996 (if applicable), the provisions of the Uniform Guidance, *Audits of States, Local Governments and Nonprofit Organizations*, and related pronouncements regarding any Federal assistance awards.
- Entrance, exit and progress conferences.
- Preparation of financial statements and required supporting schedules. Draft statements will be submitted for review to the appropriate parties.
- At the conclusion of the audit meet with the Municipal Manager, Executive Assistant to Finance and Town Treasurer and / or appointed staff to discuss the results of the audit and review any findings and/or recommendations included in the Management Letter.

TECHNICAL PROPOSAL

Audit Schedule

- *Planning:* An audit plan will be provided at a progress conference with the Select Board and / or other key Town personnel before field work begins. The role of Town officials in the audit will be discussed, and a list of schedules to be prepared by the staff of Town of Weathersfield will be provided. Planning will begin prior to the end of the fiscal year.
- *Preliminary Work:* Preliminary audit work and audit planning will be conducted as soon as possible, based on discussions with Management at an entrance conference conducted at the onset of the engagement. A list of requested documents for review will be provided to the Town.
- *Field Work:* Field work will commence as soon as possible after discussions with Management at a mutually agreed upon date.
- *Audit:* An entrance conference with the Select Board and / or other key Town personnel to commence year-end audit work will be conducted as soon as possible after the execution of the contract. Town personnel will prepare trial balances and supplemental schedules by the first day of field work, and will make recommendations, revisions and suggestions on the draft reports within ten (10) business days of receiving them.
- *Audited Basic Financial Statement Package*
 - Draft set of financial statements and management letter delivered.
 - An electronic copy of the independent auditors' report and basic financial statements with all the above-mentioned reports for the Town, Provisions of Uniform Guidance and all reports required by Government Auditing Standards delivered following the acceptance of the draft and no later than November 15th. Fifteen (15) Bound copies will also be provided.
- *Management Letter*
 - A detailed letter listing items which go beyond the entity's internal control structure will be provided to the Town of Weathersfield. Management letters deal with operational and administrative efficiencies and other items of perceived benefit to the Town of Weathersfield.

ATTACHMENT C
[MUDGETT JENNETT & KROUGH-WISNER, P.C.]

TOWN OF WEATHERSFIELD, VERMONT

**PROPOSAL FOR AUDIT SERVICES
COST SECTION**

FOR THE YEARS ENDED JUNE 30, 2021 THROUGH 2025

March 25, 2021

MUDGETT, JENNETT & KROGH-WISNER, P.C.
Certified Public Accountants

Person to Contact:
John H. Mudgett, CPA

141 Main Street • P.O. Box 937
Montpelier, VT 05601-0937
(802) 229-9193

Mudgett
Jennett &
Krogh-Wisner, P.C.

March 25, 2021

Brandon Gulnick
Weathersfield Town Manager
P.O. Box 550
Weathersfield, VT 05030

Dear Mr. Gulnick:

We appreciate the opportunity to propose our audit services for the Town of Weathersfield. Our audits will be conducted in accordance with *Government Auditing Standards*. We will include reports on compliance and internal control in accordance with those standards. We will discuss any recommendations resulting from our work with management and will also be available to meet with the Selectboard to review results of the audits.

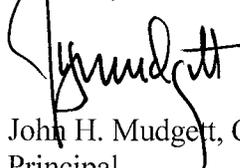
We can bring an experienced audit team and will coordinate with you to develop a schedule for our work that will provide for efficient audits and an early completion of the process.

I have proposed annual fee limits for a five year period for the financial statement audits and will not exceed those limits unless additional services are requested. These proposed fee limits are based on historical data for our audits of Weathersfield and other similar towns.

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Financial audit	\$ <u>11,200</u>	\$ <u>11,400</u>	\$ <u>11,600</u>	\$ <u>11,800</u>	\$ <u>12,000</u>

Please let me know if I may provide any additional information. We appreciate the opportunity to be of service.

Sincerely,



John H. Mudgett, CPA
Principal

HOURS AND FEES

Our fees are based on the time required by the individuals assigned to the engagement to complete their tasks, plus direct expenses. Individual hourly rates, which presently range from \$84 to \$180, vary according to the degree of responsibility involved and the skill required.

Prior experience with comparable audits indicates our audit of your financial statements should require between 120 and 140 hours including planning, testing, documentation, and reporting.

<u>Classification</u>	<u>Estimated Hours</u>	<u>Range of Hourly Rates</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Principal	8	\$ 140 - 180	\$ 150	\$ 1,200
Senior Auditor	80	110 - 130	120	9,600
Staff Accountant	<u>32</u>	84 - 100	90	<u>2,880</u>
Computed hours/fees	<u>120</u>			13,680
Less - planned discount				<u>2,480</u>
Not-to-exceed fee for 2021	<u>120</u>			\$ <u>11,200</u>
Not-to-exceed fee for 2022	<u>120</u>			\$ <u>11,400</u>
Not-to-exceed fee for 2023	<u>120</u>			\$ <u>11,600</u>
Not-to-exceed fee for 2024	<u>120</u>			\$ <u>11,800</u>
Not-to-exceed fee for 2025	<u>120</u>			\$ <u>12,000</u>
If required for any year - Single Audit supplement	<u>40</u>			\$ <u>4,000</u>

Our fee for audit services for the years described in this proposal, will not exceed these fee limits unless the scope of the engagement is changed, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. If federal funds auditing is required for any year, we will adjust our fee limit to reflect the revised scope of service. We have proposed "not-to-exceed" fee limits instead of a "fixed price" for our work. If our effort is less than anticipated, we will charge accordingly. Interim billings are normally submitted as work progresses and as expenses are incurred.

**TOWN OF WEATHERSFIELD, VERMONT
REQUEST FOR PROPOSAL FOR AUDITING SERVICES
FISCAL YEARS 2021 THROUGH 2025**

Cost Summary Sheet

[To Be Submitted in Separate Envelope]

BIDDER: MUDGETT JENNETT & KROGH-WISNER PC

STREET ADDRESS: 141 MAIN STREET ; SUITE 2

CITY, STATE & ZIP CODE: MONTPELIER, VT 05602

FISCAL YEAR 2021: Hours 120

Fees \$ 11,200

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2022: Hours 120

Fees \$ 11,400

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2023: Hours 120

Fees \$ 11,600

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2024: Hours 120

Fees \$ 11,800

[Net to perform the audit as contained in the proposal documents]

FISCAL YEAR 2025: Hours 120

Fees \$ 12,000

[Net to perform the audit as contained in the proposal documents]

SIGNATURE OF BIDDER: 

TITLE: PRINCIPAL

DATE: 3/25/2021

TOWN OF WEATHERSFIELD, VERMONT

**PROPOSAL FOR AUDIT SERVICES
TECHNICAL SECTION**

FOR THE YEARS ENDED JUNE 30, 2021 THROUGH 2025

March 25, 2021

MUDGETT, JENNETT & KROGH-WISNER, P.C.
Certified Public Accountants

Person to Contact:
John H. Mudgett, CPA

141 Main Street • P.O. Box 937
Montpelier, VT 05601-0937
(802) 229-9193

Mudgett
Jennett &
Krogh-Wisner, P.C.

March 25, 2021

Brandon Gulnick
Weathersfield Town Manager
P.O. Box 550
Weathersfield, VT 05030

Dear Mr. Gulnick:

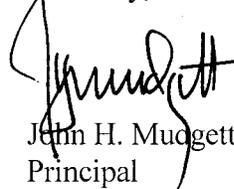
We appreciate the opportunity to propose our audit services for the Town of Weathersfield. Our audits will be conducted in accordance with *Government Auditing Standards*. We will include reports on compliance and internal control in accordance with those standards. We will discuss any recommendations resulting from our work with management and will also be available to meet with the Selectboard to review results of the audits.

We can bring an experienced audit team and will coordinate with you to develop a schedule for our work that will provide for efficient audits and an early completion of the process.

I have proposed annual fee limits for a five year period for the financial statement audits and will not exceed those limits unless additional services are requested. These proposed fee limits are based on historical data for recent audits of Weathersfield and other similar towns. As you requested, we have provided audit fee information in a separate envelope. -

Please let me know if I may provide any additional information. We appreciate the opportunity to be of service.

Sincerely,



John H. Mudgett, CPA
Principal

TOWN OF WEATHERSFIELD
PROPOSAL FOR AUDIT SERVICES

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INTRODUCTION

Mudgett, Jennett & Krogh-Wisner, P.C. (MJK) was incorporated in 1993 by the majority of our current professionals, all of whom were affiliated with the Montpelier office of Smith, Batchelder & Rugg. MJK provides audit, accounting, tax and management consulting services to a variety of clients. We have made a major commitment to meeting the special needs and requirements of governmental and non-profit clients. We have performed numerous audits in accordance with *Government Auditing Standards* and have a significant amount of experience with the design and implementation of accounting systems and audit tests in that environment.

The senior members of MJK have served the Vermont area in a professional capacity for many years as indicated on our resumes (Appendix A). The largest segment of our practice is auditing, primarily of government and non-profit clients. We also serve corporations, partnerships, and individuals.

Our firm is currently composed of ten members, four of whom are Certified Public Accountants. This core group is frequently supplemented through arrangements with our network firms to provide additional staffing for audit teams or other projects. All of our auditors receive substantial training for working under *Government Auditing Standards*. Senior members of our firm participate annually in National Governmental Audit and Accounting Conferences. All firm members also receive significant other training and experience in audit, accounting and tax issues of governments, not-for-profits and their programs.

QUALIFICATIONS

All of our auditors are currently qualified to perform financial and financial related audits under *Government Auditing Standards*. In particular, the senior firm members described below have extensive experience with recent governmental audits, including planning, documentation of control structures and tests of controls and compliance, evaluation of computer-based systems, supervision of other auditors, coordination with clients and network affiliates to accomplish team objectives, timely execution of audit procedures, and reporting of results. We understand that the Town will not exceed the audit threshold for expenditure of federal awards (\$750,000) and has not requested the additional audit procedures required by the U.S. Office of Management & Budget (OMB) Circulars for the year ended June 30, 2021. If needed for subsequent years, our firm is qualified to perform audits under these federal requirements. For the 2021 audit of the financial statements, we propose to use a three-person audit team, with technical review and supervision by a Principal of the firm who is a governmental audit specialist. The field audit team will include an Audit Manager and a Senior Auditor. All of our auditors have participated in many audits of not-for-profit and governmental organizations and are experienced and familiar with their software and accounting procedures. The planned audit team includes the following individuals.

John H. Mudgett, CPA - All work performed by our firm will be performed under the technical supervision of John H. Mudgett, CPA, who is our senior audit and accounting specialist. He will be responsible for ensuring timely, responsive and professional service to you. His involvement includes planning the audit approach, assignment of staff, review of audit results and reporting

matters. As the lead governmental auditor of this firm and our predecessor firm, John has been involved with the development and management of our governmental practice since 1984. He has been associated with all of the audits listed in the reference section of this proposal.

Bonnie A. Dow - Bonnie is an audit manager whose focus is primarily governmental audits. She coordinates that segment of our practice, conducts many audits as a team leader, and provides technical support for changes in governmental accounting or auditing requirements, including the additional requirements for auditing of federal funds. She has seventeen years of public accounting experience with our firm. Bonnie has performed several audits of Weathersfield. She graduated from Champlain College in May of 2003 and was also employed by Cota, CPA, P.C. for two years during her college years. Bonnie has conducted many governmental audits, including the Towns of Dorset, Guilford, Lyndon, Hartford, Sharon, Springfield, Windsor, school districts in the Windham Southwest Supervisory Union.

Brian Chick, CPA - Brian worked with us full time from 2017 to 2019, and has continued to work with us on specific projects on an as needed basis. Brian has demonstrated his experience with audits of governments and not-for-profit organizations. Before his relocation from Maine he worked in public accounting for several years with both small and large firms. He has assisted MJK with several audits including Mad River Glen, Child Care Resource, Windham Solid Waste Management District, the Towns of Hartford, Hartland, Windsor, and school districts in the Chittenden Central (now Essex-Westford) and Windham Southwest Supervisory Unions.

Other professionals available to support the basic team include:

Leslie Krogh-Wisner, CPA - Leslie helped to form this corporation in 1993, but prior to that time was an audit senior with Smith, Batchelder & Rugg and a client manager at Hull, Fothergill & Segale. She has participated in the planning and execution of many audits involving documentation of internal control structures and testing of selected costs for compliance with regulations. Her recent experience includes supervisory roles on our audits of the Vermont Municipal Bond Bank, Vermont Housing and Conservation Board, and the Vermont State Employees Association. Prior to her career in public accounting, Leslie was employed as a public information officer in the offices of Governors Snelling and Kunin.

Tyler B. Kimberley - Tyler has been the senior auditor for several projects and is available to assist this year's team. He graduated with a degree in accounting from Champlain College in 2008. As a senior auditor he has been the in-charge auditor for various entities including Shelburne Farms, Mad River Glen, Vermont Association of Snow Travelers, Windham Solid Waste Management District, and the Town and Village of Woodstock.

Erin Packie, CPA - Erin worked with us in both our audit and tax practice. She left us for a brief period to work for an insurance company, but then recognized that she preferred public accounting and returned to MJK. Erin graduated from Clemson University in 1997 with a bachelor of Science (cum laude) in management and also obtained a professional certificate in advanced accounting from Champlain College. Her primary role at MJK is manager in our tax practice, but she is also available to assist with audits. She has much experience with audits of government and non-profit clients, including Vermont Housing and Conservation Board, Vermont Youth Conservation Corps, and the Towns of Berlin, Lyndon, Sharon, Windsor, and Chittenden Central and Washington South Supervisory Unions.

Linda R. Milne, CPA - Linda is a local CPA who is not a firm member, but regularly works for MJK as a team member on specific projects. She has assisted MJK with vendor monitoring and other agreed-upon procedures for the Vermont Agency of Transportation under our contract with VTrans. Linda has also performed significant portions of our audits of the Vermont Municipal Bond Bank, and the Washington Northwest and Caledonia Central Supervisory Unions.

Our engagement team will include other professionals as necessary to complete the assigned work promptly. Resumes of senior members are attached as Appendix A to this proposal.

MJK is independent of the Town of Weathersfield as defined by generally accepted auditing standards and *Government Auditing Standards*. We are properly licensed to practice in Vermont; our firm's license number is 092-0000435.

MJK does not discriminate against any individual because of race, religion, sex, color, age, handicap or nation of origin, and these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion or separation.

REFERENCES

As indicated above, we currently serve a wide range of clients in the governmental area including local governments, school districts and agencies/departments of state government in Vermont and have performed numerous audits in accordance with governmental auditing standards and the Single Audit Act. Recent audit clients include:

- Town of Hartford
Gail Ostrout, Finance Director
(802) 295-3002
- Town of Hartland
Dave Ormiston, Manager
(802) 828-5071
- The Town of Lyndon and Village
of Lyndonville
Dawn Dwyer, Town Clerk/Treasurer
(802) 626-5785
- Essex Westford Educational District
Heather Bushey, Director of Finance
(802) 857-7020
- Town and Village of Woodstock
William Kerbin, Manager
(802) 457-3456
- Town of Guilford
Peder Rude, Administrator
(802) 254-6857
- Town of Windsor
Tom Marsh, Manager
(802) 674-6786
- Town of Springfield
Cathy Sohngen, Finance Manager
(802) 885-2104
- Barre Supervisory Union
Lisa Perreault, Business Manager
(802) 476-5011
- Town of Dorset
Rob Gaiotti, Manager
(802) 362-4571
- Vermont Municipal Bond Bank
Michael Gaughan, Executive Director
(802) 654-7377
- Town of Sharon
Deborah Jones, Finance Manager
(802) 763-8268

The towns and villages listed above are similar to the proposed Weathersfield audits. The other clients are examples of the various governmental audits performed by MJK. We encourage you to discuss our performance with any of these individuals.

QUALITY CONTROL

Among the most important criteria for your selection of an auditing firm is the commitment of that firm to professional development and quality control. Our profession and the federal government have both established standards requiring peer review of auditing firms' systems of quality control for their audit and accounting practices.

Our firm sets high standards for our professional performance and our principals have actively participated in the American Institute of Certified Public Accountant's (AICPA) peer review program. Our membership in the AICPA's Private Companies Practice Section requires that we conduct our accounting and auditing practice in accordance with a strictly defined system of quality control. Conformance with this system in our practice assures our clients that they are receiving the highest level of audit services available.

Our system of quality control is monitored by a peer review team on a triennial basis. Our 2019 peer review resulted in an unqualified opinion, which is attached as Appendix B.

We believe our commitment to the professional development of our staff is a significant factor in our quality control structure. All of our professionals participate each year in continuing education programs which exceed the requirements of the AICPA and the *Government Auditing Standards*.

SCOPE OF SERVICES

We will audit the financial statements of the Town of Weathersfield as of and for the years ended June 30, 2021, 2022, 2023, 2024 & 2025. Our audits will be made in accordance with generally accepted auditing standards of the American Institute of Certified Public Accountants (AICPA) and in accordance with the U.S. General Accounting Office's *Government Auditing Standards*. We will render opinions on the financial statements and determine whether they present fairly the financial position of the Town at year end and the results of its operations for the year then ended in conformity with generally accepted accounting principles (GAAP) for local governmental units, as set forth by the Governmental Accounting Standards Board.

A report on compliance and internal control in accordance with *Government Auditing Standards* will be issued as well as any findings and recommendations. All matters to be included in such findings will be reviewed with appropriate individuals during the audit and management responses will be requested for any reportable conditions or other findings.

We will also communicate any recommendations or observations that we have noted during our audit of the financial statements. Those recommendations for improvements will be discussed as they arise and reviewed with the appropriate personnel prior to issuance of our management letter.

Effective two-way communication between our firm and those charged with governance of the Town is important to understanding matters related to the audit and in developing a constructive working relationship. We are available to meet with your Board to review the audit plan or test results in addition to our published Auditor's Reports. Our proposed audit adjustments will be provided to you along with draft reports and any findings at the conclusion of each audit. We will request that management accept any proposed audit adjustments, approve drafts of financial statements, and provide responses or corrective action plans for any audit findings.

WORK PLAN

Procedures are scheduled so as to build on previous work and achieve results in the most efficient manner. As requested, we have included a tentative 2021 schedule within which final dates will be assigned to be compatible with the Town's staff availability.

	<u>Target Completion</u>
A. Planning - 8 hours	
• Engagement letter	05/01
• Pre-audit conference, identify data to be provided by client, etc.	06/15
• Coordinate schedules of audit and client staff	06/15
• Develop audit strategies and prepare audit program	06/15
B. Control Structure Evaluation - 16 hours	
• Study and document systems and procedures	07/31
• Assess audit risk by area and identify controls	07/31
• Design and conduct tests of controls	07/31
C. Other Interim procedures - 8 hours	
• Preliminary analytical procedures	07/31
• Obtain and review minutes and contracts	07/31
• Confirm year-end balances where appropriate	07/31
D. Final audit tests and documentation - 64 hours	
• Perform analytical and other substantive audit procedures on year-end balances	09/30
• Compliance tests – regulations, contracts, grants	09/30
• Propose adjustments to account balances; Provide adjusted trial balances to client	09/30
• Exit conference; review results with management	09/30
E. Reports - 24 hours	
• Prepare and review draft reports	10/15
• Obtain client acceptance of draft reports	10/31
• Final reports and management letter	11/15

We normally like to complete our audit planning and preliminary work in June or July with year-end field work to be scheduled in a single block of time shortly after Town accounting is complete and ready for audit. We will coordinate scheduling with you and expect to provide draft reports within 60 days following commencement of year end audit procedures.

JOHN H. MUDGETT, CPA

EDUCATION: University of Vermont, 1970 - B.S.
(Business Administration and Accounting)

Governmental Accounting and Auditing Certificate
of Educational Achievement Program

EXPERIENCE:

1993 to present MUDGETT, JENNETT & KROGH-WISNER, P.C.
Principal

1984 to 1993 SMITH, BATCHELDER & RUGG
Principal, Audit and Accounting

1982 to 1983 SUGARBUSH VALLEY, INC.
Controller

1976 to 1982 DUBOIS & KING, INC.
Vice President of Finance

1970 to 1976 SMITH, BATCHELDER & RUGG
Senior Accountant

1966 to 1970 MERCHANTS NATIONAL BANK
Branch Manager, Loan Officer

SPECIALTIES: Audit and Accounting Governmental
Not-for-profits • State and local entities
Technical Review • School Districts
Taxation • Grant reporting

PROFESSIONAL American Institute of Certified Public Accountants
ACTIVITIES: Vermont Society of Certified Public Accountants

ADMITTED TO Vermont
PRACTICE: New Hampshire

LESLIE KROGH-WISNER, CPA

EDUCATION: University of Vermont, 1980
(B.S. in Natural Resources)

Governmental Accounting and Auditing Certificate
of Educational Achievement Program

EXPERIENCE:

1993 to present MUDGETT, JENNETT & KROGH-WISNER, P.C.
Manager

1992 to 1993 SMITH, BATCHELDER & RUGG
Audit Senior

1989 to 1992 HULL, FOTHERGILL & SEGALE
Client Manager

1987 to 1989 SMITH, BATCHELDER & RUGG
Staff Accountant

1986 to 1987 FOSTER & BRIDGMAN
Staff Accountant

1983 to 1986 OFFICES OF GOVERNORS SNELLING AND KUNIN
Public Information Officer

SPECIALTIES: Audit and Accounting
Governmental Compliance Audits
Municipalities
Financial planning

Not-for-profits
Utilities
Hospitals
HUD

PROFESSIONAL
ACTIVITIES: American Institute of Certified Public Accountants
Vermont Society of Certified Public Accountants

ADMITTED TO
PRACTICE: Vermont
New Hampshire

BONNIE A. DOW

EDUCATION: Champlain College, Burlington, Vermont - 2003 - BS
(Professional Accountancy)

EXPERIENCE:

2003 to present MUDGETT, JENNETT & KROGH-WISNER, P.C.
Audit Manager

2001 to 2003 COTA CPA, P.C.
Staff Accountant

2000 to 2001 TRAVELODGE
Front Desk Representative

1998 to 2000 NADEAU DRUG
Evening Manager

SPECIALTIES: Audit and Accounting
Governmental Compliance Audits
Municipalities

Not-for-profits
Utilities

ERIN J. PACKIE, CPA

EDUCATION: Clemson University, Clemson, SC - B.S. 1997
(Textile Management)

Champlain College, Burlington, VT
Professional Certificate in Advanced Accounting - 2008

EXPERIENCE:

2007 to 2014 MUDGETT, JENNETT & KROGH-WISNER, P.C.
Audit Senior
2016 to present Tax Manager

2014 to 2015 NATIONAL LIFE INSURANCE - Senior Accountant

2005 to 2007 LAUGHING MOON CHOCOLATES, LLC
General Manager

2003 to 2005 THE VILLAGE KITCHEN, LLC
Co-owner, Office Manager

2002 to 2003 STOWEHOF INN & RESORT
Wedding Captain, Waitress & Reservationist

1999 to 2002 VERMONT PUBLIC POWER SUPPLY AUTHORITY
Power Analyst

1998 to 1999 SCHERING-PLOUGH HCP
Management Information Systems Project Administrator

1997 to 1998 COLLINS & AIKMAN PRODUCTS CO.
Management Trainee and Jacquard Weave Room Supervisor

SPECIALTIES: Audit and Accounting
State and Local Governments
Taxation
Not-for-profits

PROFESSIONAL
ACTIVITIES: American Institute of Certified Public Accountants
Vermont Society of Certified Public Accountants

ADMITTED TO
PRACTICE: Vermont

LINDA R. MILNE, CPA

EDUCATION: Trinity and Champlain Colleges, Accounting Studies 1993
Dickinson College, 1978 - B.A.
(Political Science)

EXPERIENCE:

1995 to present LINDA R MILNE, CPA
Auditor/ Accountant

1994 to 1995 DAVID ANGOLANO, CPA, P.C.
Senior Staff Accountant

1987 to 1992 AMERICAN BANKERS ASSOCIATION
Tax Representative

1984 to 1987 WINE AND SPIRITS WHOLESALERS ASSOCIATION
Director of Government Relations – Tax Issues

1983 to 1984 NATIONAL BEER WHOLESALERS ASSOCIATION
Assistant Director Government Relations

1979 to 1983 PETROLEUM MARKETERS ASSOCIATION
Legislative Assistant

SPECIALTIES: Audit and Accounting Governmental
Agreed-Upon Procedures Engagements Taxation
Internal Audit Tax Research

PROFESSIONAL American Institute of Certified Public Accountants
ACTIVITIES: Vermont Society of Certified Public Accountants
Institute of Internal Auditors, Green Mountain Chapter

CIVIC
ACTIVITIES: Montpelier Rotary

ADMITTED TO
PRACTICE: Vermont

TYLER B. KIMBERLEY

EDUCATION: Champlain College, Burlington, VT 2008 - B.S.
(Accounting)

EXPERIENCE:

2008 to present MUDGETT, JENNETT & KROGH-WISNER, P.C.
Senior Accountant

Summer 2007 & Summer 2006 MUDGETT, JENNETT & KROGH-WISNER, P.C.
Staff Assistant

SPECIALTIES: Audit and Accounting
Governmental Compliance Audits
Municipalities
Not-for-profits
Utilities

BRIAN R. CHICK, CPA, MSA

EDUCATION: University of Southern Maine, 2011 - M.S.
(Master's of Science in Accounting)

EXPERIENCE:

August, 2017 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Auditor / Accountant
2015 to 2017	MACPAGE, LLP Senior Associate
2014 to 2014	DAWSON, SMITH, PURVIS & BASSETT, P.A. Staff Accountant
2013 to 2014	RON L. BEAULIEU & COMPANY Staff Accountant
2013 to 2013	WILLIAM H. BREWER, CPA Staff Accountant
2011-2012	RICK L. HUG, CPA, PC Staff Accountant
2005-2010	ADMINISTRATIVE OFFICE OF THE COURTS, PORTLAND ME Accounting Clerk I

SPECIALTIES: Audit and Accounting Governmental
Not-for-profits • State and local entities
Taxation • School Districts

PROFESSIONAL

ACTIVITIES: American Institute of Certified Public Accountants

ADMITTED TO Vermont
PRACTICE: Maine

Report on the Firm's System of Quality Control

June 21, 2019

To the Owners of Mudgett, Jennett & Krogh-Wisner, P. C.
and the Peer Review Committee of the New England Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P. C. (the firm) in effect for the year ended October 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P. C. in effect for the year ended October 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mudgett, Jennett & Krogh-Wisner, P. C. has received a peer review rating of *pass*.

Love, Cody & Company, CPAs, P.C.

115 Elm Street • P.O. Box 319 • Bennington, Vermont 05201-0319

(802) 442-5552 • (800) 894-5511

Facsimile: (802) 442-7314 • e-mail: mail@lovecody.com

www.lovecody.com

**TOWN OF WEATHERSFIELD, VERMONT
REQUEST FOR PROPOSAL FOR AUDITING SERVICES
FISCAL YEARS 2021 THROUGH 2025**

BIDDING FIRM OR PERSON(S) CONTACT INFORMATION

BUSINESS NAME: MUDGETT, JENNETT & KROGH-WISNER PC

NAME OF PRINCIPAL: JOHN MUDGETT

CONTACT PERSON: I

MAILING ADDRESS: 141 MAIN STREET - SUITE 2

TELEPHONE: (802) 229-9193

FACSIMILE:

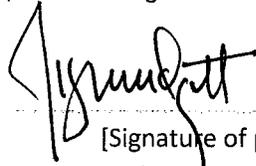
E-MAIL: jhmudgett@mjk-cpa.com

**TOWN OF WEATHERSFIELD, VERMONT
REQUEST FOR PROPOSAL FOR AUDITING SERVICES
FISCAL YEARS 2021 THROUGH 2025**

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certified, under the pains and penalties of perjury, that this proposal has been made and submitted in good faith, and without collusion or fraud with any other person.

As used in this Certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



[Signature of person submitting proposal]

JOHN MUDGETT

[Name - Printed Clearly]

CERTIFIED PUBLIC ACCOUNTANTS

[Name of Business]

March 13, 2021

Weathersfield Select board,

I would again like to serve
on the trustees committee for Martin
Memorial Hall for the 2021-2022
term.

Sincerely,

Janet Bristol

5472 VT. RTE. 131

Perkinsville, VT.

05151

From: Ashley Esty <est-89@hotmail.com>
Sent: Tuesday, March 2, 2021 6:33 PM
To: Olivia Savage <osavage@weathersfield.org>
Subject: Parks &rec. commission

Olivia,
I am interested in being on the parks and rec department.

Thank you

Ashley Esty

Meeting date April 5, 2021
 AP warrant date 04/05/21
 Payroll warrant date 1 03/18/21
 Payroll warrant date 2 03/25/21
 Payroll warrant date 3 04/01/21



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of April 5, 2021

	Check Date	Payroll	Operating Expenses
General Fund			
	3/18/2021	\$7,128.27	
	3/25/2021	\$6,886.10	
	4/1/2021	\$6,896.13	
AP	4/5/2021		\$68,677.11
Total		\$20,910.50	\$68,677.11
Highway Fund			
	3/18/2021	\$6,271.89	
	3/25/2021	\$4,913.65	
	4/1/2021	\$6,252.66	
AP	4/5/2021		\$73,802.12
		\$17,438.20	\$73,802.12
Solid Waste Mgmt Fund			
	3/18/2021	\$753.00	
	3/25/2021	\$765.87	
	4/1/2021	\$756.58	
AP	4/5/2021		\$13,844.95
Total		\$2,275.45	\$13,844.95
Library			
	3/18/2021	\$968.85	
	3/25/2021	\$980.59	
	4/1/2021	\$968.85	
Total		\$2,918.29	\$0.00
Grants			
Special Revenue			
			\$0.00
MES			
Grand Totals			
		\$43,542.44	\$156,324.18

 Selector

To the Treasurer of the Town of Weathersfield, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$199,866.62. Let this be your order for the payments of these amounts.

04/01/21
10:25 am

Town of Weathersfield Accounts Payable
Check Warrant Report # 19429 Current Prior Next FY Invoices For Fund (General Fund)
Manually Selected For Check Acct 1(General Fund) 04/05/21 To 04/05/21

Page 1 of 7
Finance

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AFLAC	03/04/21	Payroll Transfer PR-03/04/21	11-2-011-10.00 AFLAC	73.33	223627	04/05/21
AFLAC	03/04/21	Payroll Transfer PR-03/04/21	11-2-011-14.10 Insurance Prem Liability	26.04	223627	04/05/21
AFLAC	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-10.00 AFLAC	73.33	223627	04/05/21
AFLAC	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-14.10 Insurance Prem Liability	26.04	223627	04/05/21
AFLAC	03/18/21	Payroll Transfer PR-03/18/21	11-2-011-10.00 AFLAC	73.33	223627	04/05/21
AFLAC	03/18/21	Payroll Transfer PR-03/18/21	11-2-011-14.10 Insurance Prem Liability	26.04	223627	04/05/21
AFLAC	03/25/21	Payroll Transfer PR-03/25/21	11-2-011-10.00 AFLAC	73.33	223627	04/05/21
AFLAC	03/25/21	Payroll Transfer PR-03/25/21	11-2-011-14.10 Insurance Prem Liability	26.04	223627	04/05/21
AFLAC	04/01/21	Payroll Transfer PR-04/01/21	11-2-011-10.00 AFLAC	73.33	223627	04/05/21
AFLAC	04/01/21	Payroll Transfer PR-04/01/21	11-2-011-14.10 Insurance Prem Liability	26.04	223627	04/05/21
AMAZONCR	02/18/21	ipad stands, ipad cases 465375743375	11-7-101-20.00 GF-Office Supplies	261.58	223629	04/05/21
AMAZONCR	03/05/21	External hard drive 466688988677	11-7-105-20.00 Land Use-Supplies	47.99	223629	04/05/21
AMAZONCR	03/05/21	Webcam extender cable 467695937334	11-7-101-20.00 GF-Office Supplies	80.89	223629	04/05/21
AMAZONCR	02/24/21	ipad stands, ipad case 865457473494	11-7-101-20.00 GF-Office Supplies	91.15	223629	04/05/21
AMAZONCR	03/04/21	Office supplies, soap 878568369968	11-7-101-20.00 GF-Office Supplies	58.03	223629	04/05/21
AMAZONCR	03/05/21	Logitech remote control 894868968756	11-7-101-20.00 GF-Office Supplies	43.96	223629	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-201-31.00 Police-Telephone/communic	38.34	223630	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-101-31.00 GF-Telephone	74.04	223630	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-201-31.00 Police-Telephone/communic	59.04	223630	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-105-31.00 Telephone Cell Phone	59.04	223630	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-201-31.00 Police-Telephone/communic	38.34	223630	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-201-31.00 Police-Telephone/communic	59.04	223630	04/05/21
AT&T SVC	03/16/21	Mar21 Cell Phone 03242021MAR	11-7-101-31.00 GF-Telephone	140.00	223630	04/05/21
BIBENS	03/10/21	1879 School H. Supplies 265286/1	11-7-302-39.00 1879 School house Maint	29.02	223632	04/05/21
BIBENS	03/10/21	Town hall step 265299/1	11-7-301-60.10 Building Maintenance	5.39	223632	04/05/21

04/01/21
10:25 am

Town of Weathersfield Accounts Payable
Check Warrant Report # 19429 Current Prior Next FY Invoices For Fund (General Fund)
Manually Selected For Check Acct 1(General Fund) 04/05/21 To 04/05/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BIBENS	03/15/21	BIBENS HOME CENTER INC. Supplies 265584/1	11-7-207-30.00 WWVFD Funding	94.12	223632	04/05/21
BIBENS	03/15/21	BIBENS HOME CENTER INC. Supplies 265587/1	11-7-207-30.00 WWVFD Funding	15.58	223632	04/05/21
BIBENS	03/15/21	BIBENS HOME CENTER INC. 1879 School H. Supplies 265651/1	11-7-302-39.00 1879 School house Maint	35.16	223632	04/05/21
BIBENS	03/16/21	BIBENS HOME CENTER INC. Returned supplies 265679/1	11-7-207-30.00 WWVFD Funding	-78.09	223632	04/05/21
BIBENS	03/15/21	BIBENS HOME CENTER INC. Supplies 265935/1	11-7-207-30.00 WWVFD Funding	8.99	223632	04/05/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-26.50 GF-Awards and Recognition	200.00	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-20.00 GF-Office Supplies	117.18	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-205-31.00 Emergency Management	0.90	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-201-52.00 Repairs and Supplies	79.00	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-205-31.00 Emergency Management	89.82	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-20.00 GF-Office Supplies	9.87	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-20.00 GF-Office Supplies	25.98	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-26.50 GF-Awards and Recognition	29.43	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-20.00 GF-Office Supplies	20.44	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-26.50 GF-Awards and Recognition	135.87	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-205-31.00 Emergency Management	-0.90	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-25.10 GF-Website Development	42.99	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 admin charges ADMINFEB-MAR	11-7-101-26.50 GF-Awards and Recognition	65.24	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 Lib charges LIBFEB-MAR	11-7-601-21.00 Library-Postage	7.88	223622	03/25/21
BUSINESSC	03/09/21	COMMERCIAL CARD SERVICES Feb-Mar21 Lib charges LIBFEB-MAR	11-7-601-21.00 Library-Postage	5.30	223622	03/25/21
C&S	03/17/21	C&S LOGGING LLC Tree removal 674363	11-7-302-38.85 Town Parks	200.00	223633	04/05/21
CARRIAGE	03/31/21	CARRIAGE SHED Gazebo final payment GAZEBOFINAL	11-7-302-38.85 Town Parks	6890.53	223635	04/05/21
CARROT	03/16/21	CARROT-TOP INDUSTRIES, IN Flag for memorial 49309200	11-7-302-38.89 Memorial Day	377.68	223636	04/05/21
COLONI	03/04/21	COLONIAL LIFE Payroll Transfer PR-03/04/21	11-2-011-14.10 Insurance Prem Liability	41.82	223638	04/05/21
COLONI	03/11/21	COLONIAL LIFE Payroll Transfer PR-03/11/21	11-2-011-14.10 Insurance Prem Liability	41.82	223638	04/05/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COLONI	COLONIAL LIFE	03/18/21	Payroll Transfer PR-03/18/21	11-2-011-14.10 Insurance Prem Liability	41.82	223638	04/05/21
COLONI	COLONIAL LIFE	03/25/21	Payroll Transfer PR-03/25/21	11-2-011-14.10 Insurance Prem Liability	41.82	223638	04/05/21
COLONI	COLONIAL LIFE	04/01/21	Payroll Transfer PR-04/01/21	11-2-011-14.10 Insurance Prem Liability	41.82	223638	04/05/21
COMCAST	COMCAST PHONE	03/15/21	March 21 phone 119209551	11-7-601-31.00 Library-Telephone	79.50	223639	04/05/21
COMCAST	COMCAST PHONE	03/15/21	March 21 phone 119209551	11-7-101-31.00 GF-Telephone	351.18	223639	04/05/21
CONSUMER	CONSUMER REPORTS	03/27/21	2020 Renewal 2020SUBSCRIP	11-7-601-78.00 Library-Media	29.00	223640	04/05/21
COTTSYSTE	COTT SYSTEMS	04/01/21	Monthly hosted solution 139623	11-7-103-24.00 TC-Land Rec computer. Lea	345.00	223641	04/05/21
CVC	CVC PAGING	03/16/21	Radio installation 10373794	11-7-207-30.00 WWVFD Funding	887.68	223642	04/05/21
CVC	CVC PAGING	03/18/21	Radio repair 10373807	11-7-207-30.00 WWVFD Funding	152.80	223642	04/05/21
GALLS	GALLS, LLC	03/16/21	Uniform 017891968	11-7-201-15.00 Police-Uniforms and Clean	136.22	223646	04/05/21
GALLS	GALLS, LLC	03/17/21	Shovel 017905761	11-7-201-24.00 Police-Equipment and Supp	23.54	223646	04/05/21
GALLS	GALLS, LLC	03/20/21	Uniform 017935222	11-7-201-15.00 Police-Uniforms and Clean	69.98	223646	04/05/21
GALLS	GALLS, LLC	03/22/21	Uniform 017941142	11-7-201-24.00 Police-Equipment and Supp	72.25	223646	04/05/21
GALLS	GALLS, LLC	03/22/21	Uniform 017941142	11-7-201-15.00 Police-Uniforms and Clean	386.45	223646	04/05/21
GALLS	GALLS, LLC	03/23/21	Supplies, gloves 017961621	11-7-201-24.00 Police-Equipment and Supp	54.99	223646	04/05/21
GMP	GREEN MOUNTAIN POWER	03/15/21	2/12-3/15 acct3116820009 MMHMAR21	11-7-301-30.00 Electricity & Gas	402.98	223649	04/05/21
INGRA	INGRAM LIBRARY SERVICES	03/11/21	Books 51845751	11-7-601-78.00 Library-Media	24.33	223651	04/05/21
IRVINGOIL	IRVING ENERGY DISTRIBUTIO	03/15/21	Library 68646	11-7-601-32.00 Library-Heating & Fuel	350.90	223652	04/05/21
IRVINGOIL	IRVING ENERGY DISTRIBUTIO	03/24/21	MMH 725567	11-7-601-32.00 Library-Heating & Fuel	359.94	223652	04/05/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	24.13	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-201-14.10 Police-Insurance Benefits	80.59	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	20.34	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	44.21	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	16.73	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	23.75	223623	03/25/21

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Town of Weathersfield Accounts Payable
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Manually Selected For Check Acct 1(General Fund) 04/05/21 To 04/05/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-201-14.10 Police-Insurance Benefits	35.90	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-601-14.10 Library-Insurance Benft	119.11	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	21.05	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	30.41	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21	April 21 Premiums APR21	11-7-101-14.10 GF-Insurance Benefits	22.42	223623	03/25/21
LYNNETTE	ESTY, LYNNETTE	03/29/21	Mileage 3/11 MILEAGEMAR21	11-7-104-29.00 Expense Reimbursement	9.02	223644	04/05/21
MVP	MVP HEALTH CARE	03/15/21	April21Premiums APR21PREMIUM	11-2-011-14.10 Insurance Prem Liability	1639.29	223624	03/25/21
MVP	MVP HEALTH CARE	03/15/21	April21Premiums APR21PREMIUM	11-7-101-14.10 GF-Insurance Benefits	1174.11	223624	03/25/21
MVP	MVP HEALTH CARE	03/15/21	April21Premiums APR21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	1133.02	223624	03/25/21
MVP	MVP HEALTH CARE	03/15/21	April21Premiums APR21PREMIUM	11-7-601-14.10 Library-Insurance Benft	722.40	223624	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-103-14.10 TC-Insurance Benefits	70.86	223625	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-201-14.10 Police-Insurance Benefits	70.86	223625	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-101-14.10 GF-Insurance Benefits	70.86	223625	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-201-14.10 Police-Insurance Benefits	133.79	223625	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-601-14.10 Library-Insurance Benft	133.79	223625	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-103-14.10 TC-Insurance Benefits	37.19	223625	03/25/21
N DELT	NORTHEAST DELTA DENTAL	03/16/21	April 21 Premiums APR2021	11-7-101-14.10 GF-Insurance Benefits	133.79	223625	03/25/21
OREILLY	O'REILLY AUTO PARTS	03/13/21	Cruiser repairs 5683-262033	11-7-201-53.50 Service to Police vehicl	34.95	223654	04/05/21
OREILLY	O'REILLY AUTO PARTS	03/16/21	Cruiser repairs 5683-262283	11-7-201-53.50 Service to Police vehicl	8.36	223654	04/05/21
S.G.REED	REED TRUCK SERVICES INC	03/15/21	Fuel light repair 3582	11-7-207-53.10 WWVFD Fire Equip Repair	182.26	223656	04/05/21
S.G.REED	REED TRUCK SERVICES INC	03/24/21	AVFD truck repair WORK-ORDER	11-7-206-53.10 AVFD Fire Equip Repair	1982.30	223656	04/05/21
SLADEJEFF	SLADE, JEFF	03/30/21	Flags & poles FLAGS21	11-7-106-99.00 Bottle Redempt. Exp.	1000.00	223658	04/05/21
SPURRS	SPURRS REPAIR	03/05/21	Repairs 21987	11-7-207-30.00 WWVFD Funding	97.50	223661	04/05/21
STAPLES	STAPLES CREDIT PLAN	02/12/21	Office supplies 2275837251	11-7-101-20.00 GF-Office Supplies	4.99	223663	04/05/21
STAPLES	STAPLES CREDIT PLAN	02/17/21	Logitech microphone 2779114471	11-7-201-20.00 Police-Office Supplies	48.48	223663	04/05/21

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STAPLES	02/18/21	STAPLES CREDIT PLAN Office supplies: labels 2780038841	11-7-101-20.00 GF-Office Supplies	27.59	223663	04/05/21
STAPLES	02/24/21	STAPLES CREDIT PLAN Office supplies 2784649601	11-7-101-20.00 GF-Office Supplies	61.64	223663	04/05/21
STAPLES	02/25/21	STAPLES CREDIT PLAN Office supplies: post its 2785790961	11-7-101-20.00 GF-Office Supplies	13.23	223663	04/05/21
STEPHMORS	03/29/21	STEPHANIE J. MORSE Replacement chk 6/25/20 REPLCK-47824	11-1-010-03.00 Checking /Sweep Peoples	36.03	223664	04/05/21
TDS	04/01/21	TDS TELECOM April 21 APRIL21	11-7-101-31.00 GF-Telephone	15.59	223665	04/05/21
TDS	03/15/21	TDS TELECOM March 21 MARCH21	11-7-101-31.00 GF-Telephone	30.95	223665	04/05/21
TIMOTHY M	03/23/21	MCNAMARA, TIMOTHY E. REPLACEMENT PR CK 47219 REPLCK-47219	11-1-010-03.00 Checking /Sweep Peoples	101.18	223653	04/05/21
TJ PROPER	01/25/21	TJ PROPERTY MANAGEMENT LL Plowing, salting, Jan21 5448	11-7-301-60.10 Building Maintenance	135.00	223667	04/05/21
TOWNWEATH	04/01/21	TOWN OF WEATHERSFIELD Payroll Transfer PR-04/01/21	11-2-011-15.00 Miscellaneous Deduction	119.70	223668	04/05/21
VLCT MUNI	03/12/21	VLCT VT Selectboard handbook 788	11-7-101-29.99 GF-Selectboard Other Expe	225.00	223671	04/05/21
VLCTEMPLO	04/01/21	VLCT EMPLOYMENT RESOURCE Quarterly contribution REN031854-Q2	11-7-101-27.00 GF-Tuition and Dues	484.00	223672	04/05/21
VLCTPACIF	03/30/21	VLCT PACIF Insurance claim 20210199-A01	11-2-011-14.10 Insurance Prem Liability	559.63	223673	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-101-48.10 GF-Insurance	4270.25	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-101-48.10 GF-Insurance	4.00	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-205-48.00 Fire- Insurance	2633.00	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-201-48.10 Law Enforcement Insurance	1719.25	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-601-48.00 Library-Insurance	317.75	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-201-16.00 Police-Workmen's Compensa	4881.06	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-101-16.00 GF-Workmen's Compensation	473.66	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-101-16.00 GF-Workmen's Compensation	220.32	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-601-16.00 Library-Workmen's Comp	171.44	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr1 pymt P7852021 210785-Q1	11-7-205-16.00 Workmen's Compensation	701.50	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr2 pymt P7852021 REN210785-Q2	11-7-101-48.10 GF-Insurance	4270.25	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr2 pymt P7852021 REN210785-Q2	11-7-101-48.10 GF-Insurance	4.00	223674	04/05/21
VLCTPRO1	04/01/21	VLCT PACIF Qtr2 pymt P7852021 REN210785-Q2	11-7-205-48.00 Fire- Insurance	2633.00	223674	04/05/21

Town of Weathersfield Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-201-48.10 Law Enforcement Insurance	1719.25	223674	04/05/21
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-601-48.00 Library-Insurance	317.75	223674	04/05/21
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-201-16.00 Police-Workmen's Compensa	4881.06	223674	04/05/21
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-101-16.00 GF-Workmen's Compensation	473.66	223674	04/05/21
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-101-16.00 GF-Workmen's Compensation	220.32	223674	04/05/21
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-601-16.00 Library-Workmen's Comp	171.44	223674	04/05/21
VLCTPRO1	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	11-7-205-16.00 Workmen's Compensation	701.50	223674	04/05/21
VMERS DB	03/04/21	Payroll Transfer PR-03/04/21	11-2-011-05.00 Retirement	2166.48	223675	04/05/21
VMERS DB	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-05.00 Retirement	1949.98	223675	04/05/21
VMERS DB	03/18/21	Payroll Transfer PR-03/18/21	11-2-011-05.00 Retirement	2173.46	223675	04/05/21
VMERS DB	03/25/21	Payroll Transfer PR-03/25/21	11-2-011-05.00 Retirement	1995.04	223675	04/05/21
VMERS DB	04/01/21	Payroll Transfer PR-04/01/21	11-2-011-05.00 Retirement	2111.38	223675	04/05/21
VTAGHUMAN	03/18/21	Payroll Transfer PR-03/18/21	11-2-011-07.00 Garnishments	327.84	223655	04/05/21
VTAGHUMAN	03/25/21	Payroll Transfer PR-03/25/21	11-2-011-07.00 Garnishments	327.84	223655	04/05/21
VTAGHUMAN	04/01/21	Payroll Transfer PR-04/01/21	11-2-011-07.00 Garnishments	327.84	223655	04/05/21
VTDEPTTAX	03/04/21	Payroll Transfer PR-03/04/21	11-2-011-07.00 Garnishments	15.00	223670	04/05/21
VTDEPTTAX	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-07.00 Garnishments	15.00	223670	04/05/21
VTDEPTTAX	03/18/21	Payroll Transfer PR-03/18/21	11-2-011-07.00 Garnishments	15.00	223670	04/05/21
VTDEPTTAX	03/25/21	Payroll Transfer PR-03/25/21	11-2-011-07.00 Garnishments	15.00	223670	04/05/21
VTDEPTTAX	04/01/21	Payroll Transfer PR-04/01/21	11-2-011-07.00 Garnishments	15.00	223670	04/05/21
WEXBANK	03/16/21	Februrary 21 fuel 70730920	11-7-206-51.00 AVFD Fuel	134.07	223619	03/16/21
WEXFLEET	03/16/21	February 21 fuel 70730920	11-7-201-51.00 Gas and Oil	549.50	223621	03/16/21
WWVFD	03/25/21	April 21 Reimbursement APRIL21REIMB	11-7-207-30.00 WWVFD Funding	926.71	223676	04/05/21

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Town of Weathersfield Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		68677.11		
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Town of Weathersfield Accounts Payable
Check Warrant Report # 19429 Current Prior Next FY Invoices For Fund (Highway Fund)
Manually Selected For Check Acct 1 (General Fund) 04/05/21 To 04/05/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AMAZONCR	AMAZON	02/10/21 Shop Tools 444549477588	12-7-101-52.00 Repairs & Supplies	24.97	223629	04/05/21
AMAZONCR	AMAZON	02/10/21 Shop gloves 447747438859	12-7-101-52.00 Repairs & Supplies	41.19	223629	04/05/21
AMAZONCR	AMAZON	03/06/21 Lithium battery 459733659557	12-7-101-52.00 Repairs & Supplies	12.98	223629	04/05/21
AMAZONCR	AMAZON	03/02/21 Highway trucks 747367474657	12-7-101-52.00 Repairs & Supplies	193.72	223629	04/05/21
AMAZONCR	AMAZON	03/06/21 Flood lights 966799579853	12-7-101-52.00 Repairs & Supplies	114.00	223629	04/05/21
AT&T SVC	AT & T MOBILITY	03/16/21 Mar21 Cell Phone 03242021MAR	12-7-101-31.00 Wireless/Pager Service	38.91	223630	04/05/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-20.00 Office Supplies	0.99	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-20.00 Office Supplies	10.57	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-52.00 Repairs & Supplies	11.49	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-52.00 Repairs & Supplies	220.37	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-52.00 Repairs & Supplies	-15.89	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-52.00 Repairs & Supplies	207.90	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-52.00 Repairs & Supplies	-220.37	223622	03/25/21
BUSINESSC	COMMERCIAL CARD SERVICES	03/09/21 Feb-Mar21 hway charges HWAYFEB-MAR	12-7-101-52.00 Repairs & Supplies	58.98	223622	03/25/21
COMCAST	COMCAST PHONE	03/15/21 March 21 phone 119209551	12-7-101-31.00 Wireless/Pager Service	66.72	223639	04/05/21
EVANS	EVANS MOTOR FUEL	03/17/21 ULS Diesel Mar21 0016312-IN	12-7-101-51.10 Diesel Fuel	4694.58	223645	04/05/21
EVANS	EVANS MOTOR FUEL	03/23/21 ULS Diesel Mar21 0016541-IN	12-7-101-51.10 Diesel Fuel	3118.18	223645	04/05/21
GLOB	GLOBAL MONTELLO GROUP	04/01/21 March21 Gas 270064	12-7-101-51.20 Gasoline	918.81	223647	04/05/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	31.08	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	27.97	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	26.82	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	27.97	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	17.14	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	29.67	223623	03/25/21
LINCOLN	LINCOLN NATIONAL LIFE INS	03/17/21 April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	27.16	223623	03/25/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LINCOLN	03/17/21	LINCOLN NATIONAL LIFE INS April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	36.54	223623	03/25/21
LINCOLN	03/17/21	LINCOLN NATIONAL LIFE INS April 21 Premiums APR21	12-7-101-14.10 HWY-Insurance Benefits	19.76	223623	03/25/21
MVP	03/15/21	MVP HEALTH CARE April 21 Premiums APR21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	7297.07	223624	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	70.86	223625	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	70.86	223625	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	37.19	223625	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	133.79	223625	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	70.86	223625	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	133.79	223625	03/25/21
N DELT	03/16/21	NORTHEAST DELTA DENTAL April 21 Premiums APR2021	12-7-101-14.10 HWY-Insurance Benefits	133.79	223625	03/25/21
OX&WEL	03/09/21	AIRGAS, INC. oxygen 9110800696	12-7-101-52.00 Repairs & Supplies	55.87	223628	04/05/21
PATRIOT	03/24/21	ATG WESTMINSTER Parts X30102633501	12-7-101-52.00 Repairs & Supplies	11.78	223631	04/05/21
S.G.REED	03/25/21	REED TRUCK SERVICES INC Repairs 3613	12-7-101-52.00 Repairs & Supplies	1208.75	223656	04/05/21
SANEL	03/04/21	SANEL NAPA SPRINGFIELD Supplies, u bolt 374389	12-7-101-52.00 Repairs & Supplies	12.72	223657	04/05/21
SANEL	03/16/21	SANEL NAPA SPRINGFIELD Supplies, bulb 374913	12-7-101-52.00 Repairs & Supplies	2.98	223657	04/05/21
SANEL	03/22/21	SANEL NAPA SPRINGFIELD Supplies, reducer 375182	12-7-101-52.00 Repairs & Supplies	36.49	223657	04/05/21
SANEL	03/22/21	SANEL NAPA SPRINGFIELD Supplies, oil filter 375223	12-7-101-52.00 Repairs & Supplies	69.00	223657	04/05/21
SANEL	03/24/21	SANEL NAPA SPRINGFIELD Air filters 375357	12-7-101-52.00 Repairs & Supplies	52.82	223657	04/05/21
SOUTHWOTH	11/25/20	SOUTHWORTH-MILTON, INC Transportation INV2115976	12-7-101-52.00 Repairs & Supplies	5000.00	223660	04/05/21
SOUTHWOTH	03/04/21	SOUTHWORTH-MILTON, INC Parts INV2201208	12-7-101-52.00 Repairs & Supplies	186.49	223660	04/05/21
SOUTHWOTH	03/22/21	SOUTHWORTH-MILTON, INC Repairs INV2216331	12-7-101-52.00 Repairs & Supplies	307.34	223660	04/05/21
SOUTHWOTH	12/14/20	SOUTHWORTH-MILTON, INC Replace camshaft SCINV521623	12-7-101-52.00 Repairs & Supplies	4946.22	223660	04/05/21
STPIERRE	03/15/21	ST. PIERRE INC. 3/4" LS, 1" GB 100914	12-7-101-58.26 Gravel Purchase	13602.07	223662	04/05/21
TEDKNOX	02/25/21	TED KNOX TREE SERVICE, LL Tenney tree TENNEYTREE	12-7-101-45.00 Contract Work	2400.00	223666	04/05/21
U1ST	03/12/21	UNIFIRST CORPORATION UCleaning, soap 1070013487	12-7-101-52.00 Repairs & Supplies	0.55	223669	04/05/21

04/01/21
10:25 am

Town of Weathersfield Accounts Payable
Check Warrant Report # 19429 Current Prior Next FY Invoices For Fund (Highway Fund)
Manually Selected For Check Acct 1(General Fund) 04/05/21 To 04/05/21

Page 3 of 3
Finance

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
U1ST UNIFIRST CORPORATION	03/12/21	UCleaning, soap 1070013487	12-7-101-15.20 HWY-Uniforms & Cleaning	110.71	223669	04/05/21
U1ST UNIFIRST CORPORATION	03/19/21	UCleaning, soap 1070015459	12-7-101-52.00 Repairs & Supplies	0.55	223669	04/05/21
U1ST UNIFIRST CORPORATION	03/19/21	UCleaning, soap 1070015459	12-7-101-15.20 HWY-Uniforms & Cleaning	107.86	223669	04/05/21
U1ST UNIFIRST CORPORATION	03/19/21	UCleaning, soap 1070015459	12-7-101-52.00 Repairs & Supplies	60.50	223669	04/05/21
U1ST UNIFIRST CORPORATION	03/19/21	UCleaning, soap 1070015459	12-7-101-52.00 Repairs & Supplies	10.00	223669	04/05/21
U1ST UNIFIRST CORPORATION	03/26/21	UCleaning, soap 1070017409	12-7-101-52.00 Repairs & Supplies	0.55	223669	04/05/21
U1ST UNIFIRST CORPORATION	03/26/21	UCleaning, soap 1070017409	12-7-101-15.20 HWY-Uniforms & Cleaning	110.71	223669	04/05/21
VLCTPRO1 VLCT PACIF	04/01/21	Qtr1 pymt P7852021 210785-Q1	12-7-101-48.20 Insurance	3245.00	223674	04/05/21
VLCTPRO1 VLCT PACIF	04/01/21	Qtr1 pymt P7852021 210785-Q1	12-7-101-48.00 HWY-Insurance - Covered B	2254.75	223674	04/05/21
VLCTPRO1 VLCT PACIF	04/01/21	Qtr1 pymt P7852021 210785-Q1	12-7-101-16.00 Workmen's Compensation	8409.12	223674	04/05/21
VLCTPRO1 VLCT PACIF	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	12-7-101-48.20 Insurance	3245.00	223674	04/05/21
VLCTPRO1 VLCT PACIF	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	12-7-101-48.00 HWY-Insurance - Covered B	2254.75	223674	04/05/21
VLCTPRO1 VLCT PACIF	04/01/21	Qtr2 pymt P7852021 REN210785-Q2	12-7-101-16.00 Workmen's Compensation	8409.12	223674	04/05/21
Report Total				----- 73802.12 =====		

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
BIBENS	03/31/21	Transfer Station supplies	266913/1	21-7-102-52.00	12.33	223632	04/05/21
				Repairs and Supplies			
CALL2REC	12/07/20	Battery recycling	2INWK-1	21-7-102-45.01	9.25	223634	04/05/21
				Recycling Expense			
CALL2REC	12/07/20	Battery recycling	2INWK-2	21-7-102-45.01	16.75	223634	04/05/21
				Recycling Expense			
COMCAST	03/15/21	March 21 phone	119209551	21-7-101-31.00	112.82	223639	04/05/21
				Telephone			
DSM	03/08/21	Transfer st. analysis	TFSANALYSIS	21-7-101-99.00	2000.00	223643	04/05/21
				Miscellaneous Expense			
GOBIN	03/08/21	Trash, C&D 3/01/21	0631556	21-7-101-45.05	251.13	223637	04/05/21
				Trash-Tippage			
GOBIN	03/08/21	Trash, C&D 3/01/21	0631556	21-7-101-45.25	1051.35	223637	04/05/21
				Trash Container charge			
GOBIN	03/08/21	Trash, C&D 3/01/21	0631556	21-7-101-45.10	251.13	223637	04/05/21
				C&D Tippage			
GOBIN	03/08/21	Trash, C&D 3/01/21	0631556	21-7-101-45.26	525.12	223637	04/05/21
				C&D-Container Charge			
GOBIN	03/15/21	Trash, C&D 3/9,3/11	0632211	21-7-101-45.05	251.13	223637	04/05/21
				Trash-Tippage			
GOBIN	03/15/21	Trash, C&D 3/9,3/11	0632211	21-7-101-45.25	1100.99	223637	04/05/21
				Trash Container charge			
GOBIN	03/15/21	Trash, C&D 3/9,3/11	0632211	21-7-101-45.10	251.13	223637	04/05/21
				C&D Tippage			
GOBIN	03/15/21	Trash, C&D 3/9,3/11	0632211	21-7-101-45.26	468.86	223637	04/05/21
				C&D-Container Charge			
GOBIN	03/23/21	Trash, C&D 3/17/21	0632859	21-7-101-45.10	251.13	223637	04/05/21
				C&D Tippage			
GOBIN	03/23/21	Trash, C&D 3/17/21	0632859	21-7-101-45.26	364.06	223637	04/05/21
				C&D-Container Charge			
GOBIN	03/23/21	Trash, C&D 3/17/21	0632859	21-7-101-45.05	251.13	223637	04/05/21
				Trash-Tippage			
GOBIN	03/23/21	Trash, C&D 3/17/21	0632859	21-7-101-45.25	1189.25	223637	04/05/21
				Trash Container charge			
GOOD	03/12/21	Jan/Feb non CED, led cred	76413	21-7-102-45.01	109.40	223648	04/05/21
				Recycling Expense			
GRO	03/31/21	Compost March21	14256	21-7-102-45.01	598.00	223650	04/05/21
				Recycling Expense			
N DELT	03/16/21	April 21 Premiums	APR2021	21-7-101-14.10	37.19	223625	03/25/21
				Insurance Benefits			
SWWCSWMD	02/28/21	Glass disposal 2/15	WGLASSFEB21	21-7-102-45.01	244.00	223659	04/05/21
				Recycling Expense			
VLCTPRO1	04/01/21	Qtr1 pymt P7852021	210785-Q1	21-7-101-48.20	349.25	223674	04/05/21
				Insurance			
VLCTPRO1	04/01/21	Qtr1 pymt P7852021	210785-Q1	21-7-101-16.00	1900.15	223674	04/05/21
				Workmen's Compensation			
VLCTPRO1	04/01/21	Qtr2 pymt P7852021	REN210785-Q2	21-7-101-48.20	349.25	223674	04/05/21
				Insurance			
VLCTPRO1	04/01/21	Qtr2 pymt P7852021	REN210785-Q2	21-7-101-16.00	1900.15	223674	04/05/21
				Workmen's Compensation			

04/01/21
10:25 am

Town of Weathersfield Accounts Payable
Check Warrant Report # 19429 Current Prior Next FY Invoices For Fund (Solid Waste)
Manually Selected For Check Acct 1 (General Fund) 04/05/21 To 04/05/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date

		Report Total		13844.95		
				=====		

04/01/21
10:17 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 04/01/21 to 04/01/21 Departments 111 to 111

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13625	04/01/21	0.00	97.81
CONGDONJ	CONGDON, JENNIFER B.	E	13627	04/01/21	0.00	47.95
DANGOF	DANGO, FLORA ANN	E	13628	04/01/21	0.00	721.19
DANIELSWI	DANIELS, WILLIAM J.	E	13629	04/01/21	0.00	884.10
ESTYJOSH	ESTY, JOSHUA W.	E	13631	04/01/21	0.00	103.02
ESTYLYNNE	ESTY, LYNNETTE A.	E	13632	04/01/21	0.00	345.53
GRAHAMJ	GRAHAM, JOHN J.	E	13633	04/01/21	0.00	371.17
GULNICKB	GULNICK, BRANDON W.	E	13634	04/01/21	0.00	985.91
HIERCA	HIER, CAROLYN A.	E	13635	04/01/21	0.00	179.64
HIERS	HIER, STEVE A.	E	13636	04/01/21	0.00	154.14
MCNAMARAR	MCNAMARA, ROSALIE	E	13640	04/01/21	0.00	496.27
MORANCY	MORANCY, WALTER W.	E	13643	04/01/21	0.00	908.60
SAVAGE	SAVAGE, OLIVIA I.		47953	04/01/21	415.89	0.00
SMITH	SMITH, STEVEN		47954	04/01/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	13647	04/01/21	0.00	928.06
WHIDDEN	WHIDDEN, BERT C.	E	13650	04/01/21	0.00	672.74
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					602.54	6896.13
					=====	=====

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04/01/21
10:19 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 04/01/21 to 04/01/21 Departments 121 to 121

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Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	13630	04/01/21	0.00	1076.94
HUNTDON	HUNTLEY, DONALD A.	E	13637	04/01/21	0.00	739.66
LIVAS	LIVAS, PHILLIP A.	E	13638	04/01/21	0.00	806.67
LONGTIN	LONGTIN, ALEXANDER J.	E	13639	04/01/21	0.00	748.62
MOORER	MOORE, RAY A.	E	13642	04/01/21	0.00	1061.43
PIPE	PIPE, SCOTT	E	13644	04/01/21	0.00	1086.82
STAPLETON	STAPLETON, RAY E.	E	13646	04/01/21	0.00	732.52
					-----	-----
					0.00	6252.66
					=====	=====

***6,252.66

04/01/21
10:20 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 04/01/21 to 04/01/21 Departments 211 to 211

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Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13641	04/01/21	0.00	271.79
WATERST	WATERS, TYLER M.	E	13649	04/01/21	0.00	484.79
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					0.00	756.58
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*****756.58

04/01/21
10:19 am

Town of Weathersfield Payroll
Check Warrant Report #

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Finance

Check date 04/01/21 to 04/01/21 Departments 131 to 131

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13626	04/01/21	0.00	122.71
RICHARDMA	RICHARDSON, MARK P.	E	13645	04/01/21	0.00	695.53
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13648	04/01/21	0.00	150.61
					-----	-----
					0.00	968.85
					=====	=====

*****968.85

03/25/21
03:51 pm

Town of Weathersfield Payroll
Check Warrant Report #

Page 1 of 1
Payroll

Check date 03/25/21 to 03/25/21 Departments 111 to 111

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13598	03/25/21	0.00	122.30
BEARSE	BEARSE, DEFOREST D.	E	13599	03/25/21	0.00	72.05
CONGDONJ	CONGDON, JENNIFER B.	E	13601	03/25/21	0.00	167.65
DANGOF	DANGO, FLORA ANN	E	13602	03/25/21	0.00	721.19
DANIELSWI	DANIELS, WILLIAM J.	E	13603	03/25/21	0.00	980.76
DAY	STILLSON, DIANA L.		47951	03/25/21	77.05	0.00
ESTYJOSH	ESTY, JOSEUA W.	E	13605	03/25/21	0.00	103.02
ESTYLYNNE	ESTY, KYNNETTE A.	E	13606	03/25/21	0.00	344.91
GRAHAMJ	GRAHAM, JOHN J.	E	13607	03/25/21	0.00	196.92
GULNICKR	GULNICK, BRANDON W.	E	13608	03/25/21	0.00	985.91
HIERCA	HIER, CAROLYN A.	E	13609	03/25/21	0.00	182.09
HIERS	HIER, STEVE A.	E	13610	03/25/21	0.00	154.14
MCNAMARAR	MCNAMARA, ROSALIE	E	13614	03/25/21	0.00	474.22
MORANCY	MORANCY, WALTER W.	E	13617	03/25/21	0.00	908.60
SAVAGE	SAVAGE, OLIVIA I.		47949	03/25/21	461.62	0.00
SMITH	SMITH, STEVEN		47950	03/25/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	13621	03/25/21	0.00	928.06
WHIDDEN	WHIDDEN, BERT C.	E	13624	03/25/21	0.00	544.28
					725.32	6886.10

***7,611.42

03/25/21
03:51 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/25/21 to 03/25/21 Departments 121 to 121

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Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY JOHN W.	E	13604	03/25/21	0.00	883.78
HUNTDON	HUNTLEY, DONALD A.	E	13611	03/25/21	0.00	558.07
LIVAS	LIVAS, PHILLIP A.	E	13612	03/25/21	0.00	624.95
LONGTIN	LONGTIN, ALEXANDER J.	E	13613	03/25/21	0.00	571.14
MOORER	MOORE, RAY A.	E	13616	03/25/21	0.00	812.34
PIPE	PIPE, SCOTT	E	13618	03/25/21	0.00	692.92
STABLETON	STABLETON, RAY E.	E	13620	03/25/21	0.00	770.45
					-----	-----
					0.00	4913.65
					=====	=====

***4,913.65

03/25/21
03:51 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/25/21 to 03/25/21 Departments 211 to 211

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Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13615	03/25/21	0.00	283.79
WATERST	WATERS, TYLER M.	E	13623	03/25/21	0.00	482.08
					-----	-----
					0.00	765.87
					=====	=====

*****765.87

03/25/21
03:51 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/25/21 to 03/25/21 Departments 131 to 131

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Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13600	03/25/21	0.00	134.45
RICHARDMA	RICHARDSON, MARK P.	E	13619	03/25/21	0.00	695.53
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13622	03/25/21	0.00	150.61
					-----	-----
					0.00	980.59
					=====	=====

*****980.59

03/31/21
11:52 am

Town of Weathersfield Payroll
Check Warrant Report #

Check date 03/18/21 to 03/18/21 Departments 111 to 111

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
CONGDONJ	CONGDON, JENNIFER B.	E	13574	03/18/21	0.00	167.65
DANGOF	DANGO, FLORA ANN	E	13575	03/18/21	0.00	721.19
DANIELSWI	DANIELS, WILLIAM J.	E	13576	03/18/21	0.00	980.76
ESTYLYNNE	ESTY, LYNNETTE A.	E	13578	03/18/21	0.00	389.80
GRAHAMJ	GRAHAM, JOHN J.	E	13579	03/18/21	0.00	371.17
GULNICKB	GULNICK, BRANDON W.	E	13580	03/18/21	0.00	985.91
HIERCA	HIER, CAROLYN A.	E	13581	03/18/21	0.00	161.73
HIERS	HIER, STEVE A.	E	13582	03/18/21	0.00	154.14
JARVISJ	JARVIS, JOSEPH P.		47946	03/18/21	461.75	0.00
MCNAMARAR	MCNAMARA, ROSALIE	E	13586	03/18/21	0.00	493.62
MORANCY	MORANCY, WALTER W.	E	13589	03/18/21	0.00	908.60
SAVAGE	SAVAGE, OLIVIA I.		47947	03/18/21	483.93	0.00
SMITH	SMITH, STEVEN		47948	03/18/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	13593	03/18/21	0.00	928.06
WHIDDEN	WHIDDEN, BERT C.	E	13597	03/18/21	0.00	865.64
					-----	-----
					1132.33	7128.27
					=====	=====

***8,260.60

03/31/21
11:53 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/18/21 to 03/18/21 Departments 121 to 121

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Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	13577	03/18/21	0.00	1200.89
HUNTDON	HUNTLEY, DONALD A.	E	13583	03/18/21	0.00	854.33
LIVAS	LIVAS, PHILLIP A.	E	13584	03/18/21	0.00	796.92
LONGTIN	LONGTIN, ALEXANDER J.	E	13585	03/18/21	0.00	667.28
MOORER	MOORE, RAY A.	E	13588	03/18/21	0.00	978.41
PIPE	PIPE, SCOTT	E	13590	03/18/21	0.00	1003.61
STAPLETON	STAPLETON, RAY E.	E	13592	03/18/21	0.00	770.45
					-----	-----
					0.00	6271.89
					=====	=====

***6,271.89

03/31/21
11:54 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/18/21 to 03/18/21 Departments 211 to 211

Page 1 of 1
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13587	03/18/21	0.00	272.55
WATERST	WATERS, TYLER M.	E	13596	03/18/21	0.00	480.45
					0.00	753.00

*****753.00

03/31/21
11:53 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/18/21 to 03/18/21 Departments 131 to 131

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Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13573	03/18/21	0.00	122.71
RICHARDMA	RICHARDSON, MARK P.	E	13591	03/18/21	0.00	695.53
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13595	03/18/21	0.00	150.61
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					0.00	968.85
					=====	=====

*****968.85