



TOWN OF WEATHERSFIELD
SELECTBOARD

REGULAR MEETING AGENDA

TUESDAY, JULY 19, 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" – July 19, 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. Public Hearing: 2017 Land Use Map, Definitions, and Publication of all Previously Approved Bylaws
3. Comments from Selectboard Members, Town Manager, and Residents on Topics not on the Agenda
4. Review minutes from previous meetings: 07-06-2021
5. Appointments
 - a. Budget Committee (3 vacancies - 1 Year Terms)
 - i. Everett Bingham
 - ii. Erika Culma
 - iii. Barbara Thomas
 - b. Energy Coordinator (1 Vacancy)
6. Request to extend Amplified Music by 30 Minutes at the Inn at Weathersfield on July 31, 2021
7. 2014 Purchase & Sale Agreement
8. Listers Office Discussion
9. Town Manager Report
10. Personnel Policy Discussion - Section 23 - PG 17
11. Work-At-Home Policy
12. Proposed future agenda items
13. Warrants
14. Any other Business
15. Adjourn



TOWN OF WEATHERSFIELD

OFFICE OF THE LAND USE ADMINISTRATOR

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

MEMORANDUM

TO: Weathersfield Planning Commission; Weathersfield Selectboard; Town Manager
FROM: Chris Whidden, Esq., Land Use Administrator
DATE: 6/21/2021
RE: Bylaws for Selectboard approval and publication

INTRODUCTION

The Planning Commission and Selectboard have passed many of the enclosed bylaws, and the same are now up for consideration for final publication approval. The Planning Commission has also adopted the amended 2017 Future Land Use maps as the new zoning map and have amended the definitions of the same to further the Town Plan.

The Land Use Administrator and Planning Commission, respectively, now requests the Selectboard to review and approve the proposed bylaws for publication and the proposed zoning map with definitions. The proposed copy of the Bylaws for publication have been approved by the Planning Commission for Selectboard consideration and approval. In the attached exhibits, you will find the requisite hearing notices, reports, trackers, correspondence, and minutes for the relevant meetings to support a favorable decision to this request. The Selectboard has two things to consider in this request: 1) the approval of the amended 2017 Future Land Use map and accompanying definitions; and 2) the approval of the proposed revised bylaws for publication.



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DISCUSSION

The Weathersfield Zoning Bylaws (“the Bylaws”) were last amended and adopted in 2013.¹ In 2017, the voters adopted the Town Plan, which included the 2017 Future Land Use map. Since then, the Mount Ascutney Regional Planning Commission (MARCP) has recommended that the Town make changes to the Bylaws to allow for a more appropriate amount of Conservation district relative to the total area of Weathersfield; and to promote the goals set forth in the Town Plan. After multiple discussions, hearings, reports, edits and reviews, the Planning Commission has compiled the Bylaws into a finalized, renumbered copy of the Bylaws. After this process, most of the Bylaws remained unchanged.² However, there have been a number of changes adopted by the Selectboard that are ready for publication.

Many of the changes were minor “housekeeping” changes such as grammatical, punctuation, organizational and citations to bring the Bylaws up to date with State law or to allow for ease of use for Weathersfield citizens.³ For example, the proposed copy includes a new Table of Contents, and a renumbering and reorganization of the Bylaws to allow for a more user-friendly publication. The substantive text of the Bylaws remains unchanged as it was adopted by the Selectboard. This allows for the citizens of Weathersfield to conduct research on their own in a more efficient and logical manner,

¹ See Exhibit 1.

² See Exhibit 4. The items that show purple in the fifth column from the left indicate those bylaws that remain unchanged.

³ See Exhibit 1. This exhibit also contains the zoning map and definitions that are up for Selectboard consideration and approval as part of this request.



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and allow for planners and developers to know what is required by the Town for different proposed projects. The remaining substantive changes are listed below (Section numbers are listed under the new/proposed numbering scheme):

a) Passed by the Planning Commission in 2018, and again on October 26, 2020 ; adopted by unanimous vote of the Selectboard on April 5, 2021:⁴

3.2.4 - Habitat Areas

4.20 - Renewable Energy

Article 7 – Definitions- Minor Structures, Building, Building or Structure
Height, Structure

1.7 - Compliance with State and Federal Law

b) Passed by the Planning Commission in 2018, and again on October 12, 2020 ; adopted by unanimous vote of the Selectboard on November 16, 2020:⁵

3.8 - Signs

3.6 - Outdoor Lighting

3.5 - Off-Street Parking

4.5 - Home-Based Occupations and Home- Based Businesses

6.9 - Waivers

Removal of “Contractor Storage” use

Article 7 – Definitions - motel, inn/small motel, boarding house,

⁴ See Exhibit 2.

⁵ See Exhibit 3.



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building height, community non-profit, small enterprise, formula

business

Groundwater Protection Ordinance

1.3 - Application

The Planning Commission has also voted to adopt the 2017 Future Land Use Map as amended to become the current, effective Land Use Map; as well as the definitions that correspond to each respective zone. Most noteworthy, much of the C-10 Conservation district has been rezoned, as recommended by MARPC. Home Occupations are now a use that does not require a permit in any zone. Also, Home Business Level 1 is a permitted use in each district, and Home Business Level 2 is a conditional use in districts where permitted. Another noteworthy change is the definition of Inns and hotels, which will allow for the development of temporary/transient housing in Weathersfield. These changes are in keeping with the goals outlined in the Town Plan and will work to further the same.⁶

The Selectboard has two options regarding this request. After holding the required public hearings, the Selectboard can 1) approve the proposed copy of the Bylaws for publication; or 2) send the Bylaws back to the Planning Commission with proposed edits to the Bylaws. All notice and hearing requirements were met as prescribed under Title 24 of the Vermont Statutes.

In adopting these changes to the Bylaws, the Selectboard will effectively respond to SWRCP's recommendation and further the goals outlined in the Town Plan, as adopted by the voters on May 1, 2017.⁷

CONCLUSION

Therefore, I humbly request this Selectboard 1) adopt the proposed zoning map

⁶ See Exhibits 2 and 3; specifically the Bylaw Reports for each hearing date. All reports indicate that the proposed changes are in accordance with and further the Town Plan.

⁷ See Exhibits 2 and 3, *supra*.



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and definitions; and 2) approve the proposed final copy of the Weathersfield Zoning Bylaws for publication. Of course, my office remains open to any questions, comments, concerns, or further requests for assistance in this matter. Thank you for your consideration of these proposed Bylaws and publication authorization.

Sincerely,

Chris Whidden, Esq.
Land Use Administrator

CF: Town Manager
Selectboard
Planning Commission
Planning Commission File
Zoning Board of Adjustments
Conservation Commission

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

Select Board Members Present:

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

Select Board Members Absent: Michael Todd

Attendees: Olivia Savage, Ray Stapleton, John Arrison

Online Attendees: None

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 Chair, David Fuller at 6:34 pm
- 2.) Comments from Select Board Members, Town Manager and Residents on topics not on the agenda.

Paul Tillman asked the Town Manager if the Police Department is moving to the Ascutney Volunteer Fire Department. The Town Manager said it is in process, however, the Police will still have an office in the Town Hall.

Town Manager noted that we have 3 openings on the Budget Committee.

No comments from Citizens.

- 3.) Review of minutes from previous meetings: 6-21-21

Paul Tillman made a motion to approve the meeting minutes from 6-21-21
Kelly O'Brien - 2nd
No Discussion
Vote - Unanimous

- 4.) Town Manager Report

Brandon Gulnick let the Select Board know that he would be moving this weekend, July 9, 2021 to Ascutney and he will also be out of the office starting July 23rd.

David Fuller requested that #10 – 2014 Purchase & Sales Agreement move up to #5 as John Arrison was in attendance for this particular issue
No objections

5.) 2014 Purchase & Sales Agreement (from #10)

At the Board of Abatement meeting, the Abbott's had requested an abatement. This has been a long-standing issue to try to resolve delinquent tax that actually stopped in 2014. The Abbott's have been current since that time. At the end of the meeting, the Board of Abatement made a motion to relieve the Abbot's of the interest and penalties from 2014 forward. This amounted to \$20,186. This still leaves ~\$86,000 in arrears, of which the Town had negotiated on this 2014 Purchase & Sales agreement to have an easement of property go to the Town forest and then a parking lot, which is 2.8 acres.

Brandon Gulnick, Town Manager went over 3 issues:

- Allowance for Doubtful Accounts –

This Allowance for Doubtful Accounts is “real” money. It was gathered over several years fund balances and put into a reserve for Doubtful Accounts. Current balance is \$69,400. When the Board of Abatement relieved the \$20,186 it was deducted from this balance leaving \$49,214 in the account. If the Board of Abatement relieved the remaining \$86,000, it would cause this account to go negative \$36,786.

- Access through the land locked Johnson parcel. The easement would cost the Town between \$5,000 - \$10,000.
- Wetland delineations that the State requested before we can officially recognize a trail from the Johnson easement. This would cost the Town \$6,500.
- There would also be Legal Fees to the Town of \$5,000.

David Fuller asked to move #11 – Center Meeting House/Cemetery Grounds to #6 while John Arrison was in attendance.

6.) Center Meeting House/Cemetery Grounds (From #11)

David Fuller asked the Select Board to consider giving \$2,500 to the Meeting House and \$2,500 to the Cemeteries to allow the grounds to have annual upkeep.

Joey Jarvis made a motion to appropriate \$2,500 additional funds for cemetery funds.

David Fuller – 2nd

No Discussion

Vote – unanimous

Joey Jarvis made a motion to appropriate \$2,500 additional funds for maintenance for Town grounds.

Kelly O'Brien – 2nd

No discussion

Vote – unanimous

7.) Tax Rate Discussion

The Grand List was completed on 6-21-21, however the Lister's Office is still hearing grievances until July 9, 2021

8.) Credit Card Policy – Third Reading

There have been no changes since the last reading.

TOWN OF WEATHERSFIELD, VERMONT

CREDITCARD 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 following Town officers may be issued a Town credit card: Town Manager, Library Director, Highway Supervisor, WWVFD Fire Chief, and AVFD Fire Chief. The total credit limit for each card will be \$2,000. Cards will be issued in the names of these authorized town officers.

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 or bank if the credit card is lost or stolen.

DOCUMENTATION. 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 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 page. For telephone purchases, copy of the receipt must still be

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.

Paul Tillman made a motion to approve the credit card policy for the Town of Weathersfield as read 7-6-21.

Joey Jarvis – 2nd

No Discussion

Vote - Unanimous

9.) Mechanic Study

Dear Select Board Members & Weathersfield Residents:

Following the resignation of Phil Livas in the Highway Department I was asked to conduct a Mechanic Study prior to advertising the Highway Operator position. The idea was to determine whether a Town mechanic will be more beneficial than the Highway Operator position. Rosalie & Olivia were assigned to the task of pulling all invoices in town for repairs of town equipment. All repair invoice data in FY20 and FY21 for AV Fire Department, WWV Fire Department, Police and Highway was compiled into an excel spreadsheet for review.

FY20 - OUTSOURCED LABOR - APPARATUS/ EQUIPMENT REPAIRS

In FY20 the Town of Weathersfield expended \$20,581 in outsourced labor and \$20,572 in parts to repair our fire trucks, police cars, and highway equipment. Ascutney Volunteer Fire Association expended \$2,803 on labor and \$970 on parts, West Weathersfield Volunteer Fire Association expended \$2,356 on labor and \$2,376 on parts, Police expended \$936 on labor and \$1,046 on parts, and Highway expended \$15,486 on labor and \$16,181 on parts.

FY-21 - OUTSOURCED LABOR - APPARATUS/ EQUIPMENT REPAIRS

In FY21 the Town of Weathersfield expended \$33,782 in outsourced labor and \$20,532 on parts to repair or fire trucks, police cars, and highway equipment. Ascutney Volunteer Fire Association expended \$4,127 on labor and \$2,219 on parts, West Weathersfield Volunteer Fire Association expended \$3,994 on labor and \$1,737 on parts, Police expended \$1,682 on labor and \$2,300 on parts, and Highway expended \$23,978 on labor and \$14,272 on parts.

VERMONT MUNICIPALITIES WITH TOWN MECHANICS

The Towns of Barre, Brattleboro, Brownington, Castleton, Essex, Manchester, Middlebury, Rockingham, Springfield, St. Albans, St. Johnsbury, Stowe, and Wilmington employ a Town Mechanic. The average

salary (without benefits) is \$49,143. Generally, benefits per employee (family plan) is \$19,795. The estimated cost of employment of for a Town Mechanic in Weathersfield is \$68,938

CONCLUSION

The Town of Weathersfield has expended \$27,185 for labor on average between FY20 and FY21 to repair our Town apparatus/ equipment across all departments. The estimated cost to employ a Town Mechanic is \$68,938. The Town of Weathersfield will spend \$41,753 more to hire a Town mechanic and will lose a Highway Operator if the Town decides to replace a Highway Operator with a Town Mechanic.

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

Brandon Gulnick, Town Manager

ATTACHMENTS (in packet)

ATTACHMENT A - TOPSIDE SUMMARY

ATTACHMENT B - FY20 OUTSOURCED REPAIRS

ATTACHMENT C - FY21 OUTSOURCED REPAIRS

Joey Jarvis noted that the Town would likely not find a diesel mechanic that would also be able to work on the fire trucks and the police cruiser for the \$49,000 annually based on the going rate for diesel mechanics. This also does not include the specialty equipment that would be needed for different apparatus.

10.) Personnel Policy Discussion – Section 23 – PG17

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.

Brandon Gulnick, Town Manager

11.) Work-At-Home Policy

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.

Brandon Gulnick, Town Manager

The area to be discussed is the highlighted area:

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.

- 12.) 2014 Purchase & Sales Agreement – Moved to #5
- 13.) Center Meeting House/Cemetery Grounds – Moved to #6
- 14.) Proposed Future Agenda Items
 - a. Opt-Out Policy
 - b. 2014 Purchase & Sales Agreement
 - c. Internet

- 15.) Appointments – None
 - Budget Committee (4 vacancies, 1-year term)
 - Energy Coordinator (1 Vacancy, 1-year term)

- 16.) Approval of Warrants

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

General Funds	Operating Expenses \$32,986.99 Payroll \$16,008.83
Highway Fund	Operating Expenses \$67,718.56 Payroll \$8,000.76
Solid Waste Management Fund	Operating Expenses \$6,896.01 Payroll \$1,516.50
Library	Operating Expenses \$0.00 Payroll \$1,937.70
VLCT Grant	Operating Expenses \$617.92
Special Revenue	Operating Expenses \$0.00
Long Term Debt	\$0.00

Grand Totals

Operating Expenses \$108,219.48

Payroll \$27,463.79

Joey Jarvis - 2nd
No Discussion
Vote - Unanimous

17.) Executive Session

Paul Tillman made a motion to go into Executive Session for personnel at 8:28 pm

Joey Jarvis – 2nd
No discussion
Vote – Unanimous

Selectboard came out of Executive Session at 8:39 pm

18.) Adjourn

Paul Tillman made motion to adjourn the meeting at 8:39 pm

Joey Jarvis – 2nd
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

To: Town Manager
From: Everett Bingham
Date: July 14, 2021
Re: Budget Committee Appointment

Dear Mr. Gulnick,

I am interested in being appointed to the Budget Committee in Town at the next Selectboard Meeting. I have been a resident in Town for 50 years and would like to have input on the Town budget.

Thank you,


Everett Bingham

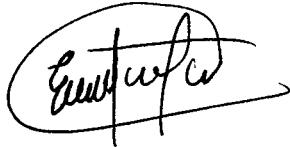
To: Weathersfield Selectboard
From: Erika N. Culma
Date: July 12, 2021
Re: Budget Advisory Committee Appointment

Dear Selectboard,

Please accept this letter as my formal request to be appointed to the Budget Advisory Committee. I have been working on my Masters Degree in Accounting and believe this combined with my experience in Finance will be beneficial to the Town.

If you have any questions, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Erika N. Culma", enclosed within a hand-drawn oval.

Erika N. Culma
Natys_127@hotmail.com


To: Selectboard
From: Barbara Thomas
Date: July 13, 2021
Re: Budget Advisory Committee Vacancy

Weathersfield Selectboard,

Please accept this letter as my official request to be appointed to the Weathersfield Budget Advisory Committee.

If you have any questions, please contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Barbara Thomas". The signature is written in a cursive style with a large, circular flourish at the end.

Barbara Thomas



Town of Weathersfield

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

To: Selectboard
From: Town Manager
Date: July 19, 2021
Re: Request for Amplified Music by 30 Minutes at Weathersfield INN on 7/31/21

Dear Selectboard Members:

The Weathersfield Inn is holding a Wedding and Ceremony on July 31, 2021. They are requesting to have their amplified music extend to 10:30pm versus 10:00pm.

Recommendation: Vote to extend the Objectionable Noise Ordinance from 10:00pm to 10:30pm at the Weathersfield Inn on July 31, 2021.

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

Respectfully,

DocuSigned by:

Brandon Gulnick

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Brandon Gulnick
Town Manager

Attachments

MEMORANDUM

To: Selectboard
From: Town Manager / Tax Collector
Date: July 19, 2021
Re: 2014 Purchase & Sale Agreement

INTRODUCTION

On July 21, 2014, a Purchase & Sale Agreement was made between the Town of Weathersfield and Emily Abbott to satisfy \$86,000 in delinquent taxes between 2000 & 2010. In brief, Emily Abbott agreed to deed a 2.86 Acre Parcel & Easement to the Town of Weathersfield in exchange for an abatement of her delinquent taxes. There have been 7 Reports filed from my office explaining how we ended up where we currently are and several options we can pursue for resolution. On December 7, 2020, the Selectboard made a motion to grant the Town Manager and Tax Collector the authority to negotiate finality on the 2014 Purchase & Sale Agreement with the ability to amend it and to ultimately keep in place the easement, parking lot, and to recover the taxes owed on the property. This decision was unanimous. Following this meeting my office sent several letters to Ms. Abbott explaining her options. One of the options presented was to file an application with the Board of Abatement. Ms. Abbott moved on this option and an abatement hearing was held on June 29th, 2021. Michael Todd suggested abating the amount of interest and penalty that has accrued since the Purchase & Sale Agreement was signed in 2014 to date. This amount was \$20,186. The motion was made and the decision to abate this amount was unanimous. The Tax Collector opposed this decision.

On July 6, 2021, the Selectboard discussed the Board of Abatement hearing and the remaining expenses to finalize the 2014 Purchase & Sale Agreement. The Selectboard requested a memorandum from my office explaining how much it will cost the Town to complete the 2014 Purchase & Sale Agreement and to clarify an existing "Allowance for Doubtful Accounts" and in the case of a full abatement, whether an abatement would impact the budget. This memorandum should provide the Selectboard and Weathersfield residents with that information.

FINDINGS - OUTSTANDING TAXES / ALLOWANCE FOR DOUBTFUL ACCOUNTS

Prior to June 29, 2021, Emily Abbott owed \$106,185.97 in delinquent principal, interest, and penalty on her property. Between 2014 to current interest increased by \$20,185.97.

In 2017, the previous administration setup an "Allowance for Doubtful Accounts" with the Auditors for this property. From 2017 to 2020 this account was adjusted with fund balance. The account currently has a total of \$69,400.

On June 29th, the Board of Abatement abated \$20,186, which reduces the allowance for doubtful accounts to \$49,214.

The total balance Ms. Abbott currently owes in delinquent principal, interest, and penalty is \$86,000.

OPTION 1: COMPLETE THE 2014 AGREEMENT

In the case we complete the 2014 Purchase & Sale Agreement the following items will need to be completed:

1. The Selectboard will support an application to the Board of Abatement for the remainder of taxes owed to the Town, which is currently \$86,000.
 - a. The Allowance for Doubtful Accounts currently has a balance of \$49,214 (after the abatement of the \$20,186 the BOA abated on 6/29/21).
 - b. In this instance, if the BOA abated \$86,000 to complete this agreement, then the \$49,214 allowance would be subtracted from the \$86,000 balance, which leaves the Town with a net expense of \$36,786. This means the Town will “expense” another \$36,786 to satisfy this part of the agreement.
2. The Purchase and Sale Agreement will need to be amended to change the condition dealing with an easement from Charles Johnson & the easement will need to be moved. We are estimating, with legal fees, this will cost the Town between \$5,000 & \$10,000.
3. We will need to complete Wetlands Delineations, which is estimated to cost the Town \$6,500.

Total Delinquent: \$86,000

-

Total Allowance: \$49,214

Cost to Town: \$36,786

Estimated Legal Fees: \$5,000

+

Estimated Wetlands: \$6,500

+

Estimated Easement: \$5,000 - \$10,000

Cost to Town: \$16,500 - \$21,500

Total Cost to Finalize the Purchase & Sale Agreement:

\$36,786 + \$16,500 - \$21,500

= \$53,286 - \$58,286

Total Cost to the Town to Date + Final Costs to complete the 2014 Purchase & Sale Agreement

\$106,185.97 (Delinquent Taxes) + \$27,174.95 (Legal, Permitting, Surveying, Appraisals to Date) +
 \$16,500 - \$21,500 (Costs to Finalize Agreement)

= \$149,860.92 - \$154,860.92

OPTION 2: VOID AGREEMENT & HOLD TAX SALE

In the case we decide to hold a tax sale on the property we will void the Purchase & Sale Agreement and hold a tax sale pursuant to 32 V.S.A. § 5252. In this instance the following will occur:

1. The Selectboard will vote to void the 2014 Purchase & Sale Agreement due to the inability to meet the conditions within the agreement.
2. The Tax Collector will hold a tax sale on this property to recover the delinquent taxes due. The delinquent taxes due is \$86,000.
3. Once the Tax Sale is held there are 2 possibilities
 - a. **POSSIBILITY 1:** The Town is always the first “bidder” at a Tax Sale, so the Chair of the Selectboard will bid \$86,001, at which point we might be the only bidder and would acquire the property.
 - i. The owner / bank has 12 months to redeem it. If the property is redeemed after 12 months the owner will pay \$86,001 + 1% interest on the penalty per month. 1% interest per month on the principal of \$86,001 is \$860.
 - ii. Over the course of 12 months the total interest is \$10,320. If the owner redeems the property after 12 months the Town would receive \$96,321. If the property is not redeemed, we would sell the property for no more than \$96,321 (considering the Town can only recover the delinquent taxes & interest owed and make no profit).
 - iii. Once the property is sold, we would ultimately recover \$96,321 + the legal fees associated with the Tax Sale and Deed Transfers.
 - iv. Since \$86,000 is still an outstanding receivable, this amount will eliminate the outstanding receivable and we would be left with a net of \$10,321.
 - v. Since we still have an allowance for doubtful accounts of \$49,214, both the interest of \$10,321 and the allowance of \$49,214 would be booked as revenue for \$59,535 and enter the Town’s fund balance during the year it is finalized.
 - vi. Under this option, the Town will “lose” the \$27,174.95 we have spent to date attempting to meet the conditions within the agreement and we will lose the \$20,186 we abated at the BOA meeting on 6/29/21.
 - vii. Note: The legal fees associated with the Tax Sale on the property are recovered through the sale of the property after we acquire it).
 - b. **POSSIBILITY 2:** Someone bids higher than the Town (the Town only bids 1 time, which is the first bid), at which point the Town will not receive the interest of 1% per month, however, we will ultimately recover the \$86,000 in delinquent taxes owed. The total net that would enter fund balance is \$49,214. The Town will have spent \$20,186 on the abatement of interest between 2014 - date + \$27,174.95 attempting to complete the agreement = \$47,360.95.

RECOMMENDATION

Choose either Option 1 or Option 2 to bring finality to the 2014 P & S Agreement.

DocuSigned by:

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MEMORANDUM

To: Selectboard
From: Town Manager
Date: July 19, 2021
Re: Listers Resignation

We are in receipt of Carolyn Hier and Lynn Esty's resignation from the Board of Listers and as E-911 Coordinators.

We reached out to VLCT to determine what our options are moving forward.

The following is true:

1. The law requires the position be filled immediately.
2. The Selectboard must give notice of a vacancy in (any) town office by posting such notice within ten days of the creation of the vacancy in the Town Clerk's Office and at least two public places in Town. 24 V.S.A. § 961(a)
 - a. This notice serves to inform the public of a vacancy and of the right to petition for a special town meeting to elect someone to the position. The public has the right to demand an election to fill the vacant seat. 24 V.S.A. § 963.
 - b. It is up to the Selectboard to decide whether to solicit or interview candidates for the vacant seat, and they may use the public notice of vacancy to advertise the availability of the office to interested persons.
3. A vacancy in the office of the board of listers is filled by the Selectboard, but Vermont law provides that when there is less than a majority of the board and the Selectboard cannot find a resident willing to serve, the Selectboard may appoint a professional assessor (who need not be a town resident) until the next annual town meeting. 17 V.S.A. § 2651c.
4. Other information
 - a. The Selectboard may fill the vacancy prior to posting notice, though not prior to the creation of the vacancy
 - b. Posting the notice of vacancy is required in all instances, regardless of whether the Selectboard fills the vacancy prior to posting the notice
 - c. The appointee will remain in office until the next annual town meeting (if no special town meeting is called), at which time the voters will elect a replacement to fill the balance of the unexpired term, if any, or to a new term
 - d. If a special town meeting is called before the next annual town meeting, the newly elected lister will still only serve the remainder of the original term.

OPTIONS

Considering a majority of the Board of Listers is Vacant the Selectboard has various options.

1. Hire 1 or 2 Lister(s)
2. Appoint an Assessor Part-Time.
3. Appoint an Assessor Full-Time.
4. Combine the roles of the Land Use Administrator and an Assessor [Full-Time].
5. Create a position called "Director of Planning & Assessing [Full-Time].
6. Combine the roles of Project Coordinator and Assessing. [Full-Time].

DocuSigned by:

Brandon Gulnick

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ATTACHMENT A

[Notice of Vacancy]

TOWN OF WEATHERSFIELD

NOTICE OF VACANCY

July 15, 2021

In accordance with 24 V.S.A. § 961(a), the Selectboard of the Town of Weathersfield hereby gives notice of a vacancy created by resignation in the Board of Listers office effective July 15, 2021.

The Selectboard, pursuant to 24 V.S.A. § 963, will make an appointment to fill this vacancy at its meeting on July 19, 2021. The person appointed will serve until a town election is had.

CITIZENS' RIGHT TO PETITION FOR VOTE: Titles 17 V.S.A. § 2643 and 24 V.S.A. § 963 grant citizens the right to petition for a vote to replace the Selectboard's appointee at a special town meeting. If a special town meeting is called, the newly elected town officer will remain in office for the balance of the unexpired term. If a special town meeting is not called, the Selectboard's appointee will remain in office until the next annual town meeting.

To exercise this right, citizens must present a petition calling for an election for this office signed by five percent of the legal voters of the Town to the Town Clerk prior to the next annual Town Meeting.

ADDITIONAL INFORMATION pertaining to this notice and its contents may be obtained by contacting Susanne Terrill at (802) 674 - 2626 during normal office hours.

Dated this _____ day of _____, 2020.

David Fuller
Selectboard Chair



Town of Weathersfield

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

To: Selectboard & Residents
From: Town Manager
Date: July 19, 2021
Re: Town Manager Report

Dear Selectboard Members & Weathersfield Residents:

TOWN ACCOUNTANT

We advertised the Town Accountant position in the Valley News, Eagle Times, and Indeed and received over 10 applications/ resumes. We started interviews on 7/15 & 7/16. I will keep you up to date as we move through this process.

HIGHWAY DEPARTMENT

We advertised Highway Operator positions over the past month and held several interviews. On 7/12 we hired Timothy Gagnier on 7/12. Mr. Gagnier has worked for the State of New Hampshire Department of Transportation for 5 years and has a CDL, experience as a plow truck operator, heavy equipment, hand tools, flagging traffic, replacing culverts, guard rails, and general road maintenance. Mr. Gagnier's first day in Town is August 9th.

This replaces 1/2 positions we have available. I will keep you updated as we move forward.

WEATHERSFIELD MUSIC SERIES

The Weathersfield Music Series completed its first event last Friday. Although it rained the volunteer coordinator, June Brink, decided to continue on with the Event. Approximately 25 people attended the event. 11 events follow: Josh Hall - 7/16; Jesse Peters and the Lazy Cow Ice Cream Truck - 7/23; Jordan Oaks - 7/30; The MilkHouse Heaters - 08/6; Ella Atkinson and Ethan Shipulski - 08/13; AliT and Aurora's Smoothie Food Truck - 8/20; Rik Palieri - 8/27; Dan and Faith Senie - 9/3; Matt Meserve - 9/10; Jake McLaughlin - 9/17; and Friction Farm - 9/24. All events run on Fridays between 6-8. Several Parks and Recreation Members will be present at each event.

FIRE DEPARTMENTS

We are in the process of developing a Capital Plan & Reporting Structure for each Department. The Police Department has moved into the Ascutney Fire House on Route 131 & the West Weathersfield Fire Department is in the process of reviewing emergency services.

CHAMBER OF COMMERCE /TRI-TOWN PARTNERSHIP (Weathersfield, Ludlow, and Chester)

We have partnered with the Chamber of Commerce, Town of Ludlow, Town of Chester, and the ATA on a VOREC Community Grant Program joint application to the Department of Forests, Parks, and Recreation for an estimated \$250,000. Each towns project is estimated between \$50,000 & \$60,000 & the goal is to strengthen the quality and extent of outdoor recreation in this area. I will keep you updated on this as we move through the application process. The full application is due on November 15th.

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

Respectfully,

DocuSigned by:

Brandon Gulnick

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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

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



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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.

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)
- 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) of pay for each qualifying holiday listed above.

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 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 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 7th 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, 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 Town Office employees may telecommute for no more than 5 days each year, and part-time employees may telecommute for no more than 2.5 days each year. Exceptions will be granted at the Town Managers discretion.

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 both verbally and 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 in writing.
- 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 the 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 an employer.

VII. EQUIPMENT / SERVICES

- A. The cost for technology required for the employee to perform their primary work responsibilities is determined and covered by the 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

The 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.

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

XII: REPEAL OF INCONSISTENT PROVISIONS

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

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 21st day of June 2021.

David Fuller, Chair

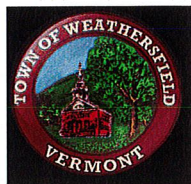
Michael Todd, Vice Chair

Kelly O'Brien, Clerk

Joseph Jarvis, Member

Paul Tillman, Member

Meeting date July 19, 2021
 AP warrant date 07/19/21
 Payroll warrant date 1 07/08/21
 Payroll warrant date 2 07/15/21



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of July 19, 2021

	Check Date	Payroll	Operating Expenses
General Fund			
	7/8/2021	\$7,355.59	
	7/15/2021	\$7,417.41	
AP	7/19/2021		\$51,705.26
Total		<u>\$14,773.00</u>	<u>\$51,705.26</u>
Highway Fund			
	7/8/2021	\$3,251.95	
	7/15/2021	\$3,242.49	
AP	7/19/2021		\$18,332.87
		<u>\$6,494.44</u>	<u>\$18,332.87</u>
Solid Waste Mgmt Fund			
	7/8/2021	\$789.75	
	7/15/2021	\$764.33	
AP	7/19/2021		\$5,547.86
Total		<u>\$1,554.08</u>	<u>\$5,547.86</u>
Library			
	7/8/2021	\$1,004.75	
	7/15/2021	\$992.50	
Total		<u>\$1,997.25</u>	<u>\$0.00</u>
VLCT Grant			\$757.20
TC Expense			\$679.00
Grand Totals			
		\$24,818.77	\$77,022.19

Selector

To the Treasurer of the Town of Weathersfield, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$101,840.96. Let this be your order for the payments of these amounts.

07/16/21

Town of Weathersfield Accounts Payable

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09:20 am

Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (General Fund)

payroll

For Check Acct 1(General Fund) All check #s 07/19/21 To 07/19/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ALLA	ALLARD'S PORTABLE TOILETS	07/13/21	Schoolhouse July 2485	11-7-302-38.85 Town Parks	150.00	224037	07/19/21
AMERICAN	AMERICAN RED CROSS	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.01 American Red Cross	250.00	224038	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/13/21	Water payment Apr-Jun21 LIBAPR-JUN	11-7-601-34.00 Library-Water	84.00	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/13/21	Water pymt Apr-Jun MMHAPR-JUN21	11-7-301-34.00 Water	115.10	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/15/21	Roberts, SmithH, CountryE REIMB7/21	11-2-010-35.00 Due to AFD#2	235.00	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/15/21	Roberts, SmithH, CountryE REIMB7/21	11-2-010-35.00 Due to AFD#2	1445.43	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/15/21	Roberts, SmithH, CountryE REIMB7/21	11-2-010-35.00 Due to AFD#2	176.28	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/15/21	Roberts, SmithH, CountryE REIMB7/21	11-2-010-35.00 Due to AFD#2	66.20	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/12/21	Water Delinq cash + Meter ROBERTSREIMB	11-6-110-01.45 AFD#2 Reimbursements	1445.43	224039	07/19/21
AFD#2 WAT	ASCUTNEY FIRE DISTRICT#2	07/12/21	Water Delinq cash + Meter ROBERTSREIMB	11-6-110-01.45 AFD#2 Reimbursements	176.28	224039	07/19/21
ASVFD	ASCUTNEY VOL. FIRE DEPT.	07/13/21	July reimbursement 300135	11-7-206-20.00 Supplies	1260.00	224040	07/19/21
BIBENS	BIBENS HOME CENTER INC.	07/14/21	Supplies & materials 276154/1	11-7-206-20.00 Supplies	4.62	224041	07/19/21
BRINKBILL	BRINK, BILL	06/28/21	Performance July 9, 2021 070921PERFOR	11-7-305-25.00 Performers - Smr Music	200.00	224042	07/19/21
BURLINTON	BURLINGTON COMMUNICATIONS	07/14/21	AVFD radios BS8670	11-7-206-20.00 Supplies	3391.78	224043	07/19/21
CANON	CANON	07/07/21	6/20-7/19/2021 26986506	11-7-201-20.00 Police-Office Supplies	33.00	224044	07/19/21
CANON	CANON	07/07/21	6/20-7/19/2021 26986506	11-7-103-18.00 TC-Copier Usage/Supplies/	49.00	224044	07/19/21
COMPETIT	CCI MANAGED SERVICES	07/07/21	IT July CW-51745	11-7-101-25.05 GF-IT Services	2359.75	224046	07/19/21
COMPETIT	CCI MANAGED SERVICES	07/15/21	TC PC, APC, Adapter CW-51851	11-7-103-20.00 TC-Office Supplies	134.00	224046	07/19/21
CHOICECAR	COBRA ADMINISTRATION & HE	07/13/21	July21 Basic Admin fee 40-511622	11-7-101-14.30 GF-COBRA Admin fee	30.00	224048	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	11-7-103-14.10 TC-Insurance Benefits	8.70	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	8.70	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	12.76	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	11-7-601-14.10 Library-Insurance Benft	12.76	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	11-7-101-14.10 GF-Insurance Benefits	8.70	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	12.76	224049	07/19/21

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Town of Weathersfield Accounts Payable

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09:20 am

Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (General Fund)

payroll

For Check Acct 1 (General Fund) All check #s 07/19/21 To 07/19/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COMCASTBU	COMCAST INTERNET	07/13/21	acct8773501440106826 MMHINTJULY	11-7-101-31.00 GF-Telephone	258.70	224050	07/19/21
COMCASTBU	COMCAST INTERNET	07/13/21	acct0009194 July 21 WWVFD7/21	11-7-207-31.00 Telephone & Internet	175.26	224050	07/19/21
FAIRPOINT	CONSOLIDATED COMMUNICATIO	07/07/21	July AVFD 674-6869 565	11-7-206-31.00 Telephone & Internet	46.52	224051	07/19/21
COTTSYSTE	COTT SYSTEMS	07/13/21	Monthly hosted solution 140157	11-7-103-24.00 TC-Land Rec computer. Lea	345.00	224052	07/19/21
COVER	COVER HOME REPAIR	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.76 Cover Home Repair	400.00	224053	07/19/21
DOLITL	DOOLITTLE'S PRINTSERVE, I	07/07/21	R. Tenney sign 50368	11-7-302-38.12 Tenny Tree Memorial	150.50	224054	07/19/21
DOLITL	DOOLITTLE'S PRINTSERVE, I	07/14/21	Tax Bill Postage @.51lea. 50692	11-7-101-21.00 GF-Postage	873.63	224054	07/19/21
FIRESAFET	FIRE SAFETY USA INC	07/07/21	PPE-WWVFD 149403	11-7-207-30.02 WWVFD-PPE	2035.00	224055	07/19/21
FRIENDSME	FRIENDS OF THE MEETING HO	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.71 Approp.- Friends of Meetg	1000.00	224056	07/19/21
GALLS	GALLS, LLC	07/14/21	Supplies 018667387	11-7-201-24.00 Police-Equipment and Supp	14.94	224057	07/19/21
GALLS	GALLS, LLC	07/14/21	Supplies 018707459	11-7-201-24.00 Police-Equipment and Supp	183.49	224057	07/19/21
GALLS	GALLS, LLC	07/14/21	Supplies 0187077424	11-7-201-24.00 Police-Equipment and Supp	197.49	224057	07/19/21
GOLDEN	GOLDEN CROSS AMBULANCE IN	07/13/21	July 2021 JULY2021	11-7-204-45.00 Golden Cross Ambulance	1859.00	224058	07/19/21
GMP	GREEN MOUNTAIN POWER	07/13/21	6/4-7/6 acct31348200002 1862JUN21	11-7-301-30.01 GF-Perkins Village elec	98.99	224061	07/19/21
GMP	GREEN MOUNTAIN POWER	07/13/21	6/4-7/6 acct 58757200009 FIREJUN21	11-7-205-31.10 Fire Hydrant El Service	21.56	224061	07/19/21
GMP	GREEN MOUNTAIN POWER	07/13/21	6/4-7/6 acct 90947992575 QRDJUN21	11-7-301-30.01 GF-Perkins Village elec	246.47	224061	07/19/21
GMP	GREEN MOUNTAIN POWER	07/13/21	6/4-7/6 acct 80547200008 WWVFDJUN21	11-7-207-30.00 WWVFD Funding	120.76	224061	07/19/21
RSVPWIN	GREEN MOUNTAIN RSVP	07/13/21	FY22 Appropriations FY22 APPROP	11-9-901-90.30 Green Mt RSVP	300.00	224062	07/19/21
GREEN UP	GREEN UP VERMONT	07/13/21	FY22 Approp FY22 APPROP	11-9-901-90.67 Green Up Vermont	150.00	224063	07/19/21
HEALTH C	HEALTH CARE & REHABILITAT	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.15 Health/Rehabilitative Ser	2683.00	224064	07/19/21
HORT	HORTON CHARLES P.	07/07/21	Reimb Cersosimo 106389	11-7-101-29.20 GF-Travel/Mileage	30.00	224065	07/19/21
INGRA	INGRAM LIBRARY SERVICES	07/12/21	Books 53462709	11-7-601-78.00 Library-Media	65.52	224067	07/19/21
INGRA	INGRAM LIBRARY SERVICES	07/15/21	Books 53673043	11-7-601-78.00 Library-Media	92.95	224067	07/19/21
INGRA	INGRAM LIBRARY SERVICES	07/15/21	Books 53677592	11-7-601-78.00 Library-Media	218.76	224067	07/19/21
INGRA	INGRAM LIBRARY SERVICES	07/15/21	Books 53691401	11-7-601-78.00 Library-Media	52.93	224067	07/19/21

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Town of Weathersfield Accounts Payable

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Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (General Fund)

payroll

For Check Acct 1(General Fund) All check #s 07/19/21 To 07/19/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HALL J	JAI STUDIOS LLC	07/14/21	Summer Music Series HALL 7/16/21	11-7-305-25.00 Performers - Smr Music	200.00	224068	07/19/21
LEAF	LEAF	07/07/21	Copier lease July 21 12049933	11-7-101-44.00 GF-Copier Lease	323.08	224069	07/19/21
MEALS	MEALS & WHEELS GREATER SP	07/13/21	FY22 appropriations FY22 APPROP	11-9-901-90.20 Meals on Wheels	400.00	224070	07/19/21
MAPP	MT. ASCUTNEY PREVENTION P	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.58 M.A.P.P	450.00	224071	07/19/21
MES	MUNICIPAL EMERGENCY SERVI	07/07/21	AVFD gear IN1592193	11-7-206-20.00 Supplies	213.00	224072	07/19/21
OREILLY	O'REILLY AUTO PARTS	07/13/21	Supplies 5683-272438B	11-7-201-24.00 Police-Equipment and Supp	25.96	224073	07/19/21
OREILLY	O'REILLY AUTO PARTS	07/13/21	Supplies 5683-275576	11-7-201-52.00 Repairs and Supplies	19.98	224073	07/19/21
OREILLY	O'REILLY AUTO PARTS	07/13/21	Supplies 5683-277575	11-7-201-52.00 Repairs and Supplies	108.31	224073	07/19/21
VTAGHUMAN	OFFICE OF CHILD SUPPORT	07/08/21	Payroll Transfer PR-07/08/21	11-2-011-07.00 Garnishments	327.84	224074	07/19/21
VTAGHUMAN	OFFICE OF CHILD SUPPORT	07/15/21	Payroll Transfer PR-07/15/21	11-2-011-07.00 Garnishments	327.84	224074	07/19/21
PETE'S	PETE'S TIRE BARN, INC.	07/07/21	Tires 6/22 048922	11-7-207-30.00 WWVFD Funding	451.30	224075	07/19/21
PETE'S	PETE'S TIRE BARN, INC.	07/14/21	Loose Tires 049304	11-7-207-60.00 Maintenance & Repair	954.60	224075	07/19/21
PETERSJES	PETERS, JESSE	07/15/21	Summer Music Series JUL 23 2021	11-7-302-38.10 Parks & Recreation Commis	200.00	224076	07/19/21
POSTMASTE	POSTMASTER	07/12/21	Library FY22 box renewal POBOX519'22	11-7-601-21.00 Library-Postage	322.00	224077	07/19/21
PRIOR	PRIORITY EXPRESS	07/12/21	Interlibrary 81682127	11-7-601-21.00 Library-Postage	80.00	224078	07/19/21
S.G.REED	REED TRUCK SERVICES INC	07/14/21	13772 14MAY21	11-7-206-51.00 AVFD Fuel	17.98	224080	07/19/21
RHR	RHR SMITH & COMPANY	07/07/21	pre-audit work 2021-936	11-7-102-45.00 FIN-Annual audit of accou	1500.00	224081	07/19/21
COASEV	SENIOR SOLUTIONS COUNCIL	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.10 Council on Aging	450.00	224083	07/19/21
C.R.T.	SOUTHEAST VERMONT TRANSIT	07/13/21	FY221 appropriaiton FY22 APPROP	11-9-901-90.69 Southeast VT Transit	125.00	224085	07/19/21
SYMQUEST	SYMQUEST	07/15/21	July 21 copier lease 447401316	11-7-601-24.00 Library-Copier Lease	150.10	224087	07/19/21
SEVCA	Southeastern Vermont Comm	07/13/21	FY22 Appropriations FY22 APPROP	11-9-901-90.35 SEVCA	1500.00	224088	07/19/21
NEWYORKRE	THE NEW YORK REVIEW OF BO	07/15/21	Renewal 2021	11-7-601-29.20 Library-Travel Reim/Lib ex	99.95	224089	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Annual mowing 5684	11-7-207-30.00 WWVFD Funding	50.00	224090	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Spring moving clean up 5685	11-7-302-31.20 Center Grove Maintenance	280.00	224090	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Spring moving clean up 5685	11-7-302-38.85 Town Parks	180.00	224090	07/19/21

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Town of Weathersfield Accounts Payable

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09:20 am

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payroll

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TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Spring moving clean up 5685	11-7-601-62.10 Library-Building Maint.	88.00	224090	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Spring moving clean up 5685	11-7-301-60.10 Building Maintenance	120.00	224090	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Spring moving clean up 5685	11-7-302-39.00 1879 School house Maint	280.00	224090	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/07/21	Spring moving clean up 5685	11-7-302-38.85 Town Parks	88.00	224090	07/19/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	07/13/21	Mowing 6/3, 6/9, 6/17 6/30/2021	11-7-206-60.00 Maintenance & Repairs	105.00	224090	07/19/21
TOWNWEATH	TOWN OF WEATHERSFIELD	07/08/21	Payroll Transfer PR-07/08/21	11-2-011-15.00 Miscellaneous Deduction	119.70	224091	07/19/21
VTCONVER	VACD	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.73 Approp.-VT Rural Fire Pro	100.00	224093	07/19/21
VISITING	VISITING NURSE AND HOSPIC	07/13/21	FY22 Appropriations FY22 APPROP	11-9-901-90.60 Visiting Nurses	12100.00	224095	07/19/21
VLCTPACIF	VLCT PACIF	07/15/21	WC Audit Adjustment INT202133374	11-7-101-16.00 GF-Workmen's Compensation	189.00	224096	07/19/21
VIA	VOLUNTEERS IN ACTION	07/13/21	FY 22 Approp FY22 APPROP	11-9-901-90.65 Volunteers in Action	360.00	224097	07/19/21
VT ADULT	VT ADULT LEARNING	07/13/21	FY22 Appro FY22 APPROP	11-9-901-90.70 Vermont Adult Learning	300.00	224098	07/19/21
VERMONT A	VT ASSOCIATION FOR THE BL	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.50 VT Association Blind	750.00	224099	07/19/21
INDLIV	VT CENTER FOR INDEPENDENT	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.55 VT Ctr Independent Living	185.00	224100	07/19/21
VT FAMILY	VT FAMILY NETWORK	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.79 VT Family Network	500.00	224101	07/19/21
WBMASON	WB MASON CO INC	07/15/21	Cooler rental, water IS1293887	11-7-101-20.00 GF-Office Supplies	4.95	224102	07/19/21
WWVFD	WEST WEATHERSF. VOL. FIRE	07/13/21	BJ's BJ REIMBURSE	11-7-207-30.00 WWVFD Funding	160.96	224103	07/19/21
WWVFD	WEST WEATHERSF. VOL. FIRE	07/07/21	Covid-19 masks and gaiter COVIDREIMB	11-7-207-30.00 WWVFD Funding	180.00	224103	07/19/21
WWVFD	WEST WEATHERSF. VOL. FIRE	07/07/21	Covid-19 masks and gaiter COVIDREIMB	11-7-207-30.00 WWVFD Funding	180.00	224103	07/19/21
WWVFD	WEST WEATHERSF. VOL. FIRE	07/07/21	Fire Helmet FIRE HELMET	11-7-207-30.00 WWVFD Funding	839.00	224103	07/19/21
WWVFD	WEST WEATHERSF. VOL. FIRE	07/13/21	POBox196 12 months POBOX196REIM	11-7-207-30.00 WWVFD Funding	92.00	224103	07/19/21
WEXBANK	WEX BANK	07/15/21	July 21 Fuel 6/17-7/16/21	11-7-206-51.00 AVFD Fuel	213.41	224104	07/19/21
WEXBANK	WEX BANK	07/15/21	July 21 Fuel JULY21 FUEL	11-7-206-51.00 AVFD Fuel	193.40	224104	07/19/21
WINDCOUNT	WINDSOR COUNTY MENTORS	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.77 Windsor County Mentors	480.00	224106	07/19/21
WISE	WISE	07/13/21	FY22 Appropriation FY22 APPROP	11-9-901-90.90 W.I.S.E.	500.00	224107	07/19/21
WOODBURY	WOODBURY FLORIST INC.	07/07/21	For Sympathy-Grover 20359	11-7-206-30.00 AVFD Funding	139.99	224108	07/19/21

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Town of Weathersfield Accounts Payable

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09:20 am

Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (General Fund)

payroll

For Check Acct 1 (General Fund) All check #s 07/19/21 To 07/19/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WOODBURY	07/07/21	For Sympathy-Grover 20359	11-7-101-26.50 GF-Awards and Recognition	190.00	224108	07/19/21
WOODBURY	07/07/21	For Sympathy-Grover 20359	11-7-102-42.00 FIN-Dues	8.99	224108	07/19/21
YANKEE	07/13/21	Subscription FY22 SUBSCRI	11-7-601-78.00 Library-Media	27.97	224109	07/19/21
WEXFLEET	07/15/21	June 21 Fuel 6/17-7/16/21	11-7-201-51.00 Gas and Oil	764.01	224111	07/19/21
WEXFLEET	07/16/21	July 21 Fuel 72891581	11-7-201-51.00 Gas and Oil	398.22	224111	07/19/21
Report Total				51705.26		

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Town of Weathersfield Accounts Payable

09:20 am

Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (Highway Fund)

payroll

For Check Acct 1 (General Fund) All check #s 07/19/21 To 07/19/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BIBENS	BIBENS HOME CENTER INC.	07/13/21	Supplies & materials 276083/1	12-7-101-52.00 Repairs & Supplies	45.00	224041	07/19/21
BIBENS	BIBENS HOME CENTER INC.	07/13/21	Supplies & materials 276590/1	12-7-101-52.00 Repairs & Supplies	7.99	224041	07/19/21
CERSOSIMA	CERSOSIMO INDUSTRIES, INC	07/07/21	1 1/2" crushed gravel 107080	12-7-101-58.26 Gravel Purchase	265.00	224047	07/19/21
CERSOSIMA	CERSOSIMO INDUSTRIES, INC	07/13/21	1 1/2" crushed gravel 107178	12-7-101-58.26 Gravel Purchase	344.50	224047	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	8.70	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	12.76	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	12.76	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	8.70	224049	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	12.76	224049	07/19/21
COMCASTBU	COMCAST INTERNET	07/13/21	Acct8773501440108293 HWAYINTJUN21	12-7-101-25.00 Internet Services	129.50	224050	07/19/21
GORMAN	GORMAN GROUP, LLC	07/13/21	4621 Gal Summer Calcium 11011848	12-7-101-58.30 Chloride	4112.69	224060	07/19/21
GMP	GREEN MOUNTAIN POWER	07/13/21	6/4-7/6 acct 79327200006 HWJUN21	12-7-101-30.00 Electricity	167.84	224061	07/19/21
HORT	HORTON CHARLES P.	07/07/21	Reimb Cersosimo 106389	12-7-101-52.00 Repairs & Supplies	163.13	224065	07/19/21
INDEED	INDEED, INC	07/15/21	June 21 Job Posting 46179122	12-7-101-23.50 Highway Advertising	436.42	224066	07/19/21
PETE'S	PETE'S TIRE BARN, INC.	07/14/21	Tires 6/29 049070	12-7-101-52.00 Repairs & Supplies	7275.48	224075	07/19/21
OSGOOD	RALPH OSGOOD, INC.	07/13/21	Hoist Bearings 29210	12-7-101-52.00 Repairs & Supplies	1429.83	224079	07/19/21
SANEL	SANEL NAPA SPRINGFIELD	07/14/21	Air filter 381070	12-7-101-52.00 Repairs & Supplies	45.80	224082	07/19/21
STPIERRE	ST. PIERRE INC.	07/07/21	1" gravel blend 1009795	12-7-101-58.26 Gravel Purchase	2634.01	224086	07/19/21
U1ST	UNIFIRST CORPORATION	07/13/21	Uniform Cleaning 1070045819	12-7-101-15.20 HWY-Uniforms & Cleaning	84.20	224092	07/19/21
VIKECIVES	VIKING-CIVES	07/14/21	Wing Cart V000011292	12-7-101-52.00 Repairs & Supplies	1135.80	224094	07/19/21

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Town of Weathersfield Accounts Payable
Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (Highway Fund) payroll
For Check Acct 1 (General Fund) All check #s 07/19/21 To 07/19/21

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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		Report Total		18332.87		
				=====		

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

VIKECIVES	VIKING-CIVES	07/14/21	Wing Cart	15-7-208-01.00	757.20	224094 07/19/21
			VO00011292	GF-VLCT-PACIF Grant		

Report Total					757.20	
					=====	

07/16/21

Town of Weathersfield Accounts Payable

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09:20 am

Check Warrant Report # 19492 Current Prior Next FY Invoices For Fund (Solid Waste)

payroll

For Check Acct 1 (General Fund) All check #s 07/19/21 To 07/19/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GOBIN	CASELLA WASTE SERVICES	07/07/21	Trash, C&D 6/22+6/30 0656791	21-7-101-45.05 Trash-Tippage	2726.31	224045	07/19/21
GOBIN	CASELLA WASTE SERVICES	07/07/21	Trash, C&D 6/22+6/30 0656791	21-7-101-45.10 C&D Tippage	1250.23	224045	07/19/21
EYEMED	COMBINED INSURANCE CO OF	07/13/21	July21 Premiums JUL21PREMIUM	21-7-101-14.10 Insurance Benefits	4.61	224049	07/19/21
DOLITL	DOOLITTLE'S PRINTSERVE, I	07/12/21	FY22 TS stickers FY22TS STICK	21-7-101-23.00 Permits/Disposal Tickets	756.68	224054	07/19/21
GOOD	GOOD POINT RECYCLING	07/13/21	May non ced,led credit 76552	21-7-102-45.01 Recycling Expense	158.10	224059	07/19/21
GMP	GREEN MOUNTAIN POWER	07/13/21	6/4-7/6 acct 70547200009 TFSJUN21	21-7-101-30.00 Electricity	109.65	224061	07/19/21
PETE'S	PETE'S TIRE BARN, INC.	07/13/21	Tires 6/29 049069	21-7-102-45.03 Disposal of Tires	542.28	224075	07/19/21
Report Total					5547.86		

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COMPETIT CCI MANAGED SERVICES		07/15/21	TC PC, APC, Adapter CW-51851	41-7-440-07.15 Expense - TC Comp.	679.00	224046	07/19/21
Report Total					679.00		

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03:08 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 07/08/21 to 07/08/21 Departments 111 to 111

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payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
CONGDONJ	CONGDON, JENNIFER B.	E	14004	07/08/21	0.00	47.95
DANGOF	DANGO, FLORA ANN	E	14005	07/08/21	0.00	767.61
DANIELSWI	DANIELS, WILLIAM J.	E	14006	07/08/21	0.00	1005.57
ESTYLYNNE	ESTY, LYNNETTE A.	E	14008	07/08/21	0.00	79.57
GRAHAMJ	GRAHAM, JOHN J.	E	14009	07/08/21	0.00	345.58
GULNICKB	GULNICK, BRANDON W.	E	14010	07/08/21	0.00	983.24
HIERCA	HIER, CAROLYN A.	E	14011	07/08/21	0.00	285.60
HIER S	HIER, STEVE A.	E	14012	07/08/21	0.00	785.69
MORANCY	MORANCY, WALTER W.	E	14017	07/08/21	0.00	920.81
MORSE	MORSE, MARTHA J.	E	14018	07/08/21	0.00	119.83
PRINCE	PRINCE, RYAN C.	E	14019	07/08/21	0.00	700.62
SAVAGE	SAVAGE, OLIVIA I.		47998	07/08/21	435.95	0.00
SKALABAN	SKALABAN, ALEXIS H.		47999	07/08/21	107.55	0.00
SMITH	SMITH, STEVEN		48000	07/08/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	14022	07/08/21	0.00	925.54
WHIDDEN	WHIDDEN, BERT C.	E	14025	07/08/21	0.00	387.98
					-----	-----
					730.15	7355.59
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Town of Weathersfield Payroll

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payroll

Check Warrant Report

Check date 07/08/21 to 07/08/21 Departments 121 to 121

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 14007	07/08/21	0.00	741.24
HUNTDON	HUNTLEY, DONALD A.	E 14013	07/08/21	0.00	625.35
LONGTIN	LONGTIN, ALEXANDER J.	E 14014	07/08/21	0.00	426.66
MOORER	MOORE, RAY A.	E 14016	07/08/21	0.00	676.12
STAPLETON	STAPLETON, RAY E.	E 14021	07/08/21	0.00	782.58
				-----	-----
				0.00	3251.95
				=====	=====

***3,251.95

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Town of Weathersfield Payroll

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Check Warrant Report

payroll

Check date 07/08/21 to 07/08/21 Departments 131 to 131

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	14003	07/08/21	0.00	140.94
RICHARDMA	RICHARDSON, MARK P.	E	14020	07/08/21	0.00	707.23
TOPOLSKI	TOPOLSKI, JUDITH A.	E	14023	07/08/21	0.00	156.58
					-----	-----
					0.00	1004.75
					=====	=====

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Town of Weathersfield Payroll

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Check Warrant Report

payroll

Check date 07/08/21 to 07/08/21 Departments 211 to 211

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E 14015	07/08/21	0.00	294.00
WATERST	WATERS, TYLER M.	E 14024	07/08/21	0.00	495.75
				0.00	789.75

*****789.75

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Town of Weathersfield Payroll

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payroll

Check date 07/15/21 to 07/15/21 Departments 111 to 111

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
CONGDONJ	CONGDON, JENNIFER B.	E	14027	07/15/21	0.00	167.65
DANGOF	DANGO, FLORA ANN	E	14028	07/15/21	0.00	767.61
DANIELSWI	DANIELS, WILLIAM J.	E	14029	07/15/21	0.00	1108.36
ESTYLYNNE	ESTY, LYNNETTE A.	E	14031	07/15/21	0.00	46.24
GRAHAMJ	GRAHAM, JOHN J.	E	14032	07/15/21	0.00	185.47
GULNICKB	GULNICK, BRANDON W.	E	14033	07/15/21	0.00	1016.67
HIERCA	HIER, CAROLYN A.	E	14034	07/15/21	0.00	474.49
HIERS	HIER, STEVE A.	E	14035	07/15/21	0.00	560.45
MORANCY	MORANCY, WALTER W.	E	14040	07/15/21	0.00	920.81
PRINCE	PRINCE, RYAN C.	E	14041	07/15/21	0.00	690.59
SAVAGE	SAVAGE, OLIVIA I.		48001	07/15/21	476.63	0.00
SKALABAN	SKALABAN, ALEXIS H.		48002	07/15/21	132.81	0.00
SMITH	SMITH, STEVEN		48003	07/15/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	14044	07/15/21	0.00	925.54
WHIDDEN	WHIDDEN, BERT C.	E	14047	07/15/21	0.00	553.53
					796.09	7417.41
					=====	=====

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Town of Weathersfield Payroll
Check Warrant Report #
Check date 07/15/21 to 07/15/21 Departments 121 to 121

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payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 14030	07/15/21	0.00	792.41
HUNTDON	HUNTLEY, DONALD A.	E 14036	07/15/21	0.00	556.17
LONGTIN	LONGTIN, ALEXANDER J.	E 14037	07/15/21	0.00	430.63
MOORER	MOORE, RAY A.	E 14039	07/15/21	0.00	680.70
STAPLETON	STAPLETON, RAY E.	E 14043	07/15/21	0.00	782.58
				0.00	3242.49

***3,242.49

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Town of Weathersfield Payroll

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Check Warrant Report

payroll

Check date 07/15/21 to 07/15/21 Departments 131 to 131

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E 14026	07/15/21	0.00	128.69
RICHARDMA	RICHARDSON, MARK P.	E 14042	07/15/21	0.00	707.23
TOPOLSKI	TOPOLSKI, JUDITH A.	E 14045	07/15/21	0.00	156.58
				-----	-----
				0.00	992.50
				=====	=====

*****992.50

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Town of Weathersfield Payroll

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Check Warrant Report

payroll

Check date 07/15/21 to 07/15/21 Departments 211 to 211

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	14038	07/15/21	0.00	272.26
WATERST	WATERS, TYLER M.	E	14046	07/15/21	0.00	492.07
					-----	-----
					0.00	764.33
					=====	=====

*****764.33