



TOWN OF WEATHERSFIELD
SELECTBOARD

REGULAR MEETING AGENDA

MONDAY, MARCH 15, 2021 AT 06:30PM
5259 US ROUTE 5, ASCUTNEY, VT 05030

PHONE
(802) 674-2626

FAX
(802) 674-2117

ZOOM MEETING

PHONE NUMBER: (929)205-5699 | ACCESS CODE: 542-595-4364

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" – March 15, 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

1. Call to Order
2. Public Hearing - Zoning Bylaw Updates
3. Comments from Residents, Selectboard Members, and Town Manager on Topics not on the Agenda
4. Review of Policies
 - a. Conflict of Interest Policy
 - b. Ethics Policy
 - c. Conduct of Meetings & Hearings
5. Vote to Donate \$1,000 for Flag Replacements on Route 5 and Route 106.
6. Review minutes from previous meetings: 03.05.2021
7. February 2021 Finance Report
8. DSM Environmental - Transfer Station Analysis
9. Highway Department Radios Proposal
10. Selectboard Goals - Discussion
11. Town Manager Goals
12. Town Manager Performance Evaluation
13. Proposed Future Agenda Items
 - a. April 5, 2021
 - i. Fire Department Contract Signing
 - ii. 2014 P & S Agreement
 - iii. Health Officer Appointment
 - iv. Martin Memorial Hall Improvements
 - v. ATA Agreement
 - vi. Personnel Policy
 - vii. Audit Bid Reviews
 - viii. Appointed Committee Handbook
14. Accept resignation of a Planning Commissioner
15. Appointments
16. Warrants
17. Any other Business
18. Adjourn

Appointments

- ❖ Budget Committee (4 Vacancies - 1 Year Terms)
- ❖ Connecticut River Joint Commission Representative
- ❖ Conservation Commission (3 Vacancies - 1 Year Terms)
 - Cheryl Cox
 - Patricia Nash
 - Ryan Gumbart
 - Jeff Pelton
- ❖ Energy Coordinator (1 Vacancy - 1 Year Term)
- ❖ Fence Viewer (1 Vacancy - 1 Year Term)
 - Roderick Bates
- ❖ Green Up Coordinator (1 Vacancy - 1 Year Term)
 - Steve Aikenhead
- ❖ Martin Memorial Hall Board of Trustees (3 Vacancies - 1 Year Terms)
 - Edith Stillson
- ❖ Mount Ascutney Regional Commission
 - Peter Daniels
- ❖ Parks & Recreation Commission (3 Vacancies - 1 Year Terms)
 - Ray Stapleton
 - Deborah Richardson
 - Cathy Vollman
- ❖ Planning Commission (1 Vacancy - 2 Year Term 1 Years Remaining)
- ❖ Tree Warden (1 Vacancy - 1 Year Term)
 - Ryan Gumbart
- ❖ Zoning Board of Adjustment (2 Vacancies - 1 Year Terms)
 - John Broker Campbell
 - Jamie Wyman



Town of Weathersfield

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

Brandon W. Gulnick
Town Manager

March 15, 2021

Weathersfield Select Board
5259 US Route 5
Ascutney, VT 05030

Re: Public Hearing - Zoning Bylaw Updates

Dear Select Board Members & Weathersfield Residents:

The Planning Commission is proposing updates to the Weathersfield Zoning Bylaws to better achieve the objectives in the 2017 Weathersfield Town Plan, and revitalizing the village centers in Ascutney & Perkinsville, areas that have been identified in the Plan as growth centers.

To do this, the Planning Commission has met as a group to develop each of the following Bylaw updates:

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

After considerable discussion and examination, the Planning Commission approved each of the above-mentioned Zoning Bylaws updates.

On September 14, 2020, the Planning Commission posted a Notice of Public Hearing for October 26, 2020 at 7:15PM in accordance with the provisions of 24 V.S.A. § 4441(d) and 4444 (See Attachment A) to hear public comments on the adoption of these Bylaws. There were no public comments at the Public Hearing nor submitted in writing prior to the Public Hearing. The Land Use Administrator submitted a memorandum to my office on 10/27/2020 (Attachment B) requesting to move the above-mentioned Zoning Bylaw updates to the Select Board according to 24 V.S.A. § 4442.

According to 24 V.S.A. 4442 (a) the Select Board shall warn a Public Hearing not less than 15 nor more than 120 days after a proposed bylaw, amendment, or repeal is submitted to the legislative body of a municipality under section 4441 of this title. The Legislative Body shall hold the first of one or more public hearings, after public notice, on the proposed bylaw, amendment, or repeal, and shall make copies of the proposal and the written report of the Planning Commission available to the public upon request. On February 16, 2021, the Selectboard voted to warn a Public Hearing to obtain public input on the proposed Zoning Bylaw Updates for March 15, 2021 at 06:30PM.

ATTACHMENTS

- Attachment A – Select Board Notice of Public Hearing
- Attachment B – Planning Commission Notice of Public Hearing
- Attachment C – Memorandum – Re: Zoning Bylaw Updates
- Attachment D – Article 7 – Bylaw Definitions
- Attachment E – Planning Commission Reporting Form
- Attachment F - Full Text of proposed Bylaws to be Considered

NEXT STEPS

According to 24 V.S.A. § 4442 (b), the Legislative Body may make minor changes to the proposed bylaw, amendment, or repeal, but shall not do so less than 14 days prior to the final public hearing.

Note: If the legislative body at any time makes substantial changes in the concept, meaning, or extent of the proposed bylaw, amendment, or repeal, it shall warn a new public hearing or hearings under subsection (a) of this section.

If any part of the proposal is changed, the legislative body at least 10 days prior to the hearing shall file a copy of the changed proposal with the clerk of the municipality and with the planning commission. The planning commission shall amend the report prepared pursuant to subsection 4441(c) of this title to reflect the changes made by the legislative body and shall submit that amended report to the legislative body at or prior to the public hearing.

According to 24 V.S.A. § (c)(1), A bylaw, bylaw amendment, or bylaw repeal shall be adopted by a majority of the members of the legislative body at a meeting that is held after the final public hearing, and shall be effective 21 days after adoption unless, by action of the legislative body, the bylaw, bylaw amendment, or bylaw repeal is warned for adoption by the municipality by Australian ballot at a special or regular meeting of the municipality.

CONCLUSION

The Select Board shall open and close the Public Hearing on the above-mentioned Zoning Bylaw Updates. The Select Board must hold a meeting after the Public Hearing to determine whether or not minor changes to the Zoning Bylaw updates will be made, and to vote on the adoption of each respective Zoning Bylaw Update. Each adopted Zoning Bylaw update shall be effective 21 days after adoption, unless, by action of the legislative body, the bylaw, bylaw amendment, or bylaw repeal is warned for adoption by the municipality by Australian Ballot at a special or regular meeting of the municipality.

Respectfully,

Brandon Gulnick

Brandon Gulnick
Town Manager

Attachment A
[Select Board Notice of Public Hearing]

NOTICE OF PUBLIC HEARING

In accordance with the provisions of 24 V.S.A. §§ 4441(d) and 4444, the Planning Commission for the Town of Weathersfield, Vermont, will hold a public hearing on [INSERT APPROVED DATE AND TIME HERE], in the Weathersfield Town Office, at 5259 Route 5 in Ascutney, Vermont, to hear public comments on the adoption of the following bylaws:

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
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 - a. Building Height
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 - e. Minor Structures
10. Compliance with State and Federal Law

Statement of Purpose

The Planning Commission is proposing the above listed bylaws in order to better achieve the objectives in the 2017 Weathersfield Town Plan, and revitalize the village centers in Ascutney and Perkinsville, areas that have been identified in the Plan as growth centers.

Geographic Areas Affected

The entire Town of Weathersfield is affected by this amendment.

Sections Headings

Amendment and adoption of the foregoing Bylaws. See Sections listed above.

Persons wishing to be heard may do so in person, be represented by an agent, or may file written comments with the Select Board prior to the hearing.

Dated at Town of Weathersfield, Windsor County, State of Vermont, this [INSERT APPROVED DATE HERE].

David Fuller, Chair
Weathersfield Select Board

Attachment B
[Planning Commission Notice of Public Hearing]

NOTICE OF PUBLIC HEARING

In accordance with the provisions of 24 V.S.A. §§ 4441(d) and 4444, the Planning Commission for the Town of Weathersfield, Vermont, will hold a public hearing on Monday, October 26, 2020, at 7:15 P.M., in the Weathersfield Town Office, at 5259 Route 5 in Ascutney, Vermont, to hear public comments on the adoption of the following bylaws:

- (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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The Planning Commission is proposing the above listed bylaws in order to better achieve the objectives in the 2017 Weathersfield Town Plan, and revitalize the village centers in Ascutney and Perkinsville, areas that have been identified in the Plan as growth centers.

Geographic Areas Affected

The entire Town of Weathersfield is affected by this amendment.

Sections Headings

Amendment and adoption of the foregoing Bylaws. See Sections listed above.

Persons wishing to be heard may do so in person, be represented by an agent, or may file written comments with the Planning Commission prior to the hearing.

Dated at Town of Weathersfield, Windsor County, State of Vermont, this 14th day of September 2020.

Paul Tillman, Chair
Weathersfield Planning Commission

Attachment C
[Memorandum – Re: Zoning Bylaw Updates]



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

MEMORANDUM

TO: Town Manager, Selectboard
FROM: Chris Whidden, Esq.; Land Use Administrator
DATE: 10/27/2020
RE: Bylaw Definitions for Approval

Last night, at the Planning Commission's regular meeting and warned hearing (10/26/2020), the Commission discussed and unanimously approved the enclosed bylaws to the Selectboard for hearing and approval:

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

Please let me know if I can be of any further assistance in this matter or if you have any questions or concerns. As always, my office is open for a collaborative effort to achieve the goals in the best interest of the Town.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Whidden".

Chris Whidden, Esq.
Land Use Administrator

Attachment D
[Article 7 – Bylaw Definitions]

Article 7: Definitions

For the purposes of these Bylaws, meanings for the following words and phrases shall be as defined below. All other words shall retain their dictionary meaning (Webster's Ninth New Collegiate Dictionary) unless such meanings run counter to the purposes and objectives of Weathersfield's Bylaws or Town Plan. The definitions of terms defined in 24 V.S.A. § 4303, and not otherwise defined herein are made a part of these Bylaws.

A Zone: That portion of the SFHA subject to a one percent chance of being equaled or exceeded in any given year. In the A Zone the base floodplain is mapped by approximate methods, i.e. Base Flood Elevations are not determined. This is often called unnumbered A Zone or approximate A Zone.

Accessory Structure: A structure which is: 1) detached from and clearly incidental and subordinate to the principal use of or structure on a lot, 2) located on the same lot as the principal structure or use, and 3) clearly and customarily related to the principal structure or use. For residential uses these include, but may not be limited to garages, garden and tool sheds, and playhouses.

Accessory Use: A use customarily incidental and subordinate to the principal use of the land or building. If there is a question whether the use is customary, determination shall be made by the Zoning Board of Adjustment.

Affordable Housing: Affordable housing means either of the following:

1. Housing that is owned by its inhabitants whose gross annual household income does not exceed 80 percent of the county median income, or 80 percent of the standard metropolitan statistical area income if the municipality is located in such an area, as defined by the United States Department of Housing and Urban Development, and the total annual cost of the housing, including principal, interest, taxes, insurance, and condominium association fees is not more than 30 percent of the household's gross annual income.
2. Housing that is rented by its inhabitants whose gross annual household income does not exceed 80 percent of the county median income, or 80 percent of the standard metropolitan statistical area income if the municipality is located in such as area, as defined by the United States Department of Housing and Urban Development, and the total annual cost of the housing, including rent, utilities, and condominium association fees, is not more than 30 percent of the household's gross annual income.

Affordable Housing Development: A housing development of which at least 20 percent of the units or a minimum of five units, whichever is greater, are affordable housing units. Affordable units shall be subject to covenants or restrictions that preserve their affordability for a minimum of 15 years or longer as provided in municipal bylaws.

Agriculture Use: Land which is used for raising livestock, agricultural or forest products (includes farm structures and the storage of agricultural equipment); and, as an accessory use, the sale of agricultural products raised on the property.

Airport Uses: Fixed- and rotary-wing operations together with retail sales and service operations related to public, private, and general aviation, including aircraft sales, repair, and storage, commercial shipping and storage, restaurants, rental vehicles, and other uses designed to serve aviation passengers and industry.

Appropriate Municipal Panel: A planning commission, a board of adjustment or a legislative body performing development review

Area of Special Flood Hazard: This term is synonymous in meaning with the phrase "Special Flood Hazard Area" for the purposes of these bylaws.

Athletic courts: Private, residential tennis court, basketball court or similar activities.

Average Grade: The average of the distance from the top of foundation to the ground measured at all foundation corners of a building or structure.

Background Noise: Noise which exists at a point as a result of the combination of many distant sources, individually indistinguishable. In statistical terms, it is the level which is exceeded 90% of the time (L90) in which the measurement is taken.

Bankfull Width (or Channel Width): The width of a stream channel when flowing at a bankfull discharge. The bankfull discharge is the flow of water that first overtops the natural banks. This flow occurs, on average, about once every 1 to 2 years.

Base Flood: The flood having a one percent chance of being equaled or exceeded in any given year (commonly referred to as the "100-year flood").

Base Flood Elevation: The elevation of the water surface elevation resulting from a flood that has a 1 percent chance of equaling or exceeding that level in any given year. On the Flood Insurance Rate Map the elevation is usually in feet, in relation to the National Geodetic Vertical Datum of 1929, the North American Vertical Datum of 1988, or other datum referenced in the Flood Insurance Study report, or the average depth of the base flood, usually in feet, above the ground surface.

Basement: Any area of the building having its floor elevation subgrade (below ground level) on all sides.

Bed-and-Breakfast: A single family dwelling that provides sleeping accommodations for paying guests and tourists. May or may not provide meals in a central dining room. A bed-and-breakfast is limited to three bedrooms for paying guests.

Boarding House (tourist home): A building or premises where rooms are let to individuals for compensation for a period of time greater than 30 days, and where meals may be regularly services in a common dining area. Hotels, motels, apartment houses, bed and breakfasts and historic inns shall not be considered boarding houses.

Buffer: An undisturbed area consisting of trees, shrubs, ground cover plants, duff layer, and generally uneven ground surface that extends a specified distance horizontally across the surface of the land from the mean water level of an adjacent lake or from the top of the bank of an adjacent river or stream.

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; taken from the top of a foundation no more than 8 feet of foundation showing, and excluding cupolas, chimneys, steeples, and/or roof mounted HVAC and utilities.

Cemetery: Property used for the interment of the dead.

Channel: An area that contains continuously or periodic flowing water that is confined by banks and a streambed.

Common Plan of Development: Where a structure will be refurbished over a period of time. Such work might be planned unit by unit.

Community Non-profit: as defined by State or Federal guidelines.

Contractor's Storage Yard: A lot or portion of a lot or parcel used to store and maintain construction equipment and other materials and facilities customarily required in the building trade by a construction contractor.

Coverage: That percentage of the lot area that is covered by buildings.

Critical Facilities: Include police stations, fire and rescue facilities, hospitals, shelters, schools, nursing homes, water supply and waste treatment facilities, and other structures the community

identifies as essential to the health and welfare of the population and that are especially important following a disaster. For example, the type and location of a business may raise its status to a Critical Facility, such as a grocery or gas station

Daytime Hours: Hours between 7:30 a.m. and 7:30 p.m., Monday through Saturday, and the hours between 10:00 a.m. and 7:30 p.m. on Sundays and holidays.

Decibel: (dB) A unit of measurement of the sound level.

Development: The division of a parcel into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or other structure or of any mining, excavation or landfill; and any change in the use of any building or other structure, land or extension of use of land.

Development in the areas of special flood hazard: Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

District, Zoning District: A part of the territory of the Town of Weathersfield within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of these Bylaws.

Dwelling, Dwelling Unit: A building or part thereof, including a kitchen and bathroom, used as living quarters for a single individual or family (see definition of family).

Emitter: Source of noise.

Excessive Noise: Any sound, the intensity of which exceeds the standard set forth in Section 6.13.

Existing Small Lot: Any lot that is legally subdivided, is in individual and separate and nonaffiliated ownership from surrounding properties, is in existence on the date of enactment of any bylaw, and is too small to conform to the minimum lot size requirements for the zoning district in which it is located.

Existing manufactured home park or subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Family: For the purposes of these Bylaws, a family shall consist of any group of two or more persons, either related or unrelated, residing in and sharing the rooms of an individual dwelling unit in the same structure (i.e., persons related by blood, marriage, or adoption; housemates; unrelated friends sharing expenses).

Family Child Care Home: A family child care home or facility is a day care facility which provides for care on a regular basis in the caregiver's own residence for not more than ten children at any one time. Of this number, up to six children may be provided care on a full-time basis and the remainder on a part-time basis. For the purpose of this subdivision, care of a child on a part-time basis shall mean care of a school-age child for not more than four hours a day. These limits shall not include children who reside in the residence of the caregiver; except:

1. these part-time school-age children may be cared for on a full-day basis during school closing days, snow days and vacation days which occur during the school year; and
2. during the school summer vacation, up to 12 children may be cared for provided that at least six of these children are school age and a second staff person is present and on duty when the number of children in attendance exceeds six. These limits shall not include children who are required by law to attend school (age 7 and older) and who reside in the residence of the caregiver.

Family Child Care Facility: A state registered or licensed family child care facility serving ten or

more children (at least six full-time and four part-time).

Farming: The cultivation or other use of land for growing food, fiber, Christmas trees, maple sap, or horticultural and orchard crops; or the raising, feeding or management of livestock, poultry, equines, fish, or bees; or the operation of greenhouses; or the production of maple syrup; or the on-site storage, preparation and sale of agricultural products principally produced on the farm; or the on-site production of fuel or power from agricultural products or wastes produced on the farm.

Farming structure: A structure or structures that are used by a person for agricultural production that meets one or more of the following:

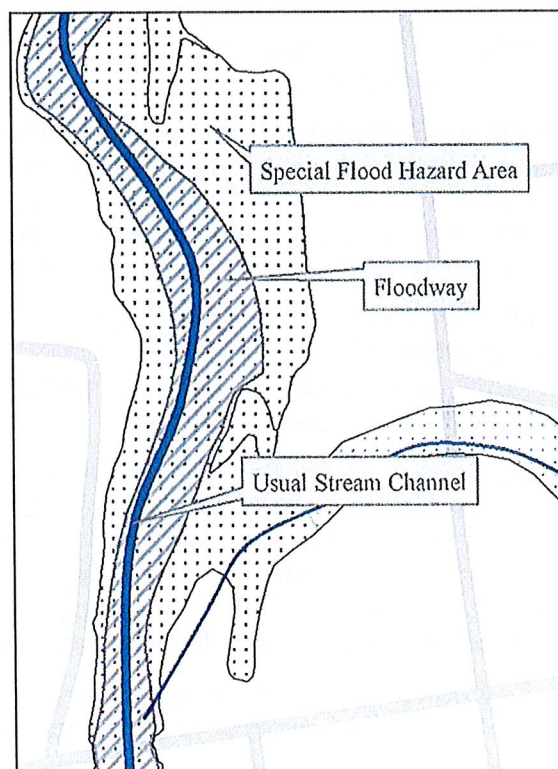
1. is used in connection with the sale of \$1,000 or more of agricultural products in a normal year; or
2. is used in connection with raising, feeding, and management of at least the following number of adult animals: four equines; five cattle or American bison; fifteen swine; fifteen goats; fifteen sheep; fifteen fallow deer; fifteen red deer; fifty turkeys; fifty geese; one-hundred laying hens; two-hundred and fifty broilers, pheasant, Chukar partridge, or Coturnix quail; three camelids; four ratics (ostriches, rheas, and emus); thirty rabbits; one hundred ducks; or one-thousand pounds of cultured trout; or
3. is used by a farmer filing with the Internal Revenue Service a 1040(F) income tax statement in at least one of the past two years; or
4. is on a farm with a business and farm management plan approved by the Secretary.

Fill: Any placed material that changes the natural grade, increases the elevation, or diminishes the flood storage capacity at the site.

FIRM: see Flood Insurance Rate Map.

Flood:

1. A general and temporary condition of partial or complete inundation of normally dry land areas from: the overflow of inland or tidal waters; the unusual and rapid accumulation or runoff of surface waters from any source; and mudslides which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.



Flood Insurance Rate Map (FIRM): An official map of a community, on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community. In some communities the hazard boundaries are available in paper, pdf, or Geographic Information System formats as a Digital Flood Insurance Rate Map (DFIRM).

Flood Insurance Study: An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations or an examination, evaluation and determination of mudslide (i.e., mudflow) and /or flood related erosion hazards.

Floodplain or flood-prone area: Any land area susceptible to being inundated by water from any source (see definition of "flood").

Flood proofing: Any combination of structural and non-structural additions, changes, or adjustments to structures, which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point. Please note that Special Flood Hazard Areas and floodways may be shown on a separate map panels.

Fluvial Erosion: Erosion caused by streams and rivers. Fluvial erosion can be catastrophic when a flood event causes a rapid adjustment of the stream channel size and/or location.

Fluvial Geomorphic Equilibrium: The width, depth, meander pattern, and longitudinal slope of a stream channel that occurs when water flow, sediment, and woody debris are transported by the stream in such a manner that it generally maintains dimensions, pattern, and slope without unnaturally aggrading or degrading (down-cutting) the channel bed elevation. When a stream or river is in an equilibrium condition the stream power and erosive process is minimized reducing damage to public and private infrastructure, reducing nutrient loading, and allowing for bank stability and habitat diversity.

Formula Business: A business which does or is required by contractual or other arrangement or as a franchise to maintain two (2) or more of the following items: standardized (Formula) array of services and/or merchandise including menu, trademark, logo, service mark, symbol, décor, architecture, façade, layout, uniforms, color scheme, and which are utilized by ten (10) or more other businesses worldwide regardless of ownership or location.

Frontage: The length of that portion of a lot which abuts a public road right-of-way or mean watermark of a public waterway. In the case of corner lots, it shall be that portion that has or is proposed to have access.

Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities, that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Gasoline/Service Station: A retail establishment at which motor vehicles are serviced, especially with fuel, air, and water; also called a filling station. Includes the retail sale of motor vehicle fuel carried on as part of other commercial or industrial activities.

Group Home: Any residential facility operating under a license or registration granted or recognized by a state agency, that serves not more than eight unrelated persons, who have a handicap or disability as defined in 9 V.S.A. § 4501, and who live together as a single housekeeping unit. In addition to room, board and supervision, residents of a group home may receive other services at the group home meeting their health, developmental or educational needs.

Guest House: An accessory residential structure with no kitchen (may or may not have bath facilities) used for the sole purpose of temporary housing for nonpaying guests.

Hazardous Materials: Those substances, materials, or agents in such quantity, state, and form as may constitute potential risk to the health and safety of the people and environment of the Town, and which may constitute a threat to property, including, without limitation, the following: explosives; radiative materials, etiologic agents, flammable materials, combustible materials, poisons, oxidizing or corrosive materials, and compressed gases. This shall also include any

other materials listed as 'hazardous' by the Materials Transportation Bureau of the United States Department of Transportation, in Title 49 of the Code of Federal regulations, as amended, or those materials regulated pursuant to Title 10, Chapter 47, of the Vermont Statutes Annotated, or any other applicable Federal or State regulations.

Highway-Commercial: The use of a structure and/or lot for the following purposes:

1. motel or large hotel;
2. shopping plaza;
3. wholesale or retail sales;
4. drive-in theater;
5. restaurant;
6. drive-in food service;
7. drive-in bank;
8. lumber yard;
9. sales and service of automobiles, mobile homes, large boats or recreational vehicles;
10. dry cleaner;
11. bar; nightclub; or
12. any other purpose deemed by the Zoning Board of Adjustment to be similar in nature to those listed.

Historic Structure: Any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (i) By an approved state program as determined by the Secretary of the Interior or (ii) Directly by the Secretary of the Interior in states without approved programs.

Home-Based Business: A professional, commercial, or light industrial activity that takes place on a residential property, is for gain by the resident(s), and where these activities are subordinate to (Level 1) or augment (Level 2) the residential use.

Home-Based Occupation: Employment activity that is carried on for gain by the resident and is clearly subordinate to the residential structure.

Impulse Noise: Noise of short duration, usually less than one second, with an abrupt onset and rapid decay.

Indoor Recreational Facility: A commercial or public facility for the following indoor activities: bowling, table tennis, tennis, pool, roller and ice skating, swimming, customary gym activities, rifle/pistol/archery, others deemed similar in nature by the Zoning Board of Adjustment.

Industry: The use of a building or land for the manufacture, production, processing, assembly or storage of goods or commodities. Includes research, testing, and large offices (more than ten employees); and others deemed similar in nature by the Zoning Board of Adjustment.

Inn/Small hotel: An establishment providing for a fee three or more temporary guest rooms and customary lodging services, and subject to the Vermont room and meals tax.

Insignificant Activities and/or Repairs:

1. Insignificant activities that involve the placement or erection of decorative or directional elements which do not result in new obstructions to flood flows or alter drainage or have the potential to be a substantial improvement. Insignificant activities may include mowing, planting a garden, adding soil amendments, installing a mail box for the delivery of US postal mail or newspaper, or erecting a flag pole. Insignificant activities will not result in new obstructions to flood flows or impair drainage or have the potential to be a substantial improvement; and/or,
2. Insignificant repairs that involve projects to fix or mend to a sound condition after decay or damage and the cost of which does not exceed \$500 or does not result in the replacement, alteration, addition or extension of an existing structure. Insignificant repairs will not result in new obstructions to flood flows or impair drainage or have the potential to be a substantial improvement.

Junkyard: A yard for the deposit, storage, or resale of any junk or discarded materials, machinery, or vehicles; whether or not in connection with any other commercial activity.

Land Development: The division of a parcel into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or other structure, or of any mining, excavation, or landfill, and any change in the use of any building or other structure, or land, or extension of use of land.

Letter of Map Amendment (LOMA): A letter issued by the Federal Emergency Management Agency officially removing a structure or lot from the flood hazard zone based on information provided by a licensed engineer or surveyor. This is used where structures or lots are located above the base flood elevation and have been inadvertently included in the mapped special flood hazard area.

Light Industry: Same as Industry, but limited to:

1. no more than 10 employees
2. buildings do not cover more than 10,000 square feet of land area;
3. production of noise, vibration, smoke, dust, heat, odor, glare or other disturbance shall not exceed what is characteristic of the District.
4. production of electrical interferences and line voltage variations must no create a nuisance.

Lot: A portion or parcel of land occupied or intended for occupancy by a use or a building.

Lot Size: The total area of land, excluding the road right-of-way, included within the property lines.

Lowest Floor: The lowest floor of the lowest enclosed area, including basement. An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 CFR 60.3

Lumber Yard: An establishment for the retail or combined wholesale/retail sale of new lumber and/or other new building materials. For the purposes of these Bylaws, establishments engaged in the sale of other new building materials without the sale of new lumber are included.

Manufactured Home (or Mobile Home): A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured Home Park or Subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level: For the purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 and other data, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

Medical Facility: For the purposes of these Bylaws, a medical facility shall include hospitals, including nurses' residential quarters; nursing homes; and homes for the elderly or incapacitated.

Mobile Home: A structure or type of manufactured home that is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation, includes plumbing, heating, cooling, and electrical systems, and is:

1. transportable in one or more sections; and
2. at least eight feet wide or 40 feet long or when erected has at least 320 square feet or if the structure was constructed prior to June 15, 1976, at least eight feet wide or 32 feet long; or
3. any structure that meets all the requirements of this subdivision except for size and for which the manufacturer voluntarily files a certification required by the U.S. Department of Housing and Urban Development and complies with the standards established under Title 42 of the U.S. Code. as set forth in 10 V.S.A. § 6201(1).

Mobile Home Park: Any parcel of land under single or common ownership or control which contains, or is designed, laid out or adapted to accommodate, more than two mobile homes. Nothing herein shall be construed to apply to premises used solely for storage or display of mobile homes. Mobile Home Park does not mean any parcel of land under the ownership of an agricultural employer who may provide up to four mobile homes used by full-time workers or employees of the agricultural employer as a benefit or condition of employment or any parcel of land used solely on a seasonal basis for vacation or recreational mobile homes. 10 V.S.A. § 6201(2).

Modular (or Prefabricated) Housing: A dwelling unit constructed on-site and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation.

Motel: A commercial lodging facility for transients, having a private outside entrance and one suitable automobile parking space for each room or suite of rooms.

Multi-family Dwelling: A building containing three or more individual dwellings with separate cooking and toilet facilities for each dwelling.

Municipal Land Use Permit: Means any of the following whenever issued:

1. A zoning, subdivision, site plan, or building permit or approval, any of which relate to "land development" as defined in this section, that has received final approval from the applicable board, commission, or officer of the municipality.
2. A wastewater system permit issued under any municipal ordinance adopted pursuant to 24 V.S.A. Chapter 102.
3. Final official minutes of a meeting that relate to a permit or approval described in (a) or (b) above that serve as the sole evidence of that permit or approval.
4. A Certificate of Occupancy, certificate of compliance, or similar certificate that relates to the permits or approvals described in (a) or (b) above, if the bylaws so require.
5. An amendment of any of the documents listed in (a) through (d) above.

New construction:

1. For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after

December 31, 1974, whichever is later, and includes any subsequent improvements to such structures.

2. For floodplain management purposes, new construction means structures for which the *start of construction* commenced on or after the effective date of the floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by a community.

Nightclub or Bar: An establishment whose major activity is the service of alcoholic beverages for consumption on the premises and which may or may not provide entertainment.

Nighttime Hours: The hours between 7:30 p.m. and 7:30 a.m., Sunday evening through Saturday morning, except that Nighttime Hours shall mean the hours between 7:30 p.m. Saturday and 10:00 on Sunday and 7:30 p.m. of the day preceding a recognized, national holiday and 10:00 a.m. on said holiday.

Noise Zone: The geographic area between emitter and receptor of noise.

Nonconforming Lots or Parcels: Lots or parcels that do not conform to the present bylaws covering dimensional requirements but were in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a lot or parcel improperly authorized as a result of error by the administrative officer.

Nonconforming Structure: A structure or part of a structure that does not conform to the present bylaws but was in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a structure improperly authorized as a result of error by the administrative officer. Structures that were in violation of the flood hazard regulations at the time of their creation, and remain so, remain violations and are not nonconforming structures.

Nonconforming Use: Use of land that does not conform to the present bylaws but did conform to all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a use improperly authorized as a result of error by the administrative officer. 24 V.S.A. § 4303(15)

Nonconformity: A nonconforming use, structure, lot or parcel.

Non-highway Commercial: The use of a structure and/or lot for the following purposes:

1. wholesaler,
2. fuel oil depot,
3. bottled gas depot,
4. coal depot,
5. lumber yard, and
6. other similar purposes as determined by the Zoning Board of Adjustment.

Non-Residential: Includes, but is not limited to: small business concerns, churches, schools, nursing homes, farm buildings (including grain bins and silos), pool houses, clubhouses, recreational buildings, government buildings, mercantile structures, agricultural and industrial structures, and warehouses.

Outdoor Recreation Facility: A commercial or public facility for the following out-of-doors activities: customary playing fields and municipal park activities (baseball, soccer field, etc.); tennis, swimming, roller and ice skating, skiing, boating, fishing, horseback riding, golf, miniature golf, bicycling, or other similar activities as determined by the Zoning Board of Adjustment.

Excludes tracks or trails for competitive and/or commercial use of motorized vehicles.

Planned Residential Development (PRD): An area for strictly residential use, in which the design and development promotes the most appropriate use of the land, to facilitate the adequate and economic provision of streets and utilities, and to preserve open space. PRD's designated as single family contains only single family residential structures; those designated as multi-family contain one or more multi-family residential structures.

Planned Unit Development (PUD): One or more lots, tracts, or parcels of land to be developed as a single entity, the plan for which may propose any authorized combination of density or intensity transfers or increases, as well as the mixing of land uses. This plan, as authorized, may deviate from bylaw requirements that are otherwise applicable to the area in which it is located with respect to lot size, bulk, or type of dwelling or building, use, density, intensity, lot coverage, parking, required common open space, or other standards.

Pre-existing: In existence prior to the adoption date of the original Bylaws, March 5, 1974.

Prime Agricultural Land: Prime land identified by the Natural Resources Conservation Service (NRCS) as "P – prime" or "S - statewide significant" and as described in the Farmland Classification System for Vermont Soils, published by the United States Department of Agriculture (USDA) - NRCS and available at <http://www.nrb.state.vt.us/lup/publications/importantfarmlands.pdf>.

Public Water: Any community drinking water distribution system, whether publicly or privately owned.

Receptor: With the intent of confining decibel levels higher than allowed to the emitter's property, the receptor is any abutting property receiving noise.

Recreational Vehicle: A vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

Regular High Water Mark: The lower limit of vegetation on the streambank.

Renewable Energy Resources: 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.

Residential Care Home: A place, however named, excluding a licensed foster home, which provides, for profit or otherwise, room, board and personal care to nine or more residents unrelated to the home operator.

Residential, Single-Family: The use of a structure and/or lot to house a single individual or family (see definition for family).

Residential Structure: Any structure designed and constructed for human residence.

Residential, Multi-family: The use of a structure or lot to house three or more families (see definition for family) or individuals.

Residential, Two-Family: The use of a structure or lot to house two families (see definition for family). A legitimate home occupation is optional.

River Corridor: The land area adjacent to a river that is required to accommodate the

dimensions, slope, planform, and buffer of the naturally stable channel and that is necessary for the natural maintenance or natural restoration of a dynamic equilibrium condition, as that term is defined in 10 V.S.A. § 1422, and for minimization of fluvial erosion hazards, as delineated by the Agency in accordance with the ANR River Corridor Protection Guide.

School: Includes public, parochial and private kindergarten through college or university and accessory uses such as dormitories, fraternities and sororities. Shall not include commercially operated schools of business, driving, dance, music, cosmetology, beauty, culture, or similar establishments.

Self-Storage Facility: A building or group of buildings and associated external areas containing separate, individual, and private storage spaces available for lease or rent for the purpose of inactive storage only and which are not accessory structures to residential uses.

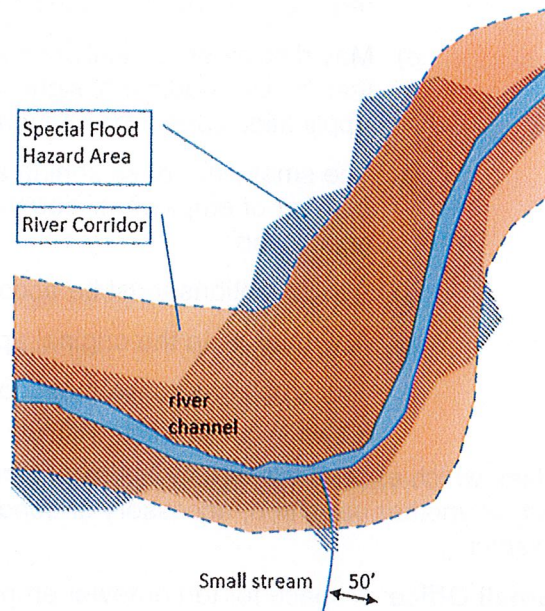
Setback:

1. The shortest distance between the exterior of a building and the nearest adjacent boundary of the building lot, measured at right angles to said boundary.
2. Porches are included as part of the building, however, steps are not.
3. Setbacks shall be measured from the nearest boundary of the road right-of-way.
4. When the road or right-of-way measures less than fifty feet in width or is of unknown width, a right-of-way width of 50 feet shall be assumed.
5. The edge of the right-of-way shall be determined by measuring half of the right-of-way width from the center of the traveled portion of the road.
6. Structures added to existing buildings in order to provide access to the disabled or handicapped (i.e., ramps, special stairways, elevators, etc.) are not required to meet setback requirements.
7. New building construction that includes such devices shall meet said requirements.

Sign: Any device, logo, structure, illustration, emblem, building, or part thereof for visual communication that is placed in view of the general public for the purpose of directing public attention to any business, industry, profession, product, service, or entertainment.

Small Enterprise: In Districts where permitted, the establishment of small enterprises is encouraged in order to promote sound economic development, to maintain the unique character of the community, to promote diversity of economic activity, and to provide a business environment benefitting from foot traffic and proximity. The small enterprise use aims to facilitate entrepreneurial activity by providing a narrow exception to obtaining a conditional use permit, while protecting and maintaining the character and diversity of businesses in the District. All applicants are encouraged to consult with the Land Use Administrator prior to submitting an application. The small enterprise shall meet all the criteria below:

- a) The small enterprise shall not be a **formula business** as defined in these Bylaws.
- b) Employs a maximum of five (5) employees on premises at a single point in time.
- c) Occupies a maximum building area of 800 square feet.
- d) Replacing and superseding Article 6.2.2(l)(3) for the purposes of this bylaw, only one (1) structure not in excess of 150 square feet is exempt from the zoning permit



requirement. All other provisions of Article 6.2.2(l) apply.

- e) May display one non-illuminated, non-reflective sign, a maximum of nine square feet in size. Additional signs may be permitted upon submission of a Zoning Permit Application (See Sign Standards in Section 3.8.)
- f) The small enterprise zoning application shall clearly define the type of business, number of employees, square footage allocated to the business, and traffic generation.
- g) All applications must be accompanied by a site plan.
- h) Any change to the original application shall require permit review.
- i) The small enterprise must comply with all performance standards set forth in Section 3.7 of these Bylaws.

Uses which exceed the thresholds established under this bylaw may still be permitted if falling within another permitted, accessory or conditional use category permitted in the same particular District.

Small Office: A space for ten or fewer employees with no deliveries and only employee parking allowed on-site.

Sound Level Meter: An instrument, including a microphone, an amplifier, an output meter, and frequency weighting networks for the measurement of sound levels. The Sound Level Meter shall conform to the ANSI Specifications for Sound Level Meters S1.4-1971.

Special Flood Hazard Area (SFHA): The floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. For purposes of these regulations, the term "area of special flood hazard" is synonymous in meaning with the phrase "special flood hazard area". This area is usually labeled Zone A, AE, AO, AH, or A1-30 in the most current flood insurance studies and on the maps published by the Federal Emergency Management Agency. Maps of this area are available for viewing in the municipal office or online from the FEMA Map Service Center: msc.fema.gov. Base flood elevations have not been determined in Zone A where the flood risk has been mapped by approximate methods. Base flood elevations are shown at selected intervals on maps of Special Flood Hazard Areas that are determined by detailed methods. Please note, where floodways have been determined they may be shown on separate map panels from the Flood Insurance Rate Maps.

Start of Construction: For purposes of floodplain management, determines the effective map or bylaw that regulated development in the Special Flood Hazard Area. The "start of construction" includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footing, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, regardless whether that alteration affects the external dimensions of the building.

Stream: A perennial watercourse, or portion, segment or reach of a watercourse that, in the absence of abnormal, extended or severe drought, continuously conveys surface water flow. Human caused interruptions of flow; i.e. flow fluctuations associated with hydroelectric facility operations, or water withdrawals, shall not influence the determination. A perennial stream does not include the standing waters of wetlands, lakes, and ponds. Streams are indicated on the

Vermont Hydrography Dataset viewable on the Vermont Natural Resources Atlas.

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:

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.

Structural Development: The addition of a new structure to a parcel of land.

Subdivision: Either:

1. division of a parcel of land into two or more lots, plots, or sites; or
2. construction of a single structure containing two or more functional units, such as but not limited to: apartment buildings, condominiums, or shopping plazas, when such actions are taken for the purpose of sale, transfer of ownership, building development or property improvement.

The term subdivision includes re-subdivision.

Construction of a second principal structure on a lot shall be deemed a subdivision of the parcel.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged conditions would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure after the date of adoption of this bylaw, the cost of which, over three years, or over the period of a common plan of development, cumulatively equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either: (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specification which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or (b) Any alteration of a “historic structure”, provided that the alteration will not preclude the structure’s continued designation as a “historic structure”.

Telecommunications Facility: A tower or other support structure, including antennae that will extend 20 or more feet vertically, and related equipment, and base structures to be used primarily for communication or broadcast purposes to transmit or receive communication or broadcast signals.

Top of Bank: That vertical point along a stream bank where an abrupt change in slope is evident. For streams in wider valleys it is the point where the stream is generally able to overflow the banks and enter the floodplain. For steep and narrow valleys, it will generally be the same as the top of slope. See Figures 3 and 4 for representative illustrations for these terms.

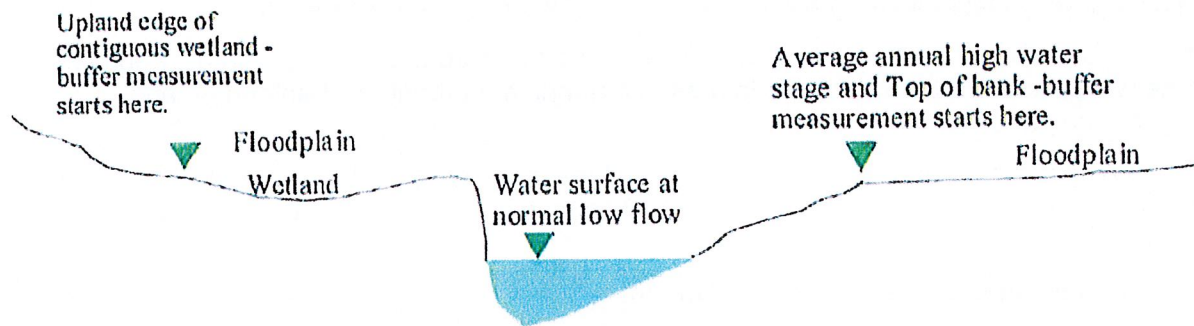


Figure 3: Illustration of "top of bank" (Source: Appendix C of the VT Riparian Buffer Guidelines)

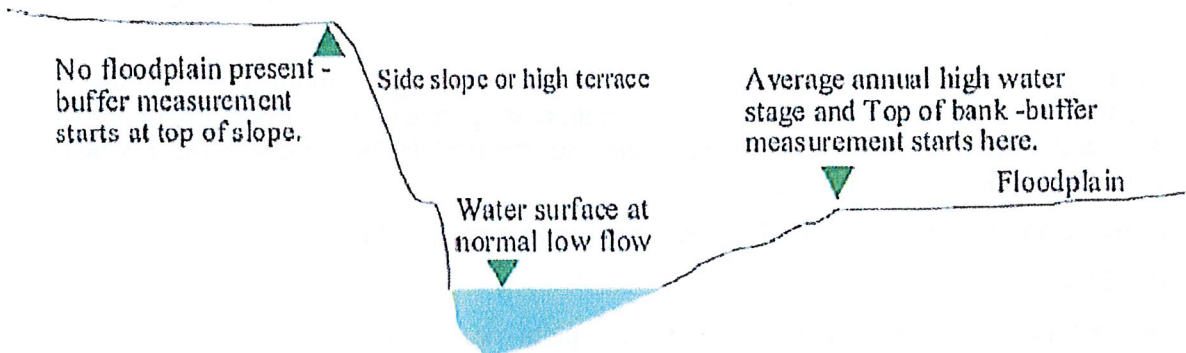


Figure 4: Illustration of "top of slope" (Source: Appendix C of the VT Riparian Buffer Guidelines)

Travel Trailer: Any vehicle used, or so constructed as to permit such use, as a conveyance on the public roads and duly licensed as such, which is constructed to permit occupancy as a dwelling or sleeping place for one or more persons. Includes motor homes, tent trailers, truck campers and any vehicle converted to provide temporary sleeping facilities other than a mobile home. This definition does not apply to commercial vehicles, such as 18 wheel trucks equipped with sleeping quarters, that are used to transport goods.

Use, Associated: A use customarily incidental to the principal use and on the same lot as the principal use.

Use, Conditional: A use permitted only by approval of the Board of Adjustment following a public hearing.

Use, Permitted: Any use allowed in a zoning district and subject to the restrictions applicable to that zoning district.

Variance: A deviation from the strict application of the requirements of these Bylaws in the case of exceptional physical conditions. See 24 V.S.A. §§ 4464 and 4469.

Violation: The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 CFR 60.3 is presumed to be in violation until such time as that documentation is provided.

Wetlands: Those areas of the state that are inundated by surface or groundwater with a frequency sufficient to support vegetation or aquatic life that depend on saturated or seasonally saturated soil conditions for growth and reproduction. Such areas include marshes, swamps, sloughs, potholes, fens, river and lake overflows, mud flats, bogs, and ponds, but excluding such areas as grow food or crops in connection with farming activities.

Wireless Communications Facility: A tower, pole, antenna, guy wire, or related features or equipment intended for use in connection with transmission or receipt of radio or television signals

or any other electromagnetic spectrum-based transmission/reception and the construction or improvement of a road, trail, building or structure incidental to a communications facility. Wireless Communication Facilities include Wireless Telecommunication Facilities. A speculative wireless telecommunications facility, that is, one built on speculation that the builder and operator will be able to lease to a service provider, is considered a wireless communications facility and does not come under the Telecommunications Act of 1996. Applications for such facilities, until a service provider is named and joins in the application, are subject to the review and regulations as a wireless communications facility and not as a wireless telecommunications facility.

Wireless Telecommunication Facility: A facility consisting of the structures, including the towers and antennas mounted on towers and buildings, equipment and site improvements involved in sending and receiving telecommunications or radio signals from a mobile communications source and transmitting those signals to a central switching computer which connects the mobile unit with land-based or other telephone lines.

Attachment E
[Planning Commission Reporting Form]

Planning Commission Reporting Form for Municipal Bylaw Amendments

Town of Weathersfield, VT

Proposed amendments to the *Town of Weathersfield Zoning Bylaws*

This report is in accordance with 24 V.S.A. §4441(c) which states: *“When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal.”*

The above referenced proposed bylaws are summarized as follows:

- 1. Brief explanation of the proposed bylaw, amendment or repeal; and a statement of purpose as required for notice under §4444 of this title:**

A number of changes are being proposed by the Planning Commission to clarify a few existing zoning provisions and to make changes needed in order for the zoning to be in conformance with the *2017 Weathersfield Town Plan*. The proposed zoning changes are summarized below:

- The proposed Habitat Areas bylaw combines the Deer Wintering Habitat and Rare / Endangered Species bylaws. The bylaw has been modified to permit administrative rather than conditional use approval of certain development projects for which there are no other conditional use grounds. For developments in or within 300 feet of a mapped deer wintering habitat area, certain projects may be administratively approved by the Land Use Administrator if they will not require the removal of softwood trees. An additional administrative approval procedure has been established for other development proposals requiring removal of softwood trees in a mapped deer wintering habitat area, or development proposals in rare or endangered species habitat areas. This procedure requires obtaining a written statement from the Conservation Commission, and may include conditions set by the Conservation Commission as deemed appropriate to fulfilling the purpose of this bylaw. Permit applications falling under this procedure will either be administratively approved within 30 days of receipt, or alternatively sent to the Zoning Board of Adjustment for a conditional use hearing.
- The proposed Renewable Energy bylaw creates more specific standards applicable to these developments over the existing bylaw, including language designed to protect scenic and historic resources, a provision for permits to expire due to 12 months of lack of use, and a height based setback requirement.
- The definition of building height has added specificity by requiring measurements to occur from the lowest visible foundation point or the lowest floor with exterior access, whichever is lower, to the highest point on the roof.
- The definition of structure specifically exempts certain structures from subject to height restrictions.
- The proposed Federal / State law clause expressly requires that in cases of inconsistency or incompatibility between Town bylaws and Federal and/or State law,

that the Town bylaw be disregarded to the extent necessary to comply with Federal and/or State law.

- 2. How does the proposal conform with or further the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:**

Most of the proposed changes are intended specifically to further goals and policies contained in the *2017 Weathersfield Town Plan*. These goals and policies generally include promoting home-based businesses, preserving the rural character of the town including the dark night sky, and revitalizing the village centers. The changes will reduce the burden on applicants seeking to develop parcels in or near deer wintering habitat areas while maintaining existing protections. The Renewable Energy bylaw adds protection for scenic, historic or cultural resources with protection of scenic resources being one of the goals stated in the Town Plan.

- 3. Is the proposal compatible with the proposed future land uses and densities of the municipal plan:**

Yes, the proposed amendment is consistent with the future land uses identified in the Town Plan. These proposed changes aim to help revitalize the village centers and reduce the burden associated with the permitting process.

- 4. How does the proposal carry out, as applicable, any specific proposals for any planned community facilities:**

This proposal does not directly apply to any specific proposals for planning community facilities.

Attachment F
[Full Text of proposed Bylaws to be Considered]

Full text of bylaws to be considered at 22 October 2018 Weathersfield Planning Commission hearing

3.2.4 Habitat areas

(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 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 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.

4.11 Renewable Energy Production

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

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

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 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.

6.10.2 Variances for Renewable Energy Structures

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

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.

Structure: An assembly of materials designed for occupancy, use, or which is to remain on a parcel for more than six (6) months. Fences, gates, stone walls, landscape timbers, sculptures, and satellite dishes are not structures and are not subject to structure height or setback restrictions for the purposes of these bylaws, unless located within a Regulated Flood Hazard Area as set forth in Section 5.7.4(A).

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.

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 with Federal and State law

“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.”

TOWN OF WEATHERSFIELD, VERMONT
CONFLICT OF INTEREST POLICY
ADOPTED 9/6/2016

Article 1. Authority.

Under the authority granted in 24 V.S.A. § 2291(20), the Town of Weathersfield hereby adopts the following policy concerning conflicts of interest.

Article 2. Purpose.

The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials and employees will be preserved. It is also the intent of this policy to ensure that all decisions made by municipal officials and employees are based on the best interest of the community at large.

Article 3. Application.

This policy applies to all public officers as that term is defined below.

When management of a contract involves State or Federal Funds this policy will be followed along with the provisions of the contract and the procurement policies of those organizations (Ex. 2 CFR 200.318 - general procurement standards). The portion of each policy that is most restrictive will be followed.

Article 4. Definitions.

For the purposes of this policy, the following definitions shall apply:

- *Conflict of interest* means any of the following:

A direct or indirect personal or financial interest of a public officer, his or her spouse or partner, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, employer or employee, or perspective employer in the outcome of a cause, proceeding, application, or any other matter pending before the officer or before the public body in which he or she holds office or is employed.

A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.

A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

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A "conflict of interest" does not arise in the case of votes or decisions on matters in which the public official has a personal or financial interest in the outcome, such as in the establishment of a tax rate that is no greater than that of other persons generally affected by the decision.

- *Emergency* means an imminent threat or peril to the public health, safety, or welfare.
- *Ex Parte Communication* means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.
- *Official act or action* means any legislative, administrative, or quasi-judicial act performed by any public officer while acting on behalf of the municipality.
- *Public body* means any board, council, commission, or committee of the municipality.
- *Public interest* means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- *Public officer* means any person elected, appointed or employed by the Town of Weathersfield.
- *Quasi-judicial proceeding* means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

Article 5. Prohibited Conduct.

A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.

A public officer shall not personally – or through any member of his or her household, business associate, employer or employee, perspective employer, or any other – represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application, or other matter pending before the public body in which the public officer holds office.

A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time,

TOWN OF WEATHERSFIELD, VERMONT
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equipment, supplies, or facilities – for private gain or personal purposes.

Article 6. Disclosure.

A public officer who has reason to believe that he or she has or may have a conflict of interest in a particular matter shall, prior to participating in any official action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse him or herself from a matter due to a conflict of interest.

Article 7. Consideration of Recusal.

Once there has been a disclosure of an actual or perceived conflict of interest, other public officers may be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body may take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

- 1 Such request shall not be considered an order for the officer to recuse him or herself.
- 2 In any case where the Town is receiving funding through federal sources a public officer shall recuse themselves from any selection, award or administration of any contract if their is a conflict of interest, real or apparent, as defined in Article 4 of this policy or 2 CFR 200.

Article 8. Recusal.

- *Recusal of Elected Officers.* After taking the actions listed in Articles 6 and 7, an elected public officer should declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.
- *Recusal of Appointed Officers.* The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest may be grounds for discipline or removal from office.
- *Recusal of employees.* The failure of an employee to recuse himself or herself in spite of a conflict of interest may be grounds for discipline up to and including termination in

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accordance with the Weathersfield Personnel Policy and State Laws.

Article 9. Post-Recusal Procedure.

A public officer who has recused himself or herself from serving on a public body in a particular proceeding shall not sit with the public body, deliberate with the public body, or participate in that proceeding as a member of the public body in any capacity, though such member may still participate as a member of the public.

The public body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

Article 10. Enforcement.

- A. Enforcement Against Elected Officers; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.* In cases where an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 9, the Weathersfield Select Board may take progressive action to discipline such elected officer as follows:

The chair of the Selectboard of the Town of Weathersfield and Town Manager (or Vice Chair if the officer is the Town Manager) may meet with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body. The Selectboard of the Town of Weathersfield may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Town of Weathersfield may admonish the offending public officer in private.

Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately. Certain appointed officials such as a Zoning Administrator and a Town Manager may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

If the Selectboard of the Town of Weathersfield decides that further action is warranted, the Selectboard of the Town of Weathersfield may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public

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officer shall be given the opportunity to respond to the admonishment. Upon majority vote in an open meeting, the Selectboard of the Town of Weathersfield may request (but not order) that the offending public officer resign from his or her office.

- B. Enforcement Against Appointed Officers.* The Selectboard of the Town of Weathersfield may choose to follow any of the steps articulated in Article 10A. In addition to or in lieu of any of those steps, the Selectboard of the Town of Weathersfield may choose to remove an appointed officer from office, subject to state law.
- C. Enforcement Against Employees.* The Selectboard of the Town of Weathersfield may choose to follow any of the steps articulated in Article 10A. In addition to or in lieu of any of those steps, the Selectboard of the Town of Weathersfield may choose to discipline employees up to and including termination in accordance with the Weathersfield Personnel Policy and State Laws.

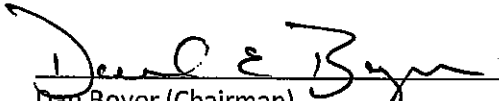
Article 11. Exception.

The recusal provisions of Article 8 shall not apply if the Selectboard of the Town of Weathersfield determines that an emergency exists and that actions of the public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 6.


Article 12. Effective Date.


This policy shall become effective immediately upon its adoption by the Selectboard of the Town of Weathersfield.

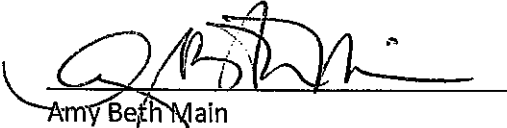
Adopted this the 6 day of SEPT, 2016.


Dan Boyer (Chairman)


Lynn Esty (Vice-Chair)


Kelly Murphy (Board Clerk)


Peter Cole


Amy Beth Main

TOWN OF WEATHERSFIELD, VERMONT
ETHICS POLICY

I. PURPOSE

The residents and property owners of Weathersfield deserve the finest municipal government possible.

The operation of a democratic government requires:

- ~ That public officials and employees be independent, impartial, and responsible to the people;
- ~ That government decisions and policy be made in the proper channels of governmental structure;
- ~ The public office not be used for personal purposes or gain; and
- ~ That the public have confidence in the integrity of its government.

In recognition of these goals, a policy relating to ethics and conflict of interest should be implemented. The purpose of this Policy is to establish guidelines and ethical standards of conduct to the Town of Weathersfield, by setting forth those acts or actions which are incompatible with the best interests of the Town, and directing disclosure by officials and staff of private financial, or other, interest in matters affecting the Town.

II. DEFINITIONS

- (A) **Board or Commission** shall mean the Select Board of the Town of Weathersfield, and all other boards, councils, commissions, or committees of the Town of Weathersfield.
- (B) **Conflict of Interest** shall mean a personal or pecuniary interest of a public official, or his or her relative as defined in Title 12, Section 61 (a) or Title 24, Section 1023, of the Vermont Statutes Annotated, a member of the household, business associate, employer or employee, in the outcome of a cause, proceeding, application, or any other matter pending before the board or commission in which he/she holds office or is employed. **Conflict of Interest** does not arise in the case of votes or decisions on matters in which the public official has a personal or pecuniary interest in the outcome no greater than that of other persons residing in Weathersfield generally affected by the decision, such as adopting a bylaw or setting a tax rate;

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WEATHERSFIELD, VT
TOWN CLERK

310. Ann. Dango
Town Clerk

TOWN OF WEATHERSFIELD, VERMONT
ETHICS POLICY

- (C) **Official act or action** means any legislative, administrative, or quasi-judicial act performed by any public officer while acting on behalf of the municipality.
- (D) **Public Official** means any person elected, appointed or employed by the Town of Weathersfield.

III. OFFICIAL ACTIONS

- (A) No board or commission member has any legal powers or authority unless acting at a duly warned meeting, or acting for the board or commission after the board or commission has formally granted power to act on its behalf.
- (B) Any board, town staff or commission member shall attend all scheduled meetings, in so far as possible, and review the materials about the issues to be considered on each agenda.
- (C) All board, town staff or commission members shall maintain confidentiality of any discussion conducted in executive or deliberative sessions, and of any privileged information.
- (D) All board, town staff or commission members shall abide by the board's or commissions decisions, regardless of how individual members voted.
- (E) All board, town staff or commission members shall listen to legal counsel and constructive criticism, to protect the Town from liability.

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WEATHERSFIELD, VT
TOWN CLERK

TOWN OF WEATHERSFIELD, VERMONT
ETHICS POLICY

- (F) All board, town staff or commission members, elected, or appointed officials shall adhere to the chain of command regarding complaints, reports, and concerns, and shall avoid making commitments or promises that compromise the Town.

IV. DISCLOSURE AND RECUSAL FROM OFFICIAL ACTIONS

- (A) A public official shall not take any official action if he/she has a conflict of interest as defined in Section II (B) of this Policy.
- (B) A public official shall not take any action on any matter in which he/she has an appearance of conflict of interest unless, in his/her own estimation, he/she is able to do so fairly, objectively, and in the public interest in spite of the appearance of conflict of interest.
- (C) A public official who has reason to believe that he/she has an appearance of a conflict of interest, but believes that he/she is able to act fairly, objectively, and in the public interest in spite of the appearance of conflict of interest shall, prior to participating in any official action on the matter involving the conflict, disclose to the other board or commission members, during an official public meeting of the board or commission, the nature of the potential appearance of a conflict of interest and the reason why the official believes he/she is able to take action fairly, objectively, and in the public interest in spite of the potential appearance of conflict.

V. VIOLATIONS

Violations of this Ethics Policy may be grounds for removal from public office, except if such removal is prohibited by State law.

VI: REPEAL OF INCONSISTENT PROVISIONS

Any provisions of any Policy of the Town of Weathersfield in effect at the time of enactment of this Policy governing any activity included in this Policy is hereby revoked.

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ETHICS POLICY

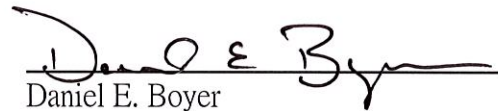
VII: SEVERABILITY

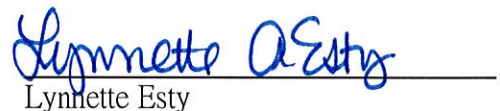
The Select Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

VIII: EFFECTIVE DATE

No section of this Policy shall be construed to supersede or replace any Vermont statute.

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 15th day of August, 2016.


Daniel E. Boyer


Lynnette Esty


Amy Beth Main


Kelly Murphy


C. Peter Cole

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SEP 07 2016
WEATHERSFIELD, VT
TOWN CLERK

TOWN OF WEATHERSFIELD, VERMONT
POLICY FOR CONDUCT OF MEETINGS AND HEARINGS

I. PURPOSE:

The Select Board of the Town of Weathersfield, Vermont, pursuant to Title 24, Chapter 59, of the Vermont Statutes Annotated, and such other general and special enactments as may be material, hereby promulgate the following Policy, being mindful of the Town's obligation to ensure fair and impartial conduct of public hearings relating to the public interest and of public meetings in general:

II. Conduct of Regular or Special Meetings

- (A) Meetings shall be chaired by the Chairperson of the Board/Commission, duly elected at its organizational meeting or, in his/her absence, by the Vice-Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the meeting shall be chaired by the Board/Commission Clerk as Chairperson *pro tempore*.
- (B) A majority of the Board/Commission shall constitute a quorum for the conduct of business. If a quorum is not present, the only action or business which may be considered is a motion for a recess or adjournment.
- (C) For the Board/Commission to take a binding vote or action, there must be a concurrence of a majority of the total number of Board/Commission members. For example, if four members of the five-member Board are present, the vote must be 3-1 to be binding. If three members are present, the vote must be unanimous.
- (D) All business shall be noted in an agenda, which shall be posted outside the Town Clerk's Office, as well as posted in all areas required by Title 1, Section 312 (c), of the Vermont Statutes Annotated, and published at a sufficient time in advance of the meeting to enable the public to be informed. No matters shall be considered by the Board/Commission other than as they may appear on the agenda, with the exception of emergency business.
- (E) All business shall be conducted in the same order as it may appear on the agenda except that, by majority consent, the Chairperson may alter the order of items to be considered. The Chairperson shall rule on all questions of order or privilege, and his/her decision shall be final, provided that an appeal may be made by a majority of the Board/Commission to the decision of the Chairperson as to any rule of order.

TOWN OF WEATHERSFIELD, VERMONT
POLICY FOR CONDUCT OF MEETINGS AND HEARINGS

- (F) No person other than a member of the Board/Commission may be heard to speak first as a matter of right upon any question appearing on the agenda. However, the Chairperson shall invite questions from the audience and shall permit remarks of any person speaking from the audience pursuant to Title 1, Section 312 (h), of the Vermont Statutes Annotated. However, the duration and frequency of participation by members of the audience may be limited by the Chairperson pursuant to Robert's Rules of Order.
- (G) There shall be reserved a period during each regular meeting for public comment on any issue. This time and comment may be limited subject to reasonable rules of the Chairperson.
- (H) Meetings may be recessed, provided they are recessed to a time and place certain.
- (I) Any rules of procedure not set forth herein shall be as provided in Robert's Rules of Order.

III. Conduct of Quasi-Judicial Public Hearings

- (A) If more than one (1) item is noticed for hearing at any given time, such items shall be taken up in the order noticed for hearing.
- (B) The presiding officer for any public hearing shall be the Chairperson of the Board/Commission. The presiding officer shall decide all questions of procedure or points of order not otherwise specifically set forth in this Policy, and his/her decision shall be final, unless it is overruled, on appeal, by a majority of the Board/Commission.
- (C) First to be heard in any public hearing will be the proponents of the matter noticed for hearing, followed by the opponents, if any. Following the hearing of all opponents, further reasonable time may be given to the proponents for rebuttal, at the discretion of the Board/Commission.
- (D) Parties who are appearing before the Board/Commission at any hearing may do so in person, or be a representative of their own choice, or be legal counsel. The first person appearing for any party, or its personal representative or legal representative, shall be responsible for the conduct of all persons appearing at the hearing for purposes of giving testimony, but shall not be responsible for members of the general public who may be heard.

TOWN OF WEATHERSFIELD, VERMONT
POLICY FOR CONDUCT OF MEETINGS AND HEARINGS

- (E) The Board/Commission may limit the time for consideration of the hearing in advance, may limit the time or cut off discussion of any subject at any time in its sole discretion, or may limit the time of any speaker or witness.
- (F) No person may speak more than one (1) time on each matter noticed for hearing without first obtaining the permission of the presiding officer, and they may not be permitted to speak on any subject to the exclusion of a person who has not yet spoken on the same question, and who desires to be recognized.
- (G) No party, representative of a party, witness or speaker shall be permitted to make personal attacks on another speaker, a member of the Board/Commission, or any person whatsoever. No person shall be permitted to interrogate another speaker or any person present at the hearing without the permission of the Board given in advance of any such questions.
- (H) No person or party represented at any hearing may be heard both personally and by counsel, except at the discretion of the presiding officer.
- (I) The presiding officer at any hearing may make such rulings or orders, or give such instructions as may be necessary to preserve the order, decorum and dignity of the proceedings. This authority shall include the power to exclude from the meeting or expel any person or group of persons who is or are attempting to disrupt the proceedings, or who refuse to abide by and carry out the lawful instructions of the presiding officer, or who are otherwise behaving in an unruly or riotous manner.
- (J) Minutes of all public meetings must be taken and made available within 5 days as per 1 V.S.A. § 312(b)(2). Minutes must include a list of all the public body present at the meeting and all other active participants. The minutes must also include all motions, proposals, and resolutions that are made along with their dispositions and results of any votes taken.
- (K) Such minutes or record shall not be considered official unless approved in their entirety by the Board/Commission.
- (L) Members of the media and/or the public have the right to attend and record meetings so long as it is not done in a manner that disrupts the meeting.
- (M) Any rules of procedure not set forth herein shall be as provided in Robert's Rules of Order.

TOWN OF WEATHERSFIELD, VERMONT
POLICY FOR CONDUCT OF MEETINGS AND HEARINGS

IV. Other public hearings

- (A) The provisions of Section II of this Policy for the Conduct of Meetings and Hearings shall apply to other public meetings and hearings of a non-judicial nature unless clearly inapplicable
- (B) In the event that any hearing or meeting is required by law to be held in executive session, the provisions of Title I, Chapter 5, of the Vermont Statutes Annotated, shall apply, and such other general or special enactment as may be material hereto.

V. Requests of Town Manager

The Chairperson of the Board/Commission, and in their absence the duly identified representative, shall authorize or otherwise direct the appropriate staff member representing their board to investigate, prepare, sign, represent and conduct such work as requested by a majority of the Board/Commission. Individual board members with special or individual requests will direct all such requests to the Chairperson for conveyance to the representing staff member. This shall in no way prohibit contact with town staff as may be necessary to collect and discuss information regarding Town business.

VI. Procedure for Appointing Citizens to Town Boards to Fill Vacancies

- (A) When a vacancy occurs on a Town board, the Select Board shall forthwith fill such vacancy by appointment.
- (B) The vacancy shall be publicly announced at the Select Board's meeting immediately following the initial occurrence of the vacancy. The candidates shall submit a letter of interest to the Town Manager's Office by the deadline established by the Select Board.
- (C) In the event of multiple applications, the Select Board may conduct interviews of the candidates. The Select Board shall determine the format for the interviews. The interviews shall be open to the public and the time and date of the interviews shall be publicly announced. The public shall have the opportunity to make comments on the candidates following their interviews.
- (D) In the event there is only one (1) candidate, the Select Board may re-announce the vacancy and establish a new deadline by when candidates must submit a letter of interest.

TOWN OF WEATHERSFIELD, VERMONT
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- (E) Upon conclusion of the interview(s), the Select Board, at the scheduled Select Board meeting, shall consider all candidates who have submitted letters of intent, by open nomination. Each Selectperson may nominate more than one (1) candidate, but only after each Selectperson has had the opportunity to make a nomination. The Chairperson of the Select Board shall put the question on each candidate to the Select Board, in the order the candidate was nominated, one candidate at a time. The Select Board shall vote in public with their individual votes announced by voice and their individual votes shall be recorded by the secretary in the minutes. The Chairperson of the Select Board continues this procedure until the required number of board members are elected. In the event there is a tie between candidates, this procedure is repeated between the tied candidates, until the candidate with the most votes is appointed.

VII. Procedure for Consideration of Agenda Items

- (A) Consideration of items to be reviewed by the Chairperson for inclusion in the regularly-scheduled meeting shall be done in the following manner:
- (1) By prior agreement of a majority of three (3) Board/Commission members at a previously-scheduled meeting;
 - (2) By written request of a Board/Commission member by 12:00 P.M. 4 days prior to a scheduled meeting.
 - (3) By written request of a Weathersfield resident, property owner, or group, by 12:00 P.M. 4 days prior to the next scheduled meeting;
 - (4) At the request of the Town Manager in writing to be considered by the Chairperson; or
 - (5) By any State or Federal government entity, for items requiring Board/Commission authorization.
- (B) In order for a request to be placed on the Agenda, the Chairperson decides on placement of a proposed Agenda item.
- (C) Should the Chairperson decide that an item should not be on the Agenda, the item shall not be placed on the regular warned Agenda and other Board/Commission members shall be notified.
- (D) In the event that the Chairperson decides against placement of an item on the Agenda,

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the item shall be forwarded to the Board/Commission for a vote as to placement on the Agenda.

- (E) If a majority of the members vote to place an item on the Agenda, the item will be placed on the next regularly-scheduled meeting for consideration. The item will not be discussed or considered at the meeting it is submitted for a vote.
- (F) As with any item proposed by a member, a proposal must have the affirmative vote of a quorum to constitute a positive vote.
- (G) In the event of defeat of the item by a majority of the members, the Board/Commission will not consider the agenda item.
- (H) Prior to a vote on placing an item on the Agenda, the Board/Commission may decide whether citizen input will be allowed. If allowed, citizen input will be limited to comments on placement of an item on the Agenda. Specific discussions of the issue or item are not allowed until the warned agenda issue or item is discussed at a future meeting.

VIII: RECORDS

- (A) The Board/Commission shall appoint a Recording Secretary, who shall be responsible for maintaining the Minutes of all open meetings.
- (B) Minutes shall be maintained for all open meetings. A majority of the Board/Commission must sign the Minutes after they are prepared by the Recording Secretary and approved by the Board/Commission.
- (C) Minutes are a public record of the Town, and shall be recorded with the Town Clerk after approval and signature by the Board.

IX: REPEAL OF INCONSISTENT PROVISIONS

Any provisions of any Policy of the Town of Weathersfield in effect at the time of enactment and of this Policy governing, and in opposition to, any activity included in this Policy is hereby revoked.

TOWN OF WEATHERSFIELD, VERMONT
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X: SEVERABILITY

The Select Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

XI: EFFECTIVE DATE

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This Policy shall be entered in the minutes of the Select Board's meeting, recorded with the Town Clerk, and posted at the regular meeting site of the Select Board.

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 24th day of August 2017.

Dan Boyer

Lynnette A Esty
Lynnette Esty

Amy Beth Main
Amy Beth Main

Kelly Murphy
Kelly Murphy, Chair

C. Peter Cole
C. Peter Cole

Good morning,

As you know we have come before the Select Board in the past to talk about the American Flags that are on 46 utility poles along Route 5 and Route 106. We need to replace them before they are put up in May therefore, we would like to come before the Select Board at their next meeting to ask for a donation from the Bottle Redemption Fund.

Jeff talked with Dave this morning and Dave said to send you an email and copy him, so he is expecting this request.

If there is a form for us to complete, please let me know and I can complete it. Otherwise, we will be at the March 15th meeting prepared to discuss our request of the Board and to answer any questions.

As Jeff shared with Dave and you may want to share with all Board members as part of their meeting packet, we are looking to replace everything before May as the flags are worn and many of the poles are bent. The flags were last replaced in 2018 and most of the poles are original from November 2014. We do have 16 new flags and 25 new poles on hand. The cost to purchase the remaining flags and poles needed, as well as a dozen spare pole brackets at this time is \$845.27. We have \$145 from donations from three residents that have donated since the Fall.

As many will remember we have received \$700 from this same fund in the past however, we have spent thousands of dollars since 2014 which has been received through donations from local businesses and residents (\$2500 was raised by donations to begin this project in 2014). While Jeff and I are past members of the Veteran's Memorial Committee and, they have contributed funds in the past, this "project" is not affiliated with that Committee.

Thank you for your time,

Lisa and Jeff Slade

Weathersfield Transfer Station
Fiscal Analysis
Review of Costs and
Revenue Raising Options

DSM ENVIRONMENTAL
SERVICES, INC.
Resource Economists
Environmental Scientists

DSM's Analysis Is Based on Weathersfield Budget

- DSM has added capital costs but has not changed Weathersfield Operating Budget
 - Except to add actual West Windsor permit sales revenue
 - And to examine impact of adding a part time employee
- DSM believes the FY 2021 Weathersfield TS budget is transparent and reasonable
 - But with a need for capital replacements

Facility Services

- Solid waste disposal and recycling for residents of Weathersfield, Reading and West Windsor
- Also accepts construction waste (C&D)
- And many special wastes
- Open 3 days per week – 18 hours total
 - Wednesday - 12- 5
 - Saturday – 7 – 4
 - Sunday – 12 – 4

Materials Accepted and Fees

Fees Charged

Trash (MSW) Disposal

C&D Disposal

Bulky Waste Disposal

Appliance Management and Disposal

Propane tank drop-off

Tire drop-off

No Fees

- Zero Sort (single stream) Recycling
- Glass Recycling
- Scrap Metal Recycling
- Electronics Recycling
- Motor Oil drop-off
- Automotive and Household Battery Recycling
- Fluorescent Bulb Recycling
- Brush (under 3") drop-off
- Food waste drop-off

Costs of Facility Operations

	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

- Replacement of trash compactor (\$30,000)
- Rebuild concrete pad under trash compactor and container (\$27,500)
- Replacement of Bobcat skid steer within next 5 - 7 years

- Amortization of compactor and concrete pad at 3% over 15 years
- Capital reserve added for Bobcat at \$4,200 per year

- We are not recommending a new trash roll-off as it should be part of the bid by the service provider
- We are neutral on a well for drinking water given location on old landfill and subsequent need for heated space
 - But at a minimum there is a need for bottled water for hand washing and for use as an emergency eye wash station

Operational Needs

- Addition of a third, part-time employee to assist on busy days and fill in when one of the two operators are sick or on vacation
 - It may not be necessary to have a third person on-site for all operating hours, but certainly during busy parts of the day
- Might add another \$10,000 to \$20,000 to budget depending on how many hours added and rate of pay

Revenues:
Potential for
FY 2021

	FY2020	FY2021
Revenues	(\$)	(\$)
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

NOTE: Permit sales and duplicates are estimated based on sales through January 2021 sales in West Windsor, and duplicates through October 2020. Actual punch card and recycling revenue is a budget estimate.



Alternatives to Raise Revenues

Town Assessments vs. User Fees

Population Served by Facility

- No complete data on the number of Facility Users by Town
- Permits given to all Weathersfield taxpayers and 300 permits provided to Reading for distribution
 - One permit provided per household currently
 - In past, duplicates were provided for lost permits or other family members
- Permits sold to West Windsor households
 - 284 sold as of end of January for FY 2021
 - In past, old permits were reused year after year

Revenue Options - General

- State of Vermont requires some type of unit based pricing
 - Weathersfield achieves this through punch cards for trash and C&D disposal
- Can be combined with property tax support – as is the case in Weathersfield and Reading
- Or can be supported with permit fees which is the West Windsor model
- Note that for those households and businesses in the three towns who contract for collection service, the entire cost is borne by the household or business, typically through a charge per month and by cart size and collection frequency

Population and Housing Data

Source:

VT Housing and Finance for 2018

Total population of 3 towns is 4,458

Total household count equals 1,859

Seasonal population may be:

- Unoccupied housing units = 202
- Seasonal, recreational and occasional use (timeshare) units = 572

Note that vacant parcels don't generate trash

Payment History of the Three Towns

- There is no “right way” to allocate costs
- Historically Weathersfield charged the permit cost on parcels because the intent was to not incorporate it into the property tax but treat it as a utility and the only bill sent out by Weathersfield was the property tax bill
 - But the reality is that it has evolved to be an add-on to the property tax
 - For many years the Town enforced the permit requirement where users placed their annual permit on their windshield each June when a new permit was issued
- When Reading closed their town dump they worried about illegal dumping and in turn used the property tax to purchase permits from Weathersfield
- West Windsor never added it to the property tax but simply sold permits to those residents who wanted to use the facility
 - But over time, through lack of enforcement at the facility many West Windsor residents simply stopped buying a permit each year

Fee Structure Options

- Vermont Law Requires each Facility to:
 - Employ some type of unit-based pricing - users pay a portion of cost based on the weight or volume of material they dispose
 - Bundle recycling cost into refuse disposal costs
 - Provide separate food waste collection but can charge for this service
- Option 1 – Assess municipalities
 - Fixed costs of facility placed on tax rolls (Current model for Weathersfield and Reading)
 - Balance (variable costs) paid by users – punch cards
- Option 2 – All Costs on Users
 - Fixed costs paid through annual permit with variable costs based on disposal – punch cards (Current model for West Windsor, although not sufficient)
- Hybrid Option
 - Majority of cost paid by users through permit and punch cards with remainder on property tax

Review of Cost Allocation Options

- Option 1 Alternatives:
 - Based on population of each town
 - Census provides accurate counts every ten years and Vermont provides reasonably accurate annual estimates
 - Based on household count in each town
 - Vermont Housing and Finance provides reasonably accurate data either annually or every other year – probably using tax data required to calculate statewide property tax for schools
 - But there are issues associated with the large number of timeshare units at the ski area in West Windsor which contract for dumpster collection and disposal
 - Based on parcel counts
 - Parcels don't generate trash, households and businesses do
 - DSM has calculated the allocation for all three of these options
- Option 2 – Data are not available on number of users per town so this is not an option
- Option 3 – Hybrid Model
 - Allocation would be done using one of the Option 1 alternatives

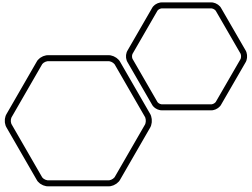
OPTION 1: Base Fee or Assessment Charged to Towns based on:

Resident Population Only

*Additional occupied and
unoccupied housing units
(includes second homes but not
camps/seasonal units)*

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	

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	



OPTION 1: Base Fee/ Assessment includes Seasonal Housing

- Less common application
- Household units would include all seasonal and occasional use households, including camps and timeshare units at Orange Lakes
- Note that all timeshare and condo units at Ascutney Mountain have refuse dumpster service

Municipality	Households	% of Total	Share	Per HH
Reading	415	17%	\$20,809	\$50
Weathersfield	1,339	55%	\$67,140	\$50
West Windsor				
Excluding timeshare	0	0%	\$0	\$0
All Other	672	28%	\$33,696	\$50
<i>Subtotals:</i>	2,426		\$121,645	

Municipality	Households	% of Total	Share	Per HH
Reading	415	16%	\$19,173	\$46
Weathersfield	1,339	51%	\$61,862	\$46
West Windsor				
Timeshare units	207	8%	\$9,563	\$46
All Other	672	26%	\$31,046	\$46
<i>Subtotals:</i>	2,633		\$121,645	

Parcel Counts

- Parcels don't generate trash, and there are several ways to count parcels

Parcels	Total	%	Taxable	%	Dwellings	%
Reading	626	18%	525	18%	438	18%
Weathersfield	1923	56%	1666	56%	1363	56%
West Windsor	882	26%	777	26%	652	27%
Total	3431	100%	2968	100%	2453	100%

Allocation Based on Parcel Counts

Parcel	Total	Allocation	Taxable	Allocation	Dwellings	Allocation
Reading	18.2%	\$22,107	17.70%	\$21,499	17.90%	\$21,742
Weathersfield	56.0%	\$68,020	56.10%	\$68,142	55.60%	\$67,535
West Windsor	27.5%	\$33,403	26.20%	\$31,824	26.60%	\$32,310
Total		\$121,465		\$121,465		\$121,465

Option 1: Payment to Weathersfield

- Once the Advisory Committee has established which allocation method to use, then the annual fixed cost can be allocated to the three towns
- Towns pay their allocated share annually to Weathersfield
 - Unforeseen cost increases would be built into the following year's allocation
- Since the Weathersfield budget is on a fiscal year, the assessment would be due at the beginning of their new fiscal year – July or August

Option 3: Hybrid Model

- Establish each town's contribution to fixed costs through agreed allocation methodology
 - Population/Household count, housing count or taxable parcel count
- Allow each town to choose how to pay that assessment
 - Through an annual payment with cost incorporated in Town budget
 - Through permit sales to meet assessment
 - Through combination of both
- In essence this is the current model as Weathersfield and Reading assess each household and West Windsor pays for at least a portion of costs through sale of permits
 - Weathersfield and/or Reading could choose in the future to adopt the hybrid model
- Assuming that 45% or more of West Windsor households contract for roadside collection, this model is most likely to succeed (politically) in West Windsor
 - Note that West Windsor can use this methodology by simply assuming for budget purposes that a certain amount of revenue will be raised by permit fees, with the remainder carried in the Town budget
 - This also allows West Windsor to decide each year what to charge for the permits sold to Town residents

Alternatives to Using the Transfer Station

- Two alternatives:
 - Subscription road-side collection service
 - Springfield Transfer Stations – Private (min \$35 per visit) or public (currently available only to Chester and Springfield residents)
- Subscription collection costs high
 - Can be \$50/month for every other week collection (\$600 per year)
 - Lower costs near Resort at Mountain where regular collection occurs
- Compares to current transfer station cost per HH of between \$120 - \$200/year depending on household count and use
- However, use of transfer stations should include cost of driving to the facility
 - This is a real cost to both the household and the environment
 - This could easily add another \$200/year to costs (based on IRS per mile costs) but most vehicle owners ignore this cost

Embedded in Costs

- Two fees are embedded in trash and C&D disposal cost:
 - \$6 per ton disposal fee goes to State of Vermont for solid waste management programs
 - \$9 per ton disposal fee goes to the Southern Windsor/Windham County Solid Waste District to provide solid waste planning and services to member towns
 - FY 2021 District budget is @ \$180,000.
 - DSM estimates that the three towns contribute roughly \$20,000 to the District budget
- Therefore, at the transfer station Casella must charge an additional \$15 per ton to the Town and then remit fees to State and District
 - Note that this cost is built into subscription costs as well

Related Fee Issues

- Second Permit for Same Household – Nominal Fee or no fee
- Recycling only permit
 - Revisions to VT law allow for Towns to charge for recycling at Transfer Stations
 - DSM does not recommend charging a fee for all recycling – the environmental benefits of recycling are significant
 - DSM cautions against a recycling permit only as all haulers are required to offer recycling when they provide households or commercial establishment with refuse collection
- Single Day Use Permit or Fee
 - There are implementation issues associated with this that might not be worth it.
 - Given the high cost to contract with a hauler for special waste collection, many households would probably opt for purchasing the permit

Related Fee Issues (continued)

- Increase in Punch Card Cost raises more revenue
 - A 50 cent increase (or \$4 punch) raises another 22k, and could pay for needed 3rd employee (\$4 is in line with costs at other transfer stations)
- Town should also charge for food waste disposal
 - Roughly 50 percent of VT households currently feed animals or backyard compost food waste (DSM/Castleton survey, 2018)
 - Those that do not should pay for separate disposal given the high cost to ship food waste from the facility to Exeter, Maine

Other Issues

- Northeast Resource Recovery Association (NRRRA)
 - Weathersfield currently pays 7 cents per capita to NRRRA for annual dues
 - NRRRA has Weathersfield population at 2,825 so the Town pays \$139.40/year
 - Weathersfield should be paying based on total population using the Transfer Station, or \$312/year
 - This is a relatively small amount to pay for NRRRA cooperative marketing agreements – and Weathersfield is not required to use any NRRRA vendor if they don't want to or can find a better deal
- Southern Windsor Solid Waste Management District
 - The three towns are paying roughly \$20,000 per year in disposal fees to the District
 - It is not clear that the District provides sufficient value – there is a need to pay closer attention to how the District operates and what the benefits are
- Additional Use Potential
 - It is possible that some Windsor residents might purchase permits if allowed
 - The marginal cost of additional residential users would be close to zero as long as all variable costs are covered by the punch cards

Questions

Select Board Meeting
Martin Memorial Hall
5259 US Rte 5, Ascutney VT
DRAFT of Select Board Meeting Minutes
Thursday, March 4, 2021 6:30 PM

Select Board Members Present:

Paul Tillman
Michael Todd
David Fuller
Joey Jarvis
Kelly O'Brien
Brandon Gulnick, Town Manager

Attendees: Olivia Savage, Lynn Esty

Online Attendees: Judy Jarvis, Lisa & Jeff Slade, Paul Cioffi, Ashley Hensel-Browning, Chris Whidden

1.) Call to Order by Brandon Gulnick, Town Manager at 6:33 pm

2.) Election of Chairperson

Michael Todd made a motion to elect David Fuller as the Chairperson.
No 2nd needed.
No Discussion
Vote – unanimous

3.) Election of Vice-Chair

Joey Jarvis made a motion to elect Michael Todd as Vice-Chair
No 2nd needed.
No Discussion
Vote – Unanimous

4.) Election of Board Clerk

Michael Todd made a motion to elect Paul Tillman as Board Clerk
No 2nd needed.
No Discussion
Vote – 4 Yay, 1 Nay

5.) Establish Regular Meeting Days and Times

Michael Todd made a motion to have the Selectboard meetings on the 1st and 3rds Mondays of each month, pending Holidays, at 6:30 pm at Martin Memorial Hall.
Paul Tillman – 2nd
No Discussion
Vote – unanimous

6.) Review of minutes from previous meetings:

Michael Todd made a motion to approve the minutes from 2/16/21:
Paul Tillman – 2nd
No discussion
Vote – unanimous

7.) Appointment of Recording Secretary

Paul Tillman made a motion to elect deForest Bearse as Recording Secretary.
Joey Jarvis – 2nd
No Discussion
Vote - Unanimous

8.) Appointment of Alternate Recording Secretary

Michael Todd made a motion to elect Chauncie Tillman as Alternate Recording Secretary.
Joey Jarvis – 2nd
No Discussion
Vote – Unanimous

9.) Vote for a Newspaper of Record

Michael Todd made a motion to have the Valley news to be the newspaper of record.
Joey Jarvis – 2nd
No Discussion
Vote – Unanimous

David Fuller presented the plaque for the 1879 Schoolhouse that will be displayed at the schoolhouse.

10.) March 2021 Town Manager Report

Weathersfie
ld Select
Board5259
US Route 5
Ascutney, VT 05030

Re: March 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](#)

It has been a full year since Governor Phil Scott declared a State of Emergency in Vermont due to COVID-19. Weathersfield, similar to most cities and towns in the United States, has been required to change the way we operate. In the beginning of the State of Emergency I appointed

David Fuller as the Emergency Management Director. Throughout the pandemic Mr. Fuller and I have worked closely together to create and maintain our response to COVID-19 as it relates to Weathersfield. This is an annual appointment that expires on April 6th of this year. I am requesting that Mr. Fuller remain in this position for an additional year to see the pandemic through with our Administration. Despite the great difficulty we have experienced because of the pandemic, and the various road blocks we have hit over the past year, it has been a pleasure working with the Weathersfield Emergency Management Team. There is still a great deal of work to do in Town as it relates to Emergency Management and Emergency Preparedness. I want to thank our entire Emergency Management Team for all of your hard work through this very difficult unprecedented time. I also want to thank all Weathersfield Residents for your patience, understanding and support through these difficult times.

Tenney Tree Project

In August of last year, the State of Vermont Highway Division reached out to our administration to discuss the fate of the Tenney Tree, which is located in the Park & Ride on 131. Attempts were made to extend the life of tree and to minimize the risk to life and property as a result of the tree remaining in place. Lee Stevens, the certified arborist recommended by the Town, emailed a revised analysis of the tree describing how the tree declined over the summer of 2020. Mr. Stevens explained that it may be too late for any last-ditch efforts to prolong the life of the tree and that the liability had also increased.

The Weathersfield community has expressed interest in establishing a memorial in this location to celebrate the life of Romaine Tenney. Our Administration held a joint meeting with members of the Conservation Committee (Heather Shand & Jeff Pelton) and Historical Society (Ginger Winberg). The consensus of this meeting was to work with Tenney relatives to learn what they would like to see as a memorial for Romaine Tenney. We held meetings with Lori & William Tenney, Joe Michaud, and Brandon Tenney. During these meetings we learned a great deal of what Romaine Tenney stood for in addition to their long family history in Weathersfield. Romaine Tenney was a farmer here in Town and should be remembered for his dedication to agriculture, farming and the Town of Weathersfield.

The consensus of the Tenney family members we met with at Martin Memorial Hall was the following: 🚧 Move forward with the removal of the Tree.

- 🚧 Request funding from the State of Vermont to build a Tenney Memorial.

- 🚧 If funded, hold workshops with Tenney relatives and others interested in the design of the Memorial to develop the plans for such.

- 🚧 If funded, construct a Gazebo Style Memorial with Romaine Tenney Informational Display Boards

Our administration took this information back to the State of Vermont Highway Division and negotiations resulted in a \$30,000 grant award to the Town for tree removal and the construction of the above-mentioned memorial. We have scheduled the following meeting dates & times:

🚧 Kickoff Meeting

- March 25th, 2021 @ 6:00PM
- Martin Memorial Hall (Downstairs)
 - In person attendance prioritized for Tenney Relatives
 - ZOOM Attendance Permitted

✚ Workshop #1 - Project Design

- April 8th, 2021 - 6PM - 7PM
- Martin Memorial Hall (Downstairs)
 - In person attendance prioritized for Tenney Relatives.
 - ZOOM Attendance Permitted

✚ Workshop #2 - Construction Review

- May 6th, 2021 - 6PM - 7PM
- Martin Memorial Hall (Downstairs)
 - In person attendance prioritized for Tenney Relatives.
 - ZOOM Attendance Permitted

Anyone interested in attending these meetings should RSVP to Olivia Savage at osavage@weathersfield.org. Please add "Attention Tenney Memorial" in the subject line.

Fire Department Contracts

The Selectboard, Administration, and the Fire Departments have worked closely together for the past year to develop a Fire Department Contract to provide Fire Services to Weathersfield residents. The Selectboard approved this contract with amendments requested by each Fire Department. The Contract has been updated to reflect these amendments and has been reviewed from a legal perspective. Our administration will be meeting with both departments individually next week to review the approved contract and work through any Q & A. We anticipate the contract signing to be held on April 5, 2021.

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 are due no later than 4:30PM on March 26, 2021. A Public Bid Opening will be held via Zoom in the Town Clerk's Office at 10:00am on Thursday, April 1, 2021. The bid packages we receive will be presented to the Selectboard on April 5, 2021.

Employee Performance Evaluations

Performance evaluations have been scheduled with all Town Staff throughout March and the first half of April. Anyone with feedback regarding an employee of the Town should submit this information to my attention at townmanager@weathersfield.org. Performance evaluations are a critical component of a successful team that provide a stepping-stone for the employee and supervisor to identify and discuss areas where performance can be improved. After a thorough review of employee performance in Town over the past year I expect these evaluations to be productive.

Solid Waste RFP

The Southern Windsor/Windham Counties Solid Waste Management District (District) is a legal entity consisting of towns in the east central portion of Vermont along the Connecticut River: Andover, Athens, Baltimore, Cavendish, Chester, Grafton, Ludlow, Plymouth, Reading, Rockingham, Springfield, Weathersfield, West Windsor, and Windsor. There are currently five transfer stations located in the District: Cavendish, Ludlow, Rockingham, Springfield, and Weathersfield. In 2019, 2643 tons of MSW and 1542 tons of C&D was collected at District transfer stations. The total amount of MSW collected in the District was 16,355 tons. In 2020, 2424 tons of MSW and 1625 tons of C&D was collected at District transfer stations. The total amount of MSW collected in the District was 17,521 tons and 8080 tons of C&D. The District will hold a remote informational meeting via ZOOM due to COVID-19 pandemic precautions on Thursday, March 4, 2021 at 2:00 p.m. Interested parties must call or email to notify the District of their intent to participate. Prior notification will enable the District to contact interested parties with the ZOOM link, and in case of change of time or date. Proposals are due on or before 3:00 p.m. Thursday, March 25, 2021. Proposals will be accepted via email, USPS mail, FedEx, UPS or by hand delivery. It is the responsibility of the proposer to confirm the receipt of the proposal. The proposals will be opened and read aloud. Any proposal received after the 3:00 p.m. deadline will be rejected.

Small Business Development Initiative

Selectboard Representative to Economic Development Michael Todd and I have had productive conversations regarding smart business growth in Weathersfield. Over the next several months our administration will be connecting with existing Weathersfield business owners to create a network in Weathersfield and a small business panel that meets quarterly. The goal of this panel will be to further the interests of businesses in Weathersfield and learn how we can assist them. There may be things that we can do that we do not know about because communication has not taken place. This is also a good opportunity for small business owners to network and help each other grow.

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 ATATrails 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.

Congratulations to our Highway Superintendent, Ray Stapleton, and Team. In September of 2020 Mr. Stapleton submitted a grant application for \$29,300 to strengthen our hydraulically connected roads. We received notification on February 24th awarding the Town of Weathersfield with this funding. This funding will allow us to complete 7 segments of high risk hydraulically connected roads in Weathersfield. Over the last three years the

Highway Department completed 20 segments of high-risk roads. We are also waiting to hear back from the state regarding a \$23,000 grant to complete 4 more segments. This project will consist of installing new culverts for drainage to alleviate washouts and reestablish ditches.

Vacancy Applications

We created a Vacancy Application form and added it to the Website. This form highlights the interests and qualifications of Weathersfield registered voters willing to volunteer to serve our community. These applications can be found on the Selectboard page. Anyone interested in being appointed to a position in Town should fill out this application and return it to the Town Office via Email at osavage@weathersfield.org, mail (PO BOX 550, Ascutney, VT 05030) or in person delivery at 5259 US Route 5, Ascutney, VT 05030.

Appointed Committee Policies and Procedures Handbook

We are in the process of assembling a handbook for new board and committee members. This is intended to be a general guidance document that will aid in decision making when serving in an appointed role. The categories we are recommending include the following: 1) Committee Function & Formation (role of appointed committees, committee appointment, duration of term and reappointment, certification, attendance guidelines, resignation, and committee officers; 2) Conduct and Policies (conflict of interest policy, budget and fundraising, sexual harassment, misuse of position, use of town equipment and facilities, annual town report, 3) Meeting and Procedures (meeting definition, attendance and quorums, public hearings, open meeting law, posting of notice of meetings, control of meetings, audio and video recording, no votes by secret ballots, executive sessions, meeting minutes, open meeting law enforcement, meeting schedule, and meeting rooms. If anyone has any comments, recommendations, or concerns please do not hesitate to contact us.

Town Website

We have been transitioning to our new website over the past month and anticipate the transition extending for several more months. As we update the Town Website, I will notify the public in Town Manager Reports to explain these changes. If you have any recommendations, comments, or concerns please do not hesitate to contact us!

Notable Website Updates

Selectboard Page	5 Pages created in sidebar (Board, Committee, Commission Vacancies, Guidance to Remote Meetings, Notices, Town Policies, and Vacancy Application)
Town Manager Page	2 Pages were added (Town Manager Reports & Town Reports). This is where all Town Manager Reports will be located moving forward.
Finance Page	1 Page was added (Monthly Financial Reports). This is where monthly finance reports will be located moving forward.

Front Page	Emergency Alerts Added - This is where any urgent notifications will be located moving forward. In this case we added a Town Meeting alert.
Animal Control	6 Pages were added (Animal Bite Reports, Animal Control Ordinance, Animal Cruelty Ordinance, Lost My Way Animal Shelter Facebook Page, Lucy Mackenzie Humane Society, and a “Prevent your dog from biting” page.

Website changes coming soon

Transfer Station	Swap Shop Page - A page where residents can list items, they no longer need that will be disposed of at the Transfer Station. If the item is in working condition and another resident can use it a resident can request this item be added on this page. This page will be shared on social media from time to time.
Ascutney Water District	Full Development Required
Highway Department	Development Required
Emergency Management	Full Development Required
Finance Department	Inclusion of previous audits and budgets required
Fire Departments	Development Required
Health Department	Development Required
Human Resources	Development Required
Listers	Development Required
Police Department	Development Required
Tax Collector	Development Required
Town Clerk	Development Required
Treasurer	Development Required
1879 School Committee	Full Development Required
Cemetery Commission	Full Development Required
Parks & Recreation	Development Required
Planning Commission	Development Required
Prudential Committee	Development Required
Veterans Memorial Committee	Full Development Required
Resident Resources	Development Required
Business Resources	Development Required

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

Respectfully,

Brandon Gulnick

Dave Fuller welcomed Kelly O'Brien to the Selectboard.

11.) Business Personal Property Letter

Dave Fuller made a statement prior to Lynn Esty presenting the Lister's statement

"On 2-25-21 the Selectboard and the Town Manager received an email that Lynn Esty sought legal action against the Selectboard and the Town Manager."

He noted that he would allow Lynn to present the Lister's statement, however, if the information or discussion began to become personal, then he would end the conversation.

Lynn Esty read the following statement regarding the Business Personal Property Letter:

First - please let me make this clear - there is NO Weathersfield Inventory Tax. The Weathersfield Inventory Tax was voted away many years ago by the residents.

It is the responsibility of each business in Vermont to know the laws pertaining to their business. If a business in Weathersfield has not filed their Vermont Business Personal Property form, currently or in the past, then they are in violation of Vt State law. If a business has not registered their active business with the VT Secretary of States Office, they are in violation of VT State law.

32 V.S.A. § 3618 requires 'all business owners to list Business Personal Property and submit to the lister's office annually'. Businesses are required to request the form and submit it to the Lister's office.

As a courtesy, Weathersfield listers have sent the form yearly to the businesses we are aware of in Weathersfield.

When we are made aware of a new business, we add it to our list. This year, we looked at the Vermont Secretary of State's website to review the list of active businesses in Weathersfield. This resulted in additional businesses receiving the form and a (hopefully) more accurate list.

When the Listers are notified by the business owner that their business is no longer open, we remove it from our list.

Weathersfield voted a number of years ago to grant an exemption on the first \$10,000 of assessed Business Personal Property. If a business owner declares less than \$10,000 of Business Personal Property more than once, the Listers will make the account inactive and may send another form in the future to determine if the status of their business personal property has changed.

As shown in the packet I am going to hand out, the first business listed declared \$22,000 in Business Personal Property. The first \$10,000 is exempt, as per Weathersfield Town vote. That left a total taxable value of \$12,000. The municipal tax rate was approximately .64 cents (per hundred). That left them an annual bill of \$76.94 for Business Personal Property tax for fiscal year 2020/2021.

Business Personal Property taxes raises approximately \$15,000 each fiscal year. This year it was \$15,904.85. With the increase in businesses reached this year, we feel it would be safe to assume that this number may increase.

If anyone is aware of a business that the Listers may have missed, we would be happy to add them to our list to make it more accurate and equitable for all businesses in the Town of Weathersfield.

Of the 19 Business Personal Property forms returned so far, at first glance, 12 seem to fall below the \$10,000 exemption.

Of the 30 or so individuals who emailed or phoned the Listers Office to ask questions regarding the Business Personal Property Tax form so far this year, we thank you for taking the time to reach out to us.

The Listers Office has no opinion, one way or another, as to whether or not to vote out the Business Personal Property Tax. That is up to the residents of the Town of Weathersfield.

The majority of the Listers Duties are clearly spelled out by VT State Statutes (laws). The Listers office is overseen by District Advisors from VT Property Valuation and Review, A Division of VT Department of Taxes.

The Listers do not require or need permission from the Select Board or the Town Manager to complete their oath sworn duties.

Yes, we agree, Mr. Fuller, there is a very large breakdown in communication. Mr. Fuller, Mr. Gulnick, Selectboard Members: when you received a phone call from a resident or business owner regarding the Business Personal Property Tax form, a quick, simple call to our office would likely have answered all your questions.

If anyone ever has any questions, there is usually someone in the Listers Office Monday through Thursday from 10 am - 5 pm. We are always here to answer your questions and help you in any way that we can.

Lisa Slade said that the letter caught a lot of business off guard and the Selectboard, Town Manager and Listers should be working together to help with business in Town. She also asked how many people have received these on an annual basis?

Lynn noted the following information in regards to the letters:

- Last year 15 letters were returned
- Approximately 167 businesses were obtained from the Secretary of State
- Approximately 25 more letters will be sent on Monday, March 8th, 2021
- They also compile a list of reported as open or businesses that the Listers “know” are open.

Michael Todd suggested a form to be attached for businesses to complete to determine hardship.

Dave Fuller made 2 points:

1. This situation does not warrant a special Town Meeting.
2. The “law is the law is the law” if these forms are required then they should be done.

Paul Cioffi said that they either need to make everyone comply and that they need to recognize depreciated value.

Judy Jarvis wondered when these letters started. When she started her business years ago, she went to the Town Office and asked if there was anything else she needed to do or needed to know. She was never told about this, has never received a letter and this year she received 3.

Michael Todd said that there were discussions with the Town Manager to discuss the possibility of requesting grant to offset hardships for this year.

Paul Tillman said that the Listers should clarify that these forms have to be completed and turned in.

Paul Cioffi said if this is a State Law then the only option is “What is the level of exemption?”

- 12.) Discussion
 - a. Selectboard Representative to Solid Waste

Michael Todd made a motion to elect Paul Tillman to be the Selectboard representative to Solid Waste.

Joey Jarvis – 2nd

No Discussion

Vote – Unanimous

- b. Selectboard Representative to Public Affairs

Michael Todd made a motion to elect Joey Jarvis as the Selectboard representative to Public Affairs.

Paul Tillman – 2nd

No Discussion

Vote – Unanimous

- c. Selectboard Representative to Economic Development.

Joey Jarvis made a motion to elect Michael Todd as the Selectboard representative to Economic Development.

Paul Tillman – 2nd

No Discussion

Vote – Unanimous

d. Selectboard Representative to Highway

This is still open.

13.) Proposed Future Agenda Items

a. March 15, 2021

- i. Public Hearing - 06:30PM – Several Planning Commission items.
- ii. Selectboard Goals
- iii. Town Manager Goals
- iv. Highway Department Radios
- v. Martin Memorial Hall Improvements
- vi. ATA Agreement

b. April 5, 2021

- i. Fire Department Contract Signing
- ii. 2014 P & S Agreement
- iii. Personnel Policy
- iv. Audit RFP Review
- v. Appointed Committee Handbook

14.) Appointments

❖ Animal Control Officer

- **Cathy Sullivan**

Paul Tillman made a motion to appoint Cathy Sullivan the Animal Control Officer
Michael Todd – 2nd
No Discussion
Vote – Unanimous

❖ Budget Committee

- **Chauncie Tillman - FT Member**

Joey Jarvis made a motion to appoint Chauncie Tillman to the Budget Committee
Michael Todd – 2nd
No Discussion
Vote – Unanimous

❖ Connecticut River Joint Commission Representative – OPEN

❖ Conservation Commission

- **Heather Shand - FT Member**
- **Roy Burton - FT Member**

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Paul Tillman made a motion to appoint Heather Shand and Roy Burton to the Conservation Commission.

Michael Todd – 2nd

No Discussion

Vote – Unanimous

❖ Constable

- **William Daniels**

Paul Tillman made a motion to appoint William Daniels as the Constable.

Michael Todd – 2nd

No Discussion

Vote – Unanimous

❖ Energy Coordinator - OPEN

❖ Fence Viewer - OPEN

❖ Green Up Coordinator - OPEN

❖ Martin Memorial Hall Board of Trustees – OPEN

❖ Parks & Recreation Commission

- **Olivia Savage - FT Member**
- **Chris Whidden - FT Member**
- **Mark Richardson - FT Member**

Michael Todd made a motion to appoint Olivia Savage, Chris Whidden and Mark Richardson to the Parks & Recreation Committee.

Joey Jarvis – 2nd

No Discussion

Vote – Unanimous

❖ Planning Commission

- **Michael Todd - FT Member**
- **Tyler Harwell - FT Member**

Joey Jarvis made a motion to appoint Michael Todd and Tyler Harwell to the Planning Commission.

David Fuller – 2nd

No Discussion

Vote – 3 yay

2 abstained (Michael Todd and Paul Tillman abstained from the vote as they are both on the Planning Commission)

❖ Southern Windsor County Transportation Advisory Committee Representative

- **Brandon Gulnick - FT Member**

Joey Jarvis made a motion to appoint Brandon Gulnick, Town Manager as the Southern Windsor County Transportation Advisory Committee Representative.

Michael Todd – 2nd

No Discussion

Vote – Unanimous

❖ Southern Windsor/ Windham Counties Solid Waste Management District

- **Paul Tillman - FT Member**

Joey Jarvis made a motion to appoint Paul Tillman as the Southern Windsor/Windham Counties Solid Waste Management District representative.

Michael Todd – 2nd

No Discussion

Vote – Unanimous

❖ Surveyor of Wood & Lumber

- **Roderick Bates**

Michael Todd made a motion to appoint Roderick Bates as the Surveyor of Wood and Lumber.

Joey Jarvis – 2nd

No Discussion

Vote – Unanimous

❖ Tree Warden – OPEN

❖ Weigher of Coal

- **John Arrison**

Paul Tillman made a motion to appoint John Arrison the Weigher of Coal.

Joey Jarvis – 2nd

No Discussion

Vote - Unanimous

❖ Zoning Board of Adjustment

- **Jim Cahill - FT Member**
- **David Gulbrandsen - FT Member**
- **deForest Bearse - Alternate**
- **Willis Wood – Alternate**
- **David Hindinger - FT Member**

Paul Tillman made a motion to appoint Jim Cahill, David Gulbrandsen and David Hindinger as Full Time Members and deForest Bearse and Willis Wood as Alternates to the Zoning Board of Adjustment.

Joey Jarvis – 2nd

No Discussion
Vote - Unanimous

Dave Fuller reminded everyone that anyone who is interested in any of the OPEN positions to please submit a letter to the Town expressing their interest.

14.) Approval of Warrants

Michael Todd made a motion to approve the warrants of 3-4-21 as follows:

General Funds	Operating Expenses \$32,245.44 Payroll \$21,978.19
Highway Fund	Operating Expenses \$23,868.75 Payroll \$17,145.52
Solid Waste Management Fund	Operating Expenses \$6,172.50 Payroll \$2,297.00
Library	Operating Expenses \$0.00 Payroll \$2,906.55
Grants	Operating Expenses \$0.00
Special Revenue	Operating Expenses \$0.00
MES	\$2,475.50 from Fire Equip. Reserves
Long Term Debt	\$0.00
Grand Totals	Operating Expenses \$64,762.19 Payroll \$44,327.26

Joey Jarvis - 2nd
Discussion –

David Fuller explained how to read the expense sheets. Joey Jarvis pointed out the increase of diesel fuel. Highway Fund check # 22354 to Evans Expressmart is currently \$7,100.00

Vote - Unanimous

15.) Any Other Business

Dave Fuller noted that there was a complaint that needed to be address in executive session.

Paul Tillman made a motion to go into executive session and allow Olivia Savage and Chauncie Tillman to remain in the meeting at 8:24 pm.

Michael Todd – 2nd

No Discussion
Vote - unanimous

Dave Fuller took the meeting out of executive session at 8:30 pm.

16.) Adjourn

Paul Tillman made motion to adjourn the meeting at 8:31 pm
Michael Todd – 2nd
No discussion
Vote – unanimous

Respectfully,
Chauncie Tillman
Alt. Recording Secretary

DRAFT

WEATHERSFIELD SELECTBOARD

N. John Arrison, Selector

David Fuller, Chairperson

Joseph Jarvis, Clerk

Paul Tillman

Michael Todd, Vice- Chairperson

From: [Ray Stapleton](#)
To: [Brandon Gulnick](#); [Olivia Savage](#)
Subject: radio quote
Date: Wednesday, February 17, 2021 3:07:35 PM

Brandon,

As you know the highway department is looking to update our radio system. We have our own low band radio system at this time and it is not performing as needed and radio parts are no longer available. As I looked into how to update our radios I found a company that offers a complete digital radio network. We have tested this network and it has outperformed our old system many times over. This network has two options that it offers.

The first option is to purchase the radios at \$499 each(x12) , pay a \$99 installation charge per radio(x10), and a monthly fee of \$29 per radio(x12). All repair cost beyond the warranty and replacement cost for new radios going forward would be in addition to these rates.

The second option is to rent radios from them. There would still be a \$99 per radio installation fee(x10) but no maintenance or future radio replacement cost other than damage due to our fault. We would pay a \$35 per radio fee(x12) and no purchase cost.

There is a third option of buying our own radios and having our own network. I spoke with the town of Ludlow while looking into this option. They had their own network and had unacceptable network coverage. They now use this same network as their provider and have had much better results. When asked about coverage issue none were reported. As shown in the price analysis I sent to you earlier the cost for initial setup of our own network is very high and all maintenance cost for the radios and the network are the responsibility of the town. The rental fees for the Ascutney mountain antenna are estimated to be higher than the cost of the rental program for a radio network we do not have the financial responsibility to maintain. The coverage area would also be not 100% as it is with the network we tested. If you have any questions please let me know.

Thank you, Ray

395 S Chimney Ridge
Perkinsville, Vermont 05151
February 26, 2021

To Whom It May Concern,

I would be honored to be reappointed to the Wethersfield Conservation Commission for a second term. I have enjoyed working with Commission members on the Town Forest project and with naming streams.

Thank you for your consideration.

Sincerely yours,
Cheryl Cox

From: [Patricia Nash](#)
To: [Olivia Savage](#)
Subject: Conservation Committee
Date: Wednesday, February 24, 2021 2:19:57 PM

Hi Olivia

I would like to be considered for a position on the conservation committee.

Patricia Nash
9 Stardust Circle
Ascutney
802-299-0491

Ryan Gumbart
1235 Weathersfield Center Road
Weathersfield, VT 05156

February 25, 2021

Town of Weathersfield
Martin Memorial Hall
5259 US Route 5, PO BOX 550
Ascutney, VT 05030

To whom it may concern,

I would like to be considered to be reappointed and serve on the Weathersfield Conservation Commission.

Thank you,

Ryan Gumbart

March 2, 2021

To the Select Board,

Please reappoint me to a new term on the Weathersfield Conservation Commission. I wish to continue to devote my energy to serving the people of Weathersfield on projects such as the Town Forest, emerald ash borer awareness, waterway naming and other issues that may come up. I enjoy working with the other members of the Board.

Thank you!

Jeff Pelton

358 Downer Hill Rd. (Weathersfield)

Springfield, VT 05156

802-885-9517

RODERICK BATES, 303 S. CHIMNEY RIDGE RD, PERKINSVILLE, VT 05151

February 23, 2021

Weathersfield Selectboard
Martin Memorial Hall
Ascutney, VT 05030

Greetings,

I am writing to state that I am interested in serving as Surveyor of Wood and Lumber for another year.

Also, if you do not have an incumbent candidate for the open position as Fence Viewer, I would be willing to be considered to fill that position as well.

Respectfully,

Roderick Bates

I will be Presenting coordinates 2021.

Steve D'Amico

2/24/21

To Select Board Members,

I would like to be re-appointed as a
Trustee for Martin Memorial Hall.

Thank you,
Edith Stilson

From: [Peter Daniels](#)
To: [Olivia Savage](#)
Cc: [Brandon Gulnick](#)
Subject: RE: Reappointment Letter
Date: Monday, March 1, 2021 2:14:09 PM

Please use this email as my request to be re-appointed as Weathersfield's Representative to Mount Ascutney Regional Commission.

Peter Daniels

888 Skyline Drive

Springfield, VT 05156

(802) 291-1160

pdaniels@vermontel.net

From: Olivia Savage [mailto:osavage@weathersfield.org]
Sent: Monday, February 22, 2021 2:28 PM
To: Olivia Savage
Cc: Brandon Gulnick
Subject: Reappointment Letter

Good afternoon,

Our records indicate that your term will expire on February 28, 2021 at 11:59pm. We appreciate all of your hard work and dedication to this position and are requesting that you submit a reappointment letter. The Selectboard will take up these appointments during their meeting on March 4, 2021.

Please submit your reappointment letter by attaching it to this email or drop it off to me at the Town Office.

If you have any questions or concerns please do not hesitate to contact me by email or phone (802) 674-2626.

Respectfully,

Olivia I. Savage
Principal Clerk
Town of Weathersfield
P.O. BOX 550 | 5259 Route 5
Ascutney, VT 05030
(802) 674-2626

From: Ray Stapleton <Highway@weathersfield.org>

Sent: Thursday, March 11, 2021 9:32 AM

To: Land Use <Landuse@weathersfield.org>; Olivia Savage <osavage@weathersfield.org>

Subject: Parks and rec

To whom it may concern,

I am interested in continuing to serve on the parks and recreation board. Please let me know if I can answer any questions.

Thank you,

Ray Stapleton

Sent from my iPhone

From: [Deborah Ramos](#)
To: [Olivia Savage](#)
Subject: Weathersfield Parks and Recreation Commission
Date: Wednesday, March 3, 2021 11:39:12 AM

Good Morning Olivia,

Happy Wednesday! I hope you are having a good week. My name is Deborah Richardson. I am writing because I would like to be considered for appointment to the Weathersfield Park and Recreation Commission by the Select Board.

Thank you,

Deborah L. Richardson
2263 VT RTE 106
Perkinsville, VT 05151

Sent from my iPhone

March 2, 2021

Town of Weathersfield

Attn: Selectboard

5259 US Route 5

Ascutney, VT 05030

Dear Selectboard,

My name is Cathy Vollmann, I would like to be considered for the Parks & Recreation Committee. I have been a resident of Weathersfield for over twenty years. I have three children who have and is currently in the Weathersfield school. We love living here and could not image living anywhere else therefore I would like to volunteer so can give back to the community. With my background in event planning of 15 years I feel I can be an asset to the Park and Recreation committee.

Thank you,

A handwritten signature in cursive script that reads "Cathy Vollmann".

Cathy Vollmann

Ryan Gumbart
1235 Weathersfield Center Road
Weathersfield, VT 05156

February 25, 2021

Town of Weathersfield
Martin Memorial Hall
5259 US Route 5, PO BOX 550
Ascutney, VT 05030

To whom it may concern,

I would like to be considered for appointment as Tree Warden. I am a Vermont Licensed Forester and would be grateful for the opportunity to serve the community in this way.

Thank you,

Ryan Gumbart

Brandon Gulnick

From: John Broker-Campbell <bcamp1020@gmail.com>
Sent: Wednesday, February 24, 2021 6:51 AM
To: Olivia Savage
Subject: Re:

Hi Olivia, thanks for the reminder.

I am interested in being reappointed to the Weathersfield Zoning Board of Adjustment (ZBA) for another term; I have served on the board for the past few years and look forward to continuing. I understand that if I am reappointed by the Selectboard, I will need to come into the town office and be re-sworn in by Flo-Ann.

Thanks and if you have any questions, please let me know.

John Broker-Campbell

On Tue, Feb 23, 2021 at 10:45 AM Olivia Savage <osavage@weathersfield.org> wrote:

Good afternoon,

Our records indicate that your term will expire on February 28, 2021 at 11:59pm. We appreciate all of your hard work and dedication to this position and are requesting that you submit a reappointment letter. The Selectboard will take up these appointments during their meeting on March 4, 2021.

Please submit your reappointment letter by attaching it to this email or drop it off to me at the Town Office.

If you have any questions or concerns please do not hesitate to contact me by email or phone (802) 674-2626.

Respectfully,

Olivia I. Savage

Principal Clerk

Town of Weathersfield

P.O. BOX 550 | 5259 Route 5

Ascutney, VT 05030

(802) 674-2626

osavage@weathersfield.org

Brandon Gulnick

From: Jaime Wyman <jaimewyman@hotmail.com>
Sent: Friday, February 26, 2021 8:51 AM
To: Brandon Gulnick
Subject: Zoning Board

Good Morning!

I am currently on the zoning board and would like to request my continuation on this board for the 2021-2022 session.

Please let me know if you have any questions or concerns.

All the best,

Jaime Wyman

(802) 738-5348

Meeting date March 15, 2021
 AP warrant date 03/15/21
 Payroll warrant date 1 03/11/21



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of March 15, 2021

	Check Date	Payroll	Operating Expenses
General Fund			
	3/11/2021	\$7,330.66	
AP	3/15/2021		\$26,253.93
Total		<u>\$7,330.66</u>	<u>\$26,253.93</u>
Highway Fund			
	3/11/2021	\$4,305.84	
AP	3/15/2021		\$8,322.04
Total		<u>\$4,305.84</u>	<u>\$8,322.04</u>
Solid Waste Mgmt Fund			
	3/11/2021	\$757.63	
AP	3/15/2021		\$11,987.15
Total		<u>\$757.63</u>	<u>\$11,987.15</u>
Library			
	3/11/2021	\$968.85	
Total		<u>\$968.85</u>	<u>\$0.00</u>
Grants			
Special Revenue			
			\$0.00
MES			
			\$4,928.29
			from Fire Equipment Reserves
Grand Totals			
		\$13,362.98	\$51,491.41

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 \$64,854.39. Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
STEVE HIE	03/02/21	Mileage 2/4, 3/2 MILEFEB-MAR	11-7-102-29.00 FIN-Expense Reimbursement	11.88	223591	03/15/21
INGRA	02/12/21	Books 51315872	11-7-601-78.00 Library-Media	14.81	223592	03/15/21
LEAF	03/08/21	Copier lease March 21 11618814	11-7-101-44.00 GF-Copier Lease	311.50	223593	03/15/21
NE MUN	03/05/21	Bank rec training 47705	11-7-101-27.00 GF-Tuition and Dues	1413.75	223597	03/15/21
VTAGHUMAN	03/04/21	Payroll Transfer PR-03/04/21	11-2-011-07.00 Garnishments	327.84	223600	03/15/21
VTAGHUMAN	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-07.00 Garnishments	327.84	223600	03/15/21
OVRC	01/20/21	Chamber membership dues 5410	11-7-101-27.00 GF-Tuition and Dues	149.00	223601	03/15/21
PRIOR	02/25/21	Interlibrary 51586322	11-7-601-21.00 Library-Postage	3.65	223602	03/15/21
PRIOR	02/28/21	Interlibrary 81682110	11-7-601-21.00 Library-Postage	80.00	223602	03/15/21
SAYMORE	02/23/21	Service awards 2021-2391	11-7-101-26.50 GF-Awards and Recognition	154.00	223605	03/15/21
SAYMORE	03/01/21	Name sign 2021-2402	11-7-101-29.99 GF-Selectboard Other Expe	18.50	223605	03/15/21
TDS	03/09/21	Jan/Feb 2021 JAN/FEB21	11-7-101-31.00 GF-Telephone	30.95	223606	03/15/21
TERR	03/10/21	Staples JANUARYREIM	11-7-101-29.20 GF-Travel/Mileage	38.65	223607	03/15/21
BRZOZA	12/07/20	1879 ceiling deposit 1879CEILIDEP	11-7-302-60.15 1879 Schoohse Renov.Repai	626.00	223608	03/15/21
BRZOZA	12/07/20	1879 paint deposit 1879PAINTDEP	11-7-302-60.15 1879 Schoohse Renov.Repai	1537.00	223608	03/15/21
TOWNWEATH	03/04/21	Jen Congdon property tax PR-03/04/21	11-2-011-15.00 Miscellaneous Deduction	119.70	223609	03/15/21
USTREAS	03/09/21	Tax period 3/31/20 CP161	11-7-101-99.00 GF-Miscellaneous Expendit	448.83	223611	03/15/21
VTOMA	01/21/21	2021 Renewal 2021RENEWAL	11-7-101-27.00 GF-Tuition and Dues	85.00	223612	03/15/21
WBMASON	02/28/21	Cooler rental, water IS1245648	11-7-101-20.00 GF-Office Supplies	14.95	223613	03/15/21
WBMASON	02/28/21	Cooler rental, water IS1245648	11-7-601-20.00 Library-Supplies	4.95	223613	03/15/21
WVFD	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WVFD Funding	34.05	223615	03/15/21
WVFD	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WVFD Funding	55.00	223615	03/15/21
WVFD	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WVFD Funding	39.98	223615	03/15/21
WVFD	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WVFD Funding	26.48	223615	03/15/21
WVFD	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WVFD Funding	25.00	223615	03/15/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AMAZONCR	01/14/21	Laptop case 979939748958	11-7-101-20.00 GF-Office Supplies	25.98	223571	03/15/21
CANON	02/27/21	March 21 copier 26335945	11-7-201-20.00 Police-Office Supplies	33.00	223575	03/15/21
CANON	02/27/21	March 21 copier 26335945	11-7-103-18.00 TC-Copier Usage/Supplies/	49.00	223575	03/15/21
CARRIAGE	03/10/21	Gazebo deposit GAZEBO.DEP	11-7-302-38.85 Town Parks	6110.47	223576	03/15/21
COMPETIT	03/02/21	IT Feb CW-50745	11-7-101-25.05 GF-IT Services	2190.25	223578	03/15/21
EYEMED	02/22/21	Mar21 Premiums MAR21PREMIU	11-7-103-14.10 TC-Insurance Benefits	8.70	223580	03/15/21
EYEMED	02/22/21	Mar21 Premiums MAR21PREMIU	11-7-201-14.10 Police-Insurance Benefits	8.70	223580	03/15/21
EYEMED	02/22/21	Mar21 Premiums MAR21PREMIU	11-7-201-14.10 Police-Insurance Benefits	12.76	223580	03/15/21
EYEMED	02/22/21	Mar21 Premiums MAR21PREMIU	11-7-601-14.10 Library-Insurance Benft	12.76	223580	03/15/21
EYEMED	02/22/21	Mar21 Premiums MAR21PREMIU	11-7-101-14.10 GF-Insurance Benefits	8.70	223580	03/15/21
COMCASTBU	03/02/21	MMH internet Mar21 MMHINTMAR21	11-7-101-31.00 GF-Telephone	120.87	223581	03/15/21
COMCASTBU	03/01/21	acct0009194 March 21 WWVFD3/01	11-7-207-30.00 WWVFD Funding	176.17	223581	03/15/21
FAIRPOINT	02/27/21	Feb21 1879 School house 6745347FEB21	11-7-302-39.00 1879 School house Maint	53.03	223582	03/15/21
CVC	03/08/21	Mobile radio 10373743	11-7-207-30.00 WWVFD Funding	2133.07	223583	03/15/21
CVC	03/08/21	Mobile radio 10373744	11-7-207-30.00 WWVFD Funding	487.90	223583	03/15/21
FLOANN	03/04/21	Election Expense ELECTION3/2	11-7-103-39.00 TC-Town Meetings and Elec	113.29	223584	03/15/21
GALLS	03/01/21	Gloves, shovel 017770440	11-7-201-24.00 Police-Equipment and Supp	18.45	223587	03/15/21
GALLS	03/01/21	Gloves, shovel 017770440	11-7-201-15.00 Police-Uniforms and Clean	30.60	223587	03/15/21
GOLDEN	03/01/21	March 2021 MAR2021	11-7-204-45.00 Golden Cross Ambulance	1859.00	223588	03/15/21
GMP	03/04/21	2/3-3/4 acct31348200002 1862FEB21	11-7-301-30.01 GF-Perkins Village elec	83.12	223589	03/15/21
GMP	03/04/21	2/3-3/4 acct 58757200009 FIREPUMPFEB	11-7-205-31.10 Fire Hydrant El Service	26.30	223589	03/15/21
GMP	03/04/21	2/3-3/4 acct 90947992575 QSTLIGHTFEB	11-7-301-30.01 GF-Perkins Village elec	223.45	223589	03/15/21
GMP	03/04/21	2/3-3/4 acct 80547200008 WWVDFEB21	11-7-207-30.00 WWVFD Funding	161.69	223589	03/15/21
HERSHENSO	03/10/21	Zoning enforce.-Roberts 25936	11-7-105-43.00 Legal Expense	100.82	223590	03/15/21
HERSHENSO	03/10/21	Zoning appeal - Reed 25937	11-7-105-43.00 Legal Expense	0.61	223590	03/15/21

03/10/21
03:10 pm

Town of Weathersfield Accounts Payable
Check Warrant Report # 19419 Current Prior Next FY Invoices For Fund (Reserves)
For Check Acct 1(General Fund) All check #s 03/15/21 To 03/15/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MES	03/01/21	MUNICIPAL EMERGENCY SERVI WWVFD gear IN1554636	41-7-465-07.15 Expense - Fire Equip.	4928.29	223596	03/15/21
Report Total				4928.29		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BIBENS	03/04/21	BIBENS HOME CENTER INC. Wire tie re-bar 264736/1	12-7-101-52.00 Repairs & Supplies	7.19	223574	03/15/21
B-B CHAIN	03/09/21	CHAPPEL TRACTOR SALES, IN Chains PB119141	12-7-101-52.00 Repairs & Supplies	2495.00	223579	03/15/21
EYEMED	02/22/21	COMBINED INSURANCE CO OF Mar21 Premiums MAR21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	8.70	223580	03/15/21
EYEMED	02/22/21	COMBINED INSURANCE CO OF Mar21 Premiums MAR21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	12.76	223580	03/15/21
EYEMED	02/22/21	COMBINED INSURANCE CO OF Mar21 Premiums MAR21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	4.61	223580	03/15/21
EYEMED	02/22/21	COMBINED INSURANCE CO OF Mar21 Premiums MAR21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	12.76	223580	03/15/21
EYEMED	02/22/21	COMBINED INSURANCE CO OF Mar21 Premiums MAR21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	8.70	223580	03/15/21
EYEMED	02/22/21	COMBINED INSURANCE CO OF Mar21 Premiums MAR21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	12.76	223580	03/15/21
DON'S	03/03/21	DON'S HEATING LLC Shop furnace yearly 5351	12-7-101-52.00 Repairs & Supplies	105.00	223585	03/15/21
FORDCL	03/09/21	FORD OF CLAREMONT Hwy 2012 Ford 43056	12-7-101-52.00 Repairs & Supplies	2765.81	223586	03/15/21
GMP	03/04/21	GREEN MOUNTAIN POWER 2/3-3/4 acct 79327200006 HWFEB21	12-7-101-30.00 Electricity	343.27	223589	03/15/21
LIVA	03/08/21	LIVAS, PHILLIP Road posted signs REIMMAR21	12-7-101-50.00 Expense Reimbursement	20.72	223594	03/15/21
LOWELL	03/08/21	LOWELL MCLEODS INC. Dump truck repair S64233	12-7-101-52.00 Repairs & Supplies	1145.38	223595	03/15/21
NORTRAX	02/18/21	NORTRAX EQUIPMENT COMPANY Parts for loader 2067706	12-7-101-52.00 Repairs & Supplies	156.00	223599	03/15/21
S.G.REED	03/08/21	REED TRUCK SERVICES INC T-09, T-16, T-12 13049	12-7-101-52.00 Repairs & Supplies	142.40	223603	03/15/21
S.G.REED	02/27/21	REED TRUCK SERVICES INC T-18 3393	12-7-101-52.00 Repairs & Supplies	228.90	223603	03/15/21
S.G.REED	02/27/21	REED TRUCK SERVICES INC T-18 3406	12-7-101-52.00 Repairs & Supplies	214.58	223603	03/15/21
SANEL	03/09/21	SANEL NAPA SPRINGFIELD Supplies 374560	12-7-101-52.00 Repairs & Supplies	76.54	223604	03/15/21
U1ST	03/05/21	UNIFIRST CORPORATION UCleaning, gloves, soap 1070011535	12-7-101-52.00 Repairs & Supplies	0.55	223610	03/15/21
U1ST	03/05/21	UNIFIRST CORPORATION UCleaning, gloves, soap 1070011535	12-7-101-15.20 HWY-Uniforms & Cleaning	110.71	223610	03/15/21
U1ST	03/05/21	UNIFIRST CORPORATION UCleaning, gloves, soap 1070011535	12-7-101-52.00 Repairs & Supplies	241.80	223610	03/15/21
WEATHTECH	03/02/21	WEATHERTECH DIRECT LLC Floor liners, 2 29369387	12-7-101-52.00 Repairs & Supplies	207.90	223614	03/15/21

For Check Acct 1 (General Fund) All check #s 03/15/21 To 03/15/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WWVFD	WEST WEATHERSF. VOL. FIRE	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WWVFD Funding	49.60	223615	03/15/21
WWVFD	WEST WEATHERSF. VOL. FIRE	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WWVFD Funding	61.95	223615	03/15/21
WWVFD	WEST WEATHERSF. VOL. FIRE	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WWVFD Funding	54.42	223615	03/15/21
WWVFD	WEST WEATHERSF. VOL. FIRE	03/10/21	Mar21 Reimbursement MARCH21REIMB	11-7-207-30.00 WWVFD Funding	575.00	223615	03/15/21
WHIDD	WHIDDEN, CHRIS	03/08/21	MileageJan-Mar, class fee EXPREIM21	11-7-105-29.00 Expense Reimbursement	148.44	223616	03/15/21
CHOICECAR	COBRA ADMINISTRATION & HE	03/04/21	March21 Basic Admin fee 40-509892	11-7-101-14.30 GF-COBRA Admin fee	30.00 E	1639	03/15/21
PRTAXES	IRS - PAYROLL TAXES	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-01.00 Federal Income Tax W/H	1691.39 E	1640	03/15/21
PRTAXES	IRS - PAYROLL TAXES	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-02.00 Social Security W/H	2932.56 E	1640	03/15/21
PRUDEN	PRUDENTIAL RETIREMENT	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-11.00 Deferred Compensation	161.41 E	1641	03/15/21
VT TAX	VERMONT DEPARTMENT OF TAX	03/11/21	Payroll Transfer PR-03/11/21	11-2-011-04.00 State Income Tax W/H	601.16 E	1642	03/15/21

Report Total

 26253.93
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ALV	01/31/21	Hauling, single stream 37936	21-7-102-45.00 Zero Sort contain &Tipp	3957.50	223570	03/15/21
ALV	01/31/21	Box Rental December 37937	21-7-102-50.00 Additional Equipment	140.00	223570	03/15/21
ALV	01/31/21	Hauling Jan+Container 37938	21-7-102-45.00 Zero Sort contain &Tipp	267.00	223570	03/15/21
ALV	02/28/21	Hauling, single stream 38533	21-7-102-45.00 Zero Sort contain &Tipp	3165.00	223570	03/15/21
ALV	02/28/21	Hauling+Feb container 38534	21-7-102-45.00 Zero Sort contain &Tipp	267.00	223570	03/15/21
ALV	02/28/21	Box Rental February 38535	21-7-102-50.00 Additional Equipment	140.00	223570	03/15/21
ATLANTI	03/05/21	Work on compactor 66220	21-7-102-52.00 Repairs and Supplies	1421.86	223572	03/15/21
BESTSEPTI	03/08/21	Feb21 TS port a potty 25655	21-7-101-45.00 Contractual Rental Expens	110.00	223573	03/15/21
GOBIN	03/01/21	Trash, C&D 3/01/21 0628687	21-7-101-45.05 Trash-Tippage	251.13	223577	03/15/21
GOBIN	03/01/21	Trash, C&D 3/01/21 0628687	21-7-101-45.25 Trash Container charge	1085.55	223577	03/15/21
GOBIN	03/01/21	Trash, C&D 3/01/21 0628687	21-7-101-45.10 C&D Tippage	251.13	223577	03/15/21
GOBIN	03/01/21	Trash, C&D 3/01/21 0628687	21-7-101-45.26 C&D-Container Charge	436.87	223577	03/15/21
EYEMED	02/22/21	Mar21 Premiums MAR21PREMIU	21-7-101-14.10 Insurance Benefits	4.61	223580	03/15/21
GMP	03/04/21	2/3-3/4 acct 70547200009 TFSFEB21	21-7-101-30.00 Electricity	265.50	223589	03/15/21
NERESREC	03/04/21	Freon units 76557	21-7-102-45.01 Recycling Expense	224.00	223598	03/15/21

Report Total

11987.15
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03/10/21

Town of Weathersfield Accounts Payable

03:10 pm

Check Warrant Report # 19419 Current Prior Next FY Invoices For Fund (Highway Fund)

Finance

For Check Acct 1 (General Fund) All check #s 03/15/21 To 03/15/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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Report Total

8322.04

03/09/21
03:44 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/11/21 to 03/11/21 Departments 111 to 111

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Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13546	03/11/21	0.00	229.81
CONGDONJ	CONGDON, JENNIFER B.	E	13548	03/11/21	0.00	167.65
DANGOF	DANGO, FLORA ANN	E	13549	03/11/21	0.00	721.19
DANGOF	DANGO, FLORA ANN	E	13550	03/11/21	0.00	473.76
Total of 2 items for DANGOF					0.00	1194.95
DANIELSWI	DANIELS, WILLIAM J.	E	13551	03/11/21	0.00	948.54
ESTYLYNNE	ESTY, LYNNETTE A.	E	13553	03/11/21	0.00	343.36
GRAHAMJ	GRAHAM, JOHN J.	E	13554	03/11/21	0.00	249.78
GULNICKB	GULNICK, BRANDON W.	E	13555	03/11/21	0.00	985.91
HIERCA	HIER, CAROLYN A.	E	13556	03/11/21	0.00	219.47
HIERS	HIER, STEVE A.	E	13557	03/11/21	0.00	154.14
MCNAMARAR	MCNAMARA, ROSALIE	E	13561	03/11/21	0.00	491.74
MORANCY	MORANCY, WALTER W.	E	13564	03/11/21	0.00	908.60
MORSESTEP	MORSE, STEPHANIE J.	E	13565	03/11/21	0.00	62.83
SAVAGE	SAVAGE, OLIVIA I.		47944	03/11/21	383.66	0.00
SMITH	SMITH, STEVEN		47945	03/11/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	13569	03/11/21	0.00	928.06
WHIDDEN	WHIDDEN, BERT C.	E	13572	03/11/21	0.00	445.82
					570.31	7330.66

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03/09/21
03:44 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/11/21 to 03/11/21 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	13552	03/11/21	0.00	797.28
HUNTDON	HUNTLEY, DONALD A.	E	13558	03/11/21	0.00	566.90
LIVAS	LIVAS, PHILLIP A.	E	13559	03/11/21	0.00	338.44
LONGTIN	LONGTIN, ALEXANDER J.	E	13560	03/11/21	0.00	419.30
MOORER	MOORE, RAY A.	E	13563	03/11/21	0.00	664.80
PIPE	PIPE, SCOTT	E	13566	03/11/21	0.00	748.67
STAPLETON	STAPLETON, RAY E.	E	13568	03/11/21	0.00	770.45
					-----	-----
					0.00	4305.84
					=====	=====

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03/09/21
03:45 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/11/21 to 03/11/21 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	13562	03/11/21	0.00	276.82
WATERST	WATERS, TYLER M.	E	13571	03/11/21	0.00	480.81
					----- 0.00	----- 757.63
					=====	=====

*****757.63

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03:45 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 03/11/21 to 03/11/21 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	13547	03/11/21	0.00	122.71
RICHARDMA	RICHARDSON, MARK P.	E	13567	03/11/21	0.00	695.53
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13570	03/11/21	0.00	150.61
					----- 0.00	----- 968.85
					=====	=====

*****968.85