



TOWN OF WEATHERSFIELD
SELECTBOARD

REGULAR MEETING AGENDA

MONDAY, NOVEMBER 1, 2021 AT 6:30PM

ASCUTNEY FIRE DEPARTMENT
540 VT-131, ASCUTNEY, VT 05030

PHONE
(802) 674-2626

FAX
(802) 674-2117

ZOOM MEETING AVAILABLE

PHONE NUMBER: (929) 205 - 6099 | MEETING ID: 542-595-4364 |

NO PARTICIPANT ID: PRESS # MEETING PASSCODE: 8021

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1. Call to Order
 2. Pledge of Allegiance
 3. Comments from the Board, Town Manager and Citizens on topics not on the agenda
 4. Review minutes from previous meeting: 10-18-2021
 5. 7th Grade Nature Center Presentation
 6. NEMRC Assessor Introduction
 7. Town Manager Update
 8. Highway Fuel Monitoring System
 9. FY23 Solid Waste Fund Budget
 10. Parks & Recreation Policy 3rd Reading
 11. Conservation Commission Policy 1st Reading
 12. Proposed future agenda items
 13. Approve Warrant
 14. Any other business
 15. Adjourn

All regular meetings are broadcasted live on Comcast channel 1087, VTEL Channel 161, and SAPA.org on Wednesdays at 06:30pm. POSTED 10-28-2021 AT 5:00pm.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Martin Memorial Hall
5259 Route 5, Ascutney VT
Monday, October 18, 2021
6:30 PM
REGULAR MEETING

MINUTES

Select Board Members Present: David Fuller
 Joseph Jarvis
 Kelly O'Brien (remotely)
 Paul Tillman
 Michael Todd (remotely at 6:37 PM)

Select Board Members Absent:

Brandon Gulnick, Town Manager

Others Present:

Darrin Spaulding	Shawn Brown		
Nicole Gagnon			
Ryan Gumbart			

1. Call to Order

Mr. Fuller called the meeting to order at 6:30 PM.

2. Pledge of Allegiance

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

Board: No comments from board members.

Town Manager: Mr. Gulnick said he would cover everything in his report.

Mr. Fuller: Mr. Fuller attended the most recent school board meeting where there was a 7th grade presentation about creation of a nature center. He urged everyone to watch it on SAPA TV. He found the quality of speaking to be impressive and the idea of the nature center fascinating. He is considering asking the Planning Commission to consider adopting the idea. Mr. Fuller also said the school board has started their budget process for the next fiscal year.

Public: Darrin Spaulding - Saturday from 8-11 AM at the Ascutney station, they will be assisting Jeff and Lisa Slade in the annual food drive for the Food Shelf. Mr. Spaulding also presented the Town with a check for \$4,000. The money was from the sale of the

SELECT BOARD

old ladder truck and was intended to go into the truck replacement fund. The board expressed their thanks.

Mike Todd joined meeting at this point. (6:37 PM)

4. Review minutes from previous meetings – 10/4/2021**Additions/corrections/deletions:**

a. None

Motion: To approve

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

Vote: All in favor

Review minutes from previous meetings – 9/20/2021**Additions/corrections/deletions:**

b. To correct the motion to read: **Motion:** *To transfer ~~\$6696.72~~ \$6966.72 from the general fund FY21 surplus to the Parks and Recreation reserve account*

Motion: To pass the minutes of 9/20/2021 with corrections as noted by the secretary

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

Vote: All in favor

5. Town Manager Report

- (a) Congratulations to Olivia Savage for her 1-year anniversary with Town's employ.
- (b) Website: Updates to the site continue. All board pages now have a consistent format. A "Things to do" tab has been added. Mr. Gulnick will be working on a business directory. Additional design changes are coming. Mr. Gulnick asked everyone to send along any suggestions.
- (c) Payroll: At the last meeting, Mr. Fuller raised an issue about the warrant. This issue has since been resolved. All payroll requests must be submitted weekly. There will be no retro-pay for work done over a long period that has not been submitted. Mr. Tillman asked if this resolution should be added to the personnel policy. Mr. Gulnick agreed, but Mr. Todd asked for more specific language and suggested, "We will not entertain retro-pay for work conducted over any extended period of time not reported in weekly payroll." Mr. Fuller added that the board could take this up if requested on appeal; and that Mr. Gulnick would be informing the staff.
- (d) FY21 Fund Balance: (taken directly from Mr. Gulnick's report) *I have been asked to provide an estimated FY21 Fund Balance in the General Fund. I estimate the fund balance in FY21 will be \$32,401 & the fund balance from prior years to be \$52,890, which equals a total estimated cumulative fund balance of \$85,291. Keep in mind the Selectboard voted to move forward with a Tax Sale and to void the 2014 Purchase & Sale Agreement. As you know, the previous auditors created an allowance for doubtful accounts, which currently has a balance of \$69,400. Considering the account will no longer be doubtful, the new auditors might recommend that we dissolve that account, which will result in an additional \$69,400 that will enter the cumulative fund*

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

balance, which will equal a total of \$154,691. These are all estimated figures that are dependent on the accountant's final review of the FY21 books/reconciliations & the FY21 audit. Mr. Gulnick has tasked the new accountant with going back through FY21 from the beginning of the year and reconciling the general ledger, the bank statements, and the trial balance sheet, "just to confirm before our audit on November 1st."

- (e) LUA Position: Mr. Gulnick said he has readvertised the LUA position with a new job description and a new salary structure in VLCT, Indeed, local papers, and a few other job advertising sites. Previous applicants were contacted, but with no favorable results. There are difficulties filling these positions across the state.
- (f) Highway Operator: We are also looking for another highway operator. This position had been filled, but was vacated shortly thereafter.
- (g) 2022 Health Insurance Rates: The 2022 Vermont Group Plan Rates for healthcare for the town have been received. The Gold Plan rates will increase less than 1/10 of 1% (\$12 annually); the Platinum Plan will increase by 1.5% (\$144 annually).
- (h) Budget process for FY23: The budget advisory committee reviewed the highway budget at their meeting last week. They will review the police and fire department budgets on the 27th. Mr. Gulnick will have a report for the board at the next meeting.
- (i) Annual Town Manager Conference: Mr. Gulnick attended the annual Town Managers' conference in Stowe. He found it to be a great opportunity to compare notes with town managers all over the state. Topics discussed included diversity; policing; and ARPA. He said everyone has staff shortages. LUAs are especially difficult to find and keep.
- (j) Contract with Regional Planning Commission: The contract with RPC for zoning administration has been extended through October with December 1st being their absolute last date to provide services.

6. Emerald Ash Borer Tree Warden presentation

Ryan Gumbart, town tree warden, gave a presentation on the Emerald Ash Borer and what it will mean to the town. He called it a 20-year project as it takes 5 years to see trees dying in large numbers; 15 years for the dead trees to start falling and 20 years until they are all gone. The borer is not in Weathersfield yet, but it is all around us. Trees in the town-owned rights-of-way are the primary concern as they represent a public safety hazard. Mr. Gumbart urged the board to consider creating a management plan that sets priorities and creates a budget.

The Conservation Commission completed a comprehensive inventory of 1005 ash trees in the town rights-of-way in 2019. Each tree over 8 inches in diameter was assigned a risk category. The Commission recommends pre-emptive removal of these trees and establishing a site for their processing. They also recommend sending a letter to landowners letting them know what's coming.

SELECT BOARD

The hazard will be gone in 20 years, but the borer will not be. It will persist and kill all young ash trees before the trees become big enough to become hazards.

Mr. Fuller asked for a copy of the inventory and asked the board members to think about how they think the town should proceed. There is currently nothing in the budget to address this issue.

7. Extension – Rick Butler Lease Agreement

The board agreed to renew the lease for another five years.

Motion: To renew the 2011 Lease Agreement between the Town and Richard and Bonnie Butler for an additional 5-years.

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

Vote: All in favor

8. Parks and Recreation Policy – 2nd Reading

No additional changes were requested.

In accordance with the current policy, the Commission asked permission to spend \$100 on Halloween candy. Mr. Fuller said he had told Mr. Gulnick to allow it. The candy will be purchased with the town's credit card.

9. AVFD Tanker Discussion

The board again discussed the request from AVFD to purchase a tanker truck.

Mr. Gulnick was asked to prepare several different financing options for purchasing the new truck.

10. Quarterly Town Finance Report

From the Town Manager's report:

INTRODUCTION

As you know, we made several changes in the Town over the past year, including the following:

- 1. Transitioned all Finance from the Fire Departments to the Town per Contract.*
- 2. Moved from a Finance Director, to an Executive Assistant to Finance (due to the inability to find a qualified accountant), and now we have an Accountant that works 28 hours in Weathersfield and 12 hours in Windsor weekly.*
- 3. The Land Use Administrator resigned, resulting in contracting with Regional Planning to fill in as the Interim Land Use Administrator.*
- 4. Two of Three Listers resigned, resulting in the appointment of NEMRC for Assessor Services for FY22 & the appointment of a Lister to fill the seat until the next election.*
- 5. Negotiations occurred with Reading and West Windsor to create a fair and equal payment structure, which will go into effect in FY23.*
- 6. The Principal Clerk is a new position, which was created when we eliminated the Finance Director position and created the principal clerk and part-time accountant positions.*

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

7. IT Services are now allocated to the various departments/offices that use IT services, rather than only 1 IT budget line-item in the admin budget. This change will allow us to accurately view the total cost to operate each department.
8. NEMRC Services are now allocated to the various departments/offices that use NEMRC Software modules. This change will allow us to accurately view the total cost to operate each department.
9. The Town Clerk did not have a Deputy Clerk since her previous Deputy Clerk resigned last year. Recently, a new Deputy Clerk was hired.
10. A new department was created for Ascutney Water District reimbursements/expenses, which will allow us to receive revenue more accurately and more efficiently from the water district.
11. Recycling expenses have been broken out into 7 categories, including glass, freon, tires, fluorescent bulbs, metal, compost, and electronics so that we can see how much we're spending in recycling per recyclable.

GENERAL FUND

Revenues

Overall, Revenue in the General Fund is at 24%. Revenue is slightly low due to the Appropriation Revenue of \$43,600 that was not removed from the admin budget during budget season last year. The Selectboard approved an appropriation that was not entered on the ballot. After the Town Meeting articles were approved and printed, we did not remove this \$43,600 in revenue. This will create a revenue shortage that will need to be filled with the prior year's fund balance.

Revenues appear slightly low in the Land Use Office. During the first quarter the Land Use Office collected 15% of their budgeted revenue. Listers Office Revenues are received in the Spring.

Town Clerk revenues are at 35%, which is 10% more than anticipated for the first quarter. Police Department revenues are at 34%, which is 9% higher than anticipated for the first quarter. Overall, everything appears healthy on the revenue side of the General Fund with the exception of the \$43,600 appropriation revenue that will not come in this year.

Expenses

Personnel expenses in the Administration Budget are at 24%, Finance personnel is at 24%, Listers Personnel is at 13.43%, Land Use personnel is at 17%, Police personnel is 35.69% (which will level off now that our former FT officer has retired in September), Town Clerk personnel is at 24%, and Library personnel is at 23%. The target for personnel after the first quarter is 25%.

Overall, in the Administration budget, expenses are at 31%, the Weathersfield Proctor Library is at 22%, Finance is at 23%, Town Clerk is at 20%, Listers is at 10%, Land Use is at 14%, Police is at 34%, and Fire Services are at 15%. Overall, in the General Fund expenses are at 25%, which is where expenses should be in the first quarter of the fiscal year.

HIGHWAY FUND

Revenues

Overall, revenue in the Highway Fund is at 20%. This will change in the 2nd quarter as the first State Aid to Highway payment will be received.

Expenses

Overall, expenses in the Highway Fund are at 16.83%. Personnel is at 18%, which is 7% lower than anticipated for the first quarter. This is the result of the Highway Department not being fully staffed. Office expenses are at 44%, Utilities are at 24%, Highway Garage & Truck expenses are at 15%, Road Materials & Repairs is at 22%, Debt Service is at 0% (which will change when the payments for our loans are received/paid).

SOLID WASTE FUND

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Revenues

Overall, revenues in the Solid Waste Fund are at 33%. The Solid Waste Assessment revenue has not been posted to this account. These changes will be reflected in the next financial report.

Expenses

Expenses in the Solid Waste Fund are at 26%. Personnel is at 29% (4% more than anticipated for the first quarter), office expenses are at 5% (which will change significantly once Highway and Admin services is booked), utility expenses are at 11%, Tipping & Recycling expenses are at 31%, and insurance expenses are at 50%

11. MMH Repairs Financing

Kingdom Cleaners submitted an estimate of \$4975 to clean the walls (but not finish them); Helie's Carpet submitted two estimates - \$2450 to repair the floor or \$11,790 to replace the flooring.

Mr. Gulnick and Mr. Fuller recommend paying \$7425 to repair the walls and the floor and to take the funds from the rainy-day fund as an emergency expense. The funds would be returned to the rainy-day fund after the audit confirms the fund balance.

There was some discussion about spending this money for repairs, but not resolving the source of the problem.

No motion was needed from the board for Mr. Gulnick to authorize the expense. The wall repair work starts tomorrow.

12. Proposed Future Agenda Items

- Long-term debt schedule
- Schedule for budget discussions

13. Approve Warrants

Motion: To approve the warrants for 10/18/2021 as follow:

General Funds	Operating Expenses	\$22,039.51
	Payroll	\$17,106.74
Highway Fund	Operating Expenses	\$39,487.74
	Payroll	\$6,670.75
Solid Waste Management Fund		
	Operating Expenses	\$1,014.45
	Payroll	\$1,716.50
Library	Operating Expenses	\$0.00
	Payroll	\$1,985.00
Highway Grant	Operating Expenses	\$2,128.00

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Grand Totals	Operating Expenses	\$64,669.70
	Payroll	\$27,478.99

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

It was noted that the Richard Marsh expense needed to be moved from the general fund to highway

Vote: All in favor

14. Any Other Business

There was no other business for the board to discuss.

15. Adjourn

Motion: To adjourn the meeting

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

Vote: All in favor

The meeting adjourned at 8:53 PM.

Respectfully submitted,
deForest Bearse

WEATHERSFIELD SELECTBOARD

David Fuller, Chairperson

Joseph Jarvis, Selector

Kelly O'Brien, Clerk

Paul Tillman, Selector

Michael Todd, Vice- Chairperson



Town of Weathersfield

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

To: Selectboard & Residents
From: Town Manager
Date: 10/28/2021
Re: NEMRC Assessor Introduction

Dear Selectors,

Per the request of the Selectboard I invited Nate Stoddard, the Interim Assessor from NEMRC that has been assigned to Weathersfield to the Selectboard meeting on November 1st. The purpose of this agenda item is to introduce him to you & to answer any questions you may have.

See Attachment A - Allocation of Responsibilities - Assessor / Listers

HISTORY

We held a series of meetings with Ed Clodfelter from NEMRC to become the interim Assessor in Weathersfield. NEMRC will complete inspections, generate values, and represent the Town at hearings as needed. The total cost of this service is up to \$24,000 per year. The Selectboard appointed NEMRC as our interim assessor on September 7th. Following this appointment NEMRC assigned Nate Stoddard to carry out their responsibilities.

In addition to Nate Stoddard, Barbara Thomas was appointed as an Interim Lister. Her office hours are as follows:

Monday	2:40pm - 6:00pm
Tuesday	2:40pm - 4:30pm
Wednesday	2:40pm - 4:30pm
Thursday	2:40pm - 4:30pm

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

Respectfully,

DocuSigned by:
Brandon Gulnick 10/28/2021
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Brandon Gulnick
Town Manager

ATTACHMENT A
[ALLOCATION OF RESPONSIBILITIES - ASSESSOR / LISTERS]

NEMRC	TOWN	ASSESSMENT SERVICES
X		Inspections of New Properties
X		Inspections and assess permits for additions and changes
X		Inspections of Incomplete Properties
X		Valuation of Properties for Grand List
X		Data Entry of Properties
X		Sketching of Properties
X		Pictures of Properties
X		Grievance Hearings
X		BCA Hearings
X		State and Court Hearings
X		Current Use Valuation
X		Current Use Withdrawal Valuation
X		Current Use Grievance Hearings
X		Valuation of Exempt Properties
X	X	Other:

NEMRC	TOWN	Administrative Services
	X	Complete Property Transfers
	X	Complete Name and Address Changes
	X	HS 122 Downloads
	X	Current Use Downloads
X	X	Grievance Notification
	X	Veterans Exemptions
	X	Sales Verifications
X	X	Equalization Review
X	X	Generate Grand List
	X	Generation and filing of PRC and Cost Reports
	X	Property Inquiries (Calls, Emails, Reports, Etc.)
X	X	Other:

NEMRC	TOWN	Tax Mapping and E911
	X	Prepare Transfers for Mappers
	X	Prepare Mylars for Mappers
	X	Generate E911 Numbers
X	X	Other:

NEMRC	TOWN	Supervision and Support
<u> X </u>	<u> </u>	Supervise in-house CAMA utilization
<u> X </u>	<u> </u>	Review Real Estate Data
<u> X </u>	<u> </u>	Advise Town Officials of Grant List Issues
<u> X </u>	<u> </u>	Train Local Officials in CAMA
<u> X </u>	<u> </u>	Tran Local Officials in Grand List
<u> X </u>	<u> X </u>	Other:



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: 10/28/2021
 Re: Town Manager Report

Dear Selectboard Members:

FY21 AUDIT

We are currently undergoing our FY21 Audit with our new auditing firm, RHR Smith & Company. I will notify you when the audit is complete.

FY23 BUDGET DISCUSSIONS TIMELINE

Date	Budget Advisory	Selectboard
October 13, 2021	Highway	
October 27, 2021	Highway, Solid Waste, AVFD, WWVFD, General Fire Services	
November 1, 2021		Solid Waste Budget
November 10, 2021	Highway, Police, WWVFD	
November 15, 2021		Highway Fund Budget
November 17, 2021	Admin, Land Use, Listers, Town Clerk, Library	
December 6, 2021		General Fund Budget

Please note - This timeline does not infer that budget discussions in any of the above areas will be resolved in 1 night. This merely provides a proposed start date for proposed budgets. For example, the Solid Waste Budget will be proposed on November 1st, but the Selectboard may request changes, so on November 15th we will discuss both Highway and Solid Waste (or whatever the Selectboard so chooses).

WEATHERSFIELD WEBSITE

As mentioned in the previous meeting, the Weathersfield Website is evolving. We have continued efforts to improve the homepage & update the various sections of the website. We will be releasing the evolved homepage design at the Selectboard meeting on November 1st.

LAND USE ADMINISTRATOR SEARCH

We readvertised the Land Use Position and received 22 applications. The applicants were presented to the Planning Commission at their regularly scheduled meeting on October 25th. Of the 22 applicants presented 8 were selected for interviews. Of the 8 applicants selected for interviews 5 have been scheduled, 1 refused an interview because the candidate wanted to work 100% remote, and 2 have not responded to phone calls. The Planning Commission will hold 2 special meetings on Tuesday, November 2nd and Thursday, November 4th to hold the initial interviews.

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

Respectfully,

DocuSigned by:
 10/28/2021
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Brandon Gulnick
 Town Manager



Town of Weathersfield

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To: Selectboard & Residents
From: Town Manager
Date: 10/28/2021
Re: Fuel Monitoring System - Highway Garage

Dear Selectors,

It came to my attention that we do not have a fuel monitoring system at the Highway Garage. Fuel is pumped freely, and paper slips are turned into the Town. The only recordings we have are paper slips from the West Weathersfield Volunteer Fire Department who turns hand written paper slips into the town with the amount of fuel used.

I recommend moving forward with a fuel monitoring system. I had a conversation with Reggie Dufresne from Beardsley, Inc. Their fuel accounting system is easy to use, contains instant reconciliation, and records real-time fuel data access in the cloud so we can monitor, manage, and report accurate fuel usage information. See Attachment A - SmartfillGen2 Brochure.

With the proposed system, when a user needs to add fuel to equipment, they will swipe a card that identifies the person and enter a code for the piece of equipment. Once the information is entered the pump activates. After the fuel is pumped the date, time, department, employee name, key code, make of equipment, description, fuel type, and gallons automatically sends to an online cloud-based system. We can easily search date ranges to identify and filter information, allowing us to isolate the cost of fuel per vehicle, and the amount of fuel used per user, etc. After the transaction the pump deactivates.

A demonstration will be given during the meeting. There are no ongoing costs of owning this equipment nor any monthly user fees for the cloud-based system.

See Attachment B - Quote

See Attachment C - Purchasing Policy

The quote is \$12,031.35, which does not include the optional tank sensor kit. See Attachment D - Purchasing Policy.

Respectfully,

DocuSigned by:
 10/28/2021
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Brandon Gulnick
Town Manager

ATTACHMENT A
[SMARTFILLGEN2 BROCHURE]

SmartFill GEN 2

**Fuel accounting has never been easier,
with instant reconciliation, even across multiple sites.**

Real-time accurate fuel data access anywhere, anytime;
to monitor, manage and report instantly.



CLOUD BASED TECHNOLOGY | NO ONGOING COSTS | NO PC SOFTWARE NEEDED



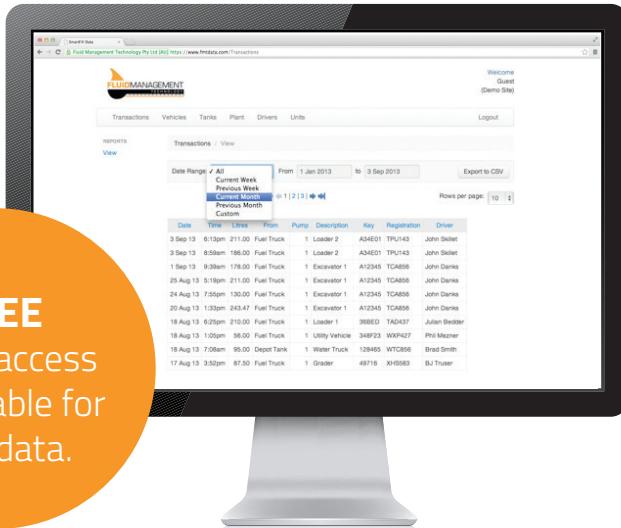
The World's Most Functional Fuel Management System

Simple, robust and functional wins in the long run.

Our three design principles keep fuel flowing and ensure that every drop is recorded to make accounting and fuel management easy.

A robust system you can rely on.

Known to outlast the bowsers they were originally attached to, our units have survived floods, fires and even being accidentally run over by heavy equipment.



FREE
online access
is available for
your data.

**CLOUD
BASED
TECHNOLOGY**

**NO
ONGOING
COSTS**

**NO
PC SOFTWARE
NEEDED**



Proven in the Field

American Airlines chooses SmartFill GEN 2 at JFK airport for 600 vehicle fleet.

Reconciliation of fuel accounts are now fully automatic, covering 4,930 acres.



"Since we switched to the SmartFill GEN 2, product reconciliation has never been easier. Gone are the days of needing a third party and a lot of time and effort to get the accounts right.

"Now it's automatic. All of the fuel data across JFK for our fleet of 600 vehicles gets put into an Excel spreadsheet and we are good to go."

David Richards
American Airlines



NETWORKED COMMUNICATIONS – 3G, WIFI, ETHERNET

Networked communications keep your records up-to-date in real-time. Your data is always available and you don't need any special software to access it. USB access on the front of the panel provides access to data if you do not have a communication network.

ELECTRICAL ROBUSTNESS

Designed to deal with unstable power sources, such as generators, truck systems and environments with high levels of electrical noise.

ENHANCED SECURITY

Access to fuel by vehicle and/or driver can be restricted by preselected times (such as from 9am to 5pm) and/or volume (such as a maximum of 2,000 litres).

EASY TO USE, EASY TO SET UP

Configuring the unit is menu based, eliminating the need to enter excessively long codes or numbers.

TOUGH ON THE OUTSIDE

An IP66 rated, powder coated steel enclosure ensures continuous operation in all conditions. Tested temperature range -25°C to +55°C and microparticle proof rubber seals stop dust, insects, moisture and water from entering the unit. Multiple gaskets further enhance protection.

SMART ON THE INSIDE

Easy to service the unit with Click-in and Click-out modules. Each is clearly marked and can only fit in one place. No need for special technical or electrical skills.

SMART ACCESS

Near Field Communications for easy user or vehicle identification, with long lasting proximity cards and fobs. You also have flexibility to gain the data you want, and how you want it. Access can also be provided via PIN, iButton key and VIN (Vehicle Identification Number), or AVID (Automatic Vehicle Identification).

Summary of Benefits

- Data can be recorded online, with no need for special software (and it's **FREE** to use!)
- Modular design allows for rapid installation and repair
- Click-in and click-out design requires no special technical skills
- Control up to 4 fuel/oil dispensers, all delivering simultaneously
- Electronic control of up to 8 hoses on Gilbarco, Wayne, Compac, TT and Tatsuno dispensers
- Records fuel use for in excess of 2000 vehicles
- Records the past 5000 fuel issues in memory
- Uses secure vehicle keys, and driver PIN to control access to fuel
- Restrict fuel usage by volume per vehicle/ driver and/or time
- All data is stored securely in the unit and can be automatically uploaded to a secure website after each transaction
- Multiple communication options available for uploading data to the website: WiFi, 3G and Ethernet
- Large, easy to read, color LCD display
- Can be configured and is continuously monitored remotely via the website
- The system can be used as a "preset" delivery system. This is ideal for lube trucks or workshop lube dispensing systems
- Suits just about any fuel bowser or bulk flow-meter
- Housed in a tough, weatherproof enclosure. High quality lock and stainless steel door hinges for use in all weather conditions outdoors. Enclosure rating is IP66
- Proven reliability around the world in extreme hot, cold, dusty, windy and salty environments
- Extensive professional network of support
- Optional interface to other tank gauging systems such as Veeder Root, OPW and Franklin Fuelling

Optional integrated tank gauging is available with SmartDip - view tank levels online or with SMS

Automatic and Error-Free Fuel Management

Telematics for Seamless Odometer Data Capture

Zero reliance on driver entries. 100% accurate.

SmartFill GEN 2 Telematics Modules - OBD & Non-OBD

No more frustrating errors from drivers' entries. This is an automated process that generates 100% accurate odometer data at each fuel transaction. The SmartFill GEN 2 Telematics Module gives your admin team peace of mind knowing that the data provided is accurate and easy to report, therefore eliminating the need to double check information with drivers.



OBD



NON-OBD



Reports and Data
Automatically available via a web browser anywhere, anytime.

Odometer Reading
Sourced from vehicle when refueling.

SmartFill GEN2
The hub of 100% reliable fuel data and reporting with flexible authentication.



Fuel Authentication Technologies

Choose the way that suits your process for people to access fuel.

SmartTag AVID

The unobtrusive nozzle transceiver uses innovative positional tracking technology to prevent fuel theft without causing driver frustration from needless fuel shutoffs. SmartTag is cost effective for rapid deployment across the entire fleet, with easy-to-install RFID tags featuring integrated tamper detection.



ID Tag

Nozzle Transceiver AVID1000

NFC KEYS AND FOBs

Easy user or vehicle identification is provided with long last lasting NFC fobs or proximity cards.



MAGNETIC SWIPE CARDS

Utilize your existing fuel cards as user ID. Simply swipe to access fuel. Our magnetic card readers are the toughest available, with an IP67 rating, they are dust and waterproof.



HID CARD READER

Use existing employee access control cards to identify who has taken fuel and when.



SmartDip Tank Gauging with Online Reporting and SMS

A simple foolproof design, with the affordability to match.

When you combine SmartDip with SmartFill GEN 2, you have a complete fuel management and reporting system in just one unit, to report, record, measure and alert about fuel use and levels.

The SmartDip system is a simple and reliable design for people who require a functionally accurate system for re-ordering and basic stock control.

SmartDip monitors up to four tanks. It is suitable for most non-flammable liquids such as diesel, with densities ranging from 0.500 to 60.



The SmartDip module

Ease of mind with an alarm system that is set for your needs.

SmartDip has a low/high level alarm for each tank that can be set by the user. Densities can be changed by the user in case of product type changes.

Tank levels can be viewed on a unit next to the tank, accessed online in real-time and can also be sent via SMS on demand or at a preset time of day.



Onsite

Online

Via SMS

Customer Testimonials



"Fluid Management Technology are extremely efficient and an easy company to deal with for both their sales and support of their products. Their product knowledge enables them to understand the client's requirements and offer them the best and most cost-effective solution for their project.

An example of this is that I recently I had to present to a board of directors and accountants for a big mining company in Perth. FMT flew over and presented their product and answered many questions from the board - which assisted me in offering my client exactly what they required.

FMT have developed new technology and are always evolving products that continually grow and develop their business, which in turn, helps us grow our business. If every company operated like FMT, our work lives would be so much easier."

Robert Couzens

Metro Sales Manager, FuelFix Tanks 2 Go



"Marano's Fuel supplies petroleum products throughout the Far North of Queensland, delivering to remote communities from Townsville to the Tip of Cape York Peninsula.

We love the new SmartFill GEN 2 Fluid Management System for its ability to allow us to manage multiple sites from one central location. It is accurate and records real-time data, allowing us to provide quick and reliable information to manage our business.

The SmartFill system has given us the ability to install tanks in remote locations and monitor our tank capacities and sales automatically, without the need to go anywhere near the site except to refill tanks.

Their hardware is of a high quality construction and adapts neatly into our sites. They have developed a reliable product with excellent back up support, with a professional organized team. Our company will continue to use the SmartFill Fluid Management Systems into the future."

Gordon Berzinski

Operation Coordinator, Marano's Fuel



"Smart Fill GEN 2 has automated the whole process. It orders fuel to our inventory, it records fuel usage to the job and it tracks the equipments' fuel use onsite, including hire equipment. This system saves a lot of man hours, and with fuel prices in the current economy, it's good to know we can monitor and account for every single drop."

Cameron Towie

Equipment Manager, Georgiou Group

A World of Applications in the Toughest Environments



Mining

Throughout Australia and the world, SmartFill GEN 2 controls and records the hundreds of millions of litres of fuel needed every day to mine and process everything from coal to gold.



Service Vehicles

With auto power off and battery isolation, the system has been specifically designed for service truck use.



Civil Construction

Handles extreme weather conditions from minus 25 to plus 55 degrees in isolated areas.



Municipalities

Even in the most isolated areas, theft is prevented and every drop of fuel used is recorded.



Marinas

Specifically designed for the harshest of environmental conditions, SmartFill GEN 2 stands the test of time and tide in Marinas.



Transport

All data is captured online in real-time for easy accounting and control of small to large fleets.

ATTACHMENT B
[QUOTE]



76 Hartness Ave Ste 1
Springfield, VT 05156

802-885-3194
802-885-4150

QUOTATION

Quote Number: 2413

Quote Date: Oct 20, 2021

Page: 1

Quoted To:

TOWN OF WEATHERSFIELD
P.O. BOX 550
5259 ROUTE 5
ASCUTNEY, VT 05030

Ship To:

TOWN OF WEATHERSFIELD
ATTN. BRANDON GULNICK
483 STOUGHTON POND ROAD
PERKINSVILLE, VT 05151
802-263-5272

Customer ID	Good Thru	Payment Terms	Sales Rep
TOWN OF WEATHER	11/19/21	Net 30 Days	REGGIE D

Quantity	Item	Description	Unit Price	Amount
1.00	SF2-A-AC	SMARTFILL CONSOLE 2-HOSE, NEMA 4 Enclosure, Includes: Ethernet and USB Interface, Color Graphic Display, AC Input, 5000 Transactions, 2000 Drivers, 2000 Vehicle AC (110VAC & 250VAC) input, 20 NFC Fobs, Dedicated website for transaction reporting, key and driver management Odometer/Hourmeter entry, fill limits per vehicle/driver Time based access control per vehicle/driver. Up to 2 Hose/Pump Control Modules	6,867.50	6,867.50
1.00	SFM2010	MODULE SF2, SGL PUMP/HOSE CONTROL AC/DC	443.00	443.00
1.00	A2301	100W INTERNAL HEATER	225.50	225.50
1.00	SFM2060	MODULE SF2, 2.4 GHz Wi-Fi TRANSCEIVER (Excludes Router Supplied by Customer)	1,156.20	1,156.20
1.00	A1512	ANTENNA, 4G, LTE, WiFi,	114.80	114.80
1.00	SF2-HOOD	HOOD ONLY FOR SMARTFILL CONSOLES	219.35	219.35
1.00	4000500	500 WESTERN PULSER	255.00	255.00
1.00	LABOR	ESTIMATED LABOR - INSTALLATION, PROGRAMMING & TRAINING	1,250.00	1,250.00
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	Continued



76 Hartness Ave Ste 1
 Springfield, VT 05156
 802-885-3194
 802-885-4150

QUOTATION

Quote Number: 2413
 Quote Date: Oct 20, 2021
 Page: 2

Quoted To:
TOWN OF WEATHERSFIELD P.O. BOX 550 5259 ROUTE 5 ASCUTNEY, VT 05030

Ship To:
TOWN OF WEATHERSFIELD ATTN. BRANDON GULNICK 483 STOUGHTON POND ROAD PERKINSVILLE, VT 05151 802-263-5272

Customer ID	Good Thru	Payment Terms	Sales Rep
TOWN OF WEATHER	11/19/21	Net 30 Days	REGGIE D

Quantity	Item	Description	Unit Price	Amount
1.00	LABOR	ESTIMATED LABOR - ELECTRICAL NOTE: A DEDICATED CIRCUIT IS NEEDED FOR THE FUEL MANAGEMENT SYSTEM. IF THE TOWN HAS AN IN HOUSE ELECTRICIAN WE COULD WORK WITH THEM	1,500.00	1,500.00
	COMMENT/NOTE	** OPTIONAL **		
1.00	SD2-X-XX-3MX	SMARTDIP 2, MODULE (4-TANKS) & 1 X 3M TANK SENSOR/KIT ** ALLOWS FOR MONITORING OF FUEL TANK LEVEL **	2,335.00	2,335.00
			Subtotal	14,366.35
			Sales Tax	
			TOTAL	14,366.35

ATTACHMENT C
[PURCHASING POLICY]

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

PURPOSE. The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Weathersfield at the lowest possible price in an efficient, timely, and cost-effective manner, as well as to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

PURCHASE AUTHORIZATION.

- Purchases of goods and services up to \$500 in total price shall be purchased by departments directly. A purchase order is not required for such purchases, although Department Heads are responsible for approving these purchases in advance. Payment will be made by coding and signing the bill when it arrives and submitting it to the Finance Department for payment.
- Purchases of goods and services between \$501 and \$2,000 in total price shall be made by departments directly through the use of a Departmental Purchase Order approved by the Department Head. Purchase orders do not have to be submitted to the Finance Department in advance of purchase, although Department Heads are responsible for approving these purchases in advance. Price quotations are not necessary but encouraged.
- Purchases of goods and services with a total price between \$2,001 and \$5,000 require signoff on the purchase order by the Department Head, Town Manager, and/or Finance Director prior to order placement. The purchase order shall be supported by three (3) written or verbal price quotations. The Department Head shall clearly indicate the recommended vendor. If the lowest quotation is not recommended, attachments to the purchase order shall indicate the reason for the choice.
- Purchases of goods and services with a total price between \$5,001 and \$10,000 require signoff on the purchase order by the Department Head, Town Manager, and Finance Director prior to order placement. The purchase order shall be supported by three (3) written price quotations. The Department Head shall clearly indicate the recommended vendor. If the lowest quotation is not recommended, attachments to the purchase order shall indicate the reason for the choice. The purchase requisition must be submitted in advance of the purchase.
- Purchases of goods and services with a total price over \$10,001 shall be made through the Competitive Bid Process.

COMPETITIVE BID PROCESS. All purchases of \$10,001 or more shall be subject to a competitive bid process. The bid process shall be initiated by the issuance of a request for bids prepared by the Town Manager. Notice of the request for bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

COMPETITIVE BID TYPES.

- *RFB: (Request for Bid)* Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
- *RFI: (Request for Information)* Commonly used to develop lists of qualified sellers and gain more input for resource availability.
- *RFP: (Request for Proposal)* Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.
- *RFQ: (Request for Quotation)* Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.

BID SPECIFICATIONS. Bid specifications shall include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. Any special requirements unique to the purchase.
7. Delivery or completion date.

Once a request for bids has been issued, the bid specifications will be available for inspection at the Town office.

BID SUBMISSION. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

BID OPENING. Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Town manager or her/his designee. The bid opening will include the name, address and phone number of the bidder, along with the completed bid sheet.

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

CRITERIA FOR BID SELECTION. In evaluating bids, the Town Manager and her/his designee will consider the following criteria (order of priority will differ with each bid):

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. The ability, capacity and skill of the vendor to perform the contract

9. Additional consideration will be given to local contractor whose bid comes within 10% of the next lowest bid.
10. Any other factors that the Town Manager and/or selectboard determines are relevant and appropriate in connection with a given project or service.
11. Any perceived or known conflict of interest, will prompt review of the town's conflict of interest policy to insure all bids follow both policies.

The Town Manager or her/his designee will make a recommendation to the selectboard for approval. The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract.

CHANGE ORDERS. If specification changes are made prior to the close of the bid process, the Request for Bids will be amended, and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Town Manager will prepare a change order specifying the scope of the change. Once approved by the Selectboard, the contractor and an authorized agent of the Town must sign the change order.

EXCEPTIONS

Service Purchases. The following items are exempted from both the bid and quotation process

- a. Repairs on equipment owned by the Town that are preventing the department from performing their everyday functions.
- b. Service contracts

- c. Purchases made subject to existing contracts issued by the State of Vermont shall be deemed in compliance with the provisions of this policy.

TOWN OF WEATHERSFIELD, VERMONT

PURCHASING POLICY

Sole Source Purchases. If the selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$10,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the selectboard votes to initiate a new bid process.

Emergency Purchases. The provisions of this policy may be waived in the event of an emergency. An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the municipality or its citizens, or the delivery of necessary services to the citizens of Weathersfield.

During emergency situations, when normal procurement procedures would be impracticable, the following procedures shall be followed:

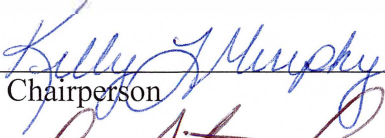
- The Town Manager shall approve all requests for emergency purchases. In the event that the Town Manager is unavailable, the Acting Town Manager or the appropriate department head may approve essential purchases.
- The Chair of the Select Board (or in his/her absence, the Vice Chair) shall be notified, within seventy two hours of the transaction of all purchases of over \$7,000 made under this emergency clause. The Town Manager shall also inform the Select Board about the purchases at the next meeting of the Select Board. The Town Manager shall be notified immediately of all emergency purchases made without his/her prior approval by Department Heads.

Emergency purchases can be costly. They are made hurriedly, usually without competitive bidding, and often not at the best price. Consequently, every effort should be made to avoid them. The Town Manager may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

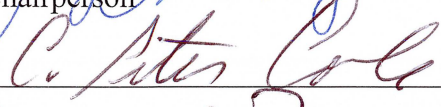
Professional Services. The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services.

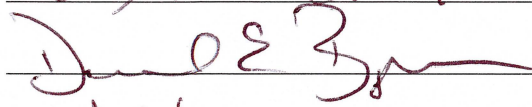
TOWN OF WEATHERSFIELD, VERMONT PURCHASING POLICY


The foregoing Policy is hereby adopted by the selectboard of the Town of Weathersfield, Vermont, this 16th day of July, 2018 and is effective as of this date until amended or repealed.

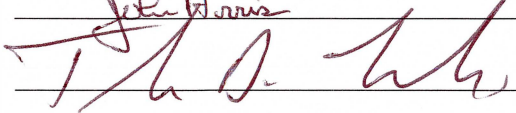


Chairperson











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: 10/28/2021
Re: FY23 Transfer Station Budget

Dear Selectors,

The FY23 proposed Transfer Station Budget achieves the following:

1. Decreases Weathersfield's contribution by 20%.
2. Increases West Windsor's contribution by 442.8%.
3. Increases Readings contribution by 7.93%
4. Divides Transfer Station Operations into Fixed & Variable costs (more detail below)
5. Increases personnel by 2%.
6. Increases the overall budget by 2.21% OR \$6,395.

See the 3 sections at the bottom of the FY23 Solid Waste Budget. You will notice the net fixed costs at the Transfer Station have been in red for 6 consecutive years because the fixed revenue is not covering the fixed expenses. The Variable Revenue/Expense Net has been offsetting the Fixed Net. In some cases, this has not been enough and in other cases there was a surplus.

One of the goals of the FY23 Solid Waste budget is to isolate fixed and variable expenses so that fixed revenues cover fixed expenses only and variable revenues cover variable expenses only. As you know, fixed revenue is generated from permit stickers and variable revenue is generated from punch ticket sales.

If this budget is approved, the Transfer Station Permit Sticker will be reduced to \$40 in FY23 (pending Final Grand List Information).

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

Respectfully,

DocuSigned by:
Brandon Gulnick 10/28/2021
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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

To: Selectboard & Residents
From: Town Manager
Date: 10/28/2021
Re: Parks & Recreation Policy & Procedures - Third Reading

Dear Selectors,

This is the third reading of the proposed Parks & Recreation Policy & Procedures. In the last meeting, no additional changes were recommended by the board.

Unless there are any additional changes the Selectboard would like to make, please move forward with a motion to approve this policy.

Attachment A - Parks & Recreation Policy & Procedures

Attachment B - Parks & Recreation Bylaws

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

Respectfully,

DocuSigned by:
Brandon Gulnick 10/28/2021
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Brandon Gulnick
Town Manager

ATTACHMENT A
[PARKS AND RECREATION POLICY]

TOWN OF WEATHERSFIELD, VERMONT
PARKS AND RECREATION COMMISSION
POLICY AND PROCEDURES

I. PURPOSE AND MISSION

- a. The Parks and Recreation Commission is organized pursuant to Title 31, Chapter 5, of the Vermont Statutes Annotated, to study the need for, plan, and oversee improvements to, or construction of, recreational facilities in the Town of Weathersfield.
- b. It is the mission of the Parks and Recreation Commission to establish and maintain resources that provide recreation, community gathering, and natural educational opportunities to residents of all ages within the Town.

II. ORGANIZATION

- a. There is no limit to the number of members on the Commission.
- b. The Commission, at the first meeting after the annual appointments, shall conduct a reorganization meeting, electing a Chairperson, Vice-Chairperson, and Clerk.

III. MEETINGS

- a. The Commission shall comply with all provisions of Vermont's Open Meeting Law.
- b. At its reorganization meeting, the Commission shall establish a regular meeting day, time, and location.
- c. The Commission shall publish an agenda in accordance with the statutes.
- d. The Commission shall keep written minutes of all the meetings. Minutes of the meetings will be approved at the following meeting, signed by the Chairperson, and submitted to the Town Clerk for recording.

IV. REPORTS

- a. The Commission shall report to the Selectboard at the first Board meeting of each quarter.
- b. The Commission shall submit an annual report for publication in the Town Report.

TOWN OF WEATHERSFIELD, VERMONT
PARKS AND RECREATION COMMISSION
POLICY AND PROCEDURES

V. FINANCES

- a. The Town Accountant shall handle all funds received and expended by the Commission as authorized by a warrant issued by the Selectboard.
- b. The Commission may request an update on the commission budget from the Town Accountant at any time.
- c. The Commission may vote to recommend expending funds:
 - i. The meeting minutes will state the motion for expenditure (which shall include the purpose), that the motion carried, and who is to receive the monies.
 - ii. The Commission will submit a written request for expenditures to the Town Manager, with invoices and/or receipts attached as appropriate, using the standard form developed by the Town.
 - iii. The request will either be approved or denied by the Town Manager.
- d. The Commission shall prepare, in November annually, a budgetary request for the following fiscal year. This request shall be submitted to the Town Manager for consideration in the annual budgetary preparation.

VI. INCONSISTENT POLICIES REPEALED

This policy shall amend and replace any provisions of any policy of the Town of Weathersfield in effect at the time of enactment of this amended policy governing any activity included in this amended Policy.

VII. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Selectboard 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.

TOWN OF WEATHERSFIELD, VERMONT
PARKS AND RECREATION COMMISSION
POLICY AND PROCEDURES

VIII. EFFECT

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

This amended Policy shall be entered in the minutes of the Selectboard's meeting it was amended at.

The foregoing amended Policy is hereby adopted by the Selectors of the Town of Weathersfield, Vermont, this first day of November 2021, and is effective as of this date until amended or repealed.

David Fuller, Chair

Kelly O'Brien, Clerk

Michael Todd, Vice Chair

Joe Jarvis, Member

Paul Tillman, Member

ATTACHMENT B
[PARKS AND RECREATION BYLAWS]

TOWN OF WEATHERSFIELD, VERMONT

PARKS AND RECREATION COMMISSION

BYLAWS

1. Purpose

The Parks and Recreation Commission was organized to study the need for, plan, and oversee improvements to, or construction of, recreational facilities.

2. Organization

- a. The Commission is appointed, annually, by the Selectboard. The Commission shall have no limit to the number of members on the Commission.
- b. The Commission, at the first meeting after the annual appointments, shall conduct a reorganization meeting, electing a Chairperson, Vice-Chairperson, and Clerk.
- c. The Commission shall keep written minutes of all the meetings. Minutes of the meetings will be approved at the following meeting, signed by the Chairperson, and submitted to the Town Clerk for recording.

3. Meetings

Regular meetings shall be voted on by the Parks and Recreation Commission at its first scheduled meeting after appointment annually. All interested parties are welcome at these meetings, but only Commission members may make motions and vote upon those motions.

4. Finances

- a. The Town Accountant shall handle all funds received and expended by the Commission.
- b. The Commission may call or visit the accountant at any time during regularly Martin Memorial Halls regularly scheduled business hours.
- c. The Commission may vote to expend the funds and then submit a written request to the Town Manager, stating the motion (which shall include the purpose for the expenditure), that the motion carried, and who is to receive the monies. The request shall be signed by the Chairperson or Vice-Chairperson. The Town Manager will either approve or deny the request.

5. Reports

- a. The Commission shall periodically report to the Selectboard.
- b. The Commission shall submit an annual report for publication in the Town Report.



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: 10/28/2021
Re: Parks & Recreation Policy & Procedures

Dear Selectors,

In an effort to provide our committees/ commissions/ boards with direction, we are drafting policies for Selectboard approval for all boards, committees, and commissions in Town with a similar format. Similar to the Parks & Recreation Policy, this policy defines the Purpose & Mission, Organization, Meetings, Reports, and Finances, for the Conservation Commission.

Attachment A - Conservation Commission Policy

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

Respectfully,

DocuSigned by:
 10/28/2021
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Brandon Gulnick
Town Manager

ATTACHMENT A
[CONSERVATION COMMISSION POLICY - FIRST READING]

TOWN OF WEATHERSFIELD, VERMONT
CONSERVATION COMMISSION
POLICY AND PROCEDURES

I. PURPOSE AND MISSION

- a. The Conservation Commission is organized pursuant to Title 34, Chapter 118, of the Vermont Statutes Annotated, to identify, protect, and preserve natural, scenic, and historic resources in the Town of Weathersfield.
- b. The Conservation Commission is charged with developing plans for resource protection and advising Town Officials by directing attention to the Town's natural, Scenic, and Historic resources.
- c. The Conservation Commission administers the Weathersfield Town Forest for the primary purpose of recreation (for the enjoyment of the public and to support economic development), creation and protection of various wildlife and plant habitats, and the education of the public on forest management.

II. ORGANIZATION

- a. According to 24 VSA 118 § 4502 the Conservation Commission shall have not less than three nor more than nine members. All members shall be residents of the municipality.
- b. Members of the conservation commission shall be appointed, and any vacancy filled, by the legislative body of the municipality. The term of each member shall be for four years, except for those first appointed, whose terms shall be varied in length so that in the future the number whose terms expire in each successive year shall be minimized.
- c. The Commission, at the first meeting after annual appointments, shall conduct a reorganization meeting, electing a Chairperson, Vice-Chairperson, and Clerk.

III. MEETINGS

- a. The Commission shall comply with all provisions of Vermont's Open Meeting Law.
- b. At its reorganization meeting, the Commission shall establish a regular meeting day, time, and location, which must be posted on the Town of Weathersfield's website.
- c. The Commission shall publish an agenda in accordance with the statutes.
- d. The Commission shall keep written minutes of all the meetings. Minutes of the meetings will be approved at the following meeting, signed by the Chairperson, and submitted to the Town Clerk for recording.

IV. REPORTS

- a. The Commission shall report to the Selectboard at the first Board meeting of each quarter.
- b. The Commission shall submit an annual report for publication in the Town Report.

TOWN OF WEATHERSFIELD, VERMONT
CONSERVATION COMMISSION
POLICY AND PROCEDURES

V. FINANCES

- a. The Town Accountant shall handle all funds received and expended by the Commission as authorized by a warrant issued by the Selectboard.
- b. The Commission may request an update on the commission budget from the Town Accountant at any time.
- c. The Commission may vote to recommend expending funds:
 - i. The meeting minutes will state the motion for expenditure (which shall include the purpose), that the motion carried, and who is to receive the monies.
 - ii. The Commission will submit a written request for expenditures to the Town Manager, with invoices and/or receipts attached as appropriate, using the standard form developed by the Town.
 - iii. The request will either be approved or denied by the Town Manager.
 - iv. If the request is denied, the Commission may appeal to the Selectboard, who may affirm or overturn the Town Manager's decision.
- d. The Commission shall prepare, in November annually, a budgetary request for the following fiscal year. This request shall be submitted to the Town Manager for consideration in the annual budgetary preparation.

VI. INCONSISTENT POLICIES REPEALED

This policy shall amend and replace any provisions of any policy of the Town of Weathersfield in effect at the time of enactment of this amended policy governing any activity included in this amended Policy.

VII. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Selectboard 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.

TOWN OF WEATHERSFIELD, VERMONT
CONSERVATION COMMISSION
POLICY AND PROCEDURES

VIII. EFFECT

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

This amended Policy shall be entered in the minutes of the Selectboard's meeting it was amended at.

The foregoing amended Policy is hereby adopted by the Selectors of the Town of Weathersfield, Vermont, this sixth day of December 2021, and is effective as of this date until amended or repealed.

David Fuller, Chair

Kelly O'Brien, Clerk

Michael Todd, Vice Chair

Joe Jarvis, Member

Paul Tillman, Member

Meeting date November 1, 2021
 AP warrant date 11/01/21
 Payroll warrant date 1 10/21/21
 Payroll warrant date 2 10/28/21



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of November 1, 2021

	Check Date	Payroll	Operating Expenses
General Fund			
	10/21/2021	\$8,326.86	
	10/28/2021	\$6,941.13	
AP	11/1/2021		\$34,670.44
Total		\$15,267.99	\$34,670.44
Highway Fund			
	10/21/2021	\$3,355.46	
	10/28/2021	\$3,315.06	
AP	11/1/2021		\$26,055.49
Total		\$6,670.52	\$26,055.49
Solid Waste Mgmt Fund			
	10/21/2021	\$769.26	
	10/28/2021	\$889.96	
AP	11/1/2021		\$14,379.54
Total		\$1,659.22	\$14,379.54
Library			
	10/21/2021	\$992.50	
	10/28/2021	\$992.50	
Total		\$1,985.00	\$0.00
Highway Grant			\$266.00
Library Memorial Expense			\$9.75
Grand Totals			\$75,381.22

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 \$100,963.95. Let this be your order for the payments of these amounts.

 Selector

10/28/21
01:53 pmTown of Weathersfield Accounts Payable
Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (General Fund)
For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21Page 1 of 6
Payroll

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ACTIVE911	10/22/21	Subsrcription 340943	11-7-207-42.00 Dues & Fees	325.00	224433	11/01/21
AFLAC	10/07/21	Payroll Transfer PR-10/07/21	11-2-011-10.00 AFLAC	54.63	224434	11/01/21
AFLAC	10/14/21	Payroll Transfer PR-10/14/21	11-2-011-10.00 AFLAC	54.63	224434	11/01/21
AFLAC	10/21/21	Payroll Transfer PR-10/21/21	11-2-011-10.00 AFLAC	54.63	224434	11/01/21
AFLAC	10/28/21	Payroll Transfer PR-10/28/21	11-2-011-10.00 AFLAC	54.63	224434	11/01/21
AMAZONCR	10/25/21	Supplies 464459386897	11-7-103-20.00 TC-Office Supplies	169.99	224436	11/01/21
AMAZONCR	10/25/21	Hamnet 546863485357	11-7-601-78.00 Library-Media	21.50	224436	11/01/21
AMAZONCR	10/25/21	Ink 855493576858	11-7-206-20.00 Supplies	75.56	224436	11/01/21
AMAZONCR	10/25/21	Supplies 876797794364	11-7-101-20.00 GF-Office Supplies	29.46	224436	11/01/21
AFD#2 WAT	10/21/21	Water payment Jul-Sept21 LIBJUL-SEP21	11-7-601-34.00 Library-Water	57.93	224438	11/01/21
AFD#2 WAT	10/21/21	Water pymt Jul-Sept MMHJUL-SEP21	11-7-301-34.00 Water	115.10	224438	11/01/21
BIBENS	10/26/21	batteries 281306/1	11-7-207-60.00 Maintenance & Repair	25.97	224440	11/01/21
BIBENS	10/26/21	bubble wrap credit 483783/1	11-7-207-60.00 Maintenance & Repair	-15.99	224440	11/01/21
CAN	10/22/21	Usage 4037539075	11-7-103-18.00 TC-Copier Usage/Supplies/	8.40	224442	11/01/21
CIVIC	10/15/21	CivicCMS Website 215499	11-7-101-25.10 GF-Website Development	4700.00	224444	11/01/21
CHOICECAR	10/19/21	Oct 21 Basic Admin fee IN2169641	11-7-101-14.30 GF-COBRA Admin fee	30.00	224445	11/01/21
COLONI	10/07/21	Payroll Transfer PR-10/07/21	11-2-011-14.10 Insurance Prem Liability	26.53	224446	11/01/21
COLONI	10/14/21	Payroll Transfer PR-10/14/21	11-2-011-14.10 Insurance Prem Liability	0.04	224446	11/01/21
COLONI	10/21/21	Payroll Transfer PR-10/21/21	11-2-011-14.10 Insurance Prem Liability	26.53	224446	11/01/21
COLONI	10/28/21	Payroll Transfer PR-10/28/21	11-2-011-14.10 Insurance Prem Liability	26.53	224446	11/01/21
BUSINESSC	10/20/21	Sept 21 Charges ADMINSEP21	11-7-101-29.20 GF-Travel/Mileage	159.50	224447	11/01/21
BUSINESSC	10/20/21	Sept 21 Charges ADMINSEP21	11-7-103-27.00 TC-Tuition and Training	196.90	224447	11/01/21
BUSINESSC	10/20/21	Sept 21 Charges ADMINSEP21	11-7-101-25.15 GF-Software Purchase	14.99	224447	11/01/21
BUSINESSC	10/20/21	Sept 21 Charges ADMINSEP21	11-7-101-23.50 GF-Advertising	242.82	224447	11/01/21
BUSINESSC	10/20/21	Sept 21 Charges ADMINSEP21	11-7-205-31.01 Emergency Mgmt	179.99	224447	11/01/21

10/28/21

Town of Weathersfield Accounts Payable

Page 2 of 6

01:53 pm

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (General Fund)

Payroll

For Check Acct 1(General Fund) All check #s 11/01/21 To 11/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-20.00 Supplies	21.44	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-20.00 Supplies	39.76	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-60.10 Vehicle Maintenance	38.66	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-60.10 Vehicle Maintenance	15.98	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-60.10 Vehicle Maintenance	64.98	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-51.00 AVFD Fuel	19.99	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	8/11-9/4/21 Charges AVFD 9/8/21	11-7-206-53.10 AVFD Fire Equip Repair	52.99	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-20.00 Supplies	79.52	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-20.00 Supplies	51.59	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-54.00 Interest Expense	4.59	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-60.00 Maintenance & Repairs	39.93	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-60.00 Maintenance & Repairs	44.93	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-60.00 Maintenance & Repairs	63.96	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/26/21	9/17-10/10/21 Charges AVFD10/10/21	11-7-206-42.00 Dues and Fees	35.00	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/20/21	Sept 21 Charges LIBSEPT21	11-7-601-21.00 Library-Postage	3.63	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/20/21	Sept 21 Charges LIBSEPT21	11-7-601-20.01 Library-Office Supplies	35.12	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/20/21	Sept 21 Charges LIBSEPT21	11-7-601-21.00 Library-Postage	3.03	224447	11/01/21
BUSINESSC COMMERCIAL CARD SERVICES	10/20/21	Creditcard Sept 2021 WWVFD101021	11-7-207-21.00 Postage	8.16	224447	11/01/21
COTTSYSTE COTT SYSTEMS	10/26/21	Monthly hosted solution 143411	11-7-103-24.00 Hosting Svcs - COTTS	345.00	224448	11/01/21
FLOANN DANGO, FLO-ANN	10/25/21	Hotel Reimbursements SEP'21 REIMB	11-7-103-27.00 TC-Tuition and Training	168.95	224449	11/01/21
DEMCO, IN DEMCO, INC.	10/21/21	Supplies 7017061	11-7-601-20.00 Library-Supplies	32.31	224451	11/01/21
EYEMED FIDELITY SECURITY LIFE IN	10/28/21	Nov 21 Premiums NOV21PREMIUM	11-7-103-14.10 TC-Insurance Benefits	8.70	224452	11/01/21
EYEMED FIDELITY SECURITY LIFE IN	10/28/21	Nov 21 Premiums NOV21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	8.70	224452	11/01/21
EYEMED FIDELITY SECURITY LIFE IN	10/28/21	Nov 21 Premiums NOV21PREMIUM	11-7-101-14.10 GF-Insurance Benefits	4.61	224452	11/01/21
EYEMED FIDELITY SECURITY LIFE IN	10/28/21	Nov 21 Premiums NOV21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	12.76	224452	11/01/21

10/28/21
01:53 pmTown of Weathersfield Accounts Payable
Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (General Fund)
For Check Acct 1(General Fund) All check #s 11/01/21 To 11/01/21Page 3 of 6
Payroll

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN	Nov 21 Premiums	11-7-601-14.10	12.76	224452	11/01/21
			NOV21PREMIUM	Library-Insurance Benft			
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN	Nov 21 Premiums	11-7-101-14.10	8.70	224452	11/01/21
			NOV21PREMIUM	GF-Insurance Benefits			
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN	Nov 21 Premiums	11-7-101-14.10	4.61	224452	11/01/21
			NOV21PREMIUM	GF-Insurance Benefits			
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN	Nov 21 Premiums	11-7-101-14.10	4.61	224452	11/01/21
			NOV21PREMIUM	GF-Insurance Benefits			
FIRSTL	09/20/21	FIRST LIGHT	Sept Erate chargeback	11-7-601-26.00	291.50	224453	11/01/21
			9799105	Library-Fiber Connect Ser			
FIRSTL	10/21/21	FIRST LIGHT	Oct Erate chargeback	11-7-601-26.00	257.50	224453	11/01/21
			9987973	Library-Fiber Connect Ser			
GMP	10/26/21	GREEN MOUNTAIN POWER	9/15-10/14 acc 8968200008	11-7-206-30.10	215.47	224454	11/01/21
			FIRE OCT21	Electricity			
GMP	10/21/21	GREEN MOUNTAIN POWER	9/15 - 10/14 71268200004	11-7-601-30.00	282.96	224454	11/01/21
			LIBOCT21	Library-Utilities			
GMP	10/25/21	GREEN MOUNTAIN POWER	9/15-10/14/21 31168900009	11-7-301-30.00	213.35	224454	11/01/21
			MMHOCT21	Electricity & Gas			
HELIE'S	10/26/21	HELIE'S CARPET	50% repair work floor	11-7-101-07.15	1225.00	224455	11/01/21
			10/25/2021	GF-Rainy Day Fund Exps			
IDS	10/25/21	IDS	Animal Tags	11-7-103-20.25	250.55	224456	11/01/21
			22-205	TC-Dog License Supplies			
INGRA	10/21/21	INGRAM LIBRARY SERVICES	Books	11-7-601-78.00	22.21	224457	11/01/21
			54737050	Library-Media			
INGRA	10/25/21	INGRAM LIBRARY SERVICES	Books	11-7-601-78.00	31.21	224457	11/01/21
			55218551	Library-Media			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-103-14.10	23.39	224460	11/01/21
			OCTPREMIUM	TC-Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-201-14.10	76.83	224460	11/01/21
			OCTPREMIUM	Police-Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-101-14.10	40.50	224460	11/01/21
			OCTPREMIUM	GF-Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-101-14.10	30.84	224460	11/01/21
			OCTPREMIUM	GF-Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-201-14.10	30.81	224460	11/01/21
			OCTPREMIUM	Police-Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-601-14.10	116.44	224460	11/01/21
			OCTPREMIUM	Library-Insurance Benft			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-101-14.10	19.72	224460	11/01/21
			OCTPREMIUM	GF-Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS	Oct Premiums	11-7-101-14.10	29.64	224460	11/01/21
			OCTPREMIUM	GF-Insurance Benefits			
SWCRP	10/25/21	MOUNT ASCUTNEY REGIONAL C	7-9' 21 ZoningContratwork	11-7-105-25.00	1785.00	224461	11/01/21
			WEA#1912-1	Land Use-Consultant			
MVP	10/25/21	MVP HEALTH CARE	October 21 Premiums	11-2-011-14.10	2098.98	224462	11/01/21
			OCT21PREMIUM	Insurance Prem Liability			
MVP	10/25/21	MVP HEALTH CARE	October 21 Premiums	11-7-101-14.10	2348.20	224462	11/01/21
			OCT21PREMIUM	GF-Insurance Benefits			
MVP	10/25/21	MVP HEALTH CARE	October 21 Premiums	11-7-201-14.10	2782.63	224462	11/01/21
			OCT21PREMIUM	Police-Insurance Benefits			

10/28/21

Town of Weathersfield Accounts Payable

Page 4 of 6

01:53 pm

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (General Fund)

Payroll

For Check Acct 1(General Fund) All check #s 11/01/21 To 11/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MVP	10/25/21	MVP HEALTH CARE October 21 Premiums OCT21PREMIUM	11-7-601-14.10 Library-Insurance Benft	722.40	224462	11/01/21
MVP	10/25/21	MVP HEALTH CARE October 21 Premiums OCT21PREMIUM	11-7-101-14.10 GF-Insurance Benefits	587.05	224462	11/01/21
MVP	10/25/21	MVP HEALTH CARE October 21 Premiums OCT21PREMIUM	11-2-011-14.10 Insurance Prem Liability	95.57	224462	11/01/21
MVP	10/25/21	MVP HEALTH CARE October 21 Premiums OCT21PREMIUM	11-2-011-14.10 Insurance Prem Liability	-75.83	224462	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-103-14.10 TC-Insurance Benefits	68.55	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-201-14.10 Police-Insurance Benefits	68.55	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-101-14.10 GF-Insurance Benefits	68.55	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-201-14.10 Police-Insurance Benefits	129.44	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-601-14.10 Library-Insurance Benft	129.44	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-101-14.10 GF-Insurance Benefits	129.44	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-101-14.10 GF-Insurance Benefits	35.98	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	11-7-101-14.10 GF-Insurance Benefits	35.98	224463	11/01/21
OREILLY	10/26/21	O'REILLY AUTO PARTS Supplies 5683-289148	11-7-207-60.00 Maintenance & Repair	98.92	224464	11/01/21
OREILLY	10/26/21	O'REILLY AUTO PARTS polish 5683-289150	11-7-207-60.00 Maintenance & Repair	15.99	224464	11/01/21
VTAGHUMAN	10/21/21	OFFICE OF CHILD SUPPORT Payroll Transfer PR-10/21/21	11-2-011-07.00 Garnishments	327.84	224465	11/01/21
VTAGHUMAN	10/28/21	OFFICE OF CHILD SUPPORT Payroll Transfer PR-10/28/21	11-2-011-07.00 Garnishments	327.84	224465	11/01/21
PETE'S	10/25/21	PETE'S TIRE BARN, INC. Tires 10/13 050959	11-7-201-24.00 Police-Equipment and Supp	529.16	224466	11/01/21
PETE'S	10/25/21	PETE'S TIRE BARN, INC. wrong tire was billed 050960	11-7-201-24.00 Police-Equipment and Supp	-450.00	224466	11/01/21
RADIO NO	10/26/21	RADIO NORTH GROUP, INC equipment 24143560	11-7-206-20.00 Supplies	2218.00	224467	11/01/21
S.G.REED	10/26/21	REED TRUCK SERVICES INC Disp cover 15322	11-7-207-60.00 Maintenance & Repair	74.80	224469	11/01/21
SECUR	10/26/21	SECURSHRED October pickup 376171	11-7-101-20.00 GF-Office Supplies	22.00	224471	11/01/21
SF&B	10/21/21	SHEEHEY FURLONG & BEHM P. 9/2 & 9/9 legal matters 66447	11-7-101-43.00 GF-Legal Fees	217.33	224472	11/01/21
STAPLESBU	10/22/21	STAPLES ADVANTAGE Batteries & Tissues 2928175791	11-7-101-20.00 GF-Office Supplies	31.78	224475	11/01/21
STAPLESBU	10/22/21	STAPLES ADVANTAGE Batteries & Tissues 2930652511	11-7-101-20.00 GF-Office Supplies	26.98	224475	11/01/21
STAPLESBU	10/22/21	STAPLES ADVANTAGE Batteries & Tissues 2930652511	11-7-103-20.00 TC-Office Supplies	34.49	224475	11/01/21

10/28/21
01:53 pmTown of Weathersfield Accounts Payable
Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (General Fund)
For Check Acct 1(General Fund) All check #s 11/01/21 To 11/01/21Page 5 of 6
Payroll

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
STAPLESBU	10/22/21	Hole Punch 2943221881	11-7-104-24.00 Listers-Equipment	17.99	224475	11/01/21
STAPLESBU	10/22/21	Trash bags 2945156301	11-7-101-20.00 GF-Office Supplies	35.78	224475	11/01/21
SYMQUEST	10/21/21	Oct21 copier lease 454735333	11-7-601-24.00 Library-Copier Lease	136.45	224476	11/01/21
TSARGENT	10/26/21	Mowing September 2021 SEPTEMBER 21	11-7-206-60.00 Maintenance & Repairs	70.00	224477	11/01/21
TWIN	10/26/21	Brake fluid/hose 23473	11-7-207-60.10 Vehicle Maintenance	302.57	224478	11/01/21
TWIN	10/26/21	air filter / lube 23607	11-7-207-60.10 Vehicle Maintenance	294.85	224478	11/01/21
USC	10/26/21	9/16 - 10/15/21 services 0462697555	11-7-207-31.00 Telephone & Internet	52.96	224480	11/01/21
VMERS DB	10/07/21	Payroll Transfer PR-10/07/21	11-2-011-05.00 Retirement	1863.86	224481	11/01/21
VMERS DB	10/14/21	Payroll Transfer PR-10/14/21	11-2-011-05.00 Retirement	1786.56	224481	11/01/21
VMERS DB	10/21/21	Payroll Transfer PR-10/21/21	11-2-011-05.00 Retirement	1940.52	224481	11/01/21
VMERS DB	10/21/21	Payroll Transfer PR-10/21/21A	11-2-011-05.00 Retirement	21.15	224481	11/01/21
VMERS DB	10/28/21	Payroll Transfer PR-10/28/21	11-2-011-05.00 Retirement	1811.45	224481	11/01/21
WWVFD	10/26/21	FD coord Reimbursement 10/8/21 REIM	11-7-207-20.00 Supplies	49.70	224482	11/01/21
COMCAST	10/28/21	September 21 phone 132632155SEP	11-7-601-31.00 Library-Telephone	78.39	224483	11/01/21
COMCAST	10/28/21	September 21 phone 132632155SEP	11-7-101-31.00 GF-Telephone	350.00	224483	11/01/21
GALLS	10/28/21	Guardian Gen 1.5 carrier 019592592	11-7-201-15.00 Police-Uniforms and Clean	344.99	224484	11/01/21

10/28/21

Town of Weathersfield Accounts Payable

Page 6 of 6

01:53 pm

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (General Fund)

Payroll

For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		34670.44		
				=====		

10/28/21
01:53 pmTown of Weathersfield Accounts Payable
Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (Highway Fund)
For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21Page 1 of 3
Payroll

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AMAZONCR	10/25/21	AMAZON Wire connector 445478685389	12-7-101-52.00 Repairs & Supplies	14.48	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Binder 469576434438	12-7-101-24.10 Office Equipment	25.27	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Electrical Tape 538335577498	12-7-101-52.00 Repairs & Supplies	9.22	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Safety Requirements Book 543976764333	12-7-101-53.50 Safety Equipment	35.90	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Toner 578947666933	12-7-101-24.10 Office Equipment	26.99	224436	11/01/21
AMAZONCR	10/25/21	AMAZON face shields 658466365588	12-7-101-53.50 Safety Equipment	69.76	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Toner 934965569484	12-7-101-24.10 Office Equipment	74.04	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Work gloves 987479335854	12-7-101-52.00 Repairs & Supplies	69.82	224436	11/01/21
AMAZONCR	10/25/21	AMAZON Light Kit 988397948676	12-7-101-52.00 Repairs & Supplies	101.73	224436	11/01/21
BRENNTA	10/27/21	BRENNTAG LUBRICANTS Ultrapure Def Diesel Exh BLN21-663519	12-7-101-52.00 Repairs & Supplies	182.65	224441	11/01/21
BUSINESSSC	10/25/21	COMMERCIAL CARD SERVICES Sep 21 charges HWAYSEP21	12-7-101-52.00 Repairs & Supplies	103.65	224447	11/01/21
BUSINESSSC	10/25/21	COMMERCIAL CARD SERVICES Sep 21 charges HWAYSEP21	12-7-101-52.00 Repairs & Supplies	239.80	224447	11/01/21
BUSINESSSC	10/25/21	COMMERCIAL CARD SERVICES Sep 21 charges HWAYSEP21	12-7-101-52.00 Repairs & Supplies	22.21	224447	11/01/21
LESNIC	10/21/21	DANIEL LESNICK EXCAVATING Cascade Fall Excavator hr 1800	12-7-101-45.00 Contract Work	10180.00	224450	11/01/21
LESNIC	10/21/21	DANIEL LESNICK EXCAVATING Cascade Fall Excavator hr 1801	12-7-101-45.00 Contract Work	1960.00	224450	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	8.70	224452	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	12.76	224452	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	12.76	224452	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	8.70	224452	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	12.76	224452	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	4.61	224452	11/01/21
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums NOV21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	4.61	224452	11/01/21
LONGTINA	10/25/21	LONGTIN, ALEXANDER Mileage training Oct21 MILEAGEOCT21	12-7-101-50.00 Expense Reimbursement	153.44	224458	11/01/21
LOWELL	10/25/21	LOWELL MCLEODS INC. Equip trailer repair S67729	12-7-101-52.00 Repairs & Supplies	270.51	224459	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	24.00	224460	11/01/21

10/28/21

Town of Weathersfield Accounts Payable

Page 2 of 3

01:53 pm

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (Highway Fund)

Payroll

For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	28.45	224460	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	25.61	224460	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	25.61	224460	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	-24.00	224460	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	27.17	224460	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	33.47	224460	11/01/21
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums OCTPREMIUM	12-7-101-14.10 HWY-Insurance Benefits	22.56	224460	11/01/21
MVP	10/25/21	MVP HEALTH CARE October 21 Premiums OCT21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	7297.07	224462	11/01/21
MVP	10/25/21	MVP HEALTH CARE October 21 Premiums OCT21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	-722.39	224462	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	12-7-101-14.10 HWY-Insurance Benefits	68.55	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	12-7-101-14.10 HWY-Insurance Benefits	68.55	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	12-7-101-14.10 HWY-Insurance Benefits	129.44	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	12-7-101-14.10 HWY-Insurance Benefits	68.55	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	12-7-101-14.10 HWY-Insurance Benefits	129.44	224463	11/01/21
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums NOV2021	12-7-101-14.10 HWY-Insurance Benefits	35.98	224463	11/01/21
OSGOOD	10/25/21	RALPH OSGOOD, INC. Repairs, welding 29623	12-7-101-52.00 Repairs & Supplies	410.00	224468	11/01/21
SANEL	10/26/21	SANEL NAPA SPRINGFIELD Oil 7 fuel Filter 945386881	12-7-101-52.00 Repairs & Supplies	121.00	224470	11/01/21
SNOWPLOW	10/28/21	SNOWPLOW SALES INC Cable Assembly F-350 Plow 9709	12-7-101-53.00 Equipment	287.50	224473	11/01/21
U1ST	10/21/21	UNIFIRST CORPORATION 10/15 DB uniform + cleani 1070072060	12-7-101-15.20 HWY-Uniforms & Cleaning	213.27	224479	11/01/21
U1ST	10/26/21	UNIFIRST CORPORATION 10/22 uniform cleaning 1070073917	12-7-101-15.20 HWY-Uniforms & Cleaning	110.42	224479	11/01/21
COMCAST	10/28/21	COMCAST PHONE September 21 phone 132632155SEP	12-7-101-31.00 Wireless/Pager Service	65.87	224483	11/01/21
GORMAN	10/28/21	GORMAN GROUP, LLC 4500 gal summer calcium 11012070	12-7-101-58.30 Chloride	4005.00	224485	11/01/21

10/28/21
01:53 pm

Town of Weathersfield Accounts Payable
Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (Highway Fund)
For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21

Page 3 of 3
Payroll

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		26055.49		
				=====		

10/28/21

Town of Weathersfield Accounts Payable

01:53 pm

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (Proctor Library)

Payroll

For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
INGRA	10/25/21	INGRAM LIBRARY SERVICES Books 55218551	13-7-101-11.03 Memorial Expenses	9.75	224457	11/01/21
Report Total				9.75		

10/28/21
01:53 pm

Town of Weathersfield Accounts Payable

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (Special Revenue)
For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21

Payroll

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
CERSOSIMA CERSOSIMO INDUSTRIES, INC	10/21/21	Ditch Stone GIA FY21 9102	15-7-207-09.00 HWY-GIA FY21	266.00	224443	11/01/21
Report Total				266.00		

10/28/21

Town of Weathersfield Accounts Payable

01:53 pm

Check Warrant Report # 19508 Current Prior Next FY Invoices For Fund (Solid Waste)

Payroll

For Check Acct 1 (General Fund) All check #s 11/01/21 To 11/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
ALV	10/26/21	ALVA WASTE SERVICES, LLC. Hauling, glass	21-7-102-45.01	407.00	224435	11/01/21
		43144	Recycling - Glass			
ALV	10/26/21	ALVA WASTE SERVICES, LLC. MSW	21-7-101-45.05	6098.07	224435	11/01/21
		43269	Trash-Tippage			
ALV	10/26/21	ALVA WASTE SERVICES, LLC. C&D	21-7-101-45.10	4926.75	224435	11/01/21
		43270	C&D Tippage			
ALV	10/26/21	ALVA WASTE SERVICES, LLC. C&D	21-7-102-45.00	2224.75	224435	11/01/21
		43271	Zero Sort contain &Tipp			
BESTSEPTI	10/25/21	BEST SEPTIC SERVICE LLC Oct 21 on 5024 Rte 106	21-7-101-45.00	110.00	224439	11/01/21
		30014	Rental - Port-a-Potty			
EYEMED	10/28/21	FIDELITY SECURITY LIFE IN Nov 21 Premiums	21-7-101-14.10	4.61	224452	11/01/21
		NOV21PREMIUM	Insurance Benefits			
MADISON	10/21/21	MADISON NATIONAL LIFE INS Oct Premiums	21-7-101-14.10	15.95	224460	11/01/21
		OCTPREMIUM	Insurance Benefits			
N DELT	10/20/21	NORTHEAST DELTA DENTAL Nov 21 Premiums	21-7-101-14.10	35.98	224463	11/01/21
		NOV2021	Insurance Benefits			
COMCAST	10/28/21	COMCAST PHONE September 21 phone	21-7-101-31.00	111.23	224483	11/01/21
		132632155SEP	Telephone			
SWWCSWMD	10/21/21	SOUTHERN WINDSOR/WINDHAM Glass disposal 8/3+9/7	21-7-102-45.01	224.80	224486	11/01/21
		WGLAUGSEP21	Recycling - Glass			
SWWCSWMD	10/21/21	SOUTHERN WINDSOR/WINDHAM Glass disposal 8/3+9/7	21-7-102-45.01	200.40	224486	11/01/21
		WGLAUGSEP21	Recycling - Glass			
SWWCSWMD	10/21/21	SOUTHERN WINDSOR/WINDHAM Glass disposal 8/3+9/7	21-7-102-45.01	20.00	224486	11/01/21
		WGLAUGSEP21	Recycling - Glass			
Report Total				14379.54		

10/28/21
01:42 pmTown of Weathersfield Payroll
Check Warrant Report #
Check date 10/21/21 to 10/21/21 Departments 111 to 111Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E 14342	10/21/21	0.00	364.73
BEARSE	BEARSE, DEFOREST D.	E 14344	10/21/21	0.00	159.32
DANGOF	DANGO, FLORA ANN	E 14346	10/21/21	0.00	767.61
DANIELSWI	DANIELS, WILLIAM J.	E 14347	10/21/21	0.00	1140.55
ESTYLYNNE	ESTY, LYNNETTE A.	E 14349	10/21/21	0.00	16.62
GRAHAMJ	GRAHAM, JOHN J.	E 14350	10/21/21	0.00	185.47
GULNICKB	GULNICK, BRANDON W.	E 14351	10/21/21	0.00	999.96
HIERS	HIER, STEVE A.	E 14352	10/21/21	0.00	267.90
MCKENZIEG	MCKENZIE, GAIL R.	E 14354	10/21/21	0.00	956.31
	Fringes paid via direct deposit				38.46
MCKENZIEG	MCKENZIE, GAIL R.	48041	10/21/21	210.45	0.00
Total of 2 items for MCKENZIEG				210.45	956.31
				1166.76	
PRINCE	PRINCE, RYAN C.	E 14357	10/21/21	0.00	699.35
	Fringes paid via direct deposit				797.51
SAVAGE	SAVAGE, OLIVIA I.	E 14359	10/21/21	0.00	402.78
	Fringes paid via direct deposit				38.46
SAVAGE	SAVAGE, OLIVIA I.	E 14360	10/21/21	0.00	80.80
Total of 2 items for SAVAGE				0.00	483.58
SMITH	SMITH, STEVEN	48038	10/21/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E 14362	10/21/21	0.00	862.42
THOMASB	THOMAS, BARBARA A.	E 14363	10/21/21	0.00	151.51
				397.10	7929.76

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10/28/21
01:43 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/21/21 to 10/21/21 Departments 121 to 121

Page 1 of 1
Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BEARSED	BEARSE, DAVID E.	E	14343	10/21/21	0.00	615.68
	Fringes paid via direct deposit					38.46
ESTYJO	ESTY, JOHN W.	E	14348	10/21/21	0.00	795.28
LONGTIN	LONGTIN, ALEXANDER J.	E	14353	10/21/21	0.00	447.49
MOORER	MOORE, RAY A.	E	14356	10/21/21	0.00	675.97
STAPLETON	STAPLETON, RAY E.	E	14361	10/21/21	0.00	782.58
					-----	-----
					0.00	3355.46
					=====	=====

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10/28/21
01:43 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/21/21 to 10/21/21 Departments 131 to 131

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E 14345	10/21/21	0.00	128.69
RICHARDMA	RICHARDSON, MARK P.	E 14358	10/21/21	0.00	707.23
TOPOLSKI	TOPOLSKI, JUDITH A.	E 14364	10/21/21	0.00	156.58
				-----	-----
				0.00	992.50
				=====	=====

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10/28/21
01:43 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/21/21 to 10/21/21 Departments 211 to 211

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E 14355	10/21/21	0.00	280.81
WATERST	WATERS, TYLER M.	E 14365	10/21/21	0.00	488.45
				0.00	769.26

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10/28/21
01:44 pmTown of Weathersfield Payroll
Check Warrant Report #
Check date 10/28/21 to 10/28/21 Departments 111 to 111Page 1 of 1
Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	14366	10/28/21	0.00	419.93
BEARSE	BEARSE, DEFOREST D.	E	14368	10/28/21	0.00	72.05
DANGOF	DANGO, FLORA ANN	E	14370	10/28/21	0.00	767.61
DANIELSWI	DANIELS, WILLIAM J.	E	14371	10/28/21	0.00	812.89
GRAHAMJ	GRAHAM, JOHN J.	E	14373	10/28/21	0.00	380.62
GULNICKB	GULNICK, BRANDON W.	E	14374	10/28/21	0.00	999.96
HIERCA	HIER, CAROLYN A.	E	14375	10/28/21	0.00	5.34
HIERS	HIER, STEVE A.	E	14376	10/28/21	0.00	267.90
MCKENZIEG	MCKENZIE, GAIL R.	E	14378	10/28/21	0.00	865.84
	Fringes paid via direct deposit					38.46
PRINCE	PRINCE, RYAN C.	E	14381	10/28/21	0.00	699.35
SAVAGE	SAVAGE, OLIVIA I.	E	14383	10/28/21	0.00	375.43
	Fringes paid via direct deposit					38.46
SMITH	SMITH, STEVEN		48042	10/28/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	14385	10/28/21	0.00	862.42
THOMASB	THOMAS, BARBARA A.	E	14386	10/28/21	0.00	148.22
					-----	-----
					186.65	6754.48
					=====	=====

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10/28/21
01:44 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/28/21 to 10/28/21 Departments 121 to 121

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BEARSED	BEARSE, DAVID E.	E 14367	10/28/21	0.00	597.96
	Fringes paid via direct deposit				38.46
ESTYJO	ESTY, JOHN W.	E 14372	10/28/21	0.00	792.41
LONGTIN	LONGTIN, ALEXANDER J.	E 14377	10/28/21	0.00	427.86
MOORER	MOORE, RAY A.	E 14380	10/28/21	0.00	675.79
STAPLETON	STAPLETON, RAY E.	E 14384	10/28/21	0.00	782.58
				-----	-----
				0.00	3315.06
				=====	=====

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10/28/21
01:44 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/28/21 to 10/28/21 Departments 131 to 131

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E 14369	10/28/21	0.00	128.69
RICHARDMA	RICHARDSON, MARK P.	E 14382	10/28/21	0.00	707.23
TOPOLSKI	TOPOLSKI, JUDITH A.	E 14387	10/28/21	0.00	156.58
				----- 0.00	----- 992.50
				=====	=====

*****992.50

10/28/21
01:44 pm

Town of Weathersfield Payroll
Check Warrant Report #
Check date 10/28/21 to 10/28/21 Departments 211 to 211

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BARTON	BARTON, JEREMY F.	48041	10/28/21	118.33	0.00
MERICLE J	MERICLE, JAMES S.	E 14379	10/28/21	0.00	279.93
WATERST	WATERS, TYLER M.	E 14388	10/28/21	0.00	491.70
				----- 118.33	----- 771.63
				=====	=====

*****889.96