



TOWN OF WEATHERSFIELD  
SELECTBOARD

REGULAR MEETING AGENDA

MONDAY, JUNE 21, 2021 AT 06:30PM  
5259 US ROUTE 5, ASCUTNEY, VT 05030

PHONE  
(802) 674-2626

FAX  
(802) 674-2117

ZOOM MEETING

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

---

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

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

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

**Comcast Channel "1087" and VTEL Channel "161" on Wednesday at 6:30PM**

**Zoom: "Live/ Real-time" – June 21, 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.

1. Call to Order
2. Comments from Selectboard Members, Town Manager, and Residents on Topics not on the Agenda
3. Review minutes from previous meetings: 06-07-2021
4. Emergency Management Director Announcement
5. Town Manager Update
6. General Fund Year-End Budget
7. Highway Fund Year-End Budget
8. Solid Waste Fund Year-End Budget
9. Kendricks Corner Paving Project Bid Results
10. Transfer Station Update
11. Set FY22 Transfer Station Permit Sticker Fee
12. Food Waste Disposal
13. Mechanic Study
14. Credit Card Policy - Second Reading
15. Disposing of Town Owned Equipment
16. Solid Waste District Appointment
17. Personnel Policy Discussion
18. Work-At-Home Policy
19. ARPA Discussion
20. 2014 Purchase & Sale Agreement
21. Set Public Hearing Date - Zoning Map
22. Proposed future agenda items
23. Appointments
  - a. Budget Committee (4 vacancies - 1 Year Terms)
    - i. Nichole Gagnon
  - b. Connecticut River Joint Commission Representative (1 Vacancy, 1 Year Term)
  - c. Energy Coordinator (1 Vacancy - 1 Year Term)
  - d. Parks & Recreation
    - i. Nichole Gagnon
    - ii. Joseph Bublat
  - e. Planning Commission (1 Vacancy - 3 Year Term - 1 Year Remaining)
    - i. Joseph Bublat
24. Warrants
25. Any other Business
26. Adjourn

Select Board Meeting  
Martin Memorial Hall  
5259 US Rte 5, Ascutney VT  
DRAFT of Select Board Meeting Minutes  
Monday, June 7, 2021 6:30 PM

Select Board Members Present:

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

Select Board Members Absent: David Fuller

Attendees: Olivia Savage, Ray Stapleton, Steve Hier, John Arrison, June and Bill Brink

Online Attendees: Rosalie McNamara, Nichole, Nancy Francom,

The Public was permitted to attend this meeting in person. Remote public participation was facilitated via the ZOOM video-conferencing platform. The number for people to join or call in to the meeting was published on the meeting agenda and on the Town's website. The meeting was recorded by SAPA TV.

- 1.) Call to Order by Vice Chair, Michael Todd at 6:34 pm
- 2.) Comments from Select Board Members, Town Manager and Residents on topics not on the agenda.

No comments from the Select Board.

No comments from the Town Manager.

Comments from Residents on topics not on the agenda.

John Arrison was asked to come to the meeting by the Town Manager to give an update from the legislature. The updates included:

- Transportation Bill has been signed. Funding that will be available is 10% higher than the previous year.
- He noted there have been concerns regarding catalytic converters. He is working with a legislator in Granby, VT. Currently there is not much that can be done on a state level.
- ARPA – nothing has changed categories that you can spend the money on.
- There will be 2 constitutional amendments to be voted on in the November election.
- Governor Scott vetoed a bill regarding non-citizens and their ability to vote in local elections, including the Town election or the School Board.

Michael Todd asked John Arrison what the definition of a non-citizen is. John Arrison said that he it takes approximately 5 years for a person that immigrates here to the US to become a Citizen. The non-citizen lives in the town, pays the tax in their town and this would allow them to vote in the Town election or at the School Board level. This would not allow them to vote in any State or Federal election.

Michael Todd asked for a roll call, asking the Select Board how they felt.  
Paul Tillman requested more information regarding the definition of a non-citizen.  
Joey Jarvis stated that he is ok with them voting if they are here legally and paying taxes.  
Kelly O'Brien concurred with Joey Jarvis.

No further comments from Residents on topics not on the agenda.

### 3.) Review of minutes from previous meetings: 5-17-2021

Kelly O'Brien made a motion to approve the meeting minutes from 5-17-21  
Joey Jarvis - 2<sup>nd</sup>  
No Discussion  
Vote - Unanimous

### 4.) Credit Card Policy

Paul made a motion to approve the first reading of the credit card policy.  
Joey Jarvis – 2<sup>nd</sup>

Brandon Gulnick has been working with Steve Hier and both Fire Departments regarding their credit cards. Each Fire Department currently has their own credit cards and the discussion is to have them all have a Town credit card.

Under the credit policy the Fire Departments would be required to produce a detailed receipt with what the charge was for.

Paul Tillman asked if there was something in place for a lost or damaged receipt?  
Steve Hier – it's a matter of degree and have to be understanding in certain situations. If it happens occasionally that's ok, but if it becomes a habit then it would have to be dealt with.

Joey Jarvis – is the purpose of these credit cards to make sure these guys (Fire Department) aren't spending money out of their own pockets?  
Brandon Gulnick noted that it is one of the reasons.

Steve Hier noted that this is also a verification system. The auditors want to see details.

The concuss of the Select Board was to

Paul Tillman made a motion to approve the Fire Department into the Credit Card policy and issue them credit cards.  
Kelly O'Brien – 2<sup>nd</sup>  
No further discussion  
Vote - Unanimous

Brandon Gulnick asked that the Select Board allow Nancy Francom to give her presentation on TextMyGov prior to him moving on to the Town Manager Report.

No objection from the Select Board.

## 5.) TextMyGov Presentation

This texting function will make it easier for citizens to report issues, receive alerts, ask questions and receive answers.

Nancy Francom did a live demo having willing members in attendance to text “finance” to 435-265-4446. It responded with a link.

Once you click on the link it takes you to a Guest Dashboard. This app is Town specific. She reviewed how the app is created and managed.

Michael Todd asked how this is different from just going to the Town website as we just spent a lot of money to update the website.

Brandon Gulnick said yes, however, this would also allow the Town to push out mass messaging for all numbers that are registered with the app.

Paul Tillman noted that it would also be a little more tailored vs searching on the website.

Brandon Gulnick stated that one of the items that needed to be addressed from the Select Board is communication with the Town. This would allow another form of communication.

Citizens can opt into text alerts for the city. Different groups can be created for different communications, i.e. emergencies, weather, events, etc.

Michael Todd asked who would be able to create these groups? The administrative rights would be given to the Town.

Joey Jarvis asked how we would get new phone numbers vs the list we currently have.

Brandon Gulnick noted that they would have to find ways to get new people to add their phone numbers.

Please see the proposal in the Select Board Packet.

The Select Board has opted to do more research on this before making any decisions.

This is not an app; it is just the name of the program. People who do not have a smart phone will have access to this program.

## 6.) Summer Music Event

Mr. & Mrs. Brink attended the Select Board Meeting to propose a Summer Music Event. They had approached the Town Manager with a proposed location at the Center Church, however, after a site visit, they all thought Hoisington Field would be a better location.

The idea is to do something weekly or bi-weekly on Friday evenings for local singer/song writers to perform and to start getting people back out. Possibly having vendors, food trucks, fundraising events.

Mr. & Mrs. Brink would provide all equipment, full set up speakers and system. Mrs. Brink would do the promoting, finding sponsors and finding entertainment.

The 1<sup>st</sup> step is coming to the Select Board.

The 2<sup>nd</sup> step would be to find funding.

Michael Todd said that he would like to know what neighbors think or feel about having a weekly or bi-weekly event since this will affect their lives. We would also want to know if Hoisington Field has sporting events going on at that field.

Steve Hier recommended contacting BJ Esty as she knows the events that are scheduling or if the field is being used.

Paul Tillman noted that he liked the idea and is supportive of this, however he wants to know the logistics as their letter stated, is their insurance needed, security, porta potties, etc.

Joey Jarvis noted that food truck vendors need to carry their own license.

Michael Todd asked John Arrison if there were any special licenses/permits needed. John Arrison said the only one he can think of is the large gathering permit.

The next step would be to reach out to BJ Esty and speak with the neighbors.

7.) Town Manager Report

Dear Select Board Members & Weathersfield Residents:

**Year End Highway Department Finance Report / Year-End Decisions**

Preliminary year-end projections were made in May for all Town departments. These projections give us a rough idea of where we will be on June 30, 2021. During FY21 we received \$7,974 more in revenue from State Highway aid. We expended \$25,000 less in regular wages due to a resignation and \$4,000 less in overtime wages. Similarly, we expended \$32,000 less in benefits, FICA, and retirement. We project that we will expend \$26,000 less in salt, and 9,000 less in paving repairs. There is \$50,000 in the Highway Department budget for paving that has not been expended. We sent out an RFP to pave Kendrick's Corner Road to determine what the cost of this project will be. We are aiming to use FY21 budgeted paving (\$50,000) and FY22 budgeted paving (\$50,000) to pave Kendrick's corner road before October 1, 2021 (if the numbers align with what we budgeted). This will require a vote of the SB to move \$50,000 to Highway Capital Maintenance at Year-End and a vote of the SB to award the paving contract for Kendrick's Corner Road. Based on these projections, the Highway Superintendent and I made the decision to purchase the following items before year-end:

Description	Quantity	Unit Price	Total Cost
Sabre HD carbide Cutting Edge	105	\$110	\$11,550
ICC Predator Dual Triple HWY Chains	6	\$509.38	\$3,056.28
NKDC-38-8	6	\$416.97	\$2,501.82
22.5/9.0 Aluminum Wheel	12	\$290	\$3,480
57" X 38" polymer coated CSP Culverts + Ship	40	\$95.84	\$4,475.28
18" HD100 pipe	1200	\$11.82	\$14,184
Firestone TransForce HT2 LRE	4	\$135.57	\$542.28
Nokian Hakka LT3 LRE studded	4	\$212.07	\$848.28
Bandag Ultra Drive	24	\$267.80	\$6,427.20
Polycaster 1.8 cy Sander	1	\$5,625	\$5,625
		<b>TOTAL</b>	<b>\$52,690.14</b>

Michael Todd had questions regarding the Polycaster 1.8 cy Sander and following the purchasing policy. Ray Stapleton stated that this sander is for the F250 truck for the parking lots and smaller areas. This does not include installation. The Highway Department will install it themselves. It is an electric sander. The used sander that they have is doing ok and is getting maintenance regularly. It is able to do the whole village of Ascutney with under a full load.

#### **Reopening Martin Memorial Hall**

We held a Staff Meeting in May to discuss reopening Martin Memorial Hall to the Public. As you know, the building has been open by appointment only (and walk-ins on a case-by-case basis). Staff have been working in the office; however, the bulk of our services have been done via email and phone. As more and more Vermonters have been vaccinated and the majority of our staff have been vaccinated, we are preparing a plan to open the doors to Martin Memorial Hall. We expect to be fully open July 1, 2021, however, there are still a couple of things we are flushing out and discussing. Once a plan has been made and the EMD has approved, we will release this information on our website and social media.

#### **Town Mechanic Study**

With the loss of one of our Highway workers we have decided to move forward with a study to determine whether a Town Mechanic that services Police, Fire, and Highway can be beneficial to the Town from both a financial and productivity standpoint. We are reviewing the cost of labor and parts for this past fiscal year and FY20 and preparing analysis for the Selectboard to review on June 21st. Please feel free to reach out to us with any comments, concerns, or areas of study you would like to see in the report.

#### **Catalytic Converter Thefts**

We are asking the Public to report any and all Catalytic Converter Thefts or any suspicious activity that appears to be theft in Weathersfield and surrounding areas immediately. We have received numerous reports of criminal activity that is currently under investigation. These thieves are cutting catalytic converters from parked vehicles and are allegedly selling them for money. If you see any suspicious activity and are able to capture a photo of license plates or photos of suspicious persons, please contact the Weathersfield Police Department at (802) 674-2185 or dial 9-1-1.

#### **Romaine Tenney Memorial Park**

The State of Vermont, Howard Center, Health Department, and Vtrans Legal has approved the Historical Societies proposed language that will be included on the Display Board inside the pavilion at the Romaine Tenney Memorial Park. This allows us to move forward with crafting the display board. Considering the long wait for poly picnic tables we decided to move forward with wooden picnic tables in the park. Plantings are still underway, and we encourage people to visit the site.

#### **See Attachment B - Approved Language**

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

## 8.) Transfer Station Report

Dear Select Board Members & Weathersfield Residents:

To recap, in Spring 2020 we sent a letter to Reading and West Windsor informing them of our findings regarding an unequal payment structure across our three (3) Towns. The Town of Reading has consistently allocated \$18,635 to fund fixed costs at the Transfer Station. Considering our fixed costs have increased due to the cost of labor and recycling increasing, we are seeking a formula agreeable to Reading that will allow for their annual allocation to increase at a fair and equal rate. The Town of West Windsor has used a "Pay as You Play" system in their Town, which has caused an alarming financial disparity. Our intent with West Windsor is to create a formula that will enable West Windsor to allocate funding to the fixed costs at the Transfer Station equal to Reading and Weathersfield. DSM Environmental conducted a study of the Transfer Station that demonstrated the financial disparity and the existing unequal payment structure. In the midst of this study, we began strictly enforcing the Permit Sticker to enter the Transfer Station resulting in a spike in revenue from West Windsor. Following the presentation of the DSM Study there was discussion between our three (3) towns and the drafting of a Transfer Station Agreement.

The goal was to have an Agreement finalized, signed, and implemented before the current Permit Sticker expires in July 2021. West Windsor Selectboard Chair Edwin Johnson contacted us via email and stated that because we are strictly enforcing Permit Stickers to enter the Transfer Station the Transfer Station is operating in a stronger financial footing and West Windsor is considering remaining with the status quo. I notified West Windsor and stated the status quo is not an option for West Windsor. Following this conversation, the West Windsor Selectboard held a meeting and discussed the status of our discussions. WWSB Chair Edwin Johnson summarized some of our discussions to date and explained that West Windsor residents will need to vote on an appropriation at Town Meeting in March 2022. Following this meeting WWSB Chair Edwin Johnson contacted me via email and stated that he will not be able to sign the Transfer Station Agreement anytime soon due to their Town Meeting not occurring until March 2022. I stated that we will need to have an Interim Plan and that we will not be able to distribute Permit Stickers for entry in FY22 unless an Interim Plan is agreed upon that will be fair and equal. Weathersfield, Reading, and West Windsor held a Joint Committee Meeting on June 2, 2021, and we ended the discussion on the notion that the Weathersfield Selectboard will discuss an Interim Plan for FY22 and decide on what the plan will entail either on June 7<sup>th</sup> or by June 21<sup>st</sup> when we set the Permit Sticker & Punch Card fees for FY22.

Permit Sticker Fee/Allocation

An acceptable formula to create a Fair and Equal Payment Structure is as follows:

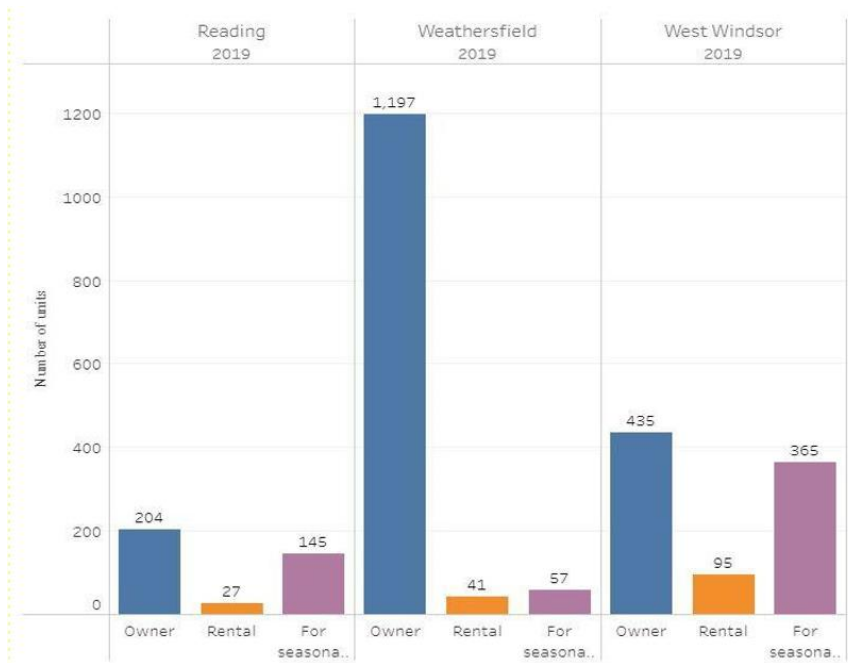
*Determining Permit Sticker Fee*

**Total Fixed Costs / Total Parcels in Weathersfield, West Windsor, and Reading**

*Determining Member Town Annual Allocation*

**Permit Sticker Fee \* # of Parcels in each Town**

According to DSM Environmental, housingdata.org is a reputable website to obtain housing unit data for Townsin Vermont. DSM recommends we use this website to obtain parcel numbers in Weathersfield, Reading, and West Windsor.



For example, considering the abovementioned data, allocations per town in FY22 would be as follows:

Fixed Costs = \$130,082 | Weathersfield Parcels = 1295 | Reading Parcels = 376 | WW Parcels = 895  
 Fixed Costs \$130,082 / Total Parcels 2,566 = Permit Sticker Fee 50.69  
 Weathersfield Allocation = \$65,650 | West Windsor Allocation = \$45,372 | Reading Allocation = \$19,061

One of the issues that have come forward is whether to include seasonal and rental units in the per parcel count for each Town. Another issue I see is that the number of parcels we show on our books is 1622 whereas housingdata.org shows only 1295. Therefore, I am uncertain whether the parcel counts are also skewed in West Windsor and Reading.

### WEATHERSFIELD SB QUESTIONS

1. Will the Status Quo be acceptable to Weathersfield during the interim until West Windsor holds a TownMeeting in March 2022?
2. If the status quo will not be acceptable during the interim, what components is the SB looking for in an Interim Plan?
3. Considering the past arrangement with West Windsor, will Weathersfield accept West Windsor purchasing Permit Stickers as they use the Transfer Station for the Interim? This will require additional work at the Transfer Station as the attendants will need to strictly enforce permit stickers and surveil vehicles entering the station to ensure a current permit sticker is fixed to their windshields.



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.

Brandon Gulnick, Town Manager

Some options discussed:

- Per parcel fee
- Non-resident sticker
- Not selling stickers to West Windsor as of 6-30-21 until everyone has come to an agreeable solution.

Further discussion will be had at the next meeting to determine what the Select Board would like to do moving forward with West Windsor and the transfer station. Not all of the Select Board was in attendance at this meeting.

Joey Jarvis made a motion to extend the meeting for an additional 30 minutes.

Kelly O'Brien – 2<sup>nd</sup>

No further discussion

Vote - unanimous

**9.) Consider a vote to approve application for fireworks display**

Mark Girard sent in an application for fireworks display at 167 Thrasher Road, Ascutney, VT for July 1<sup>st</sup>, 2021 starting at 9pm ending at 10 pm.

### **Proposed Safety Measures for Fireworks Display**

Mark Girard

167 Thrasher Rd., Ascutney, VT 05030

July 1, 2021

- NFPA 1123 distances to the display will be met
- Sponsor will provide perimeter security
- Area of the display will be wet down before the event
- Water, hand tools and personnel will be available should any ground spot fires occur
- The field will be hayed 2 weeks prior to allow time for it to green up

A certificate of insurance was also provided.

Brandon Gulnick, Town Manager reached out to both Fire Departments and the Police Chief and they were all in agreement.

Kelly O'Brien made a motion to accept Mark Girard's application for a fire works display.

Paul Tillman – 2<sup>nd</sup>

No Discussion

Vote - unanimous

10.) Personnel Policy Discussion – tabled for a future meeting

11.) Work-At-Home Policy – tabled for a future meeting

12.) ARPA Discussion – tabled for a future meeting

13.) Proposed Future Agenda Items

- a. Personnel Policy Discussion
- b. Work-At-Home Policy
- c. ARPA Discussion

14.) Appointments – None

- Budget Committee (4 vacancies, 1-year term)
- Connecticut River Joint Commission Representative (1 Vacancy, 1- year term)
- Energy Coordinator (1 Vacancy, 1-year term)
- Planning Commission (1 Vacancy, 3-year term – 1 year remaining)

15.) Approval of Warrants

Paul Tillman made a motion to approve the warrants of 6-7-21 as follows:

General Funds	Operating Expenses \$53,092.37 Payroll \$14,932.21
Highway Fund	Operating Expenses \$22,801.85 Payroll \$7,948.93
Solid Waste Management Fund	Operating Expenses \$14,857.79 Payroll \$1,523.39
Library	Operating Expenses \$0.00 Payroll \$1937.70
Grants	Operating Expenses \$0.00
Special Revenue	Operating Expenses \$0.00
Long Term Debt	\$0.00
Grand Totals	Operating Expenses \$95,584.19 Payroll \$26,342.23

Joey Jarvis - 2<sup>nd</sup>

Discussion – there were 3 bills added to the warrant that were not included in the original packet. They are included in the packet with signature pages.

Motion amended to reflect General Fund Operating expenses to \$53,092.37 and Grand Total Operating Expenses to \$95,584.19  
Vote - Unanimous

16.) Executive Session

Kelly O'Brien made a motion to go into Executive Session at 9:18 pm  
Paul Tillman – 2<sup>nd</sup>  
No further discussion  
Vote – unanimous

Michael Todd brought the Selectboard out of Executive Session at 9:34 pm.

Joey Jarvis made a motion to extend the meeting by an additional 5 minutes.  
Kelly O'Brien – 2<sup>nd</sup>  
No further discussion  
Vote -unanimous

Kelly O'Brien made a motion to accept proposed moving expenses for the Town Manager, not to exceed \$2,000.00.  
Joey Jarvis - 2<sup>nd</sup>  
No further discussion  
Vote - unanimous

17.) Adjourn

Paul Tillman made motion to adjourn the meeting at 9:36 pm  
Joey Jarvis – 2<sup>nd</sup>  
No discussion  
Vote – unanimous

Respectfully,  
Chauncie Tillman  
Alt. Recording Secretary

**WEATHERSFIELD SELECTBOARD**

---

David Fuller, Chairperson

---

Joseph Jarvis, Selector

---

Kelly O'Brien, Selector

---

Paul Tillman, Clerk

---

Michael Todd, Vice- Chairperson



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: June Town Manager Report #2 - Update**

Dear Select Board Members & Weathersfield Residents:

**POLICE DEPARTMENT**

We received official notice that Walter Morancy is resigning from his position as a Police Officer for the Weathersfield Police Department. Mr. Morancy intends on retiring from Law Enforcement. He would like to thank everyone at the Town of Weathersfield for having him serve in the town in that capacity. Please see his attached letter of resignation.

We welcome Officer Ryan Prince and K-9 AJ to the Weathersfield Police Department. Ryan is 32 years old and is originally from the New Haven, Connecticut area. He graduated from Southern Connecticut State University in 2011 with a Bachelor's Degree in Social Work. Ryan began his career in corrections and then worked as a Law Enforcement Officer in Delaware from 2012 to 2015. During that time, he worked mainly with high-risk sex offenders and then spent time assisting various task force such as the DEA and US Marshals. Ryan then accepted a position as a Police Officer in Springfield, VT in 2015. He was promoted to K-9 Handler in 2017 and partnered with K-9 AJ who is a 5 ½ year old Belgian Malinois. K-9 AJ is certified through the Vermont Police Canine Association in Patrol, Tracking, and Narcotics since 2017. K-9 AJ has had several notable tracking finds to include a suicidal subject who hid in a vacant building. Ryan and K-9 AJ focus on drug interdiction and working with the community on trouble areas. We look forward to all of their plans in regard to police issues in Weathersfield.

**HIGHWAY DEPARTMENT**

We received 2 resignations in the Highway Department. Phillip Livas resigned in April 2021, and we recently accepted the resignation of Scott Pipe. Mr. Pipe is moving to Kansas because he was unable to find a place to live in this area.

We originally held the advertisement of a highway position when Mr. Livas resigned because we were studying whether it will be beneficial to hire a Town Mechanic. However, after the resignation of Mr. Pipe, we immediately advertised the position today (June 16, 2021).

**FINANCE DEPARTMENT**

Rosalie McNamara resigned from her position as Executive Assistance to Finance (EAF). Her last day is June 21, 2021. Since then, we have had productive conversations with a variety of resources and are developing a plan for Finance. I will keep you updated on this process. We wish Ms. McNamara the best of luck with her future.

## FIRE DEPARTMENTS

We have met with WWV Fire Department to develop a 10-year Capital Plan per the Fire Department Contract and collected most of the hard data we needed to do this for their department. We are meeting with AV Fire Department on June 23<sup>rd</sup> at 2:30p to complete the same process.

AV Fire Chief Darrin Spaulding notified me that he has accepted an offer on his 1986 Ladder Truck. Chief Spaulding stated that he will be turning this funding over to the Town to transfer into Fire Apparatus Acquisition Reserves.

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

Respectfully,

DocuSigned by:  
  
4A3BEB6DB9B94C7...

Brandon Gulnick  
Town Manager

**ATTACHMENT A**  
**[Resignation Letter - Walter Morancy]**

# Weathersfield Police Department



*Honor · Integrity · Courage*

5259 US RT 5; PO Box 550 · Weathersfield, VT 05030  
802-674-2185 · 802-674-1082 Fax



## Resignation Letter

06/08/2021

To: Chief William Daniels

Town of Weathersfield, Vermont staff and select board members.

I am writing this letter to the members of the Town of Weathersfield, Vermont to advise of my impending departure as a member of the Weathersfield Police Department. As of August 27, 2021, I will no longer be an officer with this fine department. It is my intent to retire from law enforcement in Vermont.

I would like to thank everyone at the Towns of Weathersfield offices, Chief William Daniels, and the public for having me serve the town in this capacity. It has been nothing short of pleasurable to don the uniform and serve this fine community. I wish all well in their future endeavors.

Respectfully

A handwritten signature in blue ink, appearing to read "Officer Walter Morancy". The signature is stylized and fluid.

Officer Walter Morancy





# Town of Weathersfield

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

*Brandon W. Gulnick*  
*Town Manager*

June 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: General Fund, Highway Fund, and Solid Waste Fund Year-End Projections**

Dear Select Board Members & Weathersfield Residents:

## INTRODUCTION

For the purpose of reviewing the approved FY21 Budget to Actuals/ Projections only, I have removed all transfers to reserves from previous year fund balances from this budget review and from the budget documents. In my opinion it is unnecessary for this review and provides a clearer financial illustration. However, I have attached a copy of all Town Reserves to this memorandum, which is where we will keep reserve transfers in the future. It is clearer for us to see our reserves separated from the budget rather than seeing them within the actual budget document tangled with revenues and expenses. I received a request to separate out the Fire Department Special Articles. In the topside summary you will notice \$30,000 highlighted in pink in revenues. In the admin budget you will notice the line "appropriation revenue" highlighted in pink. This is the account that the \$30,000 Fire Department Special Article is booked. In order to break this out as requested I decreased this account by \$30,000 and broke it out in the topside summary. This is not how it appears in our bookkeeping, however, for the purpose of fulfilling the request I highlighted both areas and broke out the special article.

You will also notice that the Emergency Management Account is no longer located in the Fire Department Budget Documents. Due to the pandemic the Emergency Management Account, which was originally approved for \$300 (prior to having knowledge of the pandemic) was used to pay for all of our COVID expenses. Grants were received, expenses/revenues fluctuated, and it was difficult for the Fire Departments to concentrate solely on their budgets. To clear things up, the Treasurer created a new revenue account called LGER Grant where we received the \$54,555 LGER funding. The Treasurer also created an expense account called LGER GRANT COVID where all of our COVID expenses are booked that were eligible under this grant. All of these expenses were moved out of the Emergency Management Expense Account. The remaining \$4,003 are expenses incurred after December 31, 2020, when the Grant ended. This is where we are tracking those expenses until ARPA funding is received, at which point new revenue and expense accounts will be created.

The projections made within the General Fund, Highway Fund, and Solid Waste Fund were done in partnership with each respective department head anticipating our expenses for June. Although we strive for perfection, we are likely to see a margin of error, however, this margin should not be significant.

**GENERAL FUND YEAR END PROJECTIONS****REVENUES**

When the General Fund budget was proposed and approved by the Weathersfield Voters we anticipated \$1,414,851 in Revenue, of which \$1,080,411 was raised by property taxation. The Weathersfield voters approved a \$30,000 Special Fire Article. On the topside summary of the budget document, you will see "FY21 Budget" with total revenues in the amount of \$1,444,850. This includes the approved special article. The FY21 Projection column shows what we anticipate actually receiving, including both the LGER grant and various other revenues. Overall, we anticipate receiving \$1,502,118 in revenue, of which \$1,080,411 was raised by property taxes. See the line-item budgets enclosed (Admin, Finance, Listers, Land Use, Police Department, WWV Fire Department, AV Fire Department, Town Clerk, and Library).

Approved: \$1,444,850

Projection: \$1,502,118

Projected Difference - Revenue: \$57,267

**EXPENSES**

When the budget was originally proposed and approved by the Weathersfield Voters we anticipated \$1,414,851 in Expenses or \$1,444,850 including the Fire Department Special Article. The FY21 Projection column shows our projected year-end expenditures. Overall, we anticipate \$1,413,333 in expenditures at year-end in the General Fund.

Approved: \$1,444,850

Projection: \$1,413,333

Projected Difference - Expense: \$31,517

**NET: \$88,784**

**HIGHWAY FUND YEAR END PROJECTIONS****REVENUES**

When the Highway Budget was proposed and approved by the Weathersfield Voters we anticipated \$1,241,557 in revenue, of which \$946,770 was to be raised by property taxation. The Weathersfield voters also approved a \$33,000 special article to be placed in the Highway Equipment Acquisition reserve. This was not broken out in the Topside Summary; however, you will see this in the Highway Budget Document. Including the special article and excluding the \$117,756 fund balance the Selectboard voted to move into reserves (in addition to the cumulative audited fund balance from prior years) \$1,156,801 in revenues were anticipated. For review purposes I have excluded the fund balance from this review as it allows us to see the FY21 budget more clearly. Overall, we anticipate receiving \$1,198,434, including grant revenue. See the line-item Highway Budget enclosed.

Approved (excluding fund balance): \$1,156,801

Projection: \$1,198,434

Projected Difference - Revenue: \$41,633

**CONTINUED - HIGHWAY FUND YEAR END PROJECTIONS****EXPENSES**

When the Highway Budget was proposed and approved by the Weathersfield Voters we anticipated \$1,241,557 in expenses, of which \$946,770 was to be raised by property taxation. The Weathersfield voters also approved a \$33,000 special article to be placed in the Highway Equipment Acquisition reserve. This was not broken out in the Topside Summary; however, you will see this in the Highway Budget Document. Including the special article and excluding the \$117,756 fund balance the Selectboard voted to move into reserves (in addition to the cumulative audited fund balance from prior years) \$1,156,801 in expenses were anticipated. For review purposes I have excluded the fund balance from this review as it allows us to see the FY21 budget more clearly. Overall, we anticipate expending \$1,056,353. In the topside summary the projected actual is \$1,146,353, which includes our proposed transfer of \$90,000 to Highway Capital Maintenance & Improvements. By transferring this \$90,000 to Highway Capital Maintenance & Improvements, we will be able to fund the Kendricks Corner Road Paving Project this summer in FY22. (On SB Agenda as item #8). See the line-item Highway Budget enclosed.

Approved: \$1,156,801  
 Projection with Reserve Transfer: \$1,146,353  
 Projection without Reserve Transfer: \$1,056,353

Projected Difference with Reserve Transfer: \$10,449  
 Projected Difference without Reserve Transfer: \$100,449

**NET With Reserve Transfer: \$52,082**  
**NET Without Reserve Transfer: \$142,082**

**SOLID WASTE FUND YEAR-END PROJECTIONS****REVENUES**

Year-end Solid Waste Revenues are projected at \$301,501.

**EXPENSES**

Year-end Solid Waste Expenditures are projected at \$295,605.

**NET: \$5,896**

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

Respectfully,

DocuSigned by:  
  
 4A3BEB6DB9B94C7...

Brandon Gulnick  
 Town Manager



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

April 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: Kendricks Corner Road Paving Project**

Dear Select Board Members & Weathersfield Residents:

## INTRODUCTION

After holding several site visits on Kendricks Corner Road and speaking to residents there is an urgent and compelling case to prioritize the paving of this road. On May 5, 2021, we advertised an RFP to pave Kendricks Corner Road. A Pre-Bid Conference was held at Martin Memorial Hall on May 18, 2021, at 10AM. Bids were received June 4, 2021, at 2:00pm. Bids were opened on June 7, 2021, at 2:30pm publicly. The Town Clerk certified the receipt and opening of all four (4) bids we received.

## BID RESULTS

Company	Paving Cost Per Ton	# of Tons	Paving Cost	Shoulder Work	Reclamation Work	Total Project Cost
Bazin Brothers	\$73.30	1770	\$129,741	\$11,077	\$13,127	\$148,423
Blanchard Contractors	\$118.00	1770	\$208,860	\$18,867	\$35,480	\$251,840
Pike Industries	\$67.00	1770	\$118,590	\$6,250	\$11,531	\$136,371
Springfield Paving	\$67.81	1770	\$120,023	\$5,555	\$13,216	\$144,317

## BUDGETING

The FY21 Highway Fund budget consisted of \$50,000 for paving that is currently unspent. There is also \$50,000 for paving in the FY22 budget. Additionally, there is surplus revenue in the FY21 budget (technically not a surplus if we decide to use it to make improvements for residents in Town this year). I recommend transferring \$86,371 from the FY21 Highway Fund Budget to Highway Capital Maintenance and Improvements. This will allow us to use this \$86,371 in addition to the \$50,000 for paving in the FY22 Highway Budget to pave Kendricks Corner Rd this summer.

## RECOMMENDATION

- 1. Vote to transfer \$86,371 from the FY21 Highway Fund Budget to Highway Capital Maintenance and Improvements Reserve.**
- 2. Vote to Award Pike Industries the Paving Contract for Kendricks Corner Rd. not to exceed \$136,371.**

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

Respectfully,

DocuSigned by:  
  
4A3BEB6DB9B94C7...

Brandon Gulnick  
Town Manager

ATTACHMENT A - KENDRICKS CORNER RD PAVING RFP  
ATTACHMENT B - BAZIN BROTHERS BID  
ATTACHMENT C - BLANCHARD CONTRACTING BID  
ATTACHMENT D - PIKE INDUSTRIES BID  
ATTACHMENT E - SPRINGFIELD PAVING BID

Town of Weathersfield Reserve Funds  
as of 2/11/2021

FUND	Est.	6/30/2020	FY21	FY21	FY21	FY21	FY21	FY21	FY21	Current	DEPT	Fund
<b>RESERVE FUNDS</b>		Balance	Interest	Transfers	Other Rev	TTL Rev	Expenses	Balance		Total		
<b>Fund 11 - General</b>												
Conservation	2005	\$1,751.86	\$8.90			\$8.90		\$1,760.76			105	
Rabies Control	2003	\$4,439.94	\$22.56			\$22.56		\$4,462.50			103	
Aid to Residents in Need	2009	\$3,297.48	\$16.76			\$16.76		\$3,314.24			302	
Rainy Day	2013	\$138,901.46	\$705.80			\$705.80		\$139,607.26			101	\$149,144.76
<b>Fund 15 - Special Revenue</b>												
Land & Vital Records Preservation	2003	\$16,971.51	\$104.02	\$3,500.00		\$3,604.02		\$20,575.53			103	
Property Reappraisal	2003	\$235,442.23	\$1,271.87	\$14,861.00		\$16,132.87		\$251,575.10			104	\$272,150.63
<b>Fund 21 - Solid Waste</b>												
Solid Waste Management	2003	\$72,848.61	\$370.17			\$370.17		\$73,218.78			101	\$73,218.78
<b>Fund 41 - Capital Reserve</b>												
Highway Equipment Acquisition	2003	\$135,357.16	\$855.48	\$93,000.00		\$93,855.48		\$229,212.64			400	
Highway Capital Maint & Improvements	2008	\$75,716.80	\$384.74	\$60,000.00		\$60,384.74		\$136,101.54			405	
Fire Apparatus Acquisition	2003	\$59,344.51	\$453.99	\$63,000.00		\$63,453.99		\$122,798.50			410	
Town Office Capital Improvements	2007	\$20,174.07	\$102.52			\$102.52		\$20,276.59			415	
Veterans Memorial	2005	\$6,509.24	\$33.07			\$33.07		\$6,542.31			420	
Parks and Recreation	2005	\$19,141.72	\$97.27			\$97.27		\$19,238.99			425	
Center Grove Preservation	2006	\$4,747.09	\$24.12			\$24.12		\$4,771.21			430	
Voting Equipment	2003	\$3,014.46	\$15.31			\$15.31		\$3,029.77			435	
Municipal Records (computerization)	2011	\$11,563.91	\$58.76			\$58.76		\$11,622.67			440	
Vault Usage	2003	\$60,461.53	\$322.47	\$3,000.00		\$3,322.47		\$63,784.00			445	
Covered Bridge Repair (Salmond)	1994	\$942.98	\$4.79			\$4.79		\$947.77			450	
Proctor Library Capital Improvement	2005	\$4,887.50	\$24.42			\$24.42	\$1,000.00	\$3,911.92			455	
Police Cruiser Purchase	2003	\$20,780.67	\$105.60	\$25,000.00		\$25,105.60		\$45,886.27			460	
Firefighting Equipment and Gear	2006	\$49,421.21	\$249.87	\$10,000.00		\$10,249.87	\$3,050.00	\$56,621.08			465	
Fire Protection Water Supply Construction	2007	\$12,837.77	\$65.23			\$65.23		\$12,903.00			470	
Martin Mem. Hall Cap Maint & Improvement	2007	\$49,887.78	\$253.49			\$253.49		\$50,141.27			475	
1879 Perk Schlhse Cap Maint & Improvement	2015	\$25,949.59	\$133.39		\$300.00	\$433.39		\$26,382.98			480	
Martin Memorial Reserve	??	\$0.00				\$0.00		\$0.00				
Upper Falls Covered Bridge Restoration	2003	\$1,034,391.08	\$5,684.60	\$272,361.00	\$300.00	\$278,345.60	\$4,050.00	\$1,308,686.68				\$1,308,686.68
						\$278,345.60		\$1,308,686.68				
<b>BOOK BALANCES</b>												
Custody Account		\$972,440.91	\$149,148.99	FUND 15	FUND 21	FUND 41	<b>BANK RECON</b>	\$972,440.91			Jan	\$77.26
Due From (To) Town		\$184,250.00		\$0.00		\$184,250.00	Book Balance Unposted Int.	\$77.26			Feb	
Loan to Town		\$152,000.00									Mar	
Pending GF cash transfer		-\$4.23	-\$4.23				Adj. Book Bal. Bank Balance	\$972,518.17			Apr	
Posting Variance		\$0.00					Bank Balance	\$972,518.17			May	
Total		\$1,308,686.68	\$149,144.76	\$272,150.63	\$73,218.78	\$814,172.51	Variance	\$0.00			June	\$77.26

ATTACHMENT A  
[KENDRICKS CORNER RD PAVING RFP]

## TOWN OF WEATHERSFIELD REQUEST FOR PAVING BIDS

**May 5, 2021**

The Town of Weathersfield is requesting a sealed or electronic bid for project within the 2021 paving season which may include reclaiming and paving base and top courses.

Project Description:

Route	Begin MM	End MM	Total Miles	Road width paved (ft.)	Estimated Ton
Kendricks Corner Road	0	.72	.72	20	
This project is to cold plane entire project 3 inches deep. Reclaim the entire project to an 8-inch depth. Grade road to re-shape to attain standard cross slope for drainage. Compact gravel sub-base. Pave 2.0-inch base course of Type II 75 Blow Marshall. Pave 1.5-inch top course of Type III 75 Blow Marshall Bituminous Concrete Pavement.					

Pre-Bid Conference(s):

A Pre-Bid Conference for the Town of Weathersfield road project will be held on Tuesday, May 18, 2021 at 10:00AM prevailing time at the Weathersfield Town office located at 5259 US Route 5, Ascutney, Vermont. **This conference is recommended** for paving contractors wishing to bid on the project listed above. Specific project site visits may be scheduled if needed prior to the completion of the Pre-Bid Conference.

Project Construction Specifications:

The provisions of the most recent version of the State of Vermont STANDARD SPECIFICATIONS FOR CONSTRUCTION to include all supplemental provisions and attachments, all contract documents specified, the most current version of MUTCD, and any other Federal, State, or Municipal applicable standards, policies and procedures shall apply to this contract.

Instruction to Bidders:

All bids must be submitted on the provided bid form. The bid form must be filled out completely, signed, printed signature, and dated. Handwritten bid forms must be done in ink and must be legible. Corrections to handwritten bid forms must be initialed and dated. Illegible bid forms will not be accepted. If multiple bids are submitted, only the last one submitted prior to the bid due date and time shall be considered. Previously submitted bids shall be discarded. Bidders are to bid on the project in a price per ton in place format for hot mix and a price per square yard for cold planing and reclaiming and a price per mile/ton shoulder and driveway gravel installation. Bids for multiple projects may be submitted on the same bid form. **Bids submitted as a lump sum for the project shall be rejected.**



All questions pertaining to this Request for Paving Bids will be asked and answered during the Pre-Bid Conference on Tuesday, May 18, 2021 at 10:00AM. If you are unable to attend the meeting, please submit your questions in writing to Brandon Gulnick, Town Manager at the Weathersfield Town Office located at 5259 US Route 5, Ascutney, Vermont 05030 or e-mailed to townmanager@weathersfield.org. All questions submitted in writing will be answered at the Pre-Bid Conference. Minutes will be distributed to all contractors who have requested bid documents after this conference. **The question period ends at 4:00PM on May 13, 2021 for anyone submitting questions in writing.** Questions received after this date and time will not be answered at the Pre-Bid Conference, however, anyone attending the pre-bid conference may ask questions during that time.

Bids must be received at the Weathersfield Town Office located at 5259 US Route 5, Ascutney, Vermont 05030 by 2:00pm prevailing time Friday, June 4, 2021. Sealed bids delivered by person, overnight express, courier, or parcel post must be clearly marked "Town of Weathersfield Paving Bid". Bids submitted electronically must have a Subject: heading of "Town of Weathersfield Kendricks Corners Paving Bid". The individual submitting electronic bids must be the same individual that electronically signed the bid form. All bids will be opened and read aloud in public at the Weathersfield Town Office located at 5259 US Route 5, Ascutney, Vermont 05030 via zoom on Monday, June 7<sup>th</sup>, 2021 at 2:30pm.

Scope of Work:

This project is to cold plane entire project 3 inches deep. Reclaim the entire project to an 8-inch depth. Grade road to re-shape to attain standard cross slope for drainage. Compact gravel sub-base. Pave 2.0-inch base course of Type II 75 Blow Marshall. Pave 1.5-inch top course of Type III 75 Blow Marshall Bituminous Concrete Pavement. Apply emulsion before paving topcoat. Cold planning beginning and end project tapers, cold planning shoulder and side road tapers. Pave driveway and side road aprons to a 2' minimum length. Backup drives & shoulders, and mailbox pullouts with shoulder gravel (**NOTE: include separate line for shoulder, driveway, and mailbox pullout gravel work.**) provide traffic control.

Material items that may be included are:

- 1) Type IV – 50 Blow and Type II & Type III - 75 Blow Marshall bituminous concrete pavement from a 2021 approved mix design and produced from a 2021 approved plant.
- 2) RS-1or RS-1H Emulsion containing a current Type A and Type D certifications.
- 3) Cold Planing. See Section 210 of the 2018 STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- 4) Reclaiming. See Section 310 of the 2018 STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- 5) Shoulder/ driveway gravel

Award of Projects:

The Bid, if awarded, will be awarded based on criteria of least total project cost and/or least cost per ton in place, best qualified to perform the work in a time frame advantageous to the Town and traveling public, ability in meeting the terms of the contract and ability to provide a quality product, and past performance of the bidder under previous contracts with Town, the State and elsewhere. Prior to awarding the project(s), the total allotted funds for the project shall be used to determine the adjusted estimated tonnage. Project will be started no sooner than July 1, 2021.

Disclaimer:

The Town of Weathersfield reserves the right:

- (1) To accept or reject any and all bids in whole or in part and to accept other than the apparent lowest bid price and or total project cost as read:
- (2) To amend, modify, or withdraw this Request for Bids.
- (3) To cancel any and/or all projects prior to the start of construction without prior notification.
- (4) To request submittal of supplemental documents or information from any and all bidders.
- (5) To accept or reject a bidder's request to hold a special pre-bid conference at a time and/or date other than that specified in the Pre-Bid Conference Section of this document based on special conditions and/or mitigating circumstances.
- (6) To allow or disallow entry into the pre-bid conference for any potential bidder arriving after the start of the pre-bid conference.
- (7) To postpone the time and date of the pre-bid conference due to emergencies and unforeseen circumstances and/or conditions.
- (8) To decrease or increase the estimated quantity of Bituminous Concrete Pavement; the Contractor and the Agency shall have the right to enter into negotiations when an increase or decrease of the adjusted estimated quantity of the awarded project(s) difference is  $\pm 15\%$  of the project(s) adjusted estimated tonnage.
- (9) Estimates provided are estimated quantities and are only for the purpose of the fare bidding process. The Town of Weathersfield is not to be held responsible for changing estimated quantities.

**TOWN OF WEATHERSFIELD, VERMONT  
REQUEST FOR BIDS FOR PAVING OF  
WEATHERSFIELD CENTER ROAD**

[released 05/05/2021]

Bidder's name, address, email address, and phone number:

List similar work bidder has successfully completed:

**The cost per ton in place will be:**

\_\_\_\_\_ = \$ \_\_\_\_\_/ton

**Shoulder work cost will be:**

\$ \_\_\_\_\_/MILE ( \_\_\_\_\_ tons per mile installed)

\$ \_\_\_\_\_/SQYD for Reclamation

[Note: No mobilization charges will be permitted. Traffic control by Contractor shall be included in the cost per ton in place.]

Pressurized emulsion sprayer: Yes \_\_\_\_\_ No \_\_\_\_\_

The undersigned, having familiarized itself with the existing conditions of Weathersfield Center Road affecting the work and conditions as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment and services required to perform the proposed paving, all for the unit price per ton for work in place.

Signature of bidder: \_\_\_\_\_ date: \_\_\_\_\_

## Town of Weathersfield Kendricks Corner Road Bid Request CHECK LIST (Include with RFP)

<b>Items included in Bituminous Concrete Pavement (BCP) per ton in place Bid price</b>
Provide a paver which includes one operator and two screed persons. See section 406.10 of 2018 Spec book.
Provide compaction equipment and operators capable of attaining a compacted density of at least 92.5% of the mixes maximum specific gravity. See sections 406.11 and 406.14 of 2018 Spec book.
Supplying Bituminous Concrete Pavement and hauling the pavement to the project with sufficient number of haul units to sustain continuous paving.
The mobilization and de-mobilization of all equipment necessary to perform the work specified in the project.
Provide equipment, operator and laborers necessary to cold plane <b>8 foot minimum tapers</b> at project beginning and end limits, beginning and end approaches to bridges, side road tapers, etc. May be done with a skid steer with a milling attachment.
Supply RS-1 Emulsion and distributor meeting requirements in table 406.12A of 2018 Spec book for applying emulsion at a min. rate. Emulsion to be applied to all surfaces in contact with the new BCP. Cold longitudinal joints shall receive a double application of emulsion.
Provide equipment and labor/operator for preparing road surface to include cleaning and sweeping debris from road prior to paving either by power broom and/or by hand.
Provide traffic control which shall include but not limited to flaggers, radios, spare batteries, other necessary equipment, all appropriate signs, and UTO's if deemed necessary.
Changing or moving sign packages as required by MUTCD as the paving progresses. Depending on the road width typical and traffic volume, it may be required to place cones every 50 feet to differentiate the work lane from the travel lane.
Paving to include <b>2 foot drive aprons</b> and <b>2 foot side road aprons</b> ; this does not include any taper needed to match existing pavement. Excavation of material or fill material is to be included in the price per ton bid.
A current approved Type <i>IV 50</i> Blow Marshall mix design.
A currently certified plant to produce bituminous concrete pavement.
Contractor certified test(s) results each day mix is produced. 1 test per 500 ton or 1 test per day when daily production is less than 500 ton.
The collection and proper disposal of all waste BCP generated during the construction of the leveling project.
Provide Agency personnel access to BCP facility, lab and quarry for additional sampling and testing if requested.

**Items included in Cold Planing per square yard (SY) Bid price if separate item.**

The mobilization and de-mobilization of all equipment necessary to perform the work specified in the project.

The removal and proper disposal of cold planed material from the project.

Provide traffic control which includes flaggers, radios, spare batteries, other necessary equipment, all appropriate signs, and UTO's if deemed necessary.

Clean all cold planed surfaces in preparation of applying emulsion prior to paving either by mechanical methods or by hand.

The installing of appropriate warning signs for the traveling public if cold planed surfaces are to be traveled on.

**Items the Town is responsible for.**

Removal of LST's

Painting of pavement markings, symbols, letters, stop bars, etc.

Backing up of drives and side roads with shoulder gravel (unless otherwise specified in the contract).

Application of shoulder gravel and/or top soil along the edge of pavement and along mail box pullouts (unless otherwise specified in the contract).

Providing daily inspection services during the construction of the project.

Any ditching, guardrail, culvert, tree and brush removal, guard rail replacement, berm removal, etc. work necessary prior to the leveling project.

Specify the design and type of mix to be supplied.

Specifying butt joint type (butt or tapered) allowed within the project limits except for begin and end.

Specify Project begin and end limits.

Provide a detailed scope-of-work outlining number of drives, side roads, bridges and treatment required, location of all key-in cold planed longitudinal cold planed sections, pre-shimmed areas,

Specify length and width of road.

Specify average leveling compacted depth (1-1/2 inches)

Specify paving is to be continuous including both lanes and full lane width. Shoulder paving TBD.

Paving shoulders shall be specified for each project.

ATTACHMENT B  
[BAZIN BROTHERS BID]

**TOWN OF WEATHERSFIELD, VERMONT  
REQUEST FOR BIDS FOR PAVING OF  
WEATHERSFIELD CENTER ROAD**

[released 05/05/2021]

Bidder's name, address, email address, and phone number:  
BAZIN BROTHERS TRUCKING, INC.  
2425 BACK WESTMINSTER ROAD  
WESTMINSTER, VT 05158  
(802) 463-2077

List similar work bidder has successfully completed:  
TOWN OF ALSTEAD, NH - PINE CLIFF ROAD  
TOWN OF HALIFAX, VT - COLLINS ROAD  
TOWN OF ACWORTH, NH - DERRY HILL ROAD  
TOWN OF SWANZEY, NH - PINE STREET

The paving cost per ton in place will be:

1,760 TON = \$ 73.30 /ton

Shoulder work cost will be:

\$ 10,000 /MILE ( 324 tons per mile installed)

Reclamation work cost will be:

\$ 1.48 /SQYD for Reclamation

Lump Sum for entire Project:

\$ 149,335.60

[Note: No mobilization charges will be permitted. Traffic control by Contractor shall be included in the cost per ton in place.]

Pressurized emulsion sprayer: Yes X No         

The undersigned, having familiarized itself with the existing conditions of Weathersfield Center Road affecting the work and conditions as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment, and services required to perform the proposed paving, all for the unit price per ton for work in place.

Signature of bidder: *Jeffrey R. M... [Signature]* date: 06/04/2021

*3/10/21  
Town Clerk  
Rec'd at what time?  
07 3:30 pm*

ATTACHMENT C  
[BLANCHARD CONTRACTING BID]



**TOWN OF WEATHERSFIELD, VERMONT  
REQUEST FOR BIDS FOR PAVING OF  
WEATHERSFIELD CENTER ROAD**

[released 05/05/2021]

Bidder's name, address, email address, and phone number:

Blanchard Contracting Ltd. Co.    Gregory Blanchard  
1255 US Route 5N                    blanchardcon1@outlook.com / blachardcon1@yahoo.com  
Windsor, VT 05089                    802-674-2047

List similar work bidder has successfully completed:

Army Corp of Engineers-Hartland Dam  
GSA-North Troy Land Port of Entry

The paving cost per ton in place will be:

201,780.00 = \$ 118.00 /ton (1,710 tons needed)

Shoulder work cost will be:

\$ 16,000 /MILE ( 212 tons per mile installed) 4800/5280=91% of a mile  
16,000\*91%=14,560

Reclamation work cost will be:

\$ 4.00 /SQYD for Reclamation (8,875 sq yd=35,500)

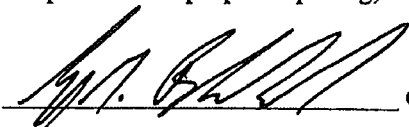
Lump Sum for entire Project:

\$ 251,840.00

[Note: No mobilization charges will be permitted. Traffic control by Contractor shall be included in the cost per ton in place.]

Pressurized emulsion sprayer:    Yes X    No \_\_\_\_\_

The undersigned, having familiarized itself with the existing conditions of Weathersfield Center Road affecting the work and conditions as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment, and services required to perform the proposed paving, all for the unit price per ton for work in place.

Signature of bidder:  date: 6/4/2021

*5 to Ann Dang  
Town Clerk  
Rec'd at Weathersfield, VT  
at 2:30 pm*

ATTACHMENT D  
[PIKE INDUSTRIES BID]

TOWN OF WEATHERSFIELD, VERMONT  
REQUEST FOR BIDS FOR PAVING OF  
WEATHERSFIELD CENTER ROAD

[released 05/05/2021]

Bidder's name, address, email address, and phone number:

Pike Industries  
335 Plainfield RD  
West Lebanon NH

List similar work bidder has successfully completed:

Town of Weathersfield 19  
Town of New London 118-20  
Town of Newbury NH 116-20

The paving cost per ton in place will be:

1770 ton = \$ 67.00 /ton

Shoulder work cost will be:

\$ 5694 /MILE (227 tons per mile installed) (\$25.00 per ton)

Reclamation work cost will be:

\$ 1.30 /SQYD for Reclamation (8870 sy total)

Lump Sum for entire Project:

\$ 138,321.00

[Note: No mobilization charges will be permitted. Traffic control by Contractor shall be included in the cost per ton in place.]

Pressurized emulsion sprayer: Yes  No

The undersigned, having familiarized itself with the existing conditions of Weathersfield Center Road affecting the work and conditions as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment, and services required to perform the proposed paving, all for the unit price per ton for work in place.

Signature of bidder:  date: 06/04/21

*Sto. Ann Wang  
Town Clerk  
Rec'd at Weathersfield, VT  
2:35 PM*

ATTACHMENT E  
[SPRINGFIELD PAVING BID]

TOWN OF WEATHERSFIELD, VERMONT  
REQUEST FOR BIDS FOR PAVING OF  
WEATHERSFIELD CENTER ROAD

[released 05/05/2021]

Bidder's name, address, email address, and phone number:

Springfield Paving  
10 Craig Rd  
Claremont, NH 03743

jeremy@springfieldpaving.net  
603-558-1281

List similar work bidder has successfully completed:

Town of Springfield, VT  
Town of Claremont, NH  
Town of Wilmington, VT

The paving cost per ton in place will be:

\_\_\_\_\_ = \$ 67.81 /ton

Shoulder work cost will be:

\$ 8420.00 /MILE ( 190 <sup>72</sup> tons per mile installed)

Reclamation work cost will be:

\$ 1.49 /SQYD for Reclamation


Lump Sum for entire Project:

\$ 140,981.90

[Note: No mobilization charges will be permitted. Traffic control by Contractor shall be included in the cost per ton in place.]

Pressurized emulsion sprayer: Yes X No \_\_\_\_\_

The undersigned, having familiarized itself with the existing conditions of Weathersfield Center Road affecting the work and conditions as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment, and services required to perform the proposed paving, all for the unit price per ton for work in place.

Signature of bidder:  date: 6/4/21

310 Ann Dams  
Took drive  
Rec'd at Weathersfield, VT  
8:36pm



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: Transfer Station Update**

Dear Select Board Members & Weathersfield Residents:

We held several discussions with West Windsor since our June 7<sup>th</sup> meeting. WW Selectboard Chair Edwin Johnson and team have decided to move forward to enter an allocation in their budget for Transfer Station Use for FY22. Please remember, our FY22 begins on July 1, 2021, and their FY22 begins on January 1, 2022. There are three (3) main topics to consider regarding this agreement. 1) We have a commitment to add this into the West Windsor budget, but there is no absolute way of knowing that it will pass as a matter of fact. 2) We are still in the process of creating a fair and equal formula, however, we estimate the allocation will be \$30,000 - \$35,000 in West Windsor, and allocations will decrease in Weathersfield. 3) We must continue to enforce permit stickers at the Transfer Station in order for the agreement to be successful.

Considering West Windsor has moved forward with our requests, we will continue to provide permit stickers to West Windsor residents and look forward to continuing our tri-town partnership with Weathersfield, West Windsor, and Reading.

We will keep you updated regarding the Transfer Station throughout the year.

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

Respectfully,

DocuSigned by:  
*Brandon Gulnick*  
4A3BEB6DB9B94C7...

Brandon Gulnick  
Town Manager



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

April 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: Set FY22 Permit Sticker Fee**

Dear Select Board Members & Weathersfield Residents:

Permit Stickers are required for entrance into the Transfer Station. Permit Sticker revenue is used to pay for the fixed costs at the Transfer Station. Fixed costs include Personnel Expenses (Operator Wages, Attendant Wages, Overtime, FICA, Retirement, Insurance, Workers Compensation, and Unemployment) and Office Expenses (Supplies, Disposal Tickets, Advertising, Uniforms and Cleaning, Repairs and Supplies, Safety Equipment, Highway Support, Administrative Support, Contractual Rental Expenses, and Depreciation).

In FY22 Personnel Expenses are \$60,976 and Office Expenses are \$49,488. Our total fixed costs at the Transfer Station are \$110,464.

FY22 Approved Weathersfield: \$77,300

FY22 Approved Reading: \$18,635

FY22 Approved West Windsor: \$15,000

Total Approved Revenue = \$110,935

**Permit Sticker Fee: \$50**

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

Respectfully,

DocuSigned by:  
*Brandon Gulnick*  
4A3BEB6DB9B94C7...

Brandon Gulnick  
Town Manager

## TOWN OF WEATHERSFIELD, VERMONT CREDIT CARD POLICY

---

**PURPOSE.** Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

**CARD HOLDERS AND LIMITS.** The ~~Selectboard will determine which, following Town officers and employees of the Town will be authorized to~~ may be issued a Town credit card: Town Manager, Library Director, Highway Supervisor, WWVFD Fire Chief, and AVFD Fire Chief ~~and will establish appropriate limits for each purchase, the~~ The total credit limit for each card will be \$2,000. Cards will be issued in the names of these authorized town officers.

Formatted: Font color: Red

**CREDIT CARD USE.** Credit cards issued under this policy may only be used by the named cardholder or their authorized agent to conduct Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized or undocumented purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a Town credit card, up to and including termination and/or criminal charges (including recovery of legal fees).

**SECURITY.** Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Town Manager and the ~~credit card company~~ Credit Card Company or bank if the credit card is lost or stolen.

**DOCUMENTATION.** ~~Each month, with submission of the credit card bill to the finance director, After each use of a credit card,~~ authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the ~~reason~~ official business for which it was purchased. For over-the-counter purchases, documentation will include the original invoice and/or customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order ~~confirmation~~ confirmation page. For telephone purchases, ~~documentation will include a faxed~~ copy of the receipt must still be from obtained from the vendor. All such receipts or invoices mentioned above must be detailed and enumerate clearly all of the items purchased. Generic descriptions such as "FOOD" or "BEVERAGE" are not acceptable.

**SEPARATION.** Prior to separation from the Town, the cardholder will surrender the credit card to the Town Manager ~~or Finance Director~~.





# Town of Weathersfield

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

*Brandon W. Gulnick*  
*Town Manager*

June 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: Disposing of Town Owned Equipment**

Dear Select Board Members & Weathersfield Residents:

We have several old air conditioners in the shed. We replaced them with energy efficient air conditioners with a COVID grant. I am looking to try to sell them for \$50 per air conditioner. If they do not sell in 14 days I am seeking to donate them.

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

Respectfully,

DocuSigned by:  
*Brandon Gulnick*  
4A3BEB6DB9B94C7...

Brandon Gulnick  
Town Manager

# Southern Windsor/Windham Counties Solid Waste Management District



Andover • Athens • Baltimore • Cavendish • Chester • Grafton • Ludlow • Plymouth  
Reading • Rockingham • Springfield • Weathersfield • West Windsor • Windsor

[www.vtsolidwastedistrict.org](http://www.vtsolidwastedistrict.org)

---

Selectboard Chair  
Town of Weathersfield  
P. O. Box 550  
Ascutney, VT 05030

June 21, 2021

At the annual Selectboard re-organizational meeting, would you please either re-appoint the District representative listed below, or appoint a new one? It is also useful to (re-)appoint an alternate to ensure that we have a quorum at our quarterly meetings. Please sign to confirm and return this form to me.

**Representative**

**Alternate**

**Term(s) Expire**

*Brandon Gulnick*

*Paul Tillman*

*March 28, 2022*

---

Selectboard Chair

The Southern Windsor/Windham Counties Solid Waste Management District Agreement states:

APPOINTMENT (page 8)

“Annually, on or before the last Monday in March commencing in 1982, the board of selectmen of each member municipality shall appoint its representative to the Board of Supervisors. Appointments shall be in writing, signed by the chairman of the board of selectmen, and presented to the Clerk of the District. The board of selectmen, by majority vote, may remove their appointed representative during the one-year term for stated reasons.”

It is important that the appointments are made as stated above. Please call me if you have any questions. Thank you.

Sincerely,

Mary T. O'Brien  
Recycling Coordinator

P. O. Box 320 • Ascutney, Vermont 05030

802-674-9201



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 7, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: Personnel Policy Updates**

Dear Weathersfield Selectboard,

The Personnel Policy has been updated with the feedback received from the May 17, 2021, SB meeting. Changes are in green. These meetings are not a “first reading.” Rather, these meetings are designed to work on the personnel policy, gather feedback, etc. Considering the Personnel Policy will need to be approved in its entirety, the SB has decided to also review the Opt-Out policy prior to moving forward through the approval process (first, second, and final reading). I highlighted the opt-out policy on page 17. Please review and be prepared to provide feedback.

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

Respectfully,

*Brandon Gulnick*

Brandon Gulnick  
Town Manager

# Town of Weathersfield

# 2020

## Personnel Policy



# Table of Contents

SECTION 1: TITLE AND AUTHORITY .....	4
SECTION 2: PERSONS COVERED .....	4
SECTION 3: EQUAL OPPORTUNITY.....	4
SECTION 4: EMPLOYMENT HARASSMENT AND DISCRIMINATION.....	4
SECTION 5: APPOINTMENT/PROBATIONARY PERIOD .....	6
Type of Appointments .....	6
Probationary Period .....	6
SECTION 6: CONDUCT OF EMPLOYEES .....	7
SECTION 7: HOURS OF SERVICE.....	7
SECTION 8: PAY PLAN .....	7
SECTION 9: OUTSIDE EMPLOYMENT .....	8
SECTION 10: GIFTS AND GRATUITIES.....	8
SECTION 11: POLITICAL ACTIVITY .....	8
SECTION 12: NEPOTISM.....	9
Section 13: PERSONNEL RECORDS.....	9
SECTION 14: USE OF TOWN EQUIPMENT.....	9
SECTION 15: USE OF TOWN COMPUTER SYSTEM .....	9
SECTION 16: PERFORMANCE EVALUATIONS .....	10
SECTION 17: EMPLOYEE DISCIPLINE .....	11
Verbal warning .....	12
Written warning .....	12
Suspension/Demotion .....	12
Termination .....	12
SECTION 18: EMPLOYEE TERMINATION PROCESS.....	12
SECTION 19: DISCIPLINARY APPEAL.....	14
SECTION 20: GRIEVANCES .....	14
Policy.....	14
Procedure .....	14
SECTION 21: RESIGNATION.....	14
SECTION 22: SEXUAL HARASSMENT .....	14
SECTION 23: ELIGIBILITY FOR BENEFITS.....	16
Opt-Out Program.....	17
Alternative Coverage .....	17
SECTION 24: RETIREMENT .....	17
SECTION 25: LEAVE .....	18

PARENTAL AND FAMILY LEAVE..... 18

SHORT TERM FAMILY LEAVE..... 18

HOLIDAY LEAVE..... 19

VACATION LEAVE..... 19

SICK LEAVE ..... 20

BEREAVEMENT LEAVE ..... 21

Civil Duty and Jury Leave ..... 21

Military Leave ..... 21

Special Leaves of Absence..... 22

Compensatory Time ..... 22

SECTION 26: WORKPLACE HEALTH AND SAFETY ..... 22

Vermont Occupational Safety Hazards Act (VOSHA) ..... 22

Tobacco Policy ..... 22

DRUG - FREE WORKPLACE POLICY ..... 23

SECTION 27: SEVERABILITY AND EFFECTIVE DATE ..... 25

## **SECTION 1: TITLE AND AUTHORITY**

These rules shall be known and cited as "Personnel Rules" and are hereby adopted pursuant to the provisions of Title 24, Vermont Statutes Annotated, Chapter 33, Subchapter 11, sections 1121 and 1122.

Employment with the Town of Weathersfield is not for any definite period or succession of periods, and may be terminated either by the employee or by the town at any time without notices, except as provided by this manual. Wages or salary and any accrued and unused vacation allowable under these rules and regulations, shall be due to the employee only to the day and hour of termination.

This manual and the provisions contained herein do not constitute a contract of employment in whole or in part. The Town reserves the right to add, amend or delete any benefits or policy stated herein at any time, except as otherwise committed to by formal contract agreements. The Selectboard will, however, consult with the Town employees or their authorized representative prior to making any changes to this policy.

This personnel policy will be administered by the Town Manager or his/her authorized representative. Amendments to these rules and regulations shall be by resolution of the Selectboard, but no changes to this agreement will be valid or recognized unless a new personnel policy is adopted in its entirety. Upon any new adoption a signed acknowledgement will be placed in each employee's file.

## **SECTION 2: PERSONS COVERED**

This personnel policy applies to full-time, part-time and limited-term employees of the Town of Weathersfield. Except by separate written agreement, elected officers, members of Town boards and commissions, volunteers and persons who provide the Town with services on a contract basis are not covered by this policy.

Where a conflict exists between this policy and any individual employment contract, or written agreement the latter will supersede this policy.

## **SECTION 3: EQUAL OPPORTUNITY**

The policy of the Town of Weathersfield is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications for the job and treat employees fairly with respect to compensation and opportunity for training and advancement including upgrading and promotion without regard to age, sex, sexual orientation, marital status, race, color, national origin, religion, disability, veteran's status or any other category protected under local, state or federal law. Equality in such opportunities has been and will continue to be the basis policy of the Town.

## **SECTION 4: EMPLOYMENT HARASSMENT AND DISCRIMINATION**

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran

status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment or discrimination based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint or for cooperating in an investigation of harassment or discrimination.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of harassment. Supervisors should report to the Town Manager [who has been designated to receive such complaints or reports], or to the Chairperson of the Select Board [the head of this organization]. Failure by a supervisor to appropriately report or address such harassment complaints or suspected acts shall be considered to be in violation of this Policy.

Any employee who wishes to report harassment should file a complaint with:

Their immediate supervisor  
or  
Weathersfield Town Manager  
PO Box 550  
Ascutney, VT 05030  
(802)674-2626

If the complaint is against the Town Manager, the employee can file the complaint with the Selectboard



A prompt, thorough and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment or discrimination.

Complaints of harassment or retaliation may also be filed (within 300 days) with the following agencies:

Vermont Attorney General's Office  
Civil Rights Unit  
109 State Street  
Montpelier, VT 05609-1001  
Tel: (802) 828-3171 (voice)  
(802) 828-3665(TTY)

Equal Employment Opportunity Commission  
JFK Federal Building  
475 Government Center  
Boston, MA 02203  
Tel: (617) 669-4000 (voice)  
1-800-669-6820 (TTY).

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

## **SECTION 5: APPOINTMENT/PROBATIONARY PERIOD**

### **Type of Appointments**

For the purposes of this policy appointments will be made as follows:

- **Full-time employee**- an employee who works at least 30 hours per week on a regular and continuing basis.
- **Part time employee**- an employee who works fewer than 30 hours per week on a regular and continuing basis. (Part time employees budgeted, and regularly working, less than 10 hours per week will not be eligible for any benefits including paid leave)
- **Limited-term employee** - Limited term appointments are made when a special project requires the addition of employees for a specific time, or to fill a position of an employee on a leave of absence. Such employees shall be subject to all rules and regulations. Limited term employees will not receive the benefits provided for regular full or part time employees unless specified in their hiring letter.

### **Probationary Period**

All new employees will be required to complete a one-year probationary period. The purpose of this probationary period is to determine whether or not the employee is suited for the job. During the probationary period, an employee can be terminated at any time at the sole discretion of the Town. Notwithstanding any other provisions in this policy, an employee terminated during this probationary period will have no right to appeal such termination.

All promotions shall be subject to a one-year probationary period. If during this probationary period the Town determines that the job is not being satisfactorily performed, the employee shall be returned to his

former job or a comparable position, if available, and the position shall be filled at the discretion of the Town Manager. Any person hired to fill a vacancy due to promotion will be hired to a limited-term appointment for a period equal to the probationary period of the person being promoted.

During any probationary period, the probation can be extended by the Town Manager.

## **SECTION 6: CONDUCT OF EMPLOYEES**

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public, other employees, and elected and appointed officials. All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this personnel policy. Employees shall not use their positions to secure special privileges or exemptions for themselves or others. Employees shall not use Town property or equipment for the employee's private use or for any use other than that which serves the public interest. Discipline and/or discharge may result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.

## **SECTION 7: HOURS OF SERVICE**

With the approval of the Town Manager, the Department Head shall prescribe the number of hours per day and per week of actual attendance on duty for employment in positions under his or her jurisdiction. The hours so established shall be construed as the normal work day or work week.

All road crew employees are expected to be available for work on an on-call basis, especially during the winter months. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise.

All employees are expected to be in attendance during their regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their supervisor as soon as possible, but no later than one hour prior to their scheduled shift.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require.

All Town Officials will receive a 30 minute paid working lunch period.

## **SECTION 8: PAY PLAN**

In accordance with the provisions of the Fair Labor Standards Act, as amended, it shall be the policy of the Town of Weathersfield to pay one and one-half times the hourly rate of pay to all non-exempt employees (except elected officials and exempt employees) for required work performed in excess of forty (40) hours during a given weekly pay period. Each employee shall fill out his/her weekly time sheet and submit it to his/her Department Head for approval. Sick leave, vacation leave, compensatory time, and holiday leave shall be

counted as time worked for the purpose of computing overtime pay or compensatory time.

An hourly employee shall be paid for the actual number of hours worked during each pay period. Salaried employees shall be paid based on an annual rate divided by the number of pay periods per year. An employee absent without authorized leave may forfeit pay at the discretion of the Town Manager. When absent on authorized leave, each employee shall be paid at the regular rate, except as outlined in this policy. After one year's service, an employee who leaves the service of the Town shall be paid all unused, accrued vacation time.

The provisions of these regulations shall prevail except in cases where contrary contractual agreement exists between the employee and the Selectboard.

Non-exempt employees shall be compensated for a minimum of three hours of overtime when called in outside of scheduled working hours.

## **SECTION 9: OUTSIDE EMPLOYMENT**

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the Town Manager that such employment does not constitute a conflict of interest.

A conflict of interest means a direct or indirect personal or financial interest of an employee, his or her close relative, household member, business associate, employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

## **SECTION 10: GIFTS AND GRATUITIES**

Employees may not directly or indirectly ask for, demand, exact, solicit, accept or receive a gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town.

## **SECTION 11: POLITICAL ACTIVITY**

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate. Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.

This personnel policy is not to be construed to prevent employees from becoming or continuing to be

members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. Nor is this personnel policy to be construed as prohibiting, restraining or in any manner limiting an individual's right to vote with complete freedom in any election.

## **SECTION 12: NEPOTISM**

The Town - in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative – prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervision of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

## **Section 13: PERSONNEL RECORDS**

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined. Copies of file contents, if needed by the employee, must be made by the Town's representative, not by the employee.

## **SECTION 14: USE OF TOWN EQUIPMENT**

Except as provided in the following section (Use of Town Computer System) the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate violations of workplace rules.

## **SECTION 15: USE OF TOWN COMPUTER SYSTEM**

The Town computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town may monitor any and all computer transactions, communications and transmissions to ensure compliance with this policy and to evaluate the use of its computer system. All files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and

regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's operating system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that emails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records.

For purposes of this section, "computer system" means all smart phones, computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops, software, internal or external communication networks, the world-wide web (www), the Internet, commercial online services, bulletin board systems, backup systems and the internal and external e-mail systems accessed via the Town's computer equipment.

## **SECTION 16: PERFORMANCE EVALUATIONS**

Employees should be evaluated at least annually and may be subject to job performance evaluations at other times and in such manner as the Town Manager or his/her authorized representative deems reasonable. The results of such evaluations will be submitted to the employee, the employee's supervisor, the Town Manager and will become a part of the employee's personnel file.

Any annual evaluation with a rating of less than satisfactory (does not meet expectations) shall be accompanied with a needs improvement plan and may result in a probationary period of up to (90) days. Failure to improve during the probationary period may result in suspension without pay or termination.

Any employee with an annual evaluation with a less than satisfactory rating resulting in a needs improvement plan will not be eligible for any raises or promotions, including cost of living adjustments,

until after the improvement plan is satisfactorily completed and a follow-up evaluation is completed showing a satisfactory rating in all areas.

## **SECTION 17: EMPLOYEE DISCIPLINE**

The Town of Weathersfield has adopted a progressive discipline process to identify and address employee and employment-related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town, in its sole discretion, determines should be addressed by discipline.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance or for other action or inaction for which the Town Manager determines that discipline is appropriate. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas.

The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Town's sole discretion.

The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other reasons.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.

- Engaging in any illegal activity.
- Refusing to do assigned work or failing to carry out the reasonable assignments of a Supervisor or Town Manager.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or

- drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Willful violation of Town rules or policies.

The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted:

**Verbal warning** - For the first violation or any violation immediately following one year of no disciplinary action against the employee of any rule, inaction or prohibited action as defined above not, in the opinion of the Dept. Head serious enough for dismissal, the Dept. Head may issue an oral reprimand (using the Town's Oral and Written Reprimand Form) to the offending employee. Written records of oral reprimand shall be entered in the employee's personnel folder.

**Written warning**- A violation of any rule, inaction or prohibited action within one year of an oral reprimand or where more severe initial action is warranted, can result in the department head issuing a written reprimand to the offending employee (using the Town's Oral and Written Reprimand Form). The reprimand will be issued to the employee in conference with the Town Manager with a witness present and shall detail the incident necessitating the action and the rule or rules violated. A written record of oral reprimand signed by the Town Manager and conference witness shall be entered in the employee's personnel folder.

**Suspension/Demotion** - A violation of any rule, inaction or prohibited action, or any other behavior warranting disciplinary action within one year of an oral reprimand or where more severe initial action is warranted, can result in the Town Manager suspending or demoting an employee. Disciplinary suspension will be with or without pay for up to ten (10) working days. Such suspended or demoted employee shall be notified of such action in writing during a conference with the Town Manager with a witness present. The written notification will include a description of the incident necessitating the action or the rule violated. A copy of the written notification signed by the department head, Town Manager and the conference witness and shall be entered in the employee's personnel folder. Employees suspended shall also be informed in writing of the appeal procedure provided under these Personnel Rules and Regulations.

**Termination**- See Section 18

## **SECTION 18: EMPLOYEE TERMINATION PROCESS**

The Town of Weathersfield has adopted an employment termination process. Most often, employee conduct that warrants termination results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, termination may result from conduct that falls outside of those identified areas. The Town need not utilize this termination process but may take whatever action it deems necessary to address the issue at hand.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such case, this termination process does not apply.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time and place of a pre-termination meeting with the employee's supervisor.

At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reasons for termination. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within seven calendar days of the date of the meeting, the supervisor will provide the employee with a written notice informing the employee whether he/she has been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the Selectboard by giving written notice of such request to the supervisor within seven calendar days. The employee will be informed that the employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the Selectboard. The notice will inform the employee of his or her right to be represented by counsel, to present and cross-examine witnesses and to offer supporting documents and evidence.

At the post-termination hearing, the employee will be afforded the opportunity to address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses and presenting evidence on his/her behalf. The Selectboard will make such determinations as may be necessary in the event of evidentiary objections or disputes. When the hearing is adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will consider the evidence presented in the hearing in deliberative session.

The Selectboard will render a written decision within fourteen calendar days after close of the hearing, unless otherwise agreed upon by the parties. If the action of the Selectboard is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Selectboard can also reduce the disciplinary action to suspension without pay or reprimand.

The decision of the Selectboard shall be final.



## **SECTION 19: DISCIPLINARY APPEAL**

- Appeals from dismissal, demotion or suspension shall be made by an employee by applying in writing within five (5) working days of such dismissal, demotion or suspension, to the Town Manager.
- If a hearing is requested, the Selectboard shall hold a hearing as requested by the employee, within three (3) weeks of receipt of employee's written request for a hearing.
- At the hearing, the employee, at his/her discretion, may be present, present testimony, be represented by counsel, examine the evidence against him or her and cross-examine witnesses.
- The Selectboard shall make its decision and inform the appellant within seven (7) days.
- If the action of the Selectboard is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Selectboard can also reduce the disciplinary action to suspension without pay or reprimand.
- The decision of the Selectboard shall be final.

## **SECTION 20: GRIEVANCES**

### **Policy**

A grievance is any matter considered by the employees as grounds for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion or suspension. Adjustment for such complaints is separately provided for in Section 19.

It is the intent of the Town of Weathersfield to deal with grievances informally and supervisors as well as employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which will be resolved only after a formal appeal and review. When this is the case the procedure listed hereunder will be followed.

### **Procedure**

An employee who believes that inequitable treatment has been received because of some conditions of employment may personally or through representative's appeal for relief from that condition. The employee is expected to initially discuss any grievance with the Department Head. If the employee feels that the grievance has not been satisfactorily adjusted by the Department Head, he or she may present it to the Town Manager for consideration.

## **SECTION 21: RESIGNATION**

An employee who resigns his or her employment with the town shall be deemed to be terminated in good standing if he or she gives reasonable notice (normally a minimum of two weeks) to the Town Manager or his/her authorized representative of the employee's intention to resign. The notice should be in writing identifying the date of resignation and other circumstances of the resignation that are such as to justify good standing.

## **SECTION 22: SEXUAL HARASSMENT**

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The

Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. § 495h, the Town has adopted the following sexual harassment policy.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on or off-duty when that person has indicated he/she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex;
- harassing acts or behavior directed against a person on the basis of his or her sex;
- off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any individual who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report sexual harassment should file a complaint with:

Weathersfield Town Manager  
PO Box 550  
Ascutney, VT 05030  
(802)674-2626

If the complaint is against the Town Manager, the employee can file the complaint with the Selectboard

Once the Town receives a complaint of sexual harassment, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. If sexual harassment is found to have occurred, the Town will take appropriate action, ranging from a verbal warning up to and including dismissal.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Vermont Attorney General's Office  
Civil Rights Unit  
109 State Street  
Montpelier, VT 05609-1001  
Tel: (802) 828-3171 (voice)  
(802) 828-3665 (TTY)

Equal Employment Opportunity Commission  
JFK Federal Building  
475 Government Center  
Boston, MA 02203  
Tel: (617) 669-4000 (voice)  
1-800-669-6820 (TTY)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

## **SECTION 23: ELIGIBILITY FOR BENEFITS**

Upon the first day of the month, in the month following the date of hire, a full-time or part-time will become eligible for the benefits provided to each employment classification. Details about those benefits, as they exist are included in this policy or in Appendix A.

Limited term employees are not eligible for benefits unless specifically documented in the hiring letter or required by law.

The town reserves the right to change insurance carriers, or to add, delete or amend insurance benefit programs in its sole discretion. The town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

Benefit costs will be supplemented by the Town at the rate set by the Selectboard during the budgeting process. If at any time an employee is on any type of unpaid leave by the Town, the employee may be responsible to cover the entire cost of all benefits.

### **Opt-Out Program**

Employees who are regularly scheduled to work 30 hours or more per week and who have medical coverage through another source are eligible for the Opt-Out choice. The Town offers Opt-Out to recognize the needs of our workforce by providing maximum flexibility in health care choices available to employees and their families.

This alternative allows employees who are covered under another medical or dental plan to "Opt-Out" of coverage and receive a cash payment in lieu of medical benefits. Employees choosing Opt-Out will receive \$50% of the cost savings, not to exceed \$10,000 annually, that will be paid in weekly payments based on the full amount being paid over a calendar year. New employees "Opt-Out" payment will be prorated to the remainder of the calendar year (50% of the savings divided by the number of weeks in a year multiplied the number of weeks left in the calendar year). These payments will be subject to applicable State and Federal taxes.

Employees that qualify for Medicare benefits may "Opt-out" of Town medical benefits with a \$5,000 stipend given to offset the cost of Medicare supplemental insurance for a single employee, and a \$10,000 stipend for a couple.

With this choice, employees would opt-out of medical coverage for themselves and their eligible dependents. For employees with dependent coverage, opt-out is for employee and family.

Medical benefits through the Town will be made available to Opt-Out participants should they lose their coverage provided by another source. Participants in the Opt-Out Program must sign a release and show proof of medical benefits through another source.

### **Alternative Coverage**

Employees who are eligible for health insurance coverage may be offered a choice of benefit plans. Employees choosing a less expensive plan will receive weekly payments equivalent to 50% of the resultant savings to the Town compared to the most expensive plan offered, but not to exceed \$5000 annually. These payments will be subject to applicable State and Federal taxes. If the employee elects to have these savings directed into an eligible Health Savings Account 75% of the cost savings will be directly deposited into that account, not to exceed \$5000 annually.

## **SECTION 24: RETIREMENT**

The Town of Weathersfield participates in the Social Security Program and all employees are required to participate in this program. In addition, the Vermont Municipal Employees Retirement System is required of all eligible employees (24 or more hours per week) and qualifying elected officials. Application and full details can be obtained from the Town Manager.

Other optional retirement plans (IRS 457 Plans) are available through the Town with all contributions and fees paid by the participating employees.

## **SECTION 25: LEAVE**

The following types of leaves are officially established: parental leave and family leave, short term family leave, holiday, vacation, sick leave, bereavement leave, civil and jury leave, military leave, special leaves of absence, compensatory leave (time off in lieu).

Full-time or part-time employees wishing to observe religious holidays not listed by the Town Manager shall, at their option, be given time off without pay or have the time charged to their vacation.

No employee of the Town of Weathersfield shall be absent from duty without permission. Any absence of an employee from duty, including the absence of a single day or a part of a day, which is not authorized under provisions of these Rules, shall be investigated by the appropriate supervisor and shall be reported to the Town Manager or authorized representative for action. Any such absence may be cause for disciplinary action by the Department Head. Any employee who shall absent himself or herself without authorization shall forfeit all compensation for the period of such absence.

All leaves must be granted by the Department Head/Town Manager in conformance with rules established for each type of leave. All Department Heads shall maintain permanent records of any absence from duty of their employees and these shall be given to the Town manager or his/her authorized representative.

No leave can be transferred between employees.

### **PARENTAL AND FAMILY LEAVE**

Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This state law will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under the VPFLA.

A request for leave must be made to the employee's supervisor/Town Manager. Where an employee's leave request is covered by the VPFLA, the Town will adhere to the law that provides the most benefits to the employee.

For the purposes of determining the twelve-month period in which an employee may be entitled to VPFLA, the Town will use a rolling twelve-month period measured backward from the date an employee uses such leave.

### **SHORT TERM FAMILY LEAVE**

In accordance with the 21 V.S.A. § 472a, eligible employees (employed by the Town for at least one year for an average of at least 30 hours per week) may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any twelve-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for

- professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours.

A request for leave must be made to the employee's supervisor/Town Manager. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

## **HOLIDAY LEAVE**

Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (January 17)
- Presidents Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)
- Floating Holiday (Town Managers Discretion)

Employees scheduled to work 40 hours a week will receive a full day's pay (~~10 hours~~) for each qualifying holiday listed above based on the employees regularly scheduled workday.

Employees working under 40 hours per week, will receive holiday leave pay for the number of hours in the employee's typical work day on which the holiday falls, at the employee's regular rate of pay (up to the amount that makes the employee whole to their normally scheduled work hours).

If employee works a holiday they will be compensated at time and one half plus the proper amount of holiday time.

Holidays falling on a Friday or Saturday will be observed the preceding Thursday. Holidays falling on a Sunday will be observed the following Monday.

Any time a holiday falls on a day the transfer station would normally be open, the transfer station will be closed, and the employees will be given holiday pay equaling the hours that would have been worked.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

## **VACATION LEAVE**

Unless otherwise specifically agreed, with prior Selectboard approval, upon the first day of the month

following the date of hire eligible employees, full or part time employees that regularly work at least 10 hours per week, will begin to earn vacation time. The Town Manager can grant prorated vacation to all other part-time employees below the 10-hour threshold or temporary employees based on their status. Vacation time, based on an annual amount, will accrue monthly as shown below:

- 0-1 year = 40 hours of annual vacation (1 week) accrues at a rate of 3.33 hours per month
- 2-6 years = 80 hours of annual vacation (2 weeks) accrues at a rate of 6.67 hours per month
- 7-15 years = 120 hours of annual vacation (3 weeks) accrues at a rate of 10 hours per month
- 16+ years = 160 hours of annual vacation (4 weeks) accrues at a rate of 13.33 hours per month
- Employees working less than 40 hours a week will accrue pro-rated vacation time based on their regularly scheduled hours.

All employees are strongly encouraged to take their vacation leave on an annual basis. With the expectation that vacation time is to be used, a cap limits maximum vacation time accrual to two hundred (200) hours. Accrued time in excess of the maximum is irretrievably forfeited.

Vacation is to be requested by the employee on forms provided by the Town and approved at the discretion of the Department Head. The request will then be turned in to the Town Office for record keeping purposes.

The Town Manager may, upon written request of the employee, pay an employee for up to 80 hours of accrued vacation time in lieu of it being taken provided one of the following conditions exist:

1. A bona fide hardship (Determined by the Town Manager)
2. The employee has taken at least 40 hours of vacation that year and the Town Manager determines that the fiscal impact can be absorbed by the budget.

Upon termination, an employee shall be paid for all accrued but unused vacation time at his or her regular hourly rate at the time of termination. Payment will be at the next regularly scheduled pay day (or within 72 hours if the employee is discharged). This vacation payout will be paid in a single check, separate from the employee's normal paycheck.

## **SICK LEAVE**

Employees scheduled to work 40 hours a week will accrue 8 hours of paid sick leave per month. All other employees, who regularly work at least 10 hours per week, will receive prorated sick leave pay based on the number of hours the employee is regularly scheduled to work in a week. The Town Manager can grant prorated sick pay to all other part-time employees below the 10-hour threshold or temporary employees based on their status. Sick leave can be carried over from year to year with a maximum of 720 hours being carried over from one year to the next.

An employee may use sick leave for an illness or injury that prevents the employee from performing the employee's job duties. An employee may also use sick leave to attend the following appointments that cannot be held outside normal working hours:

- A physical or mental illness
- A medical appointment
- For maternity leave
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V.S.A. § 472a)

- To care for a sick or injured child, parent, grandparent, spouse, sibling or parent-in-law
- A funeral that is not eligible for Bereavement Leave
- A meeting for social or legal services related to a physical or mental illness
- Any other appointments authorized in advance by the employee's supervisor

All employees will receive sick leave pay at the employee's regular rate of pay for normally scheduled hours. Part time and Limited-Term employees will not be eligible to use sick leave for time the employee is not normally scheduled to work.

The use of sick leave for more than three (3) consecutive workdays will require a certificate from a licensed health practitioner stating the necessity of the absence.

Upon separation from employment, an employee will not be compensated for unused, accrued sick leave.

### **BEREAVEMENT LEAVE**

Employees may be provided with up to three paid bereavement leave days related to the death of a close family member, domestic partner or member of an employee's household. Part time and Limited-term employees will only be compensated for their normally scheduled hours. The exact amount of time off is dependent upon the circumstances and subject to supervisor approval. For purposes of this policy, close family member is defined as the following: spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not an immediate family member as defined above, nor a domestic partner, nor member of an employee's household, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or, if not, vacation or unpaid leave. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or his/her family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

### **Civil Duty and Jury Leave**

All employees entitled to vote in national, state, and Municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be given by the Department Head.

Should any employee be called for jury duty within any state or federal judicial court, the town shall pay to the employee the difference between the employee's actual salary and that received from the court.

### **Military Leave**

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave for 30 days or less, subject to the provisions of these laws, will be paid only that portion of his/her regular salary which will, together with the military pay, equal his/her total normal salary for the same pay period. Employees who take military leave in excess of 30 days, subject to the provisions of these, laws will be



granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

### **Special Leaves of Absence**

Special leaves of absence, normally not to exceed ten (10) days, may be granted with or without pay, or unusual reasons, with the approval of the department head and Town Manager when it is, in their opinion, in the best interest of the community.

### **Compensatory Time**

In place of overtime pay, the town, at its discretion, may provide nonexempt employees with compensatory time off ("comp time") subject to the following conditions:

- Comp time is earned at a rate of one and one-half hours for each hour worked in excess of forty hours actually worked in any workweek.
- An employee may accrue a maximum of 100 hours of comp time. An employee who has accrued 100 hours of comp time will be paid overtime compensation for additional overtime hours of work.
- An employee may, at the Town Managers discretion, be paid in cash in lieu of comp time off.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher.

An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld.

## **SECTION 26: WORKPLACE HEALTH AND SAFETY**

### **Vermont Occupational Safety Hazards Act (VOSHA)**

In the interest of the safety and well-being of town workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). All Department Heads shall be responsible for enforcing safety rules as required by VOSHA or adopted by the Town.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate the VOSHA regulations. Any defective, unsafe equipment, or practice shall immediately be brought to the attention of the Department Head or his/her authorized representative and use of such unsafe equipment or practice shall cease immediately.

### **Tobacco Policy**

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly-owned buildings, offices and enclosed areas, and in all Town vehicles.

## **DRUG - FREE WORKPLACE POLICY**

As an employer, the town of Weathersfield is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. An employee who is under the influence of any drug on the job may pose serious safety and health risks not only to the user, but to co-workers and the general public at large. Therefore, the following conduct is prohibited during working hours, while using municipal equipment, and/or while on municipal property:

- The use of alcohol;
- The use of drugs except in the manner prescribed by a duly-licensed physician or dentist;
- Being under the influence of drugs or alcohol;
- The possession, sale, transfer, or purchase of illegal drugs.

An employee who engages in any of the above behaviors will be subject to disciplinary action up to and including termination.

Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal premises, will be temporarily relieved from duty pending further investigation.

An employee shall notify his Supervisor/Manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.

If a convicted employee works in a federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Affairs.

An employee convicted under any criminal drug statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offense.

In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the employee.

Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the employer receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the Rehabilitation Act of 1978, and the Americans with Disabilities Act, if applicable.

If the use of legal drugs endangers safety, management may reassign work on a temporary or permanent basis. In addition to this policy, employees who operate commercial motor vehicles (CMVs) for the Town are also subject to the provisions of the Town's policy on drug and alcohol testing.

Each employee of the municipality will make a good faith effort to maintain a drug-free workplace and uphold and promote this policy.

## **Transitional Return to Work Policy**

The Town of Weathersfield has set up a transitional return to work program for those employees who have sustained a work-related injury. The transitional return to work program seeks to match an injured employee's current functional limitations with temporary work assignments that are either modified in some way to match those limitations or with other task assignments that fall within established medical limitations set by the treating healthcare provider. This program does not guarantee that transitional work assignments will be available in all situations, be provided in their department, or available for extended periods of time. The provision of suitable work assignments is left to the discretion of the municipality, depending on elements such as the availability of suitable tasks, payroll budgets and departmental workloads and other elements.

## **Designated Provider**

The Town of Weathersfield has set up a Designated Medical Provider program in accordance with Workers Compensation law, Rule #12, which gives the employers the right to refer an employee to a particular provider for his/her first medical visit after an injury. In case of an Emergency, it may not be practical to utilize a network provider. However, in Non-Emergency situations the employer may then request follow up treatment with a network provider.

After the employee's first Designated Medical Provider visit, he/she may:

Select their own physician if they meet the following conditions:

1. The employee must notify the employer in writing setting forth the employee's reasons for dissatisfaction with the physician designated by the employer;
2. The employee's written notice must identify the physician or medical provider from whom the employee intends to seek treatment.

According to Section 3 of Rule # 12 that an employer can refuse to reimburse for medical charges, if these guidelines are not followed, as well as those listed under Rule 12, Section (b) regarding maximum allowable medical expenses.

As such the Town of Weathersfield has selected the Charlestown Health Center (currently located at 250 CEDA Road In Charlestown, NH) as their provider.

In addition to the first initial visit of a work-related injury, the Town may require that the designated provider be seen before returning to full duty after a prolonged medical absence, whether work related or not, at the employer's expense.

**SECTION 27: SEVERABILITY AND 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 7<sup>th</sup> day of January 2019.

\_\_\_\_\_  
Kelly Murphy (Chair)

\_\_\_\_\_  
C. Peter Cole (Vice-Chair)

\_\_\_\_\_  
Tom Leach

\_\_\_\_\_  
Dan Boyer

\_\_\_\_\_  
John Arrison

## Personnel Acknowledgement

I, \_\_\_\_\_, acknowledge that:

- A. I received a copy of the Town's personnel policy on \_\_\_\_\_ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Personnel Acknowledgement

I, \_\_\_\_\_, acknowledge that:

- A. I received a copy of the Town's personnel policy on \_\_\_\_\_ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 7, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: Telecommuting Policy Draft**

Dear Weathersfield Selectboard,

See the enclosed draft Telecommuting Policy. The policy has been updated with information received at the May 17, 2021, SB Meeting. The review on June 7, 2021, is not a first reading. I am looking to gather additional feedback from the Selectboard on this draft policy. Following this meeting we will review again with staff and have a first reading at the SB meeting on June 21, 2021.

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

Respectfully,

*Brandon Gulnick*

Brandon Gulnick  
Town Manager

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 2: 05/17/2021**

---

**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 need to telecommute temporarily under certain circumstances. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a town wide benefit, and it in no way changes the terms and conditions of employment with the Town of Weathersfield.

**II. TEMPORARY ARRANGEMENTS**

Temporary telecommuting arrangements may be approved at the Town Managers discretion for circumstances such as inclement weather, temporary illnesses, or work above and beyond an employee's regular scheduled weekly workload, such as training. These arrangements are approved on an as-needed basis only and will not be approved long-term as a supplement to working in the office where an employee is readily accessible to Weathersfield residents and others. All telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the Town of Weathersfield.

During the course of each fiscal year, full-time employees may telecommute for no more than **10 days each year**, and part-time employees may telecommute for no more than **7 days each year**. Exceptions will be granted at the Town Managers discretion for circumstances such as weather, temporary illness, or work above and beyond an employee's regular scheduled weekly workload, such as training. A work-at-home log will be recorded with human resources.

**III. PROCEDURE FOR APPROVAL**

- A. Employee proposes a telecommuting arrangement to the Town Manager and/or the Town Manager's designated agent either verbally or in writing. The Town Manager and/or designated agent reviews the proposal and consults with others for guidance (if necessary).
- B. To answer any remaining questions and address any concerns the Town Manager and/or designated agent, and employee review and discuss the proposed arrangement either verbally or in writing.
- C. The Town Manager and/or designated agent makes a determination. If the determination is to deny the arrangement, the Town Manager and/or designated agent will consult with Human Resources for review and guidance.
- D. The Town Manager and/or designated agent communicates the decision to the employee.
- E. The Town Manager and employee review the work performed during the employee's work-at-home arrangement when the employee returns to work. If the employee is working-at-home for more than a workday, the employee, and Town Manager and/or designated agent, must schedule regular check-ins via phone or other remote meeting software such as Zoom or GoToMeeting (if necessary).



**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 2: 05/17/2021**

---

**IV. LOGISTICS/ EXPECTATIONS**

- A. Telecommuting employees must be reachable via phone and email while telecommuting (unless otherwise scheduled for a personal appointment or lunch break) to answer questions, respond to inquiries, and assign tasks as needed.
- B. Phone/email check-ins with coworkers are encouraged to determine issues that need attention.
- C. If a telecommuting employee is sick or has a personal appointment while working at home, the employee will report hours worked and use leave time for hours not worked.

**V. COMMUNICATION**

It is the employee's responsibility to provide clear instructions on how to reach them offsite and this information must be indicated on their work calendar on scheduled telecommuting days, including any applicable phone numbers.

**VI. WORKSPACE**

- A. The employee's off-site workspace should provide an adequate work area (e.g., table or desk), light and telephone and computer service.
- B. High-speed Internet access may be required by the Town Manager and/or designated agent as a condition of telecommuting approval.
- C. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.
- D. The employee agrees to maintain safe conditions in the off-site workspace and to practice the same safety habits in the designated off-site workspace as in his/her office on employer's premises.
- E. The telecommuter may not perform other duties (such as the care or supervision of children, family members, or others who require assistance due to illness, incapacity, or for any other reason), during the hours when they are to be working for employer.

**VII. EQUIPMENT / SERVICES**

- A. The cost for technology required for the employee to perform their primary work responsibilities is determined and covered by employer. WIFI is the responsibility of the employee.
- B. Other office related equipment and/or furniture costs are the responsibility of the employee.

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 2: 05/17/2021**

---

- C. Employees may use available employer-owned equipment at their off-site workspace with prior approval of the supervisor and IT staff, provided the equipment will be used for employer work only, its use by an employee at his/her off-site workspace will not impede the work of other employees, and this use is not in conflict with existing employer policy.
- D. Repair and maintenance of employee-owned equipment is the responsibility of the employee.

**VIII: EVALUATION**

Preapproved telecommuting arrangements will be reviewed after the initial arrangement, and during/after each arrangement thereafter. At any point, the Town Manager and/or designated agent may reverse a decision to allow an employee to telecommute if the Town Manager and/or designated agent decides the telecommuting arrangement becomes problematic in any way.

**X: TIME WORKED**

Telecommuting employees will be required to accurately record all hours worked using the Town of Weathersfield's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the Town Manager. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

**XI: LIABILITY**

Employer will comply with the requirements of all state and federal laws that apply to workplace health and safety and is committed to preventing work-related injuries whenever possible. Employees are asked to use good judgment when telecommuting and should not, at any time, hold any in-person business meetings in their home. Such meetings should be scheduled when the employee is working in the main office or at an appropriate offsite location. The employee will maintain homeowners or tenant homeowner liability insurance (minimum liability limits of \$500,000 per occurrence for homeowners and \$300,000 per occurrence for renters) and will provide a certificate of insurance to employer prior to approving a Telecommuting Agreement. Any changes in rates or coverage are the responsibility of the employee and not employer. The employee should discuss their situation with their insurance agent to make sure they are adequately protected.

**XII: PERSONS COVERED**

This policy applies to all appointed and elected full-time, part-time, and limited-term employees of the Town of Weathersfield. Where a conflict exists between this policy and any individual employment contract, or written agreement the latter will supersede this policy.

**XII: REPEAL OF INCONSISTENT PROVISIONS**

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 2: 05/17/2021**

---

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.

**XIII: 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.

**XIV: 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 21<sup>st</sup> day of June 2021.

\_\_\_\_\_  
David Fuller, Chair

\_\_\_\_\_  
Michael Todd, Vice Chair

\_\_\_\_\_  
Kelly O'Brien, Clerk

\_\_\_\_\_  
Joseph Jarvis, Member

\_\_\_\_\_  
Paul Tillman, Member



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 21, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: ARPA Update**

Dear Select Board Members & Weathersfield Residents:

We certified with the Federal Government to accept our share of funds from the American Rescue Plan Act of 2021 through the Coronavirus State and Local Fiscal Recovery Fund. We have been assigned an NEU Recipient number and will retain this number as it will be necessary for reporting through the lifecycle of this program. Currently, Weathersfield is estimated to receive up to \$273,549.10 in total funds (excluding the funding that is being sent to the county that may funnel back to our Town). This amount will be distributed in two equal payments (50% each time) at least 12 months apart. The Agency of Administration will contact us if any adjustments to our disbursement amount are necessary. Funds will be disbursed by the State of Vermont within 30 days of 6/10/21 by electronic payment.

Attached are several documents obtained through a VLCT webinar we attended. Please see those attachments. There is no rush to spend this funding and it recommended that we have thoughtful discussions on the use of these funds.

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

Respectfully,

DocuSigned by:  
*Brandon Gulnick*  
4A3BEB6DB9B94C7...

Brandon Gulnick  
Town Manager

# FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

**May 10, 2021**

*Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery*

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

## **FUNDING AMOUNTS**

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

<b>Type</b>	<b>Amount (\$ billions)</b>
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

## **USES OF FUNDING**

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

### 1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
  - ✓ Vaccination programs
  - ✓ Medical expenses
  - ✓ Testing
  - ✓ Contact tracing
  - ✓ Isolation or quarantine
  - ✓ PPE purchases
  - ✓ Support for vulnerable populations to access medical or public health services
  - ✓ Public health surveillance (e.g., monitoring for variants)
  - ✓ Enforcement of public health orders
  - ✓ Public communication efforts
  - ✓ Enhancement of healthcare capacity, including alternative care facilities
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
  - ✓ Enhancement of public health data systems
  - ✓ Capital investments in public facilities to meet pandemic operational needs
  - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
  - ✓ Mental health treatment
  - ✓ Substance misuse treatment
  - ✓ Other behavioral health services
  - ✓ Hotlines or warmlines
  - ✓ Crisis intervention
  - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

## 2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor’s benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.



### 3. **Serving the hardest-hit communities and families**

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

### 4. **Replacing lost public sector revenue**

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

## **5. Providing premium pay for essential workers**

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

## **6. Investing in water and sewer infrastructure**

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

## **7. Investing in broadband infrastructure**

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

## 8. Ineligible Uses

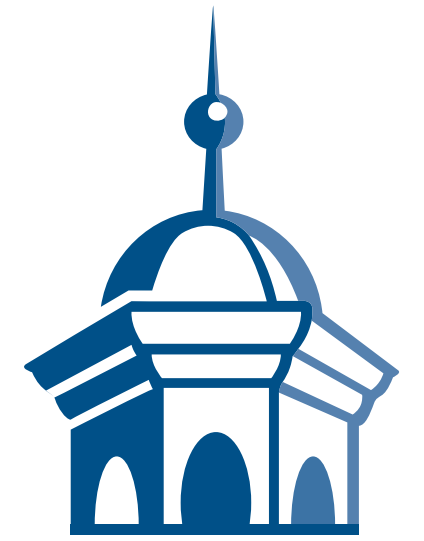
Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

May 18, 2021



# Intro to Coronavirus Local Fiscal Recovery Funds

Vermont League of Cities and Towns

# Agenda & Housekeeping

- *Ted Brady, VLCT Executive Director*
- *Doug Farnham, Director of Operations, Vermont Agency of Administration*
- *Mike Wallace, Legislative Director for Community and Economic Development, National League of Cities*
- *Abby Friedman, Director, VLCT Municipal Assistance Center*
- *Karen Horn, Director of Advocacy, VLCT*
- *Ed Bove, Executive Director, Rutland Regional Planning Commission*

**Ask questions through the Zoom Q&A chat function**

*This webinar will be recorded and available on the VLCT American Rescue Plan Act Coordination and Assistance Program website at [vlct.org/ARPA](http://vlct.org/ARPA)*

email: [ARPA@vlct.org](mailto:ARPA@vlct.org)

website: [vlct.org/ARPA](http://vlct.org/ARPA)



**Ted Brady**  
Executive Director  
Vermont League of Cities and Towns


Overview of State and Local Fiscal Recovery  
Funding.

# Coronavirus State and Local Fiscal Recovery Fund - American Rescue Plan

- States \$195.3 Billion
- Counties \$65.1 Billion
- Metro Cities \$45.6 Billion
- Non-Entitlement Units of Government \$19.5 Billion
- Plus Tribal Governments and Territories



# Vermont's Share



• State of Vermont	\$1,049,287,303
• Counties	\$121,202,550
• Metro Cities	\$20,721,902
• Non-Entitlement Units of Government	\$58,788,245
<b>TOTAL ARPA STATE AND LOCAL FUNDS:</b>	<b>\$1,250,000,000</b>

# Be Patient, Be Strategic & Be Deliberate

Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have “obligated” the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

# Planning Framework for Maximum Impact and Best Use of Municipal ARPA Funds



Vermont League  
of Cities & Towns

## 1. PRIORITIZE GOOD GOVERNANCE

- Convene all Stakeholders & Build Consensus
- Follow Allowable Uses Under ARPA
- Meet all Accounting & Reporting Rules
- Comply w/ all Local & State Laws/Ordinances
- Ensure Transparency Throughout
- Do Not Create Future Budget Deficits

## 2. LEVERAGE YOUR ARPA AID

- Use a Thoughtful Strategic Planning Process
- Leverage w/ ARPA, FEMA & Other \$ Fed Sources
- Coordinate w/ Other State & Local Programs
- Collaborate w/ Community Partners & Orgs
- Use Existing Delivery Systems for Efficiency
- Don't Reinvent the Wheel: Learn from Others

## 3. INVEST IN BEST USES FOR LONG-TERM RECOVERY

- Invest in Urgent Health and Economic Needs
- Prioritize Short-Term Investments w/ Lasting Benefits
- ID and Address Pre-COVID Inhibitors to Growth
- Move Quickly to Stimulate a Faster Recovery
- Measure Progress Throughout to Inform Ongoing Plans



**Doug Farnham**  
**Chief of Operations**  
**Vermont Agency of Administration**

**How will the State distribute Non-Entitlement Funding?**

# Non-Entitlement Units of Government

(Everyone in Vermont Except Burlington and South Burlington)

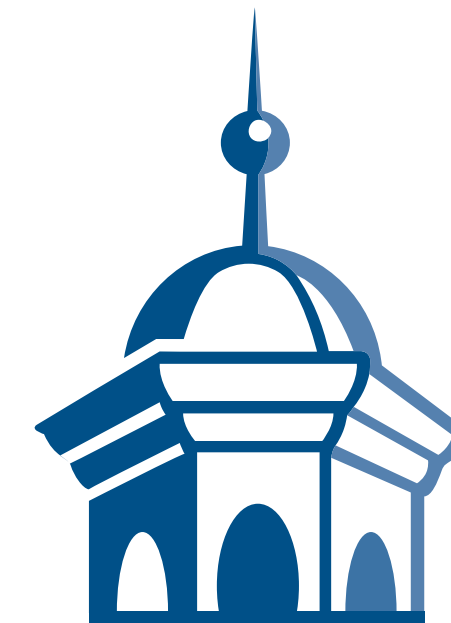
- Treasury is expected to issue allocations for non-entitlement units this week
- Vermont Agency of Administration (AOA) will issue final allocation including county funding on VLCT's webpage
- Towns will need to request (certify) funding from AOA through web portal

# Unanswered Questions...

- What will our allocation be?
- When will the supplemental NEU guidance come out?
- How will this funding complement the State Local Fiscal Recovery Funding and the Capital Project Fund?
- Can we pool funding at a regional level?

**Mike Wallace**  
Legislative Director  
Community and Economic  
Development  
National League of Cities

NLC Update and Overview of Guidance.



Last week, the U.S. Department of Treasury released:

- Guidance/Interim Final Rule
- Frequently Asked Questions (FAQ)
- Allocation for Metropolitan cities
- Opened portal for Metropolitan cities to apply for funding

Many of the points that NLC advocated for were adopted in the Interim Final Rule.



## Framework of Interim Rule

- Non-exclusive lists of allowable expenditures
  - Categories include intervention for Qualified Census Tracts, public health, direct aid, community & economic development, infrastructure
- Encouraged expenditures
  - Categories include addressing racial disparities, inequities, disproportionate harm
- Prohibited expenditures
  - Categories include pension funds, legal settlements, federal match requirements

## Framework to Assess Eligibility for Projects and Services

1. Identify the harmful effect of COVID-19 the activity will address.
2. Assess the causal or compounding connection.
3. Assess for disproportionate impact on distressed sectors or populations.
4. Determine how to prove the expense produces the expected outcome.

- **Metropolitan cities include all cities with populations over 50,000,** including cities that relinquish or defer their status as entitlement cities for CDBG. Cities under 50,000 that qualify and accept annual CDBG grants also appear on the Metro list.
- **Non-entitlement Units of Local Governments (NEUs) are the remaining municipalities.**
  - The funds will go out in two tranches. 50% provided beginning in May 2021 and the balance delivered approximately 12 months later.
  - Metropolitan cities can already begin applying for the funds through Treasury's online portal. Metropolitan cities will receive their second round of funds 12 months after they receive their first funds.
  - NEUs will receive their money from their respective states within 30 days of the states receiving the money. NEUs will receive their second payment 12 months after receiving their first payment.

**Jurisdictions must submit a request to receive funding even if they have previously applied for other programs** through the Treasury Submission Portal. Eligible jurisdictions will receive further communications regarding the status of their submission via the email address provided in the Treasury Submission Portal.

- Jurisdiction name, taxpayer ID number, DUNS Number, a sam.gov account, and address
- Authorized representative name, title, and email
- Contact person name, title, phone, and email
- Funds transfer information, including recipient's financial institution, address, phone, and routing number and account number

- The Treasury Department is expected to release guidance for Non-entitlement Units of Local Government (NEU) “in the coming days.”
  - NEU allocations
  - NEU receiving funds
- NEUs will receive their grants through their State governments.
  - States cannot further restrict the use of funds beyond the Treasury’s guidance
- NEUs will need DUNS number, banking information, and representative information.

To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

- COVID-19 Mitigation and Prevention
- Medical Expenses
- Behavioral Health Care Including Addiction Treatment
- Public Health and Public Safety Employees
- Data, Design, and Execution of Health Programs
- Health Disparities
- Survivors Benefits

## Presumption of Eligibility inside Qualified Census Tracts (QCT)

- Direct cash and loan interventions
- Assistance to business and non-profits
- Impacted industries and workers
- Housing and Community Development
- Homelessness
- Childcare and Education

Fiscal Recovery Funds payments may be used by recipients to provide **premium pay to eligible workers performing essential work** during the COVID-19 public health emergency or to **provide grants to third-party employers with eligible workers** performing essential work.

- The Interim Final Rule defines "essential work" as work involving regular in-person interactions or regular physical handling of items that were also handled by others.
- Such workers include:
  - Staff at nursing homes, hospitals, and home care settings;
  - Workers at farms, food production facilities, grocery stores, and restaurants;
  - Janitors and sanitation workers;
  - Truck drivers, transit staff, and warehouse workers;
  - Public health and safety staff;
  - Childcare workers, educators, and other school staff; and
  - Social service and human services staff.

## **Coronavirus State and Local Fiscal Recovery Funds – “necessary investments in water, sewer, or broadband infrastructure.”**

- Projects eligible under the Clean Water State Revolving Fund
  - Construct, improve, and repair wastewater treatment plants; control non-point sources of pollution; create green infrastructure; manage and treat stormwater; water reuse; protect waterbodies from pollution.
- Projects eligible under the Drinking Water State Revolving Fund
  - Build or upgrade facilities to improve water quality; transmission, distribution, and storage systems; consolidation or establishment of drinking water systems
- Cybersecurity
- Climate Change and Resilience
- Lead Service Line Replacement



- Eligible projects **must**:
  - "be designed to provide service...to unserved and underserved households and businesses."
    - Unserved and underserved = lacking access at least 25/3 Mbps wireline service
  - Specific service areas and locations may be defined by community
  - Provide service that "reliably meets or exceeds symmetrical speeds of 100 Mbps" or, if impossible, at least 100/20 Mbps with the ability to scale to 100 Mbps symmetrical
- Eligible projects are **encouraged** to:
  - consider affordability
  - avoid investing in locations with "existing agreements to build reliable wireline service with minimum speeds of 100/20 Mbps by December 21, 2024"
  - "deliver a physical broadband connection by prioritizing projects that achieve last-mile connections"
  - prioritize municipal, nonprofit, and cooperative-owned networks
- Digital inclusion: assistance to households, including internet access and digital literacy assistance, are eligible uses

For the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency

1. General Revenue draws on the Census definition of General Revenue of Own Sources.
2. **Recipients should sum across all revenue streams covered as general revenue**
3. What is excluded from General Revenue:
  - refunds and other correcting transactions
  - proceeds from issuance of debt or the sale of investments
  - agency or private trust transactions
  - utilities and insurance trusts

## Calculating the Loss

Cities, towns, and villages will calculate the loss based on what could have been expected to occur in absence of the pandemic.

## Key Points

1. To determine the what would have happened in absence of the pandemic, cities, towns, and villages, will use a predetermined growth rate of 4.1% or the average annual growth rate over the three full fiscal years prior to the pandemic
2. Recipients should calculate the extent of the reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023.

## Steps to Calculating Lost Revenue

1. Identify the revenue collected in the most recent full fiscal year prior to the pandemic (i.e. Jan. 27, 2020). **This is the base year.**
2. Estimate the growth rate your city, town, or village would have experienced using either 4.1% or the average annual revenue growth in the three full fiscal years prior to the public health emergency, whichever is higher.
3. Identify **actual revenue collected** over the past 12 months.
4. lost revenue is equal to the expected growth rate less actuals. If actuals exceed expected, then set the figure to zero.

1. Town X has \$100 in revenue in the base year, the last full year before Jan. 27, 2020
2. Town X finds that 4.1 percent is greater than Town X's average annual revenue growth in the three full fiscal years prior to the public health emergency
3. The base year ends June 30, 2019
4. Town X has 18 months from the end of its base year (June 2019) to December 31, 2020, and its projected revenue would have been \$106.2.  
 $100 + [(1 + .041)^{(18/12)}]$
5. Town X had \$80 of actual revenue in 2020
6. The revenue loss for 2020 is  $\$106.2 - \$80 = \$26.2$
- 7. If actuals collected exceeds calculated projected, then no revenue loss for that year**

- Federal Matching Requirements
- Premium Pay
- Pensions
- Infrastructure Not Directly Addressed in ARPA
- Rainy Day Funds, Financial Reserves,  
and Outstanding Debt

- Federal Matching Requirements
- Premium Pay
- Pensions
- Infrastructure Not Directly Addressed in ARPA
- Rainy Day Funds, Financial Reserves,  
and Outstanding Debt

1. Metropolitan cities must submit an interim report and quarterly Project and Expenditure reports thereafter.
2. Metropolitan cities with a population in excess of 250,000 will also be required to submit an annual Recovery Performance Plan to Treasury.
3. Non-entitlement units of local government (NEU) are NOT required to submit interim reports or Recovery Performance Reports. However, NEUs will be required to submit annual Project and Expenditure reports.



### Seeking Additional Clarification:

- Re-classification of NEU's to Metros
- Transparency in Calculations

### Seeking Immediate Fixes:

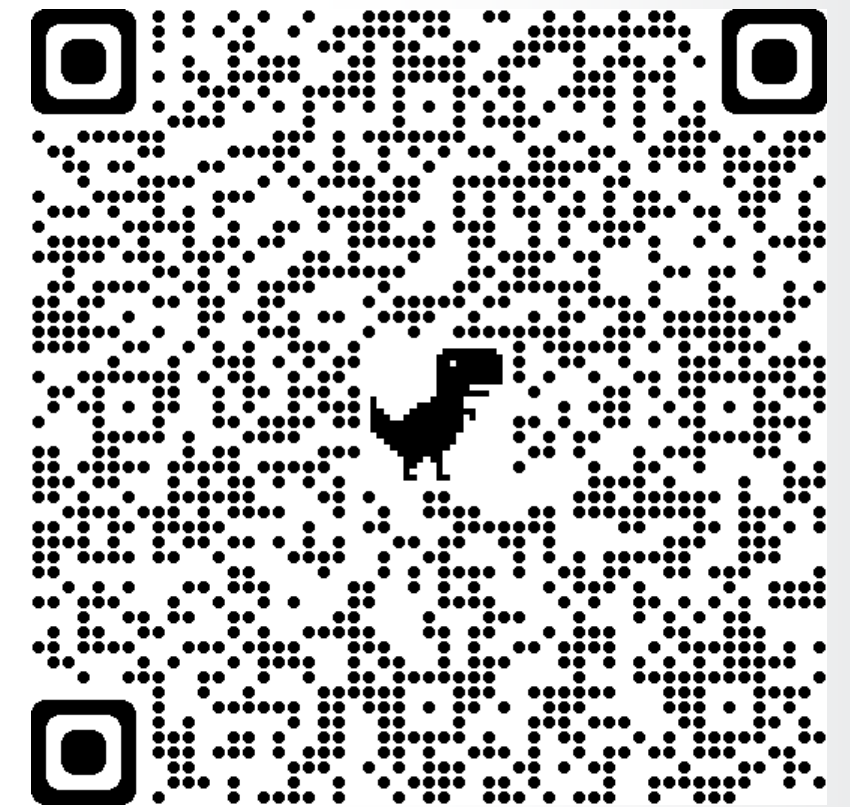
Broadband

Public Utilities

The U.S. Department of the Treasury has a landing page for the Coronavirus State and Local Recovery Fund.

The Treasury expects to provide technical assistance to mitigate administration burden

For general questions about the Coronavirus State and Local Recovery Fund, email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov)



NLC's COVID-19 Hub: <https://www.nlc.org/covid-19-pandemic-response/>

- Additional Resources on Guidance Coming Soon!
  - Receiving Funds
  - Eligible Uses
  - Allocations
  - Reporting Requirements
- FAQs
- Blogs
- ARPA Provisions Tracker



Tell NLC what kind of additional programming and resources will be useful for your municipal operations:



<https://bit.ly/3eVyvWt>



**Let NLC be your voice  
at the national level.**

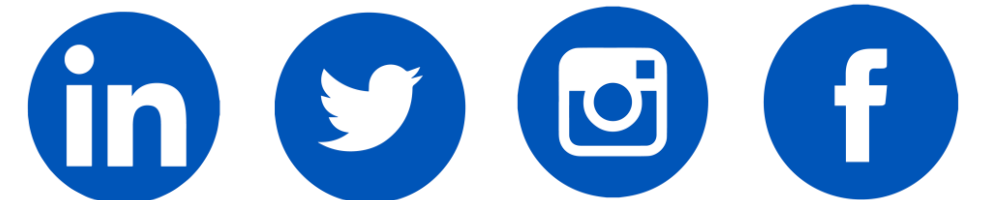


Join 2,500 trusted member cities across the  
nation at [www.nlc.org/membership](http://www.nlc.org/membership)





@LEAGUEOFCITIES



**Abigail Friedman**  
Director  
Municipal Assistance Center  
VLCT



Prepare for funding financial requirements  
and planning

# What Does Your Town Need To Do?

Prepare what you can while we wait for  
Treasury guidance for Non-entitlement Units

# What Does Your Town Need To Do?

## Financial

- ✓ Register for DUNS # if you don't have one
- ✓ Set up separate fund in accounting system
- ✓ Prepare for documentation to certify funding
- ✓ Contact Independent Auditor - possible single audit

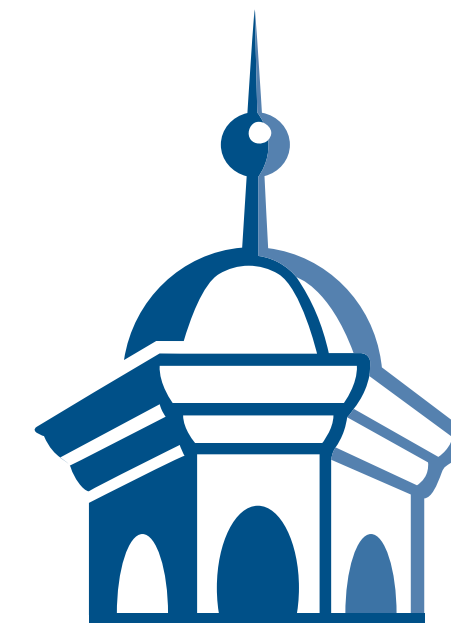


# What Does Your Town Need To Do?

## Selectboard

- ✓ Appoint authorized representative
- ✓ Public engagement - discuss priorities & options
- ✓ Decide and publish intended use(s) of funds
- ✓ Be patient, be strategic & be deliberate

**Karen Horn**  
**Director of Advocacy**  
**VLCT**



How will VLCT help your community spend  
and report on the funding?



# VLCT ARPA Coordination and Assistance Program

- Guidance and Project Eligibility Analysis
- Webinars, Targeted Training, Best Practices
- Answer Questions ([arpa@vlct.org](mailto:arpa@vlct.org))
- Assist in Reporting, Transparency, Tracking Use of Funds
- Financial and Accounting Assistance
- Resource Portal, FAQs - [vlct.org/ARPA](http://vlct.org/ARPA)

# VLCT ARPA Coordination and Assistance Program

## Quick Facts...

- National Environment and Policy Act (NEPA) does not apply to ARPA itself (no federal environmental assessments required). May apply because of project you are doing.
- Annual Project and Expenditure Reporting Requirement for NEUs each October 31 (starting in 2021)
- Most Uniform Guidance (2 CFR Part 200) applies, including Cost Principles and Single Audit Requirements.

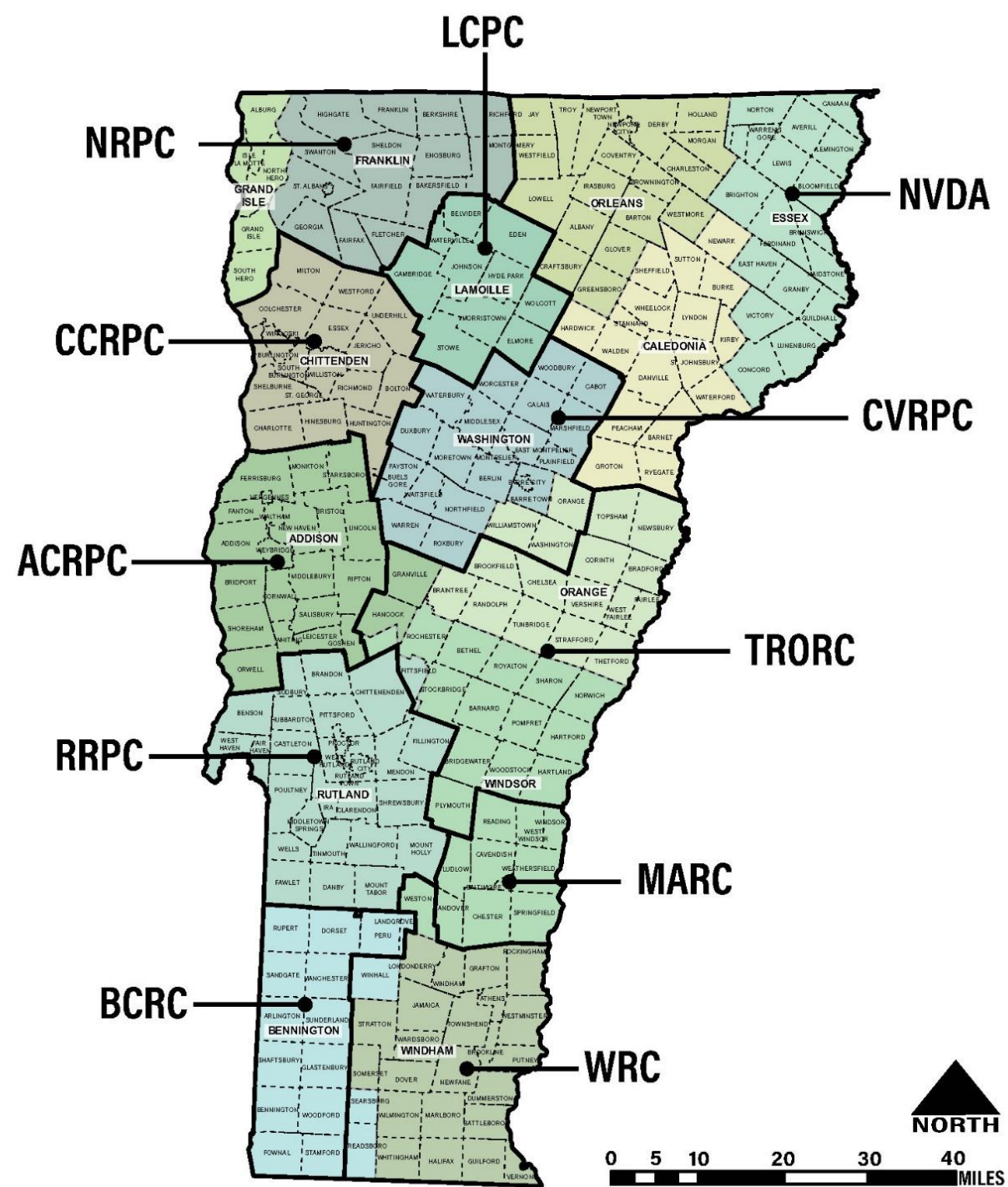


**Ed Bove**  
Executive Director  
Rutland Regional Planning  
Commission

How will the Regional Planning Commissions help your community figure out how to spend the money and manage projects?

# Regional Planning Commission Assistance

- Identify needs and top priorities for designing and building projects that are consistent with existing State, regional and local plans.
- Respond to inquiries on eligibility to facilitate local discussions among stakeholders on specific projects.
- Provide other assistance as needed from local communities in coordination with VLCT.
- Work with VLCT, regional development corporations, and private consultants working with municipalities to ensure needs of local communities are met, especially related to project development and management.



**STATE OF VERMONT  
REGIONAL PLANNING COMMISSIONS**

For more information on the State of Vermont's 11 Regional Planning Commissions visit:  
<https://www.vapda.org/>

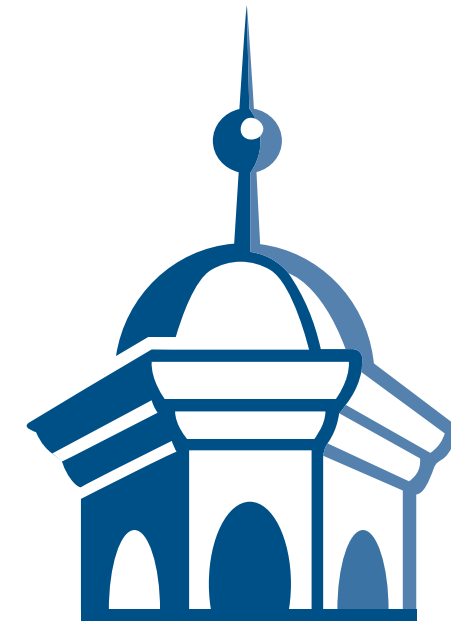
# Key Resources

- [Guidance on final allocations for metropolitan cities and estimated allocations for non-entitlement units | U.S. Department of the Treasury](#)
- [Interim Final Rule | U.S. Department of the Treasury](#)
- [Six Considerations to Leverage ARPA Funds for Economic Mobility](#)
- FAQ—[Treasury FAQ for Coronavirus State and Local Fiscal Recovery Fund](#)
- Tool—[UPDATED Estimated Local Allocations in the American Rescue Plan](#)
- FAQ—[ARPA Local Relief Frequently Asked Questions](#)
- [Quick Reference Guide](#)

# Have questions?

email: [ARPA@vlct.org](mailto:ARPA@vlct.org)

website: [vlct.org/ARPA](http://vlct.org/ARPA)



## Contact Us

Ted Brady, VLCT  
[tbrady@vlct.org](mailto:tbrady@vlct.org)

Mike Wallace, NLC  
[Wallace@nlc.org](mailto:Wallace@nlc.org)

Doug Farnham, State of Vermont  
[douglas.farnham@vermont.gov](mailto:douglas.farnham@vermont.gov)

Karen Horn, VLCT  
[khorn@vlct.org](mailto:khorn@vlct.org)

Abigail Friedman  
[afriedman@vlct.org](mailto:afriedman@vlct.org)

Ed Bove, Rutland Regional Planning  
[ebove@rutlandrpc.org](mailto:ebove@rutlandrpc.org)



Question	Answer(s)
<p>Hello, I'm trying to determine if ARPA funds can be used to fund the digitization of land records.</p>	<p>While this is not directly addressed in the interim rule, land record digitization MAY be an eligible use of funding as a pandemic related expense. The guidance generally allows activities that were eligible under previous Coronavirus Relief Funding - which land record digitization was. Before committing funding to this activity, more research needs to be done to confirm.</p>
<p>Is a specific amount of funding being targeted by the legislature/governor for broadband so towns don't have to use money for it?</p>	<p>Yes, the Legislature and the Governor are debating how much of the \$1 billion the state received to put towards broadband. In addition, there was a \$112 million capital project fund in ARPA for Vermont - and some of that funding may go to broadband. We will need to wait to see where the budget lands...be patient, be strategic, be deliberate.</p>
<p>I have two incorporated villages. Will the state send funds to incorporated villages directly or will I need to pass on some of my money to them? Thank you for doing this!</p>	<p>This will depend on Treasury supplemental guidance - we are prepared to distribute either way. If you receive credit for the village population then there is not a requirement I am aware of for you to pass the money through to the governing body of the village</p>
<p>Separate account- meaning a separate bank account?</p>	<p>No, not a separate bank account, but a separate account in your accounting system.</p>
<p>Can you provide a link to the list that shows how much each municipality will receive?</p>	<p>There is not a definitive list yet. Treasury will be releasing allocation guidance for non-entitlement units of government (every municipality in Vermont except Burlington and South Burlington) this week. In addition, we are awaiting Treasury guidance on how the state may distribute the \$121 million in County dollars (more than two times the non-entitlement funding). Stay tuned to <a href="http://vlct.org/arpa">vlct.org/arpa</a> - we will post the allocations the moment the state issues them.</p>

<p>Can these funds be used for paving or bridge rehabilitation work?</p>	<p>In general, no. However, there are limited circumstances where such work might be an eligible use, such as if it was conducted in a qualified low income census tract. In addition, if a community is using some of the funding to replace lost revenue in accordance with the lost revenue provisions, such work might be considered to be the provision of general services. If a town determined it could use \$100,000 of its allocation as replacement revenue, that \$100,000 could be used on the provision of general services, potentially including bridge work or paving.</p>
<p>Must Villages be incorporated or State Designated Downtown or Village?</p>	<p>The original allocations released by Congress suggest that only towns and cities in Vermont are slated to receive a non-entitlement unit of government allocation directly. The State of Vermont is awaiting further guidance on how it should interpret "other consolidated units of government" to determine if incorporated villages will receive their own allocation.</p>
<p>Can these funds be placed in an interest bearing account?</p>	<p>The Interim Final Rule states that the State and Local Fiscal Recovery funds are not subject to many of the federal fund restrictions in the Cash Management Improvement Act and there is no requirement to remit interest back to Treasury; it is silent on the matter but does not prohibit placing the money in an interest bearing account and is framed to be permissive</p>
<p>How do we make sure our Village is not overlooked?</p>	<p>The State of Vermont will be posting the disbursement list in advance of making certification available to allow an opportunity to catch any errors on our end; if the village is not recognized then the town would get credit for the village's population</p>
<p>Can you indicated if Solid Waste Districts will be part of this program?</p>	<p>Solid Waste Districts are unlikely to receive funding directly from the State through the State and Local Fiscal Recovery Fund. However, there may be eligible uses at a Solid Waste District that a select board, city council or the Legislature could grant or transfer their allocations to.</p>
<p>Do we know what happens to the funds over the 75% budget limit? does it get remitted to the state or does it need to be remitted to the feds?</p>	<p>Funds exceeding 75% of the municipal budget will have to be returned to Treasury</p>

<p>Generally understand that ARPA funds could be used to construct a municipal sewer system. If the individual service laterals were to be privately owned, could they be funded with the ARPA funds as well?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Publicly and privately owned systems are eligible for funding under these programs, provided they meet certain standards. Both programs have allowed replacement of privately owned service lines. Refer to the Treasury Department's FAQ for more information. <a href="https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf">https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf</a></p>
<p>ANR funding for wastewater management system engineering studies (processing applications now; funds distributed in July) seems to coincide with ARPA funding. Should our Town go ahead and apply with ANR?</p>	<p>If another state or federal funding program could fund an activity, we'd recommend applying there before using your Local Fiscal Recovery Funds for a project. So yes, apply to ANR.</p>
<p>Can these funds be used on road projects - replacing vulnerable culverts?</p>	<p>Possibly. The interim rule specifically permits and encourages green infrastructure projects that address climate change. However, in general, road projects are not an eligible use of funds. Should they be tied to climate change, if they are done in a QTC, or in a few other circumstances, you might be able to get to yes.</p>
<p>Can funds be used to pay down town debt?</p>	<p>In general, no. Funding may not be used to pay off debt.</p>
<p>Will a farmer who supplies food directly to city restaurants and lost income due to COVID shutting down those restaurants be eligible for direct aid from these town funds?</p>	<p>States, cities and towns may choose to undertake economic recovery programs to help businesses impacted by the pandemic. Grants and loans to private businesses impacted by the pandemic are specifically permitted.</p>
<p>Are municipalities able to make subgrants with the money for quasi-municipal buildings/programs, for instance for our town hall (not town office) whose programs could not be held during covid and lost income because of that?</p>	<p>Possibly. Municipalities can subgrant the funds or transfer funds to non-profits and other forms of government. Municipalities may use this funding to help non-profits and for-profit businesses that were impacted by the pandemic.</p>
<p>how would towns deal with household assistance requests exceed the town allocation?</p>	<p>Municipalities would need to create a program that met federal standards for distributing funding fairly and legally.</p>
<p>What about wages that were to avoid contact with potential covid cases?</p>	<p>live answered</p>

<p>How do we find out if we are in a QTC?</p>	<p>Visit the U.S. Department of Housing and Urban Development (HUD), Qualified Census Tracts and Difficult Development Areas tool:  <a href="https://www.huduser.gov/portal/datasets/qct.html">https://www.huduser.gov/portal/datasets/qct.html</a></p>
<p>Can we use the money to pay or forgive delinquent property taxes?</p>	<p>In many circumstances, yes. Funding to assist individuals unable to pay tax payments due to COVID-19 would be an eligible use. In addition, such a situation might create a revenue shortfall that allows a municipality to use their ARPA funding to replace that lost revenue.</p>
<p>Related to community development, childcare and education, — I'm curious about eligibility for multi-purpose spaces (green spaces, recreation spaces, educational program spaces) that are colocated.</p>	<p>The most liberal use of Local Fiscal Recovery dollars on this type of infrastructure could only occur if you were utilizing funding in a qualified low income census tract or if you were using ARPA funding to replace revenue and providing general government services. Otherwise, a community should avoid using funds on ancillary projects connected to clearly eligible projects.</p>
<p>Is the Hazard Pay retroactive , or only going forward?</p>	<p>Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic</p>
<p>Would Town Highway employees be eligible for Premium pay</p>	<p>Most likely, yes. The interim rule says that premium pay may be paid to "...transportation..." workers.</p>
<p>On the Public Safety Employee salary repayment category, since our fire/ambulance budget relies upon revenue generated by ambulance transports, am I correct in thinking that I can ask for money to pay salaries since revenue was/is way down during the pandemic?</p>	<p>The interim rule allows municipalities to consider certain public safety employees to be entirely devoted to responding to the pandemic, and allows funding salaries and benefits of certain first responders. However, we recommend reading the interim rule and FAQs to better understand the opportunities.</p>
<p>For CWSRF and DWSRF projects can NEU ARPA funds be combined with state ARPA funds or EPA funds to complete a significant project?</p>	<p>There is nothing in the rule that says you can not leverage these dollars into additional ARPA dollars. However, these dollars currently do not count as non-federal match for programs that require one.</p>

<p>Do we know if planning, design and engineering for wastewater, water, and stormwater is allowed, or is it only the construction thereof?</p>	<p>The Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund both permit planning activities. As the interim rule allows funds to be used for all allowable activities in these funds, yes, planning and design work should be eligible.</p>
<p>Can the Clean Water funds DWSRF be used for a private water system (serving 17 units)?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Publicly and privately owned systems are eligible for funding under these programs, provided they meet certain standards. Both programs have allowed replacement of privately owned service lines. Refer to the Treasury Department's FAQ for more information. <a href="https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf">https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf</a></p>
<p>A later slide answered my first question, but are the CWSRF eligible projects as easily approved as the Census based projects?</p>	<p>Yes. The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds.</p>
<p>How do fire districts receive/request funds? We have a East Calais Fire District (water district) a separate municipality in desperate need of upgrades.</p>	<p>Funding will be allocated to Vermont's cities, towns and villages. Municipalities may grant or transfer funding to other units of government to conduct eligible activities. Other units of government should discuss this possibility with cities, towns and villages that receive an allocation.</p>
<p>Would an infrastructure project to upgrade facilities for the location of staff/equipment for those working to improve water quality be eligible (which may be based on the % of the space used for this purpose)?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Refer to the Treasury Department's FAQ for more information. <a href="https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf">https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf</a></p>

<p>When using last budgets as a benchmark, what happens when a town has a general fund budget and a separate road district budget?</p>	<p>The separation of those budgets is an internal decision - I would recommend including the total budget for all services provided by the municipality to their constituents</p>
<p>Can the funds be used for restoration of old town buildings that will be used in the future for community events (Community and economic development)?</p>	<p>Possibly. The restoration of town buildings is not an activity that is assumed to be eligible. However, if the building were in a Qualified Census Tract (low-income) it may be eligible. Also, if the building provided services clearly eligible in the interim rule (such as healthcare or childcare) or served primarily disadvantaged populations, you may be able to use funding for this purpose.</p>
<p>Could a municipality use ARPA funds to address onsite water/septic issues at a municipal building?</p> <p>Could a municipality use ARPA funds to assist low income or senior residents with cost of replacing onsite water/septic systems on private property?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Refer to the Treasury Department's FAQ for more information.  <a href="https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf">https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf</a></p>
<p>Our municipal sewer system was forced to raise rates in order to compensate for reduced water use due to pandemic business and school closures. Could we potentially calculate this as lost revenue and render refunds to our residents?</p>	<p>live answered</p>
<p>How will funds be distributed to public water districts?</p>	<p>Per the federal law, funds are only being disbursed directly to units of general local government and those water districts would need to coordinate with municipalities in their service area of state level programs to access ARPA funds</p>
<p>Will municipalities that receive \$750,000 or more have to abide by federal single audit rules?</p>	<p>Yes.</p>
<p>Can the funds be used to support a town food shelf or other NGO food shelves within the town?</p>	<p>Yes - this would be eligible under negative health and economic impacts.</p>

<p>It seems like small towns may be significantly limited in their ability to spend this money, due to lack of public services such as hospitals, paid town employees, etc. , and lack of existing infrastructure like town water and septic. Please address this in more specific parameters.</p>	<p>The interim rule includes many eligible uses of funding, and while some towns may find there are limited opportunities, we believe most will be able to utilize the funding in some manner.</p>
<p>Would funding for unorganized towns be directed to their Governor-appointed administrators?</p>	
<p>Page 60 of the guidance talks about "provision for government services" which addresses infrastrucure and provision for police, fire and public safety services. Chester is currently in construction of a public safety building. COVID has had a direct impact on elevating the costs of this building. Would this fall under the guidance? it is for public safety division and was directly impacted by COVID.</p>	<p>The provision allowing the "provision for government services" only applies to communities using ARPA funds to replace lost revenue. In this limited circumstance, yes, we agree this would be deemed a government service. However, the construction of a public safety building would not likely be considered eligible otherwise.</p>
<p>Will VLCT prepare a compliance checklist for communities to ensure that all legal steps are properly taken? To include recommended motions for adoption by legislative boards?</p>	<p>VLCT and the Regional Planning Commissions will be building resources and a tool kit to help communities spend and report on this funding. Visit vlct.org/arpa for more information.</p>
<p>Are Entitlement communities eligible for the funds being allocated to Counties? This would have a substantial impact in South Burlington which will receive \$1.8M as an EC</p>	<p>The State of Vermont will be posting the disbursement list in advance of making certification available to allow an opportunity to catch any errors on our end. If Treasury guidance allows the state to distribute county funding on a population basis, we'd expect South Burlington to receive county funds.</p>
<p>Can this money be used to initiate housing or waste water projects?</p>	<p>Yes. The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund . In addition, it specifcially allows for "building stronger communities through investments in housing and neighborhoods."</p>

<p>Richmond has a Water and Sewer District that serves only Richmond residents, but not all residents are in the district. The fund is kept separate from the general fund and revenue comes primarily from user fees, not from taxes. Is a water and sewer district such as this eligible for ARPA funds?</p>	<p>Only cities, towns and villages will receive funding. These entities may grant or transfer funding to non-profits or other units of government for eligible purposes.</p>
<p>Can these funds be used to expand broadband services to areas that have no available service or minimal services.</p>	<p>Yes. ARPA specifically allows broadband infrastructure investments. The interim rule specifies that projects should provide 100 Mbps symmetrical service and target unserved or underserved areas. Underserved is defined as having "lack of access to a wireline connection capable of reliably delivering at least minimum speeds of 25 Mbps download and 3 Mbps upload. Broadband affordability and literacy measures are also eligible in certain circumstances.</p>
<p>For infrastructure projects, such as building a new public water or waste water system in a village, do you need to show a direct connection to COVID?</p>	<p>If a community is investing in water, wastewater or broadband infrastructure, no, the community does not need to demonstrate a nexus to the pandemic to make these uses eligible.</p>
<p>Will the money come in one installment or more than one installment?</p>	<p>Communities will receive 50 percent of their allocation in May/June 2021 and 50 percent in May/June 2022.</p>
<p>Are we able to deposit some of this money into our Revolving Loan Fund, then loan the money out to residents or businesses, or do we need to give the money away?</p>	<p>The interim rule states that when providing economic relief to small businesses and non-profits impacted by the pandemic, both loans and grants are eligible uses of the funding.</p>
<p>Are items covered under the Coronavirus Local Grant Relief Fund also eligible under ARPA?</p>	<p>This Q&amp;A addresses the Coronavirus State and Local Fiscal Recovery Funds contained in ARPA.</p>
<p>Would it be possible to capitalize a community development revolving loan fund to leverage longer term recovery impact, if initial disbursements are made by December 2024?</p>	<p>The interim rule states that when providing economic relief to small businesses and non-profits impacted by the pandemic, both loans and grants are eligible uses of the funding. Care should be given to ensure the loan fund is only used for eligible activities throughout the federal grant reporting period (December 2026).</p>



<p>If a local non-profit had to cancel many events, can the town assist them by providing "replacement income"?</p>	<p>Yes. The interim rule states "State, local, and Tribal governments may provide assistance to small businesses to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency, including: Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs; Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and Technical assistance, counseling, or other services to assist with business planning needs.</p>
<p>Lets' suppose the municipality uses its ARPA allocation for lost revenues, do the funds then lose their ARPA identity and become municipal funds? (Can the municipality then use those funds for other, non-ARPA uses?)</p>	<p>No. The interim rule allows municipalities to use revenue replacement "the provision of government services". While this is defined liberally, it does not give a blanket exemption to ARPA rules. For example, the restriction on debt, pension offset, and federal match remains in effect even if the funding used for revenue replacement. However, a town could use ARPA money to complete a project that would otherwise not be eligible (such as unlisted infrastructure).</p>
<p>Are OPportunity Zones meeting the same criteria and so are QCT?</p>	<p>No. There are more QCTs in Vermont than there are OZones. And two Ozones (one in Springfield and one in Randolph) are not QTCs</p>
<p>Can we assume that TMDL/Municipal Road Permit qualified projects will be eligible for funding?</p>	<p>Most likely, yes. The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Refer to the Treasury Department's FAQ for more information.  <a href="https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf">https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf</a></p>

<p>Where can I get more information about the 75% budget cap requirement?</p>	<p>ARPA and the interim rule prohibit a municipality from receiving an ARPA allocation that exceeds 75 percent of the municipality's annual budget. The interim rule explains how a municipality should define a budget and how the state must consider their budgets</p>
<p>Can we use funds for retroactive hazard pay, or only wages that we have already paid?</p>	<p>Yes. The rule encourages using funding for retroactive hazard pay.</p>
<p>Page 53 of the rule indicates many types of projects can be funded as government services including roads on a pay-go basis. Is this a workaround on the water, sewer, and broadband infrastructure restriction?</p>	<p>No. This provision only applies to municipalities using ARPA funds to offset lost revenue. In these circumstances, a municipality may use its funding for "the provision of government services". In this limited circumstance, yes, the municipality could use ARPA funding for extended purposes, including infrastructure not specifically mentioned in ARPA or the interim rule. However, the interim rule speaks directly to the definition of "the provision of government services."</p>
<p>If a Town has regularly received federal grant funds through State Agencies, what other items are needed to complete the certification process.</p>	<p>The municipality will need to ensure an authorized representative completes the state-led certification process, which will require the town to have a DUNS number, certify that the allocation does not exceed 75 percent of the municipality's budget, and agree to use the funding in accordance with ARPA. There will not be additional federal requirements beyond a typical federal grant. In some instances, some federal requirements have been waived (such as NEPA).</p>
<p>Can these funds be ;used for digitization of town records?</p>	<p>Most likely, yes. The State has deemed digitization records to be eligible under previous federal Coronavirus Relief Funding programs. The interim rule references the CRF programs and states in multiple instances that ARPA Local Fiscal Recovery Funding builds on those eligible uses. Further, the guidance allows broad use for mitigating economic impacts of the pandemic. Because access to land records was an issue during the pandemic, this seems to be a reasonable use.</p>

<p>Are there federal administrative requirements (like a single audit) that Vermont towns may not usually have to deal with that will be likely under the use of ARPA funds? Anything VLCT is aware of that's made y'all think, "Hmmm. Better let them know about that."</p>	<p>Yes. Towns will need to follow unified guidance, which includes single audit requirements for any entity that receives more than \$750,000 in federal funds in any given year. In addition, municipalities will need to file annual reports with Treasury. VLCT and regional planning commissions are gearing up to assist towns with these responsibilities.</p>
<p>What level/frequency of audit should we expect as this money is mainly going to be a general fund infusion</p>	<p>Any municipality that receives more than \$750,000 in federal funding in a given year will be subject to a single audit during that year.</p>
<p>If in an RLF do we still need to obligate by 2024 date?</p>	<p>The guidance is unclear on this topic. Municipalities should plan to obligate the funding to an "end" purpose by December 2024 to ensure they do not violate the rules. For example, allocation of funding to a loan fund by 2024 may not be enough. That funding would need to be designated to a business or non-profit by the end of 2024. It may not need to be used by the business or non-profit until 2026.</p>
<p>do we need to keep track of the interest separately from other money in the general fund?</p>	<p>The guidance is unclear on this topic. We encourage communities to keep this funding in a dedicated fund and to track interest to that account in the event such a requirement is clarified.</p>
<p>I still think more clarity is needed about CWSRF projects that may include both State ARPA dollars and Local ARPA dollars. Can those projects be funded through combining those projects? Are the local ARPA dollars not going to be considered "match" in those circumstances? I am fearful that many projects will not be possible without combining those funding sources.</p>	<p>If a program calls for a non-federal match, this funding CAN NOT be used as that non-federal match. However, there is no restriction on a project being funded with 100 percent of ARPA dollars - including ARPA dollars from multiple entities (the state, multiple towns, etc).</p>
<p>I had to leave for a short time and may have missed this. We are just completing a planning grant on an expansion for our public library. Could these funds be used to build the expansion? We saw a dramatic increase in library use due to the pandemic.</p>	<p>In general, no. If the library was in a qualified census tract (low-income), then yes. Or, if your town allocates a portion of your ARPA funds for revenue replacement, using the ARPA revenue replacement funds to expand the library may be a "provision of government services" and be eligible.</p>

<p>Follow up on Revolving Loan Fund question...I understand we can loan the money for eligible expense. Will that be forever? So once loans are payed back, future loans will still be required to be given under the same eligibility requirements?</p>	<p>The guidance is unclear on this topic. Municipalities would likely need to ensure the funding was used for eligible ARPA purposes through at least December of 2026, the end of the anticipated federal reporting period for this funding. Future guidance may clarify.</p>
<p>This would be more of a question for ANR, but I'll pose it here: will future CWSRF projects capitalized through ARPA dollars require a local match?</p>	<p>The Legislature and Administration, as well as Executive Branch agencies such as ANR, are debating these issues now.</p>
<p>If we don't have an auditing firm, only elected town auditors, are we going to have to hire auditors?</p>	<p>If your community expends more than \$750,000 in federal funds in a single 12 month period, you will need to conduct a single audit. The interim rule states administrative costs associated with using this funding are eligible costs. VLCT and the regional planning commissions will also be providing technical assistance to communities to help them navigate federal compliance rules.</p>

# TOWN OF WEATHERSFIELD

## VOLUNTEER APPLICATION

Weathersfield's success as a community is largely due to the participation of residents in government and community affairs. Completing this form is one way to indicate your interest in being considered for appointment to one of the Boards, Commissions and Committees appointed by the Board of Selectmen. This form highlights the interests and qualifications of Pembroke registered voters willing to volunteer to serve our community. All appointments remain at the discretion of the Selectboard.

First Name: Nichole Middle Initial: E Last Name: Gagnon

Address: 127 Golf Rd, Perkinsville, VT 05751

Telephone Number: 802-369-4649 \* Email Address: n.gagnon0713@gmail.com

Occupation: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Do you reside in Weathersfield? Yes:  No: \_\_\_\_\_ How Long? 9 months

Are you a registered voter in Town? Yes:  No: \_\_\_\_\_

Age Group (Circle): Under 18 18-34 35-60 Over 60

Education (Circle): High School Some College Graduate Advanced

Degrees/ Major Study of Interest: Psychology (BA), philosophy

Certifications or Other Vocational Training: Certified Group Fitness Instructor

Other Skills: Circus Arts/Fire Performer

Volunteer Experience and/or Previous or Current Community Involvement:

Marketing & Development for non-profits, PTO/PTA, performed at community events, running Youth Programs & summer camps, social work, homeless shelter/foodshelf volunteer, group facilitation

Please note that many boards require regular attendance at weekday evening meetings, either once or several times per month.

\* If you are appointed, could you meet: Afternoons  Varies Evenings

What do you feel you can contribute to the community that may not be evident from information already on this form? Marketing & Fundraising, Event Planning, Punctual, resourceful, & organized. A desire to be involved

# TOWN OF WEATHERSFIELD

## VOLUNTEER APPLICATION

\* Please check the Town Board, Commission, and Committees for which you would like to be considered for appointment.

- |  |   |
|--|---|
| <input type="checkbox"/> 1879 School Committee               | <input type="checkbox"/> Animal Control Officer                       |
| <input checked="" type="checkbox"/> Budget Committee         | <input checked="" type="checkbox"/> Connecticut River Joint Comm. Rep |
| <input type="checkbox"/> Conservation Committee              | <input type="checkbox"/> Energy Coordinator                           |
| <input type="checkbox"/> Fence Viewer                        | <input type="checkbox"/> Green Up Coordinator                         |
| <input type="checkbox"/> Martin Memorial Hall Trustee        | <input checked="" type="checkbox"/> Parks & Recreation                |
| <input type="checkbox"/> Planning Commission                 | <input type="checkbox"/> Transportation Advisory Committee            |
| <input type="checkbox"/> Solid Waste Management District Rep | <input type="checkbox"/> Surveyor of Wood & Lumber                    |
| <input type="checkbox"/> Tree Warden                         | <input type="checkbox"/> Veterans Memorial Committee                  |
| <input type="checkbox"/> Weigher of Coal                     | <input type="checkbox"/> Zoning Board of Adjustment                   |

Please list three individuals in Weathersfield who may be contacted when considering you for an appointment. *Just moved here 8/2020 & don't know anyone yet.*

Name

Phone

1. \_\_\_\_\_

\_\_\_\_\_

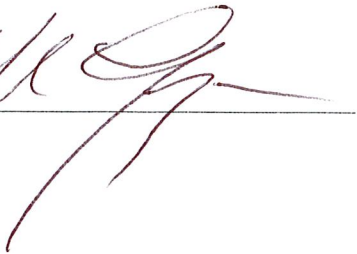
2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Signature



Date

*5-29-2021*

# TOWN OF WEATHERSFIELD

## VOLUNTEER APPLICATION

Weathersfield's success as a community is largely due to the participation of residents in government and community affairs. Completing this form is one way to indicate your interest in being considered for appointment to one of the Boards, Commissions and Committees appointed by the Board of Selectmen. This form highlights the interests and qualifications of Pembroke registered voters willing to volunteer to serve our community. All appointments remain at the discretion of the Selectboard.

First Name: Joseph Middle Initial: E Last Name: Bublat

Address: 127 Gulf Rd Weathersfield VT

Telephone Number: 603-306-7131 Email Address: \*joseph.e.bublat@gmail.com

Occupation: Carpenter/DJ/painter Name of Employer: High Meadow Builders

Do you reside in Weathersfield? Yes:  No:  How Long? 1 year

Are you a registered voter in Town? Yes:  No:

Age Group (Circle): Under 18 18-34 35-60 Over 60

Education (Circle): High School Some College Graduate Advanced

Degrees/ Major Study of Interest: Carpentry, sound & Lighting engineer

Certifications or Other Vocational Training: Eagle Scout 9/99,

Other Skills: Heavy equipment operation, Painting, property beautification, Renovations

Volunteer Experience and/or Previous or Current Community Involvement:

USVMC Dj for events, Candle light vigil for Overdose Awareness,  
Volunteer work with non-profits for youth programs DJ/sound tech.  
Claremont Opera House lighting tech. Eagle Scout BSA September 1999  
9/11 awareness/memorial

Please note that many boards require regular attendance at weekday evening meetings, either once or several times per month.

\* If you are appointed, could you meet: Afternoons Occasionally Evenings Yes

What do you feel you can contribute to the community that may not be evident from information already on this form? large private sound/lighting system and PA systems  
Knowledge of Renovations and construction, Experience with Heavy Equipment.  
Good at marketing, love for outdoors and nature, Event coordination

# TOWN OF WEATHERSFIELD

## VOLUNTEER APPLICATION

\* Please check the Town Board, Commission, and Committees for which you would like to be considered for appointment.

- |  |   |
|--|---|
| <input type="checkbox"/> 1879 School Committee               | <input type="checkbox"/> Animal Control Officer                 |
| <input type="checkbox"/> Budget Committee                    | <input type="checkbox"/> Connecticut River Joint Comm. Rep      |
| <input checked="" type="checkbox"/> Conservation Committee   | <input type="checkbox"/> Energy Coordinator                     |
| <input checked="" type="checkbox"/> Fence Viewer             | <input type="checkbox"/> Green Up Coordinator                   |
| <input type="checkbox"/> Martin Memorial Hall Trustee        | <input checked="" type="checkbox"/> Parks & Recreation          |
| <input checked="" type="checkbox"/> Planning Commission      | <input type="checkbox"/> Transportation Advisory Committee      |
| <input type="checkbox"/> Solid Waste Management District Rep | <input type="checkbox"/> Surveyor of Wood & Lumber              |
| <input type="checkbox"/> Tree Warden                         | <input checked="" type="checkbox"/> Veterans Memorial Committee |
| <input type="checkbox"/> Weigher of Coal                     | <input type="checkbox"/> Zoning Board of Adjustment             |

Please list three individuals in Weathersfield who may be contacted when considering you for an appointment. *Moved here in 8/2020 and don't know anyone in town*

Name

Phone

1. \_\_\_\_\_

\_\_\_\_\_

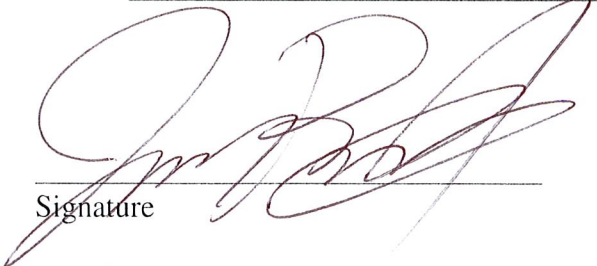
2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Signature



Date

*5/29/2021*