



**TOWN OF WEATHERSFIELD  
SELECTBOARD**

**REGULAR MEETING AGENDA**

MONDAY, MAY 17, 2021 AT 06:30PM  
5259 US ROUTE 5, ASCUTNEY, VT 05030

PHONE  
(802) 674-2626

FAX  
(802) 674-2117

ZOOM MEETING

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

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

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

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

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

**Zoom: "Live/ Real-time" – May 3, 2021 | 6:30PM**

**SAPATV.org – Wednesday Afternoon**

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

1. Call to Order
2. Executive Session - Personnel - TM Performance Review
3. Comments from Selectboard Members, Town Manager, and Residents on Topics not on the Agenda
4. Review minutes from previous meetings: 05-03-2021
5. YTD Finance Report
6. Vote to Approve the Weathersfield Local Emergency Management Plan
7. Listers Request to File a 21 Day Extension
8. Vote to Expend \$7,500 from Capital Reserve for Infrastructure Improvement
9. Personnel Policy Discussion
10. Work-At-Home Policy - First Reading
11. Solid Waste District Bids
12. 1879 Schoolhouse Bid Award
13. Police & Fire Radios Discussion
14. Proposed future agenda items
15. Appointments
  - a. Budget Committee (4 vacancies - 1 Year Terms)
  - b. Connecticut River Joint Commission Representative (1 Vacancy, 1 Year Term)
  - c. Energy Coordinator (1 Vacancy - 1 Year Term)
  - d. Planning Commission (1 Vacancy - 3 Year Term - 1 Year Remaining)
16. Warrants
17. Any other Business
18. Adjourn

Select Board Meeting  
Martin Memorial Hall  
5259 US Rte 5, Ascutney VT  
DRAFT of Select Board Meeting Minutes  
Monday, May 3, 2021 6:30 PM

Select Board Members Present:

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

Attendees: Olivia Savage, Ray Stapleton, Susanne Terrill

Online Attendees: Rosalie McNamara, FloAnn Dango, John Esty

- 1.) Call to Order by David Fuller at 6:31 pm
- 2.) Comments from Selectboard Members, Town Manager and residents on topics not on the agenda.

David Fuller called attention to the changes that Governor Scott had made to the COVID restrictions.

No other comments.

- 3.) Review of minutes from previous meetings:

Paul Tillman made a motion to approve the minutes from 4/19/21:

Kelly O'Brien– 2nd

No discussion

Vote – unanimous

- 4.) Town Manager Report

May 2021 Town Manager Report

Dear Select Board Members & Weathersfield Residents:

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

#### COVID-19 & Emergency Management

On April 12th we learned of a COVID-19 positive case at Martin Memorial Hall. All town employees were sent home to work remotely between April 13 th & April 21 st . During that time, the building received a deep cleaning from SERVPRO, all employees exposed to this official quarantined following contact tracing. All Town employees have been working back at Martin Memorial Hall since April 22nd. The building continues to be open to the public by appointment, phone, and email. Face masks are required when in the presence of others, sign-in sheets are fixed at each entrance door for contact tracing, and tape markings have been placed on the floor to demonstrate 6-FT spacings. If anyone has any questions regarding Weathersfield COVID-19 protocols, please do not hesitate to ask.

## Tenney Tree Project

The final phase of the project includes the installation of the display board, signage on the front of the pavilion (which will be made from the remains of the memorial tree) displaying “Tenney Memorial Park,” flower plantings on the inner ring around the tree stump, and 2 picnic tables. There is a back order on picnic tables. According to vendors there has been an increase in the sale of outdoor sheds, picnic tables, and other outdoor furnishings. Our vendor (the carriage shed) said we can expect to wait for up to 2 months for delivery. Pricing has similarly increased. The family has decided on 2 types of carvings for memorial plaques and Rockledge Farms will get started carving those next week if they have not already started. The State of Vermont is reviewing the language for the display board submitted from the Historical Society. See Attachment A.

## Fire Department Contract Implementation

Due to the COVID exposure in the Office the scheduled Fire Department meetings were rescheduled by combining meeting #1 and meeting #2 together. On April 29th West Weathersfield Fire Department Chief Josh Dauphin, Treasurer Steve Hier, EAF Rosalie McNamara, and I held a meeting to discuss the transition of finance & the Fire Department Drive on the network. Our meeting will take place with the Ascutney Fire Department during the first week of May. All other meetings remain on schedule.

## Solid Waste RFP

### Solid Waste RFP

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

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

The Executive Committee held a meeting on April 5th at 9am to review these proposals. After the meeting I was contacted by several of our surrounding communities. By reviewing the abovementioned bids, Alva Waste Services is the most financially beneficial option for Weathersfield and Springfield whereas Casella is the most financially beneficial for Ludlow and Rockingham. According to the Solid Waste District, there is no need for the entire district to select the same company for solid waste. Springfield has notified us that they will be moving forward with Alva Waste Services for Solid Waste. On May 13th, the SWWCSWMD BOS will be holding a meeting to discuss.

Ray Stapleton noted that the Transfer Station has had good luck with Alva. They have come up on the weekends to help out when requested.

The Solid Waste RFP will be on the next Selectboard meeting agenda for 5/17/21.

### Weathersfield, VT-131 Speed Limit

On February 17, 2021 we submitted a request to the State of Vermont AOT Traffic Operations requesting a review of the speed limit on VT-131 in the vicinity of Victory Drive and Lavigne Road. The 50MPH speed limit in front of Lavigne Road is not enough time to stop in the case there is a need to do so. There were 2 accidents in that area prior to submitting the letter. Following our letter Traffic Operations conducted an engineering study from the junction of Goulden Ridge Road (within the existing 40-mph zone at MP 7.67±) westerly to an area west of Victory Drive (within the existing 50-mph zone). The existing speed limit changes at MP 7.51±. A total of 3 separate speed studies were conducted. The 85th percentile speeds (the speed below which 85% of traffic measured was traveling) ranged from 49 to 53 mph. Traffic Operations recommended the existing 40/50-mph transition point be adjusted 0.27± miles westerly due to hidden drives and a combination of horizontal / vertical curves as approaching Lavigne Road and the current transition point. The recommendation was forwarded to the Vermont Traffic Committee who held a hearing on April 29 th and approved the request. The signs will go up by the end of May.

Ray Stapleton let the Selectboard know that there were funds in the paving grants for the State of VT that he applied for. He was awarded \$150,000 for Class II projects and \$100,000 for Class II paving.

### Transfer Station Update

The Transfer Station Joint Committee held a meeting on Thursday, March 22 nd at 6pm. During this meeting we reviewed and discussed a draft Transfer Station Contract between Weathersfield, Reading, and West Windsor. We will be meeting again at the end of May to discuss any comments, concerns, or recommended changes to the Agreement. Following this meeting our administration will update the contract and submit it to the Weathersfield Selectboard for review (inviting Reading and West Windsor to attend).

Michael Todd asked Brandon Gulnick, Town Manager for a progress report and where we were at with the Transfer Station Joint Commission.

Brandon Gulnick, Town Manager gave a brief run down:

- Drafted Transfer Station Letter
- Letter was signed by Selectboard
- West Windsor requested a study to be completed
- Study was completed and presented
- Drafted Contract & Agreement which was presented at the last Transfer Joint Commission meeting.
- Over the next 2 meetings the other Towns will send questions to Brandon Gulnick to be addressed at the 5/27/21 meeting.
- Contract & Agreement will be added to the 1<sup>st</sup> Selectboard meeting agenda in June.

Paul Tillman also noted that Transfer Station Joint Committee is trying to formalize their meetings by adding a Recording Secretary and had Jason Rasmussen from Regional Planning run the meeting.

### American Rescue Plan Act (ARPA)

According to VLCT, the sum of the Metro City, Local Government/Non-Entitlement and County Government funds is \$197,569,237. The US Treasury has 60 days from the date of the President signing the bill to send local



aid dollars to states. Then the states have 30 days to disburse local aid dollars to cities, towns, and villages. That means local aid dollars will be in local coffers by June 9, 2021. The state may not direct local governments expenditure of the ARPA local direct aid dollars.

ARPA funds will come with significant restrictions regarding what projects are eligible to be funded, tracking and reporting requirements, and data monitoring, as well as training and general consultation requirements. HR – 1319 provides funding to a narrow set of circumstances which US Treasury will interpret - responding to workers performing essential work during the crisis, provision of government services to the extent of the reduction in revenue of the state, territory, or tribal government due to the public health emergency, and making necessary investments in water, sewer, or broadband infrastructure.

As we have seen with the CARES Act, Treasury guidance continues to evolve throughout the lifespan of the federal funding program. Nor is it easy to follow. The consequences for failing to comply with Treasury Guidance or constraints imposed by the legislation are significant as the federal government may claw back funding.

The first Weathersfield allocation, according to State Representative John Arrison, will be for \$274,329 and the second will be for \$537,574.

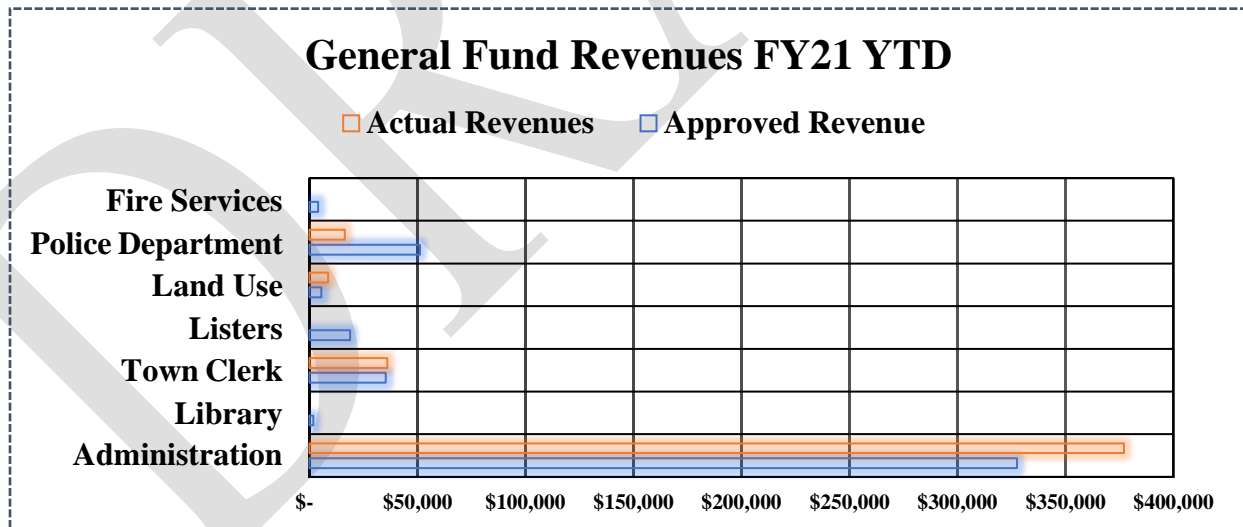
As additional guidance becomes available, we will update you via email/ in SB reports.

5.) April 2021 Finance Report

Town Manager presented the April 2021 Finance Report to the Selectboard.

FY21 YTD Actuals - All Departments

**GENERAL FUND REVENUES**



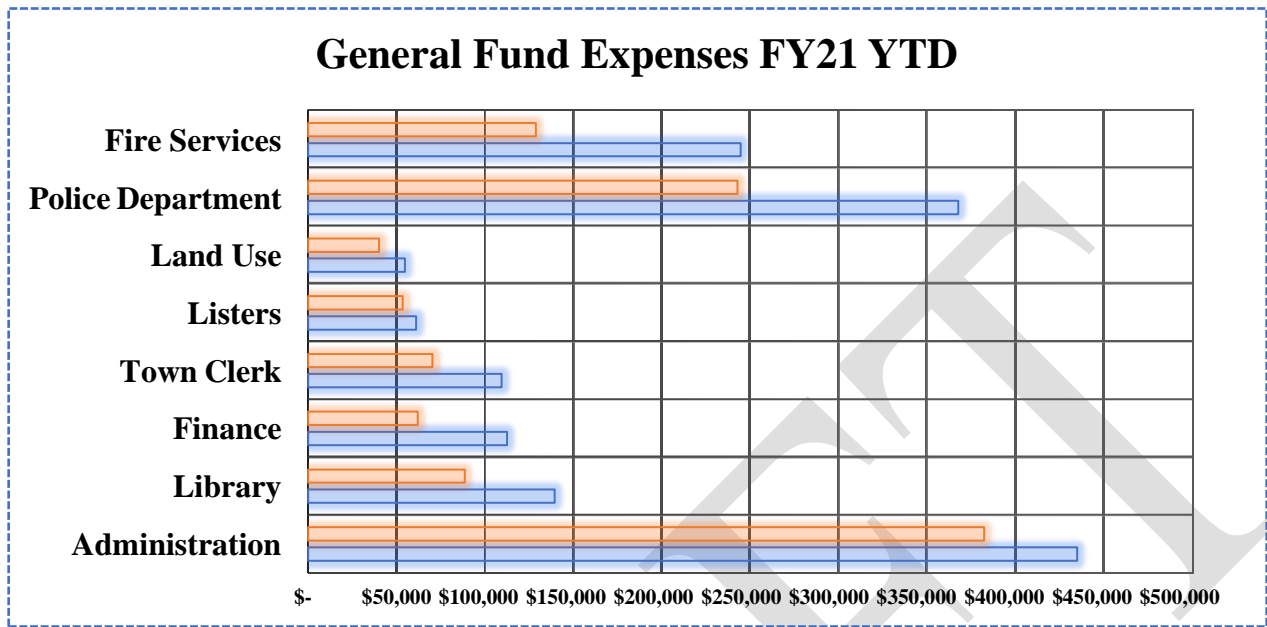
General Fund revenues are currently at 82%. We have collected \$1,248,606 as of March 31, 2021, Administration revenues are at 115% (\$377,259), Library revenues are at 0%, Town Clerk revenues are at 102% (\$36,304), Listers revenues are at 0%, Land Use revenues are at 156% (\$8,700), Police Department revenues are at 32% (\$16,304), and FireService revenues are at 0%.

|                               |              |             |             |             |
|-------------------------------|--------------|-------------|-------------|-------------|
| <i>GF Departments Summary</i> | <b>FY 21</b> | <b>FY21</b> | <b>FY21</b> | <b>FY21</b> |
|-------------------------------|--------------|-------------|-------------|-------------|

| <i>Revenues</i>            | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b> | <b>Percent</b> |
|----------------------------|------------------|------------------|-----------------|----------------|
| <i>GF Tax Revenue</i>      | 1,080,411        | 810,309          | (270,102)       | 75%            |
| <i>Administration</i>      | 327,654          | 377,259          | <b>49,605</b>   | 115%           |
| <i>Library</i>             | 1,800            | 0                | (1,800)         | 0%             |
| <i>Town Clerk</i>          | 35,290           | 36,304           | <b>744</b>      | 102%           |
| <i>Listers</i>             | 18,861           | 0                | (18,861)        | 0%             |
| <i>Land Use</i>            | 5,594            | 8,700            | <b>3,106</b>    | 156%           |
| <i>Police Department</i>   | 51,171           | 16,304           | (34,867)        | 32%            |
| <i>Fire Services</i>       | 4,003            | 0                | (4,003)         | 0%             |
| <b>Subtotal - Revenues</b> | <b>1,524,784</b> | <b>1,248,606</b> | <b>276,178</b>  | <b>82%</b>     |

DRAFT

**GENERAL FUND**

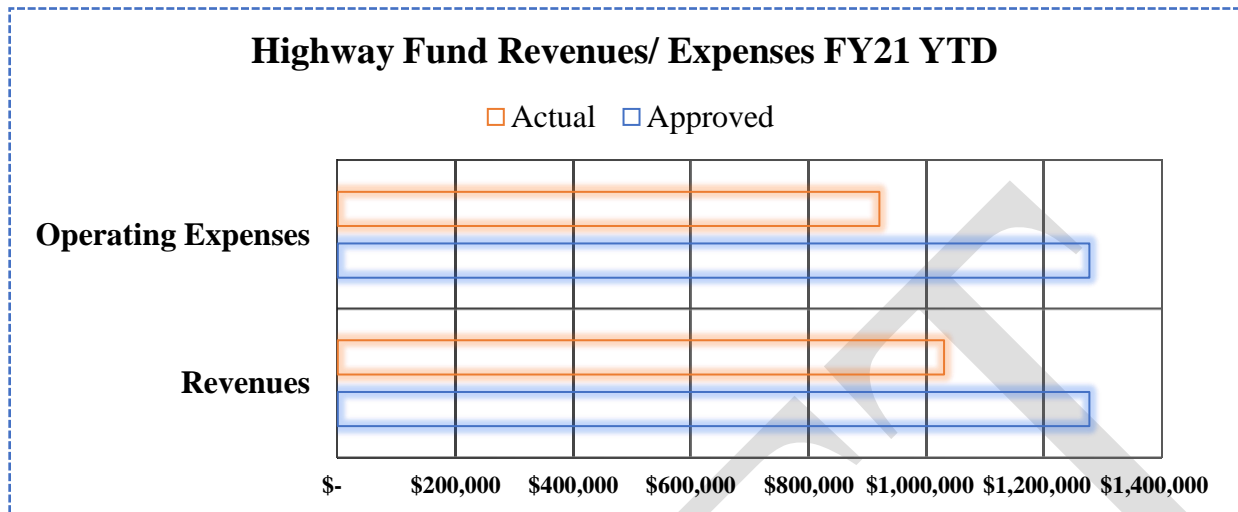


General Fund expenses are at 70% or \$1,068,806. Administration expenses are at 88% (\$382,518), Library expenses are at 64% (\$88,682), Finance expenses are at 55% (\$61,955), Town Clerk expenses are at 64% (\$70,336), Listers expenses are at 87% (\$53,440), Land Use expenses are at 73% (\$40,167), Police Department expenses are at 66% (\$242,952), and Fire Service expenses are at 53% (\$128,755).

| <i>GF Department Summary</i> | <b>FY21</b>      | <b>FY21</b>      | <b>FY21</b>     | <b>FY21</b>    |
|------------------------------|------------------|------------------|-----------------|----------------|
| <i>Expenses</i>              | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b> | <b>Percent</b> |
| <i>Administration</i>        | 435,156          | 382,518          | 52,639          | 88%            |
| <i>Library</i>               | 139,491          | 88,682           | 50,809          | 64%            |
| <i>Finance</i>               | 112,513          | 61,955           | 50,558          | 55%            |
| <i>Town Clerk</i>            | 109,444          | 70,336           | 39,107          | 64%            |
| <i>Listers</i>               | 61,096           | 53,440           | 7,655           | 87%            |
| <i>Land Use</i>              | 54,768           | 40,167           | 14,600          | 73%            |
| <i>Police Department</i>     | 367,823          | 242,952          | 124,871         | 66%            |
| <i>Fire Services</i>         | 244,494          | 128,755          | 115,889         | 53%            |
| <i>Subtotal - Expenses</i>   | <b>1,524,785</b> | <b>1,068,806</b> | <b>456,129</b>  | <b>70%</b>     |

The cumulative general fund surplus transfers to reserves are included in revenues and expenses, increasing Police & Admin revenues/ expenses. See Budget Worksheets. See 2/1/2021 Select Board Minutes.

**HIGHWAY**



Highway Fund revenues are currently at 81%. We have collected \$1,029,768 as of March 31, 2021.

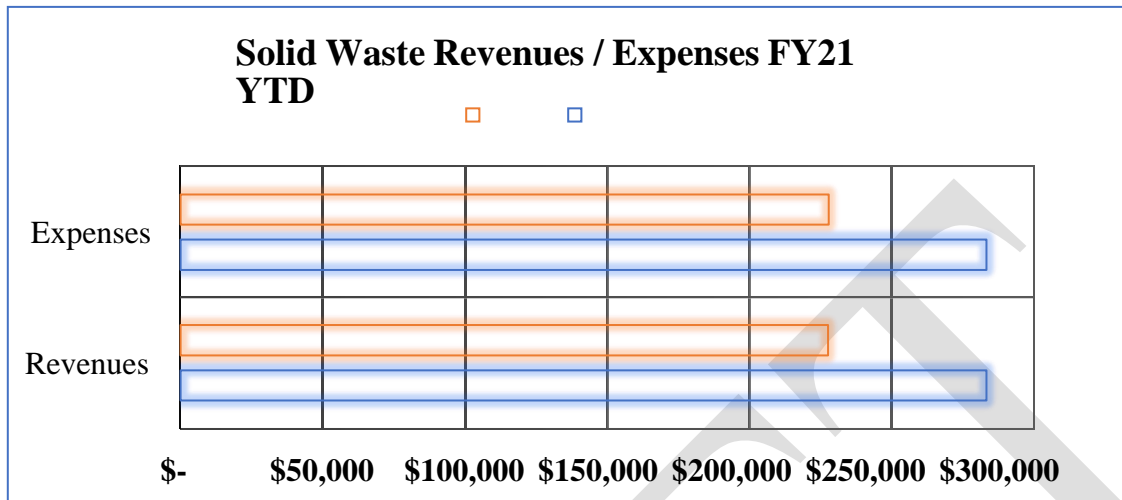
| <i>Highway Fund Summary</i>    | <b>FY 21</b>     | <b>FY21</b>      | <b>FY21</b>     | <b>FY21</b>    |
|--------------------------------|------------------|------------------|-----------------|----------------|
| <b>Revenues</b>                | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b> | <b>Percent</b> |
| <i>Tax Revenue</i>             | 946,770          | 710,079          | (236,691)       | 75%            |
| <i>State Aid to Highway</i>    | 142,000          | 149,974          | 7,974           | 106%           |
| <i>Permit Revenue</i>          | 281              | 233              | (49)            | 83%            |
| <i>Service to Other Depts.</i> | 34,750           | 16,582           | 16,582          | 48%            |
| <i>Fund Balance/ Reserves</i>  | 153,000          | 153,000          | 0               | 100%           |
| <b>Subtotal - Revenues</b>     | <b>1,276,801</b> | <b>1,029,768</b> | <b>247,033</b>  | <b>81%</b>     |

Revenue is at 75% (\$710,079), State Aid to Highway is at 106% (\$149,974), Permit Revenue is at 83% (\$233), Service to other departments is at 48% (\$16,582), and Fund Balance/ Reserves is at 100%.

| <b>Highway Fund Summary</b> | <b>FY 21</b>     | <b>FY21</b>    | <b>FY21</b>     | <b>FY21</b>    |
|-----------------------------|------------------|----------------|-----------------|----------------|
| <b>Expenses</b>             | <b>Budget</b>    | <b>Actual</b>  | <b>Variance</b> | <b>Percent</b> |
| Personnel                   | 594,998          | 419,253        | 175,745         | 70%            |
| Office                      | 30,406           | 20,465         | 9,941           | 67%            |
| Utilities                   | 6,435            | 6,639          | (204)           | 103%           |
| Highway Garage & Truck      | 160,500          | 129,181        | 31,319          | 80%            |
| Road Material / Repairs     | 253,000          | 114,366        | 138,634         | 45%            |
| Fees & Permits              | 1,350            | 0              | 1,350           | 0%             |
| Debt Service                | 77,112           | 77,092         | 20              | 100%           |
| Fund Balance / Reserves     | 153,000          | 153,000        | 0               | 100%           |
| <b>Subtotal - Expenses</b>  | <b>1,276,801</b> | <b>919,997</b> | <b>356,805</b>  | <b>72%</b>     |

Highway fund expenses are currently at 72% overall. Personnel is at 70%, Office expenses are at 67%, Utility expenses are at 103%, Highway Garage & Truck expenses are at 80%, Road Material/ Repairs expenses are at 45%, Fees and Permit expenses are at 0%, and Debt Service expenses are at 100%.

**SOLID WASTE**



Solid Waste Revenues are at 80%. We have collected \$227,565 as of March 31, 2021.

| <i>SW Fund Summary</i>         | <b>FY 21</b>   | <b>FY21</b>    | <b>FY21</b>     | <b>FY21</b>    |
|--------------------------------|----------------|----------------|-----------------|----------------|
| <i>Revenues</i>                | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> | <b>Percent</b> |
| <i>Town Assessment</i>         | 81,100         | 77,200         | (3,900)         | 95%            |
| <i>Reading Assessment</i>      | 18,635         | 0              | (18,635)        | 0%             |
| <i>W. Windsor Permits</i>      | 6,000          | 11,220         | 5,220           | 187%           |
| <i>Solid Waste Tokens</i>      | 150,000        | 120,156        | (29,845)        | 80%            |
| <i>Reading Punch</i>           | 2,400          | 1,575          | (825)           | 66%            |
| <i>W. Windsor Punch</i>        | 5,736          | 7,875          | 2,139           | 137%           |
| <i>Duplicates</i>              | 245            | 70             | (175)           | 29%            |
| <i>C&amp;D Disposal Income</i> | 4,220          | 0              | (4,220)         | 0%             |
| <i>Recycling Income</i>        | 15,000         | 9,099          | (5,901)         | 61%            |
| <b>Subtotal - Revenues</b>     | <b>283,336</b> | <b>227,565</b> | <b>(55,771)</b> | <b>80%</b>     |

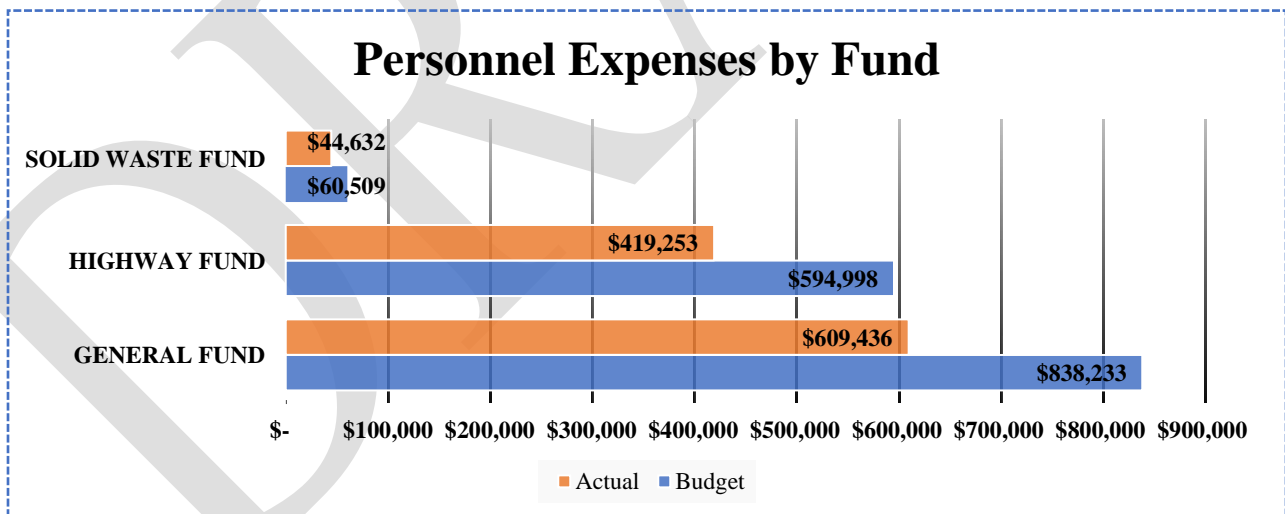
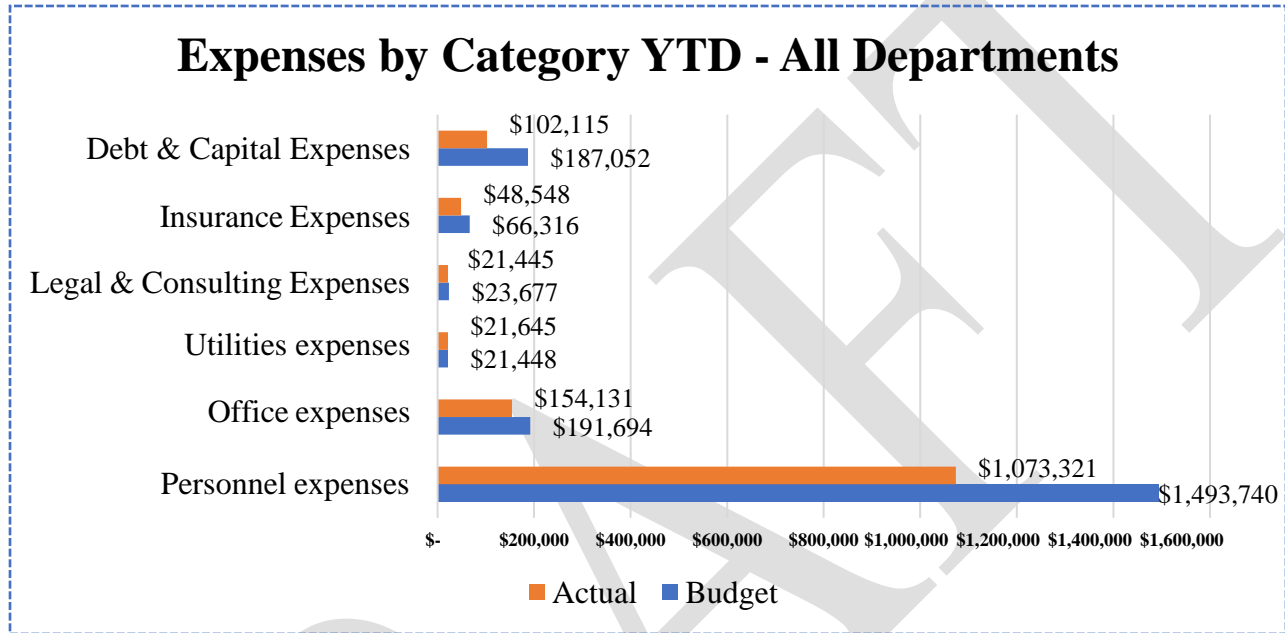
The reading assessment is generally received in April, which is the reason this revenue category is shown as 0. West Windsor permits increased as a result of Permit Sticker enforcement. Similarly, West Windsor Punch tickets increased. We are right on target with revenue at this time.

| <i>SW Fund Summary</i>                 | <b>FY 21</b>   | <b>FY21</b>    | <b>FY21</b>     | <b>FY21</b>    |
|--|----------------|----------------|-----------------|----------------|
| <i>Expenses</i>                        | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> | <b>Percent</b> |
| <i>Personnel</i>                       | 60,509         | 44,632         | 15,877          | 74%            |
| <i>Office</i>                          | 47,070         | 36,909         | 10,161          | 78%            |
| <i>Utility</i>                         | 3,823          | 4,270          | (447)           | 112%           |
| <i>Trash Tipping</i>                   | 64,400         | 35,983         | 28,417          | 56%            |
| <i>C &amp; D Tipping</i>               | 38,760         | 21,551         | 17,209          | 56%            |
| <i>Trash Pick-up (Trucking)</i>        | 13,300         | 19,214         | (5,914)         | 144%           |
| <i>C &amp; D Pick-up (Trucking)</i>    | 17,900         | 17,169         | 731             | 96%            |
| <i>Zero Sort Pick Up &amp; Tipping</i> | 30,336         | 33,470         | (3,134)         | 110%           |
| <i>Recycling Exp (Glass/ Comp)</i>     | 5,000          | 11,988         | (6,988)         | 240%           |
| <i>Disposal of Tires</i>               | 1,000          | 365            | 635             | 36%            |
| <i>Insurance</i>                       | 1,239          | 986            | 253             | 80%            |
| <b>Subtotal - Expenses</b>             | <b>283,336</b> | <b>226,535</b> | <b>56,800</b>   | <b>80%</b>     |

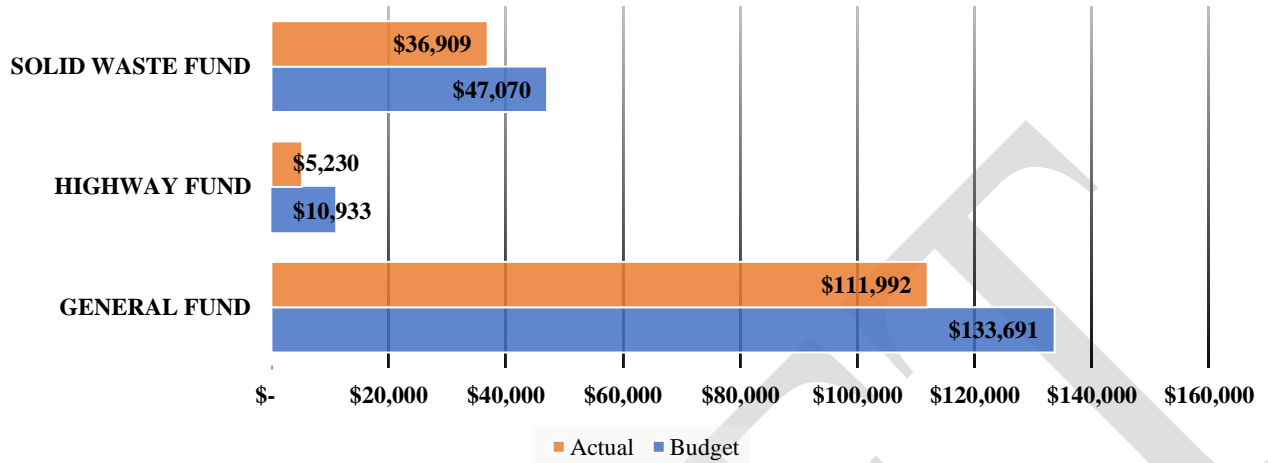


Solid Waste Fund expenses are currently at 80% (\$227,535). Personnel expenses are at 74% (\$44,632), Office expenses are at 78% (\$36,909), Utility expenses are at 112% (-\$447) Trash Tippage is at 56%, C&D Tippage is at 56%, Trash Pick-up (Trucking) is at 144%, which is the result of Casella's built-in price increase, which was not factored in last year during budget season in December 2019, Zero Sort Pick Up & Tippage is similarly at 110%, Recycling Expenses are at 240%, Disposal of Tires are at 36%, and Insurance expenses are at 80%. As of March 31, 2021 we are over by \$268 in expenses vs revenue.

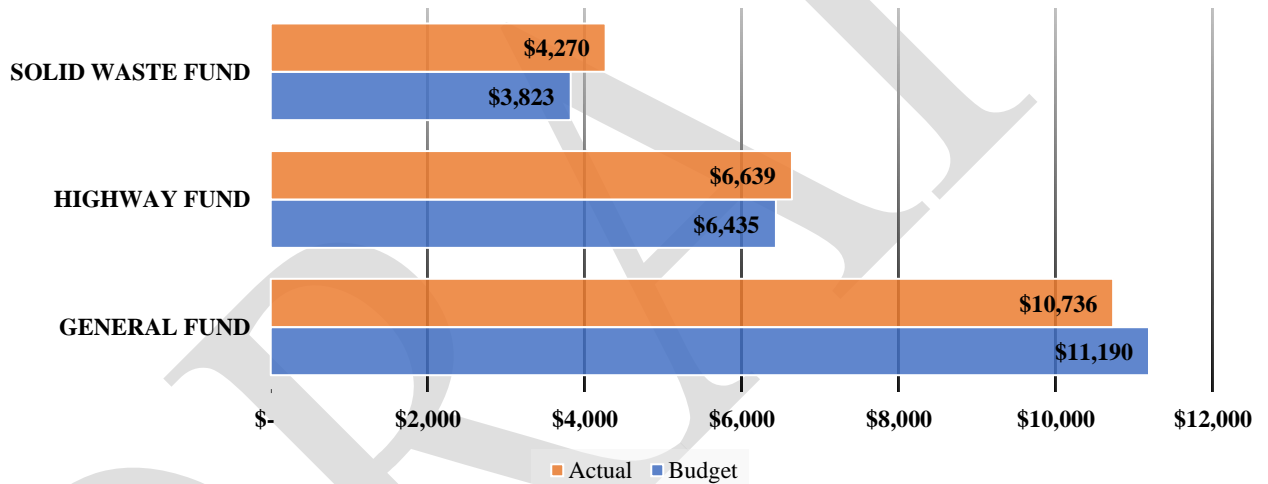
**OVERALL EXPENSES**



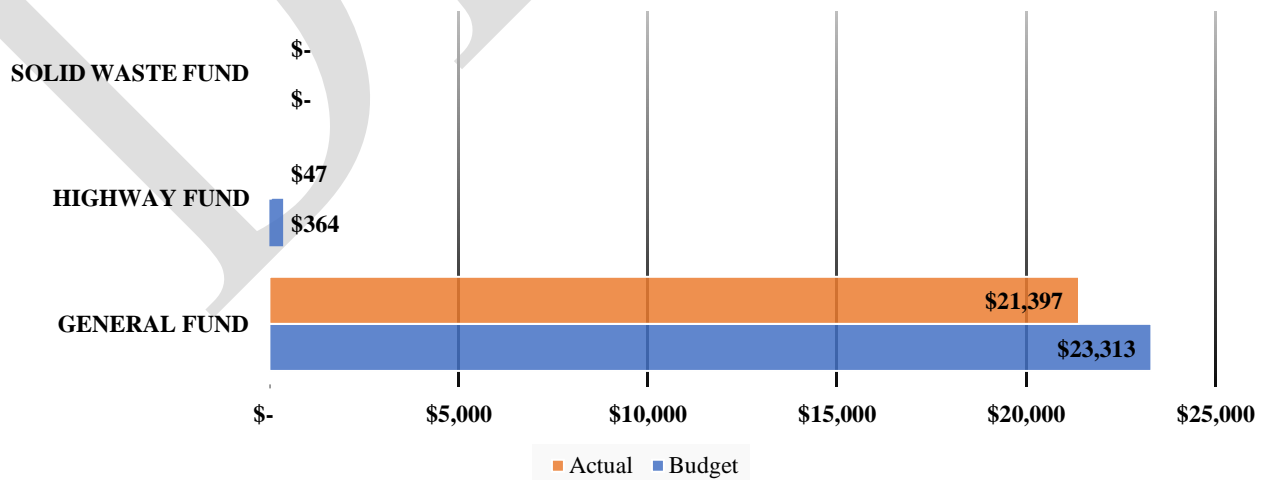
## Office Expenses by Fund



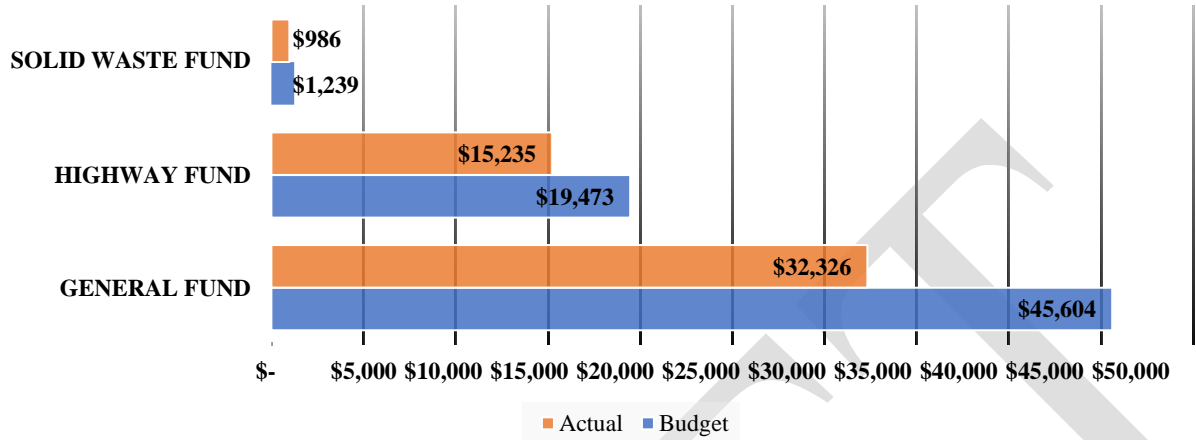
## Utilities Expenses by Fund



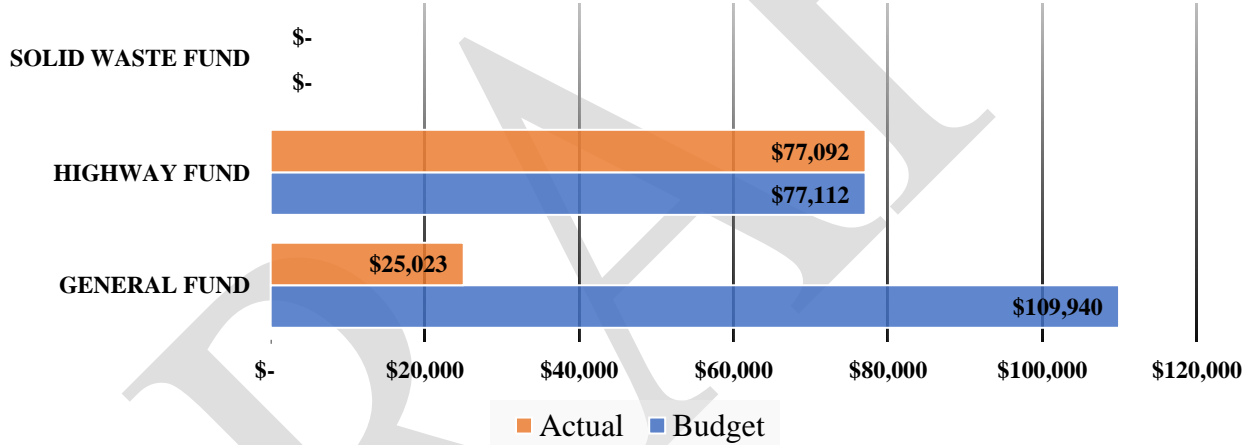
## Legal Fees by Fund



## Insurance

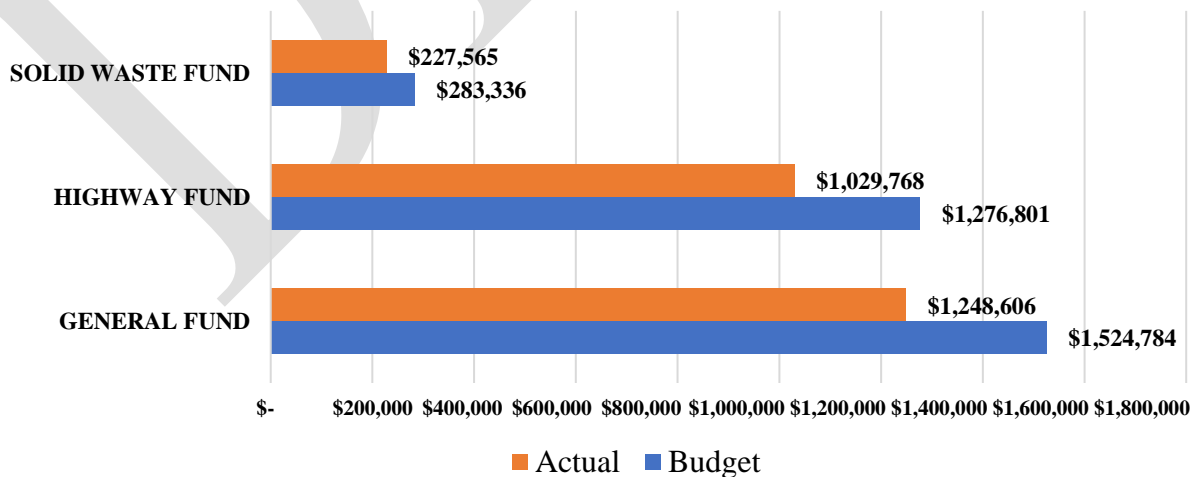


## Debt Service / Capital Purchase



## OVERALL REVENUES

### All Funds Revenues



## 6.) Personnel Policy Discussion

Brandon Gulnick, Town Manager presented the following to the Selectboard regarding the personnel policies. There is no consistency in the policy and there needs to be a clear definition of who is under the policies.

Weathersfield Select  
Board5259 US Route 5  
Ascutney, VT 05030

Re: Personnel Policy Review

Dear Select Board Members & Weathersfield Residents:

The Personnel Policy requires updating. On Monday, May 3, 2021 HR and I will be meeting to mark the sections and propose language for these updates. Please review the personnel policy and acknowledgements and determine if there is anything you wish to review, revise, etc.

A copy of the most recent Personnel Policy was provided to the Selectboard.

Current issues to be addressed:

- Lunch times (paid, unpaid, duration, staggering of lunches for phone coverage)
- Holidays (Specifically the “floating holiday and how that should be used)
- Personnel Acknowledgment signed by employees and elected officials.
  - Different versions
  - “C” and “F” contradict each other
  - If these are signed by Elected Officials then they follow the same policies and procedures of the Town employees, the do not get to pick and choose which parts apply to them and which don’t.

## 7.) Set Public Hearing Date and Time – Drumlin Road

A hearing was not set as there is an issue with the legality of the road situation for this lot. It has not been reviewed by the Planning Commission. This will be added to a future Selectboard agenda.

## 8.) Work – At – Home Policy

Weathersfield Select  
Board5259 US Route 5  
Ascutney, VT 05030

Re: Draft Work at Home Policy

Dear Select Board Members & Weathersfield Residents:

In the beginning stages of the pandemic, we allowed for working from home for a COVID-19 eligible reason and created a “Work-At-Home Approval Form” outlining the date(s) an employee is requesting to work fromhome, a description of Town of Weathersfield property taken home, and the reasons for doing such. The formwas then presented to me for approval. If approved the employee is required to submit a report outlining the tasks that were completed while working from home.

On April 21<sup>st</sup> HR reached out to VLCT Staff Attorneys to discuss a Model Work at Home Policy. According toVLCT, the process for approving a work at home schedule for employees is as follows:

1. Employee proposes arrangement. The employee proposes an arrangement to their supervisor in writing. This may be on the employee’s accord or due to a supervisor presenting workplace flexibility options.
2. Supervisor reviews proposal. The supervisor reviews the proposal and consults with others for guidance when necessary (supervisor, department/unit head, IT support, HR representative). If an employee’s proposal involves work conducted outside of New York State, the supervisor refers to the guidelines available.
3. Supervisor and employee review the proposal together. To answer remaining questions and address any concerns, the supervisor and employee review and discuss the proposed arrangement.
4. Supervisor makes a determination. The supervisor makes a determination. If the determination is to deny the arrangement, the supervisor must first consult with their local HR representative for review and guidance.
5. Supervisor communicates decision to employee.
6. Supervisor and employee document/file the arrangement. If approved, the supervisor and employee complete a Flexible Work Arrangement Agreement Form. Both employee and supervisor should retain the form for their records. The completed form must also be sent to the local HR representative.
7. Supervisor and employee routinely review the arrangement. The supervisor and employee review the arrangement and adjust address concerns/challenges. These reviews must be scheduled routinely and no less than annually and may occur more frequently at the beginning of the arrangement.

I recommend a policy that allows employees to work at home for a COVID-19 eligible reason or other circumstances, such as extreme weather where driving to work would be dangerous, no electricity at MMH, water issues at MMH, etc.

The attached documents serve as a kickoff point. Considering our administration received the request to add this onto the agenda yesterday, we have not had the time to take a deep dive into this nor have we fine-tuned/tailed a policy to the Town. The purpose of this agenda item is for the Selectboard to thoughtfully consider a Work-At-Home Policy and ultimately decide what the policy will look like.

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

Brandon Gulnick, Town Manager will meet with the Town employees to draft a policy for the Selectboard to review.



## 9.) Police Cruiser Purchase

Dear Select Board Members & Weathersfield Residents:

On April 20, 2020 Police Chief William Daniels submitted a memorandum to the Selectboard requesting \$37,000 to purchase a Police Cruiser for his department. In the memo the Police Chief stated, “the cost of the police cruiser and equipment may have an increase come July when we are set to purchase the cruiser.” *See Attachment A*. During the 4/20/20 SB meeting the board voted to spend \$35,000 for the purchase of a police cruiser, \$19,750 of which will be used from reserves and \$17,000 of which will be transferred from our fund balance. *See Attachment B*. We need the total amount in the vote to match the sum of the \$19,750 and \$17,000.

Vote to spend \$36,750 for the purchase of a police cruiser, \$19,750 of which will be used from reserves and \$17,000 of which will be transferred from our fund balance.

Michael Todd made a motion to amend the already original approved purchase of a 2021 Dodge Charger for the funds noted in 4/20/20, to read “to vote to spend \$36,750 for a police cruiser.”

Joey Jarvis – 2<sup>nd</sup>

No further discussion

Vote – unanimous

## 10.) Vote to expend \$3,546.83 from MMH Capital Maintenance Reserve for MMH Parking Lot Repairs

Dear Select Board Members & Weathersfield Residents:

The MMH Hall Parking lot required immediate repair at the beginning of April. The base of the parking lot is sand. The pavement around the drainage cover began to crack which allowed water to enter. From that point the sand washed away underneath the pavement and entered into the catch basin/ drain. The catch basin was old and cracked and the pavement began caving in. The Highway Department placed cones around the area and Jarvis & Sons, Inc was hired to repair this area of the parking lot. The contractor dug out the pavement 6FT around the drainage cover, replaced the sand with gravel, added a new sealed/waterproof catch basin with a rubber boot, and graded the area.

Michael Todd made a motion to expend \$,546.83 from MMH Capital Maintenance Reserve for MMH Parking Lot Repairs.

Paul Tillman – 2<sup>nd</sup>

No further discussion

Vote – unanimous

## 11.) 2014 Purchase & Sales Agreement Update

There will be a meeting held June 1<sup>st</sup>, 2021 for the Board of Abatement regarding the property on Thrasher Road.

## 12.) No additional items other than listed throughout the meeting

13.) Appointments – tabled to another meeting

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

14.) Approval of Warrants

Michael Todd made a motion to approve the warrants of 5-3-21 as follows:

|                              |  |
|------------------------------|--|
| General Funds                | Operating Expenses \$23,321.60<br>Payroll \$13,558.45  |
| Highway Fund                 | Operating Expenses \$22,764.10<br>Payroll \$8,363.38   |
| Solid Waste Management Fund  | Operating Expenses \$11,333.00<br>Payroll \$1,553.02   |
| Library                      | Operating Expenses \$0.00<br>Payroll \$1,937.70        |
| Police Cruiser               | Operating Expense: \$28,333.00                         |
| People's Loan<br>WWVFD Truck | Operating Expense \$48,060.62                          |
| Grants                       | Operating Expenses \$0.00                              |
| Special Revenue              | Operating Expenses \$0.00                              |
| MES                          | \$2,475.50 from Fire Equip. Reserves                   |
| Long Term Debt               | \$0.00   |
| Grand Totals                 | Operating Expenses \$133,812.32<br>Payroll \$25,412.55 |

Paul Tillman- 2<sup>nd</sup>  
No further discussion –  
Vote - Unanimous

15.) Any Other Business

None

16.) Executive Session – Personnel

Tabled until the next Selectboard Meeting

17.) Adjourn

Michael Todd made motion to adjourn the meeting at 9:03 pm

Paul Tillman – 2<sup>nd</sup>

No discussion

Vote – unanimous

Respectfully,  
Chauncie Tillman  
Alt. Recording Secretary

**WEATHERSFIELD SELECTBOARD**

\_\_\_\_\_  
N. John Arrison, Selector

\_\_\_\_\_  
David Fuller, Chairperson

\_\_\_\_\_  
Joseph Jarvis, Clerk

\_\_\_\_\_  
Paul Tillman

\_\_\_\_\_  
Michael Todd, Vice- Chairperson

DRAFT

CHARTERED BY  
NEW HAMPSHIRE  
AUGUST 20, 1761

# Town of Weathersfield

CHARTERED BY  
NEW YORK  
APRIL 8, 1772

POST OFFICE BOX 550  
ASCUTNEY, VERMONT 05030-0550

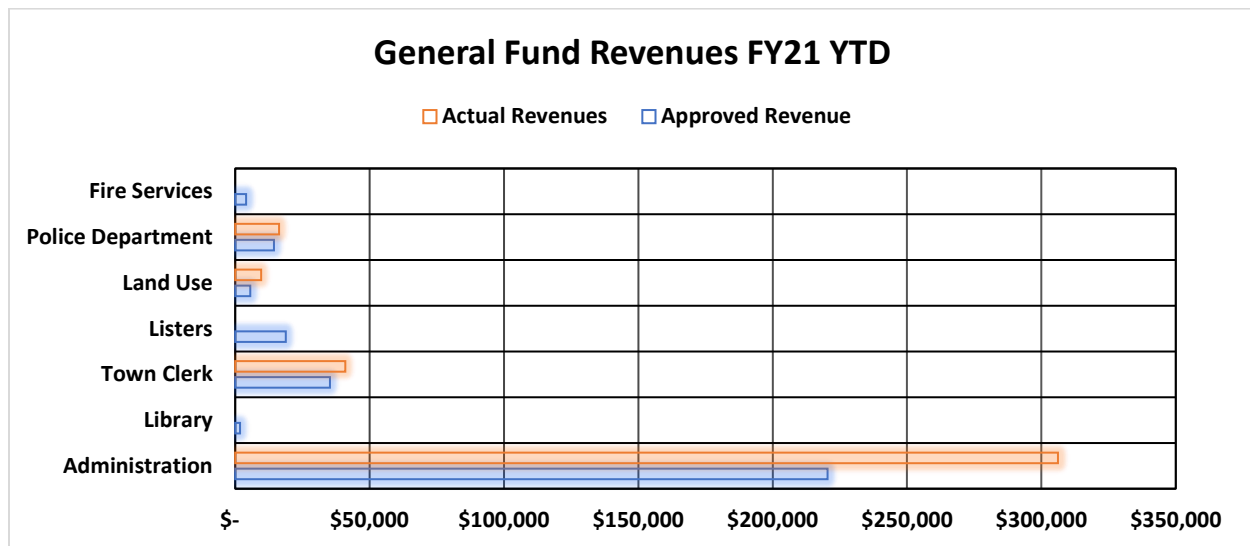
Telephone: [802] 674-2626 E-mail: rmcnamara@weathersfield.org

Facsimile: [802] 674-2117 Website: http://www.weathersfieldvt.org

## FINANCE DEPARTMENT

DATE: 14 05 21  
TO: Selectboard  
FROM: Brandon Gulnick & Rosalie McNamara  
SUBJECT: FY21 YTD Actuals - All Departments

## GENERAL FUND REVENUES

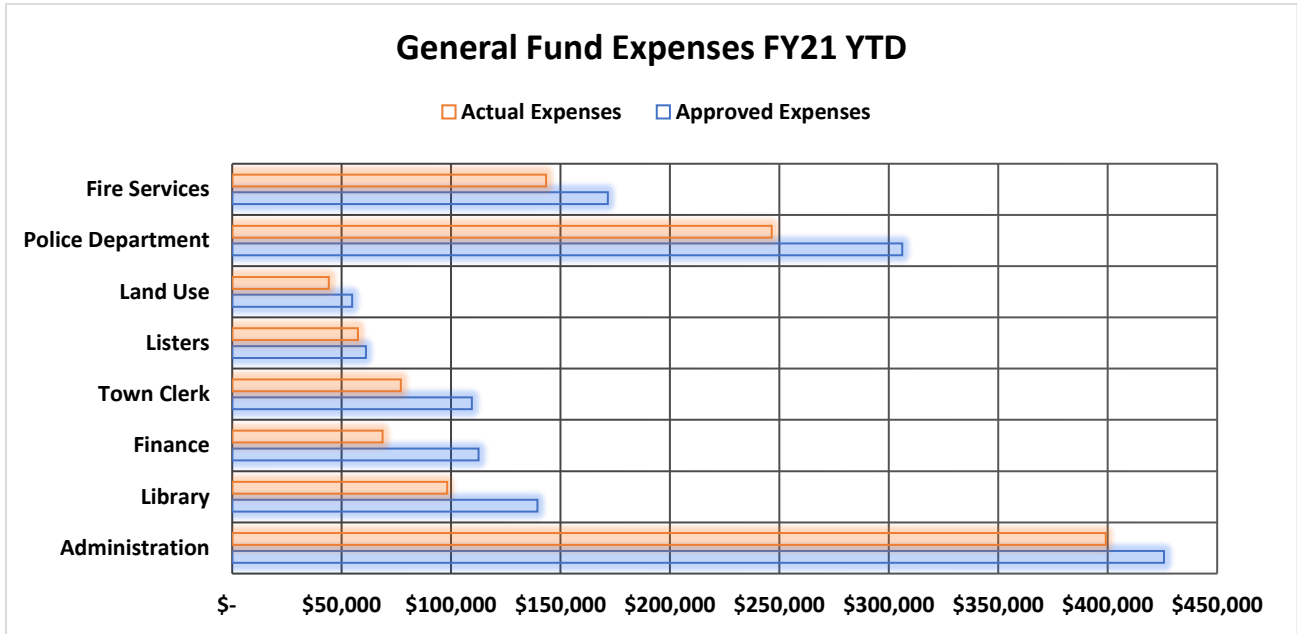


Note: Fund Balance Transfers to Reserves are backed out of this budget report. General Fund revenues are currently at 92%. We have collected \$1,273,498 as of April 30, 2021, Administration revenues are at 139% (\$306,202), Library revenues are at 0%, Town Clerk revenues are at 116% (\$40,971), Listers revenues are at 0%, Land Use revenues are at 173% (\$9,666), Police Department revenues are at 113% (\$16,316), and Fire Service revenues are at 0%.

| <i>GF Departments Summary</i> | <b>FY 21</b>     | <b>FY21</b>      | <b>FY21</b>     | <b>FY21</b>    |
|-------------------------------|------------------|------------------|-----------------|----------------|
| <i>Revenues</i>               | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b> | <b>Percent</b> |
| <i>GF Tax Revenue</i>         | 1,080,411        | 900,343          | (180,069)       | 83%            |
| <i>Administration</i>         | 220,363          | 306,202          | 85,839          | 139%           |
| <i>Library</i>                | 1,800            | 0                | (1,800)         | 0%             |
| <i>Town Clerk</i>             | 35,290           | 40,971           | 5,681           | 116%           |
| <i>Listers</i>                | 18,861           | 0                | (18,861)        | 0%             |
| <i>Land Use</i>               | 5,594            | 9,666            | 4,072           | 173%           |
| <i>Police Department</i>      | 14,421           | 16,316           | (1,895)         | 113%           |
| <i>Fire Services</i>          | 4,003            | 0                | (4,003)         | 0%             |
| <b>Subtotal - Revenues</b>    | <b>1,380,743</b> | <b>1,273,498</b> | <b>(84,814)</b> | <b>92%</b>     |



**GENERAL FUND EXPENSES**

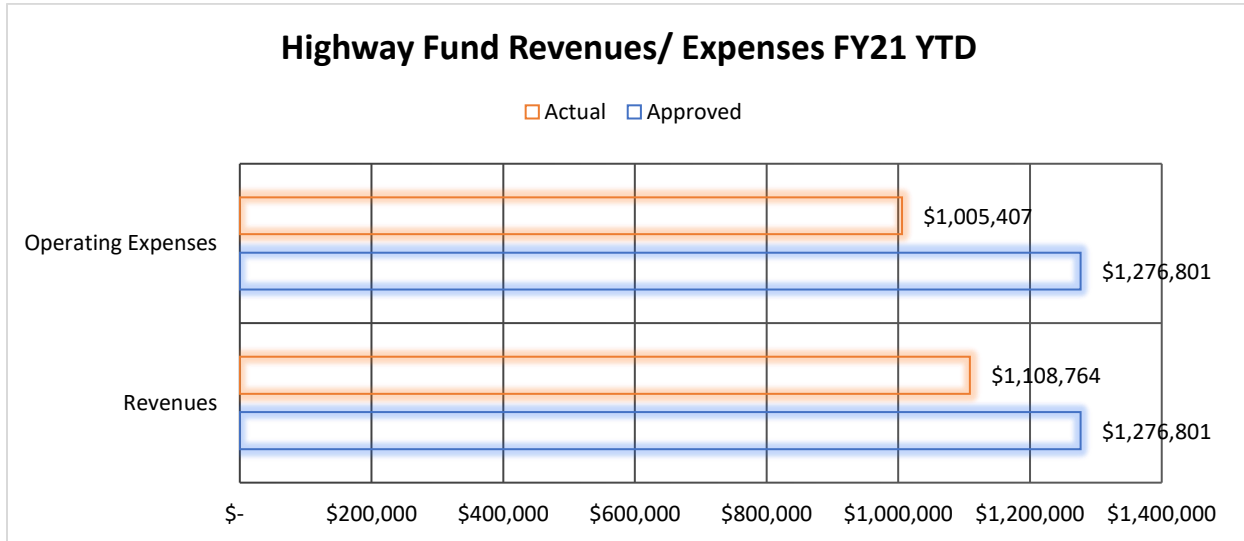


General Fund expenses are at 82% or \$1,134,213. Administration expenses are at 94% (\$399,046), Library expenses are at 70% (\$98,170), Finance expenses are at 61% (\$68,646), Town Clerk expenses are at 70% (\$77,002), Listers expenses are at 94% (\$57,426), Land Use expenses are at 80% (\$44,071), Police Department expenses are at 81% (\$246,493), and Fire Service expenses are at 84% (\$143,359).

| <i>GF Department Summary</i> | <b>FY21</b>      | <b>FY21</b>      | <b>FY21</b>     | <b>FY21</b>    |
|------------------------------|------------------|------------------|-----------------|----------------|
| <i>Expenses</i>              | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b> | <b>Percent</b> |
| <i>Administration</i>        | 425,714          | 399,046          | 26,669          | 94%            |
| <i>Library</i>               | 139,491          | 98,170           | 41,332          | 70%            |
| <i>Finance</i>               | 112,513          | 68,646           | 43,867          | 61%            |
| <i>Town Clerk</i>            | 109,444          | 77,002           | 32,442          | 70%            |
| <i>Listers</i>               | 61,096           | 57,426           | 3,670           | 94%            |
| <i>Land Use</i>              | 54,768           | 44,071           | 10,696          | 80%            |
| <i>Police Department</i>     | 306,073          | 246,493          | 59,580          | 81%            |
| <i>Fire Services</i>         | 171,644          | 143,359          | 28,284          | 84%            |
| <i>Subtotal - Expenses</i>   | <b>1,380,743</b> | <b>1,134,213</b> | <b>246,530</b>  | <b>82%</b>     |

The cumulative general fund surplus transfers to reserves are NOT included in revenues and expenses in this Budget Report. See 2/1/2021 Select Board Minutes. See previous reports.

**HIGHWAY FUND**



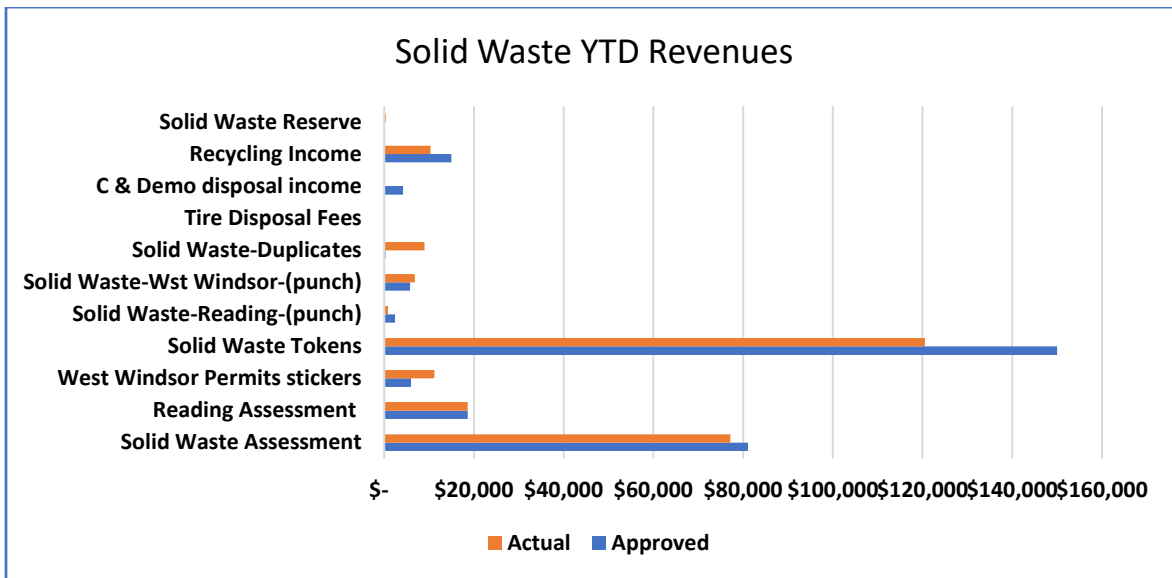
| <i>Highway Fund Summary</i>    | <b>FY 21</b>     | <b>FY21</b>      | <b>FY21</b>      | <b>FY21</b>    |
|--------------------------------|------------------|------------------|------------------|----------------|
| <i>Revenues</i>                | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b>  | <b>Percent</b> |
| <i>Tax Revenue</i>             | 946,770          | 788,975          | (157,795)        | 83%            |
| <i>State Aid to Highway</i>    | 142,000          | 149,974          | 7,974            | 106%           |
| <i>Permit Revenue</i>          | 281              | 233              | 49               | 83%            |
| <i>Service to Other Depts.</i> | 34,750           | 16,582           | (16,582)         | 48%            |
| <i>Fund Balance/ Reserves</i>  | 153,000          | 153,000          | 0                | 100%           |
| <i>Subtotal - Revenues</i>     | <b>1,276,801</b> | <b>1,108,764</b> | <b>(168,037)</b> | <b>87%</b>     |

Revenue is at 87% (\$1,108,764), State Aid to Highway is at 106% (\$149,974), Permit Revenue is at 83% (\$233), Service to other departments is at 48% (\$16,582), and Fund Balance/ Reserves is at 100%.

| <b>Highway Fund Summary</b> | <b>FY 21</b>     | <b>FY21</b>      | <b>FY21</b>     | <b>FY21</b>    |
|-----------------------------|------------------|------------------|-----------------|----------------|
| <b>Expenses</b>             | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b> | <b>Percent</b> |
| Personnel                   | 594,998          | 472,316          | 122,682         | 79%            |
| Office                      | 30,406           | 26,208           | 4,198           | 86%            |
| Utilities                   | 6,435            | 7,128            | 693             | 111%           |
| Highway Garage & Truck      | 160,500          | 134,376          | 26,124          | 84%            |
| Road Material / Repairs     | 253,000          | 135,204          | 117,796         | 53%            |
| Fees & Permits              | 1,350            | 0                | 1,350           | 0%             |
| Debt Service                | 77,112           | 77,092           | 20              | 100%           |
| Fund Balance / Reserves     | 153,000          | 153,000          | 0               | 100%           |
| Subtotal - Expenses         | <b>1,276,801</b> | <b>1,005,325</b> | <b>271,476</b>  | <b>79%</b>     |

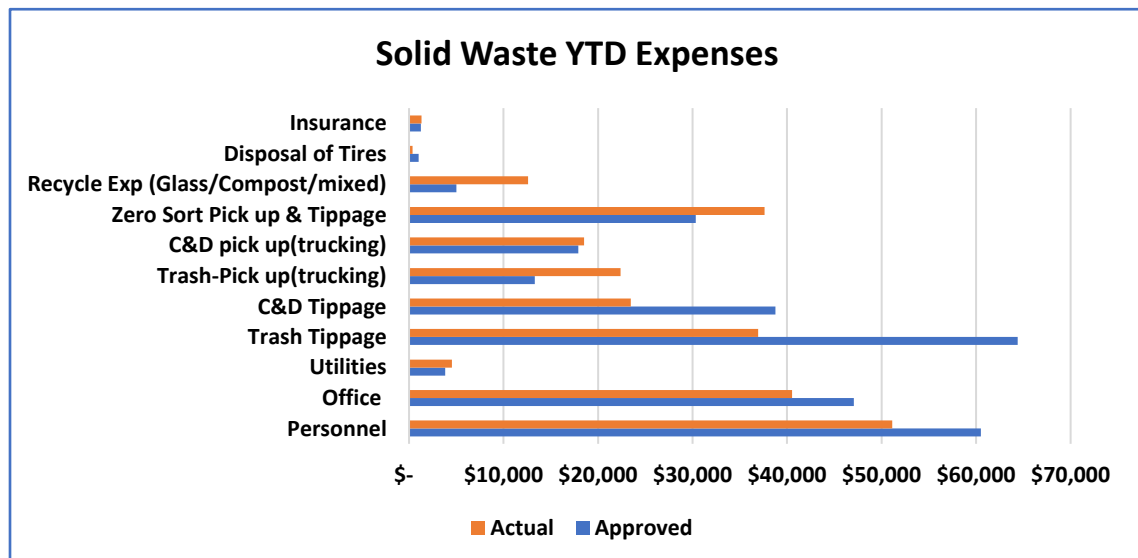
Highway fund expenses are currently at 79% overall. Personnel is at 79%, Office expenses are at 86%, Utility expenses are at 111%, Highway Garage & Truck expenses are at 84%, Road Material/ Repairs expenses are at 53%, Fees and Permit expenses are at 0%, and Debt Service expenses are at 100%.

**SOLID WASTE FUND**



Solid Waste Revenues are at 90%. We have collected \$254,988 as of April 30, 2021. Note: Solid Waste Duplicate revenues contains revenues that needs to be transferred to Reading and West Windsor Punches. This matter will be resolved in the May Actuals Report in June.

| <i>SW Fund Summary</i>         | <b>FY 21</b>   | <b>FY21</b>    | <b>FY21</b>     | <b>FY21</b>    |
|--------------------------------|----------------|----------------|-----------------|----------------|
| <i>Revenues</i>                | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> | <b>Percent</b> |
| <i>Town Assessment</i>         | 81,100         | 77,200         | (3,900)         | 95%            |
| <i>Reading Assessment</i>      | 18,635         | 18,635         | 0               | 100%           |
| <i>W. Windsor Permits</i>      | 6,000          | 11,220         | 5,220           | 187%           |
| <i>Solid Waste Tokens</i>      | 150,000        | 120,524        | (29,477)        | 80%            |
| <i>Reading Punch</i>           | 2,400          | 875            | (1,525)         | 36%            |
| <i>W. Windsor Punch</i>        | 5,736          | 6,870          | 1,134           | 120%           |
| <i>Duplicates</i>              | 245            | 8,985          | 8,740           | 3,667%         |
| <i>C&amp;D Disposal Income</i> | 4,220          | 0              | (4,220)         | 0%             |
| <i>Recycling Income</i>        | 15,000         | 10,309         | (4,691)         | 69%            |
| <b>Subtotal - Revenues</b>     | <b>283,336</b> | <b>254,988</b> | <b>(28,348)</b> | <b>90%</b>     |



| <i>SW Fund Summary</i>                 | <b>FY 21</b>   | <b>FY21</b>    | <b>FY21</b>     | <b>FY21</b>    |
|--|----------------|----------------|-----------------|----------------|
| <i>Expenses</i>                        | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> | <b>Percent</b> |
| <i>Personnel</i>                       | 60,509         | 51,116         | 9,393           | 84%            |
| <i>Office</i>                          | 47,070         | 40,527         | 6,543           | 86%            |
| <i>Utility</i>                         | 3,823          | 4,535          | (712)           | 119%           |
| <i>Trash Tipping</i>                   | 64,400         | 36,939         | 27,461          | 57%            |
| <i>C &amp; D Tipping</i>               | 38,760         | 23,461         | 15,299          | 61%            |
| <i>Trash Pick-up (Trucking)</i>        | 13,300         | 22,397         | (9,097)         | 168%           |
| <i>C &amp; D Pick-up (Trucking)</i>    | 17,900         | 18,505         | (605)           | 103%           |
| <i>Zero Sort Pick Up &amp; Tipping</i> | 30,336         | 37,616         | (7,280)         | 124%           |
| <i>Recycling Exp (Glass/ Comp)</i>     | 5,000          | 12,586         | (7,586)         | 252%           |
| <i>Disposal of Tires</i>               | 1,000          | 365            | 635             | 36%            |
| <i>Insurance</i>                       | 1,239          | 1,335          | (96)            | 108%           |
| <b><i>Subtotal - Expenses</i></b>      | <b>283,336</b> | <b>249,381</b> | <b>33,955</b>   | <b>88%</b>     |

Solid Waste Fund expenses are currently at 88% (\$249,381). Personnel expenses are at 84% (\$51,116), Office expenses are at 86% (\$40,527), Utility expenses are at 119% (-\$712). Trash Tipping is at 57%, C&D Tipping is at 61%, Trash Pick-up (Trucking) is at 168%, which is the result of Casella's built-in price increase that was not factored in last year during budget season in December 2019, Zero Sort Pick Up & Tipping is similarly at 124%, Recycling Expenses are at 252%, Disposal of Tires are at 36%, and Insurance expenses are at 108%.

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

|   |                  |
|---|------------------|
| These are the people who wrote and/or maintain this plan. |                  |
| David Fuller  | Darrin Spaulding |
| Brandon Gulnick   | Josh Dauphin     |
| William Daniels   | Dale Girard      |
| Ray Stapleton   | Brian Woodbury   |
| Jim Taft  | David Baker      |
| BJ Esty   | Mark Richardson  |

## 2. Municipal Emergency Operations Center (EOC)

|   |   |
|---|---|
| <i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i> |   |
| Who, by position, can activate the EOC?   | David Fuller & Brandon Gulnick  |
| <b>Preferred EOC Positions and Duties</b>   |   |
| David Fuller & Brandon Gulnick  | Supervises and directs all EOC activities coordinating municipal support and response |
| Susanne Terrill   | Staffs phones and radio   |
| Brandon Gulnick   | Tracks and answers any Requests For Information (RFI)                                 |
| Brandon Gulnick   | Tracks and coordinates any Requests For Support (RFS)                                 |
| Susanne Terrill   | Produces and posts public information and press releases                              |
| <b>Potential EOC Staff Members</b>  |   |
| <i>Name</i>   | <i>Notes / Contact Information</i>  |
| Selectboard   | See attached  |
| Town Manager  | See attached  |
| Police Chief  | See attached  |
| Fire Chiefs   | See attached  |
| Finance Director  | See attached  |
| Highway Superintendent  | See attached  |
| <b>Primary EOC Location</b>   |   |
| Facility / Address:   | Martin Memorial Hall, 5259 US-5, Ascutney, VT 05030                                   |
| Phone Numbers:  | 802-674-2626  |
| Equipment/Notes:  |   |
| <b>Alternate EOC Location</b>   |   |
| Facility / Address:   | Ascutney Fire Station, 540 Route 131 Ascutney, VT 05030                               |
| Phone Numbers:  | 802-674-6869  |
| Equipment/Notes:  |   |
| <b>Alternate EOC Location</b>   |   |
| Facility/ Address:  | West Weathersfield Fire Station, 7259 VT-131, Perkinsville, VT 05151                  |
| Phone Numbers:  | 802-263-5655  |
| Equipment/Notes:  |   |





| <b>National Incident Management System (NIMS) Typed Resources*</b> |     |     |     |     |             |   |   |     |     |     |       |  |
|--|-----|-----|-----|-----|-------------|---|---|-----|-----|-----|-------|--|
| Type   | I   | II  | III | IV  | Other       | Type  | I | II  | III | IV  | Other |  |
| Critical Incident Stress Management Team                           |     |     |     | N/A |             | Hydraulic Excavator, Large Mass Excavation          |   |     |     | N/A |       |  |
| Mobile Communications Center                                       |     |     |     |     |             | Hydraulic Excavator, Medium Mass Excavation         |   |     |     |     |       |  |
| Mobile Communications Unit   |     |     | N/A | N/A |             | Hydraulic Excavator, Compact                        |   |     |     |     |       |  |
| All-Terrain Vehicles   | N/A | N/A | N/A | N/A | 1<br>(ARGO) | Road Sweeper  |   |     |     |     |       |  |
| Marine Vessels   | N/A | N/A | N/A | N/A |             | Snow Blower, Loader Mounted                         |   |     |     |     |       |  |
| Snowmobile   | N/A | N/A | N/A | N/A |             | Track Dozer   |   |     |     |     |       |  |
| Public Safety Dive Team  |     |     |     |     |             | Track Loader  |   |     |     |     |       |  |
| SWAT/Tactical Team   |     |     |     |     |             | Trailer, Equipment Tag-Trailer                      |   |     |     | N/A |       |  |
| Firefighting Brush Patrol Engine                                   | N/A | N/A | N/A | 2   |             | Trailer, Dump                                       |   | N/A | N/A | N/A |       |  |
| Fire Engine (Pumper)   | 4   |     |     |     | 1           | Trailer, Small Equipment                            |   |     | N/A | N/A |       |  |
| Firefighting Crew Transport  |     |     |     | N/A |             | Truck, On-Road Dump                                 |   | 2   | 4   | 1   |       |  |
| Aerial Fire Truck  | 1   |     | N/A | N/A |             | Truck, Plow   | 2 | 4   | 1   |     |       |  |
| Foam Tender  |     |     | N/A | N/A |             | Truck, Sewer Flusher                                |   |     |     |     |       |  |
| Hand Crew  | 1   |     |     |     |             | Truck, Tractor Trailer                              |   |     |     | N/A |       |  |
| HAZMAT Entry Team  |     |     |     | N/A |             | Water Pumps, De-Watering                            |   |     |     |     | 5     |  |
| Engine Strike Team   |     |     |     |     |             | Water Pumps, Drinking Water Supply - Auxiliary Pump |   |     |     |     |       |  |
| Water Tender (Tanker)  |     |     |     | N/A |             | Water Pumps, Water Distribution                     |   |     |     |     |       |  |
| Fire Boat  |     |     |     | N/A |             | Water Pumps, Wastewater                             |   |     |     |     |       |  |
| Aerial Lift - Articulating Boom                                    |     |     |     |     |             | Water Truck   |   | N/A | N/A | N/A |       |  |
| Aerial Lift - Self Propelled, Scissor, Rough Terrain               |     |     |     |     |             | Wheel Dozer   |   |     | N/A | N/A |       |  |
| Aerial Lift - Telescopic Boom                                      |     |     |     |     |             | Wheel Loader Backhoe                                |   |     |     |     | 1     |  |
| Aerial Lift - Truck Mounted  |     |     |     |     |             | Wheel Loader, Large                                 |   |     | 1   |     |       |  |
| Air Compressor   | 1   |     |     |     |             | Wheel Loader, Medium                                |   |     |     | 1   |       |  |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator            |     |     |     |     |             | Wheel Loader, Small                                 |   |     |     | N/A |       |  |
| Electronic Boards, Arrow   |     |     |     |     |             | Wheel Loader, Skid Steer                            |   |     | 1   | N/A |       |  |
| Electronic Boards, Variable Message Signs                          |     |     |     |     |             | Wheel Loader, Telescopic Handler                    |   |     |     |     |       |  |
| Floodlights  |     |     |     | N/A | 5           | Wood Chipper  |   | N/A | N/A | N/A | 1     |  |
| Generator  |     |     |     |     | 4           | Wood Tub Grinder                                    |   |     |     |     |       |  |
| Grader   | 1   |     |     | N/A |             |   |   |     |     |     |       |  |

\*Information about the NIMS Typed resources can be found at: <https://rtilt.preptoolkit.fema.gov>

#### 4. Public Information and Warning

|  |  |
|--|--|
| <i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>   |  |
| VT-Alert message - State:<br>Other VT-Alert managers:  | Vermont Emergency Management: 800-347-0488   |
| Important Local Websites / Social Media channels:  | Weathersfieldvt.org<br>Weathersfieldproctorlibrary.org<br>Town of Weathersfield (Facebook)<br>Weathersfield Police Dept. (Facebook)<br>Ascutney Volunteer Fire Association (Facebook)<br>West Weathersfield Fire Department (Facebook) |
| Local Newspaper, Radio, TV:  | Valley News<br>Eagle Times<br>WCAX   |
| Public Notice locations:   | Ascutney and Downers Post Offices<br>Martin Memorial Hall<br>Proctor Library   |
| <i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i> |  |
| To provide information for 2-1-1   | Dial 211 or (802) 652-4636   |

#### 5. Vulnerable Populations

| <i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i> |  |
|--|--|
| <i>Name / Notes</i>  | <i>Contact Info</i>                                |
| School Weathersfield School, Schoolhouse Road  | Jean Marie Oakman 802-674-5400                     |
| Higher Risk Residents Country Estates Mobile Home Park, Route 5  | Steve Smith 802-356-9237                           |
| Higher Risk Residents Ascutney House / Residential Care<br>Route 5 & 131 / North Side of Rt 5  | Vince Jewell 802-674-4328<br>802-376-5025          |
| Higher Risk Residents Colonial Manor, Route 5  | Wes & Joy Smith 802-546-7136                       |
| Higher Risk Residents Hastings Mobile Home Park, Hastings Drive  | Max Frazer 802-674-9288                            |
| Higher Risk Residents Mountain View Mobile Home Park, Jason Smith Rd   | Everett Bingham 802-674-5626                       |
| Daycare Facility Suzy's Little Peanuts, Route 5 & 131 / South Side of Rt 5   | Suzy Coutermarsh 802-546-4499<br>Cell 802-591-0089 |
| Daycare Facility Blake, Apryl, Cemetery Road   | Apryl Blake 802-674-6292                           |
| Daycare Facility Roberts, Elizabeth, 320 Jarvis Road   | Elizabeth Roberts 802-795-0038                     |
| Daycare Facility World of Discovery, Inc., Route 131 / Downers Corners   | Nikita Lenahan 802-795-0079                        |
| Daycare Facility Perkinsville Preschool & Childcare, 93 Butterfield Hill Road  | Chelsea Chase 802-795-0043                         |
| Transient Residents Running Bear Campground, Off Route 5 in Ascutney   | Ross Girard 802-674-6417<br>603-234-2229           |
| Transient Residents Get-a-Way Campground, Route 5 South  | Dave & Ellen Fraczek 802-674-812                   |

|   |   |
|---|---|
| Recreation Area    Stoughton Pond Recreation Area | Jason Farnsworth    802-886-2775<br>802-380-1456 (Cell)         |
| Recreation Area - Springweather Nature Area       | Same as above or Stephen Majeski<br>802-245-4337 - 978-904-1125 |
| Recreation Area    North Springfield Lake         | Same as above   |
| Crown Point Campground                            | (802) 263-5555  |
| Wilgus State Park                                 | (802) 674-5422  |
| Running Bear Campground                           | Ross Girard (802) 674-6417                                      |
| Getaway Mountain Campground                       | (802) 674-2812  |

## 6. Shelters

|   |  |
|---|--|
| During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.   |  |
| <b><i>Spontaneous Sheltering</i></b>  |  |
| <ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul> |  |
| <b><i>Regional Shelter</i></b>  |  |
| Location / Address:   | Hartford Regional Shelter (Call Red Cross)                       |
| Opening Contact:  | State EOC, 800-347-0488; American Red Cross, 802-660-9130        |
| Phone Numbers:  |  |
| <b><i>Primary Local Shelter</i></b>   |  |
| Location / Address:   | Weathersfield School, 135 Schoolhouse Road                       |
| Facility Contact(s):  | BJ Esty or Jean Marie Oakman                                     |
| Phone Numbers:  | 802-674-5400   |
| Shelter Manager:  | Jim Taft 802-291-6894  |
| Staff Requirements:   |  |
| Services:   | Warm/Cool    Overnight    Food Prep                              |
| Notes:  | Capacity:            Generator? No    Pets Allowed? Service only |
| <b><i>Alternate Local Shelter</i></b>   |  |
| Location / Address:   | Martin Memorial Hall, 5259 Route 5                               |
| Facility Contact(s):  | Brandon Gulnick or Susanne Terrill                               |
| Phone Numbers:  | 802-674-2626   |
| Shelter Manager:  | Brandon Gulnick  |
| Staff Requirements:   | Susanne Terrill  |
| Services:   | Warm/Cool    Overnight    Food Prep                              |
| Notes:  | Capacity:            Generator? No    Pets Allowed? Service only |

## Annexes (Optional, create and letter as needed)

|  |
|--|
|  |
|--|

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

## Contact Information

| Position                                    | Name                   | Phone numbers |              | Email  |                                 |
|---|------------------------|---------------|--------------|--|---------------------------------|
|   |                        | Primary       | Alternate    | Primary  | E-mail (Alternate)<br>Alternate |
| <b>Local Emergency Management Team</b>      |                        |               |              |  |                                 |
| EMD   | David Fuller           | 802-591-7105  |              | dfuller@weathersfield.org  | Dfullerfarminc@hotmail.com      |
| EM Coordinator                              | Brandon Gulnick        | 802-230-6262  |              | townmanager@weathersfield.org  |                                 |
| <b>Local Response Organization Contacts</b> |                        |               |              |  |                                 |
| AVFD Fire Chief                             | Darrin Spaulding       | 802-674-6869  | 802-296-1888 | m_d_electric@yahoo.com   |                                 |
| WWVFD Fire Chief                            | Josh Dauphin           | 802-263-5655  | 802-356-0623 | Joshdauphin@comcast.net  |                                 |
| EMS Chief                                   | Golden Cross Ambulance | 603-542-6660  | 603-558-0860 | Dale@goldencrossamb.com  | allyn@goldencrossamb.com        |
| Chief of Police                             | William Daniels        | 802-674-2185  | 802-230-6730 | william.daniels@vermont.gov  | wdaniels@weatherfield.org       |
| State Police or County Sheriff              | State Police Dispatch  | 802-674-2185  |              |  |                                 |
| Local Dispatch Center                       | Hartford Dispatch      | 802-295-9425  |              |  |                                 |
| <b>Local Public Works Contacts</b>          |                        |               |              |  |                                 |
| Highway Superintendent                      | Raymond Stapleton      | 802-263-5272  | 802-291-3219 | <a href="mailto:highway@weathersfield.org">highway@weathersfield.org</a>         |                                 |
| Town Garage                                 | Raymond Stapleton      | 802-263-5272  | 802-291-3219 | <a href="mailto:highway@weathersfield.org">highway@weathersfield.org</a>         |                                 |
| Drinking Water Utility                      | Brandon Gulnick        | 802-230-6262  | 802-230-6262 | <a href="mailto:townmanager@weathersfield.org">townmanager@weathersfield.org</a> |                                 |
| Transfer Station                            | Raymond Stapleton      | 802-263-5272  | 802-291-3219 | highway@weathersfield.org  |                                 |
| <b>Municipal Government Contacts</b>        |                        |               |              |  |                                 |
| Town Manager                                | Brandon Gulnick        | 802-230-6262  |              | townmanager@weathersfield.org  | townmanager@weathersfield.org   |
| Selectboard Chair                           | David Fuller           | 802-591-7105  |              | dfuller@weathersfield.org  | dfullerfarminc@hotmail.com      |
| Selectboard Vice Chair                      | Michael Todd           | 802-738-9447  |              | mtodd@weathersfield.org  | chopper1usa@yahoo.com           |
| Selectboard Clerk                           | Joseph Jarvis          | 802-356-9267  |              | jjarvis@weathersfield.org  |                                 |
| Selectboard Member                          | Kelly O'Brien          |               |              | kobrien@weatherfield.org   |                                 |
| Selectboard Member                          | Paul Tillman           | 802-738-2500  |              | ptillman@weathersfield.org   |                                 |

## Contact Information

| Position   | Name              | Phone numbers |              | Email                                 |                                 |
|--|-------------------|---------------|--------------|---------------------------------------|---------------------------------|
|  |                   | Primary       | Alternate    | Primary                               | E-mail (Alternate)<br>Alternate |
| Town Clerk   | Flo-Ann Dango     | 802-674-9500  |              | townclerk@weathersfield.org           |                                 |
| Town Treasurer   | Steve Hier        | 802-674-2626  | 802-674-2626 | treasurer@weathersfield.org           |                                 |
| EA Finance   | Rosalie McNamara  | 802-674-2626  |              | rmcnamara@weathersfield.org           |                                 |
| Town Health Officer                                    | Brandon Gulnick   | 802-230-6262  |              | townmanager@weathersfield.org         |                                 |
| Administration/ HR                                     | Susanne Terrill   | 802 291-2696  |              | weathersfield@weathersfield.org       |                                 |
| Principal Clerk  | Olivia Savage     | 603 276-6510  |              | osavage@weathersfield.org             |                                 |
| Forest Fire Warden                                     | Darrin Spaulding  | 802-674-6869  | 802-296-1888 | M_d_electric@yahoo.com                |                                 |
| Library Director                                       | Mark Richardson   | 207-332-2323  |              | Weathersfieldproctorlibrary@gmail.com |                                 |
| Animal Control Officer                                 | Cathy Sullivan    | 603-477-1229  | 603-542-1419 | Cathy3sullivan@yahoo.com              |                                 |
| School Contact #1                                      | Jean Marie Oakman | 802-674-5400  |              | jmoakman@wsesu.net                    |                                 |
| School Contact #2                                      | BJ Esty           | 802-674-5400  |              | bjesty@wsesu.net                      |                                 |
| School Contact #3                                      | Brian Woodbury    | 802-299-5197  |              | Bryan.woodbury@wsesu.net              |                                 |
| School Contact #4                                      | Jim Taft          | 802-291-6894  |              | jtaft@wsesu.net                       |                                 |
| School District Office                                 | David Baker       | 802-674-2144  |              | dbaker@wsesu.net                      |                                 |
| <b>Other Contacts</b>                                  |                   |               |              |                                       |                                 |
| American Red Cross (Disaster Program Manager Vt South) | Kerry Foley       | 802-598-0338  |              | Kerry.Foley@redcross.org              |                                 |
| Vt Emergency Management                                | Richard Cogliano  | 802-241-5097  | 802-505-1699 | Richard.cogliano@vermont.gov          |                                 |

# Local Emergency Management Plan Municipal Adoption Form

**Town/City of WEATHERSFIELD**  
 5259 US ROUTE 5  
 ASCUTNEY, VT 05030

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

|                           |                               |
|---------------------------|-------------------------------|
| <b>Municipality</b>       | WEATHERSFIELD                 |
| <b>LEMP Adoption Date</b> | MAY 17, 2021                  |
| <b>NIMS Adoption Date</b> | June 2, 2014                  |
| <b>EMD Name</b>           | David Fuller                  |
| <b>Position</b>           | EMD                           |
| <b>Primary Phone</b>      | (802) 591-7105                |
| <b>Alternate Phone</b>    | (802) 230-6262                |
| <b>Email</b>              | dtfullerfarminc@hotmail.com   |
| <b>POC 2 Name</b>         | Brandon Gulnick               |
| <b>Position</b>           | Town Manager                  |
| <b>Primary Phone</b>      | (802) 230-6262                |
| <b>Alternate Phone</b>    | N/A                           |
| <b>Email</b>              | townmanager@weathersfield.org |
| <b>POC 3 Name</b>         | William Daniels               |
| <b>Position</b>           | Police Chief                  |
| <b>Primary Phone</b>      | (802) 230-6730                |
| <b>Alternate Phone</b>    | N/A                           |
| <b>Email</b>              | william.daniels@vermont.gov   |

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\* \_\_\_\_\_

Printed Name, Selectboard / council member

**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.**

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Local Emergency Management Plan (LEMP)

# Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

| Municipal Adoption                  |   |                                     |
|-------------------------------------|---|-------------------------------------|
| <input checked="" type="checkbox"/> | Municipal Adoption Form   |                                     |
|                                     | Municipal adoption of National Incident Management System (NIMS)              | <input checked="" type="checkbox"/> |
|                                     | Contact information for local authorities during an emergency                 | <input checked="" type="checkbox"/> |
|                                     | Certification that LEMP meets Vermont NIMS / Implementation Guidance          | <input checked="" type="checkbox"/> |
|                                     | LEMP adoption by local selectboard / city council (annual)                    | <input checked="" type="checkbox"/> |
| LEMP Required Elements              |   | Page                                |
| <input checked="" type="checkbox"/> | Planners  |                                     |
|                                     | List of people who wrote / maintain the LEMP                                  | 1                                   |
| <input checked="" type="checkbox"/> | Municipal Emergency Operations Center (EOC)                                   |                                     |
|                                     | Activation authority  | 1                                   |
|                                     | EOC staff positions and duties (minimum 1)                                    | 1                                   |
|                                     | List of potential EOC staff members (minimum 1)                               | 1                                   |
|                                     | Facility information for potential EOC locations (minimum 1)                  | 1                                   |
| <input checked="" type="checkbox"/> | Resources   |                                     |
|                                     | Emergency purchasing agent and spending limits (if any)                       | 2                                   |
|                                     | List of municipal contracts that can be used during an emergency (if any)     | 2                                   |
|                                     | List of other local resources that could be used during an emergency (if any) | 2                                   |
|                                     | National Incident Management System (NIMS) Typed Resource List                | 3                                   |
| <input checked="" type="checkbox"/> | Public Information and Warning  |                                     |
|                                     | VT-Alert contact information  | 4                                   |
|                                     | Local website / social media information (if any)                             | 4                                   |
|                                     | List of local media outlets (if any)  | 4                                   |
|                                     | Public notice sites for non-phone/Internet information                        | 4                                   |
|                                     | Vermont 2-1-1 contact information   | 4                                   |
| <input checked="" type="checkbox"/> | Vulnerable Populations  |                                     |
|                                     | List of organizations/facilities that serve local vulnerable populations      | 4-5                                 |
|                                     | Identification and monitoring process   | 4-5                                 |
| <input checked="" type="checkbox"/> | Shelters  |                                     |
|                                     | Spontaneous and regional shelter information                                  | 5                                   |
|                                     | Opening information for local shelters (if any)                               | 5                                   |
|                                     | Service information for local shelters (if any)                               | 5                                   |
| <input checked="" type="checkbox"/> | Contact Information   |                                     |
|                                     | Emergency Management personnel  | 6                                   |
|                                     | Response organizations  | 6-7                                 |
|                                     | Municipal officials / public works  | 6-7                                 |
|                                     | State, region, and adjacent municipality contacts                             | 6-7                                 |

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>



# Town of Weathersfield

Board of Listers

POST OFFICE BOX 550

ASCUTNEY, VERMONT 05030-0550

CHARTERED BY  
NEW HAMPSHIRE  
AUGUST 20, 1761

CHARTERED BY  
NEW YORK  
APRIL 8, 1772

Telephone: [802] 674-2626  
Facsimile: [802] 674-2117

E-mail: [lister@weathersfield.org](mailto:lister@weathersfield.org)  
[lister3@weathersfield.org](mailto:lister3@weathersfield.org)

May 12, 2021

Jill Remick, Director  
Property Valuation & Review Division  
State of Vermont, Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

Under the provisions of 32 V.S.A. §4342, with the approval of the Selectboard, the Board of Listers may request an extension of time to complete work relating to the duties of lister and/or assessors.

Due to a two-week shut down of the Town Offices due to a positive COVID test in April, we are respectfully requesting an extension time of twenty-one (21) days.

Sincerely,

Lynn Esty, Chair  
Carolyn Hier  
Alexis Skalaban

We, the Selectboard for the Town of Weathersfield, approve this extension for the 2021 Grand List filing.

Selectboard Chair:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_/\_\_\_\_/2021  
(Date)

TH 61  
“Kendricks Corners” Road  
Culvert Replacement Plan

**Project overview:**

This project is for the replacement of culverts on TH 61” Kendricks Corner” Road. A plan to pave TH 61 is projected for FY21/FY22. Culverts need to be replaced before the paving project is started. We will be installing 80’ of 36” culvert, 40’ of 18” culvert, and 100’ of 48” culvert. The Highway Department will hire an excavator to replace the 100’ of 48” culvert and the remaining culverts will be replaced using the Highway Departments back hoe. The Highway Department has begun the removal of trees, and brush, the reshaping of ditches, and berm removal along the roadsides in preparation for this paving project.

**Culverts:**

Two 48” x 50’ (in highway inventory)

Two 36” x 40’ (need to purchase)

One 18” x 40” (in highway inventory)

**Cost:**

36” x 80’ culvert \$3,700(not including shipping)

Installation of 48” culverts \$3,000(estimate)

Total estimated funds needed \$6,700

I would like to request approval of funds not to exceed \$7,500 to be available from the Highway Department Capital Reserve for infrastructure to fund this project.

Ray Stapleton



# Town of Weathersfield

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

*Brandon W. Gulnick*  
*Town Manager*

May 15, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: Personnel Policy Updates**

Dear Weathersfield Selectboard,

On May 11, 2021 HR and I held a staff meeting to review proposed changes to the Personnel Policy. Attendees of this meeting included Olivia Savage, Susanne Terrill, Rosalie McNamara, Steve Hier, Ray Stapleton, Flo-Ann Dango, Chris Whidden, Carolyn Hier, Lynn Esty, and Mark Richardson. Others were invited but did not attend. I attached the Personnel Policy for review. Once we receive feedback from the Selectboard we will discuss any revisions at our regularly scheduled monthly staff meeting on the third Thursday of each month (May 20<sup>th</sup> this month). Following this meeting we will add it to the Selectboard Agenda on June 7<sup>th</sup> for approval.

The following three topics were discussed to obtain feedback from staff:

**1. HOLIDAY SCHEDULE**

Last year the Selectboard decided to observe Martin Luther King Jr. Day as a holiday. According to the Personnel Policy "Full - and Part-Time employees will receive the following paid holiday leave:

1. New Year's Day (January 1)
2. Presidents Day (3<sup>rd</sup> Monday in February)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (1<sup>st</sup> Monday in September)
6. Columbus Day (Second Monday in October)
7. Veteran's Day (November 11)
8. Thanksgiving Day (4<sup>th</sup> Thursday in November)
9. Christmas Day (December 25)
10. Floating Holiday (Town Managers Discretion)

**We obtained the following feedback from staff:**

1. Add an additional holiday. The Weathersfield School observes 12 paid holidays, and the Town currently observes 10 paid holidays. By adding an additional holiday, we will be 1 day closer to the Weathersfield School.
2. If a holiday falls on a Friday, Saturday, or Sunday, do employees lose that holiday or will the town observe it on the closest scheduled working day. For example, if a Holiday falls on Friday, staff that works on Friday will be scheduled OFF, but staff that do not work on Fridays will either observe it on Thursday or lose out on the holiday. The existing Personnel Policy states "Holidays falling on a Friday or Saturday will be observed the preceding Thursday. Holidays falling on a Sunday will be observed the following Monday."

3. We need to differentiate between full-time and part-time employees.
4. Prorate depending on an employee's schedule. For example, if an employee works 15 hours a week that employee should not be entitled to a full paid day off of 8 hours.
- 5.

## 2. LUNCH BREAKS

The existing Personnel Policy does not address lunch breaks. The Weathersfield School addresses lunch breaks stating "all teachers will have a 30-minute duty-free lunch period. No teachers will be required to attend meetings or conferences during the lunch period."

Currently and previously, lunch breaks are unequal in the Town. Some employees receive a 30-minute paid lunch break, others are receiving a 1-hour paid lunch, and the remaining employees are receiving a 1-hour unpaid lunch break.

### **We obtained the following feedback from staff:**

1. The reason for having the paid lunch breaks as a municipality is that people come in during lunch and ask for service. Historically (30 + years) employees received a paid working lunch. The entire office would sit down and have conversations. Community time more than a paid lunch.
2. Staggering lunch breaks will not work because each employee has specialized skills. If we stagger lunch breaks and a resident visits the office and that employee is not available because he/she is at lunch, another employee may not be able to assist that resident resulting in a wasted trip for the resident.
3. If you want the office open and you want us available to serve the public, we should receive a 30-minute paid working lunch.
4. We need to treat all employees equally.

Recommendation: Approve a 30-minute lunch break for employees working at least 5 hours on any given day and an additional 15-minute break for employees working at least 8 hours on any given day. Employees who leave the building resulting in an absence from service (negating the "working" part of the lunch break" shall clock out.

## 3. VACATIONS

The Selectboard already approved these changes, however, according to the Personnel Policy, "no changes to this agreement will be valid or recognized unless a new personnel policy is adopted in its entirety." Therefore, once the Selectboard decides on proposed changes 1 & 2 above, the board will adopt the Personnel Policy in its entirety including the previously approved Vacation modifications.

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

Respectfully,

Brandon Gulnick  
Town Manager

# Town of Weathersfield

# 2020

## Personnel Policy



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

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

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

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

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

## **SECTION 2: PERSONS COVERED**

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

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

## **SECTION 3: EQUAL OPPORTUNITY**

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Type of Appointments**

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

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

### **Probationary Period**

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 8: PAY PLAN**

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

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

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

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

## **SECTION 9: OUTSIDE EMPLOYMENT**

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

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

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

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

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

## **SECTION 11: POLITICAL ACTIVITY**

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

This personnel policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or

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

## **SECTION 12: NEPOTISM**

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

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

## **Section 13: PERSONNEL RECORDS**

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 16: PERFORMANCE EVALUATIONS**

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

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

Any employee with an annual evaluation with a less than satisfactory rating resulting in a needs improvement plan will not be eligible for any raises or promotions, including cost of living adjustments, until after the improvement plan is satisfactorily completed and a follow-up evaluation is completed

showing a satisfactory rating in all areas.

## **SECTION 17: EMPLOYEE DISCIPLINE**

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

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

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

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

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

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

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

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

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

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

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

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

**Termination**- See Section 18

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

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



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

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

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

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

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

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

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

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

The decision of the Selectboard shall be final.

## **SECTION 19: DISCIPLINARY APPEAL**

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

## **SECTION 20: GRIEVANCES**

### **Policy**

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

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

### **Procedure**

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

## **SECTION 21: RESIGNATION**

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

## **SECTION 22: SEXUAL HARASSMENT**

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to

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

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

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

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

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

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

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

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

including termination.

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

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

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

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

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

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

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

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

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

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

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

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

Benefit costs will be supplemented by the Town at the rate set by the Selectboard during the budgeting

process. If at any time an employee is on any type of unpaid leave by the Town, the employee may be responsible to cover the entire cost of all benefits.

### **Opt-Out Program**

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

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

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

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

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

### **Alternative Coverage**

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

## **SECTION 24: RETIREMENT**

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

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

## **SECTION 25: LEAVE**

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

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

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

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

No leave can be transferred between employees.

### **PARENTAL AND FAMILY LEAVE**

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

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

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

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

### **SHORT TERM FAMILY LEAVE**

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

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

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

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

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

## **HOLIDAY LEAVE**

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

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

Employees scheduled to work 40 hours a week will receive a full day's pay (10 hours) of pay for each qualifying holiday listed above.

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

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

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

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

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

## **VACATION LEAVE**

Unless otherwise specifically agreed, with prior Selectboard approval, upon the first day of the month following the date of hire eligible employees, full or part time employees that regularly work at least 10 hours per week, will begin to earn vacation time. The Town Manager can grant prorated vacation to all other part-time employees below the 10-hour threshold or temporary employees based on their status. Vacation time,

based on an annual amount, will accrue monthly as shown below:

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

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

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

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

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

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

## **SICK LEAVE**

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

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

- A physical or mental illness
- A medical appointment
- For maternity leave
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V.S.A. § 472a)
- To care for a sick or injured child, parent, grandparent, spouse, sibling or parent-in-law
- A funeral that is not eligible for Bereavement Leave



- A meeting for social or legal services related to a physical or mental illness
- Any other appointments authorized in advance by the employee's supervisor

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

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

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

### **BEREAVEMENT LEAVE**

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

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

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

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

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

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

### **Military Leave**

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave for 30 days or less, subject to the provisions of these laws, will be paid only that portion of his/her regular salary which will, together with the military pay, equal his/her total normal salary for the same pay period. Employees who take military leave in excess of 30 days, subject to the provisions of these, laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

## **Special Leaves of Absence**

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

## **Compensatory Time**

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

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

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

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

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

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

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

### **Tobacco Policy**

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

## **DRUG - FREE WORKPLACE POLICY**

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

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

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

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

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

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

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

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

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

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

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

## **Transitional Return to Work Policy**

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

## **Designated Provider**

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

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

Select their own physician if they meet the following conditions:

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

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

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

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

**SECTION 27: SEVERABILITY AND EFFECTIVE DATE**

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

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

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 7<sup>th</sup> day of January 2019.

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

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

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

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

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

## Personnel Acknowledgement

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

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

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

\_\_\_\_\_  
Date

## Personnel Acknowledgement

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

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- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

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

\_\_\_\_\_  
Date



*Brandon W. Gulnick*  
Town Manager

May 10, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: Telecommuting Policy Development**

Dear Weathersfield Selectboard,

See the enclosed draft Telecommuting Policy. We held a staff meeting on May 11, 2021 to review this policy and obtain feedback from all staff. Attendees of that meeting included Olivia Savage, Susanne Terrill, Rosalie McNamara, Steve Hier, Ray Stapleton, Flo-Ann Dango, Chris Whidden, Carolyn Hier, Lynn Esty, and Mark Richardson. Others were invited but did not attend.

**I received the following comments:**

1. Differentiate between hourly and salaried employees.
2. Differentiate between short-term and long-term arrangements and define the length of time for each.
3. The severability clause requires additional language.
4. Easier approval process.
5. Simplify the language within the policy.

At this point HR and I would like to obtain feedback from the Selectboard on this policy during your May 17<sup>th</sup> meeting. Following this meeting we will revise the Telecommuting Policy, discuss the revised policy with staff at our regularly scheduled monthly staff meeting on the third Thursday of the month (May 20<sup>th</sup> this month), revise if necessary, and hold a First Reading at the Selectboard meeting on June 7<sup>th</sup>.

After reviewing emails between the Town and VLCT, the adoption of policies in Vermont is different than adopting an ordinance. Three readings are required to obtain public comment to adopt an ordinance. Policies have no statutory procedure. The Selectboard can adopt policies at any duly warned meeting by motion. According to VLCT, "it's not a bad idea to at least have one (1) meeting to have it introduced so that staff and supervising managers can digest and understand it."

During my time as Town Manager in Weathersfield I was told that policies require three (3) readings by statute. After researching this information per statute and per Weathersfield policy, I have not found any such language. Please advise on how the Selectboard would like to handle policy adoption moving forward.

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

Respectfully,

Brandon Gulnick  
Town Manager



**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 1: 05/17/2021**

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**I. PURPOSE**

The Select Board of the Town of Weathersfield, Vermont, pursuant to Title 24, Chapter 59, of the Vermont Statutes Annotated, and such other general and special enactments as may be material, hereby promulgate the following Policy, being mindful of the need to telecommute under certain circumstances. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a town wide benefit, and it in no way changes the terms and conditions of employment with the Town of Weathersfield.

**II. PROCEDURE**

- A. The employee proposes a work-at-home arrangement to the Town Manager in writing.
- B. The Town Manager reviews the proposal and consults with others for guidance when necessary.
- C. To answer any remaining questions and address any concerns the Town Manager and employee review and discuss the proposed arrangement.
- D. The Town Manager makes a determination. If the determination is to deny the arrangement, the Town Manager will consult with Human Resources for review and guidance.
- E. The Town Manager communicates the decision to the employee.
- F. The Town Manager and employee document/file the arrangement. If approved, the Town Manager and employee complete a Flexible Work Arrangement Form approved by the Selectboard. Both employee and Town Manager should retain the form for their records. The completed form must also be sent to the local HR representative.
- G. The Town Manager and employee review the work performed during the employee's work-at-home arrangement when the employee returns to work. If the employee is working-at-home for more than 1 workday, the employee and Town Manager must schedule regular check-ins via phone or other remote meeting software such as Zoom or GoToMeeting.

**III. CRITERIA FOR APPROVED TELECOMMUTING AGREEMENTS**

Individuals requesting formal telecommuting arrangements must be employed with the Town of Weathersfield for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 1: 05/17/2021**

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assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- A. Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- B. Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- C. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- D. Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- E. Business phone will be transferred to personal phone and reception requires guarantee.

Consideration of telecommuting requests will be based on operational feasibility and job suitability first, then the incumbent's ability to effectively work remotely. Individuals requesting to telecommute must possess the following characteristics: well organized; flexible; proven performer; self-discipline to perform work without supervision; self-motivation to accomplish tasks independently.

An appropriate level of communication between the telecommuter and Town Manager will be agreed to as part of the discussion process. After conclusion of the work-at-home arrangement, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

**IV. LOGISTICS/ EXPECTATIONS**

- A. A written telecommuting agreement signed by the appropriate supervisor will specify whether or not the employee will be required to work during core working hours.
- B. Telecommuting employees must be reachable via phone and email while telecommuting (unless otherwise scheduled for a personal appointment or lunch break) to answer questions, respond to inquiries, and assign tasks as needed.
- C. Phone/email check-ins with coworkers are encouraged to determine issues that need

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 1: 05/17/2021**

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attention.

- D. If requested by the Town Manager or supervisor, the employee shall attend meetings or events at the office or other locations.
- E. If a telecommuting employee is sick or has a personal appointment while working at home, the employee will report hours worked and use leave time for hours not worked.

**V. COMMUNICATION**

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

**VI. WORKSPACE**

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

**VII. EQUIPMENT / SERVICES**

- A. The cost for technology required for the employee to perform their primary work responsibilities is determined and covered by employer. WIFI is the responsibility of the employee.
- B. Other office related equipment and/or furniture costs are the responsibility of the employee.
- C. Employees may use available employer-owned equipment at their off-site workspace with prior approval of the supervisor and IT staff, provided the equipment will be used for employer work only, its use by an employee at his/her off-site workspace will not impede the work of other employees, and this use is not in conflict with

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
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existing employer policy.

D. Repair and maintenance of employee-owned equipment is the responsibility of the employee.

**VIII: EVALUATION**

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

**IX: AD HOC ARRANGEMENTS**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, sickness, or other circumstances. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the Town and with the consent of the employee's health care provider, if appropriate.

All telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the Town of Weathersfield.

**X: TIME WORKED**

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

**XI: LIABILITY**

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

**TOWN OF WEATHERSFIELD, VERMONT**  
**TELECOMMUTING POLICY**  
**DRAFT 1: 05/17/2021**

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**XII: PERSONS COVERED**

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

**XII: REPEAL OF INCONSISTENT PROVISIONS**

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

**XIII: SEVERABILITY**

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

**XIV: EFFECTIVE DATE**

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

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

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 21<sup>st</sup> day of June 2021.

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

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

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

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

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

The Southern Windsor/Windham Counties Solid Waste Management District is seeking proposals from qualified firms for transporting of municipal solid waste (MSW) and construction and demolition waste (C&D) from its five municipal transfer stations.

The District also seeks to provide similar terms for all the haulers operating within the District for disposal of municipal solid waste.

## **SECTION I. INTRODUCTION**

### **A. INTRODUCTION OF DISTRICT**

The Southern Windsor/Windham Counties Solid Waste Management District (District) is a legal entity consisting of towns in the east central portion of Vermont along the Connecticut River: Andover, Athens, Baltimore, Cavendish, Chester, Grafton, Ludlow, Plymouth, Reading, Rockingham, Springfield, Weathersfield, West Windsor, and Windsor.

There are currently five transfer stations located in the District: Cavendish, Ludlow, Rockingham, Springfield, and Weathersfield. In 2019, 2643 tons of MSW and 1542 tons of C&D was collected at District transfer stations. The total amount of MSW collected in the District was 16,355 tons. In 2020, 2424 tons of MSW and 1625 tons of C&D was collected at District transfer stations. The total amount of MSW collected in the District was 17,521 tons and 8080 tons of C&D.

### **B. INFORMATIONAL MEETING**

The District will hold a remote informational meeting via ZOOM due to COVID-19 pandemic precautions on **Thursday, March 4, 2021 at 2:00 p.m.** Interested parties must call or email to notify the District of their intent to participate. Prior notification will enable the District to contact interested parties with the ZOOM link, and in case of change of time or date.

Please contact:

Thomas J. Kennedy  
Southern Windsor/Windham Counties Solid Waste Management District  
Voice: 802-674-9201  
Email: tkennedy@marcvt.org

## Instructions for Response

**Proposals are due on or before 3:00 p.m. Thursday, March 25, 2021.** Proposals will be accepted via **email, USPS mail, FedEx, UPS or by hand delivery.** It is the responsibility of the proposer to confirm the receipt of the proposal.

Each proposal must be submitted as required in this request for proposals (RFP). No changes shall be made in the phrasing of the proposal or the requirements. The District requires that all proposals be double-sided. Proposals must be typed. Proposals that are illegible, or contain omissions or items not requested, may be rejected.

All Proposals must be submitted to:

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

The proposals will be opened and read aloud. Any proposal received after the 3:00 p.m. deadline will be rejected.

Any questions answered verbally cannot be considered binding on the District. Modifications shall only be made in writing and approved by the District, and will be distributed to all parties who have attended the informational meeting.

### C. DISTRICT'S RIGHTS AND OPTIONS

This RFP constitutes only an invitation to submit a proposal to the District. The District reserves, holds, and may in its sole discretion exercise, the following rights and options with respect to this RFP:

- a. To reject any or all Proposals.
- b. To select and enter into an agreement with the Proposer whose proposal best meets the need of the District and its member towns, and is most responsive to the RFP.
- c. To issue subsequent solicitations for Proposals.
- d. To conduct investigations with respect to the qualifications of each Proposer.
- e. To negotiate with Proposers for amendments or other modifications to the Proposals.

## **SECTION II. BACKGROUND INFORMATION**

### **A. DESCRIPTION OF MUNICIPAL SOLID WASTE AND CONSTRUCTION & DEMOLITION WASTE**

**B.** Solid waste delivered to the town-owned transfer stations consists of typical municipal solid waste from residential and commercial sources, as well as construction and demolition debris and bulky goods. Municipal waste is compacted in 40-cubic-yard roll-off containers, and C&D and bulky wastes are stored in 30- or 40-cubic yard roll-off containers.

### **C. GENERAL TOWN OPERATIONS**

Delivery of waste to the towns' transfer stations is typically made by small contractors, small commercial entities, and private residential users. The towns' transfer stations are located in:

- Cavendish, on Route 131 just east of the village of Proctorsville;
- Ludlow, located on Route 100 about 1.5 miles south of the intersection of Routes 100 & 103;
- Rockingham, located on the east side of Route 5 just south of the village of Bellows Falls;
- Springfield, located on Fairground Road about 1.3 miles from the intersection of Fairground Road and Route 11; and,
- Weathersfield, located on Route 106 about  $\frac{3}{4}$  mile north of the intersection of Routes 106 and 131 near Downers Four Corners.

The Towns operate and maintain their own transfer stations.

It is the responsibility of the Proposer to familiarize themselves with the exact nature of the operation in each of the five towns.



### SECTION III. REQUEST FOR SERVICE/SCOPE OF WORK

#### A. DISPOSAL

The District seeks proposals from qualified entities to provide **MSW and C&D** disposal services at the Town's transfer stations that are members of the District.

The successful Proposer will be expected to dispose of approximately 385 tons (on average) of MSW and 614 tons of C&D per quarter as received by the Towns at their transfer stations. This estimate is based upon calendar year 2019 and 2020 records:

| <b>Cavendish</b>        | <b>C&amp;D tons</b> |             | <b>MSW tons</b> |             |
|-------------------------|---------------------|-------------|-----------------|-------------|
|                         | <b>2019</b>         | <b>2020</b> | <b>2019</b>     | <b>2020</b> |
| 1 <sup>st</sup> quarter | 25.72               | 26.99       | 65.26           | 69.12       |
| 2 <sup>nd</sup> quarter | 58.54               | 56.52       | 64.69           | 74.58       |
| 3 <sup>rd</sup> quarter | 77.23               | 80.74       | 71.17           | 89.62       |
| 4 <sup>th</sup> quarter | 51.04               | 61.93       | 71.33           | 79.13       |
| <b>Totals:</b>          | 212.53              | 226.18      | 272.45          | 312.45      |

| <b>Ludlow</b>           | <b>C&amp;D tons</b> |             | <b>MSW tons</b> |             |
|-------------------------|---------------------|-------------|-----------------|-------------|
|                         | <b>2019</b>         | <b>2020</b> | <b>2019</b>     | <b>2020</b> |
| 1 <sup>st</sup> quarter | 65.29               | 50.23       | 133.07          | 139.17      |
| 2 <sup>nd</sup> quarter | 147.56              | 157.66      | 117.59          | 111.15      |
| 3 <sup>rd</sup> quarter | 142.99              | 136.36      | 123.81          | 142.68      |
| 4 <sup>th</sup> quarter | 94.04               | 137.62      | 129.33          | 149.71      |
| <b>Totals:</b>          | 449.88              | 481.87      | 503.80          | 542.71      |

| Rockingham              | C&D tons |        | MSW tons |        |
|-------------------------|----------|--------|----------|--------|
|                         | 2019     | 2020   | 2019     | 2020   |
| 1 <sup>st</sup> quarter | 48.91    | 61.69  | 95.53    | 93.85  |
| 2 <sup>nd</sup> quarter | 107.31   | 108.41 | 106.31   | 110.07 |
| 3 <sup>rd</sup> quarter | 90.62    | 142.8  | 106.42   | 72     |
| 4 <sup>th</sup> quarter | 67.15    | 88.23  | 98.55    | 113.5  |
| <b>Totals:</b>          | 313.98   | 401.13 | 406.8    | 295.5  |

| Springfield             | C&D tons |        | MSW tons |        |
|-------------------------|----------|--------|----------|--------|
|                         | 2019     | 2020   | 2019     | 2020   |
| 1 <sup>st</sup> quarter | 25.80    | 23.68  | 180.91   | 152.32 |
| 2 <sup>nd</sup> quarter | 46.00    | 73.25  | 210.27   | 157.22 |
| 3 <sup>rd</sup> quarter | 36.78    | 58.80  | 183.23   | 191.26 |
| 4 <sup>th</sup> quarter | 29.43    | 49.12  | 153.97   | 174.97 |
| <b>Totals:</b>          | 138.01   | 204.85 | 728.38   | 675.77 |

| Weathersfield           | C&D tons |        | MSW tons |        |
|-------------------------|----------|--------|----------|--------|
|                         | 2019     | 2020   | 2019     | 2020   |
| 1 <sup>st</sup> quarter | 38.67    | 20.07  | 138.86   | 146.26 |
| 2 <sup>nd</sup> quarter | 85.09    | 61.30  | 170.03   | 161.54 |
| 3 <sup>rd</sup> quarter | 110.42   | 82.54  | 162.50   | 168.20 |
| 4 <sup>th</sup> quarter | 57.31    | 67.04  | 164.23   | 156.51 |
| <b>Totals:</b>          | 291.49   | 230.95 | 635.62   | 632.51 |

The District makes no representation or guarantee of the amount of material available to be disposed of from the five transfer stations during the contract period.

**B. TRANSPORT**

The District is seeking proposals for the transport of the 'Towns' transfer station waste to either a certified disposal site or commercial transfer station. Note that this may include transport on Saturdays for those transfer stations that operate on Saturdays. Transport shall be available on a 24-hour notice.

## **SECTION IV. GENERAL PROVISIONS**

### **A. PUT OR PAY PROVISIONS**

The District **WILL NOT** entertain any proposal that requires a guarantee or minimum tonnage provision for the delivery of solid waste.

### **B. LICENSES AND PERMITS**

The Proposer shall conduct its operation in accordance with the requirements of all applicable federal, state and local laws, rules or regulations and shall possess all necessary permits and licenses. The Proposer shall be prepared to submit copies of all applicable permits, registrations, and other necessary government authorizations that demonstrate its capability to perform the proposed services.

### **C. VERMONT STATE SOLID WASTE FRANCHISE TAX**

The State of Vermont currently levies a \$6.00 per ton fee on solid waste generated within the State. The Contractor will be required to pay this tax to the State. This tax should be included as a separate line item on the proposal form.

### **D. TIPPING FEE SURCHARGE**

The District currently charges a \$9.00 per ton surcharge. For a complete description, see the Southern Windsor/Windham Counties Solid Waste Management District's "Waste Management Ordinance."

**The selected Contractor is responsible for collecting and paying the State Franchise Tax and the District Surcharge, associated with the waste collected at the transfer station. The Contractor will remit payment to the District for its surcharge on a quarterly basis. The remittance schedule is found below.**

Monthly tonnage reports shall be submitted by the 10<sup>th</sup> of the following month. Payments to be made quarterly by the 10<sup>th</sup> of the month following the close of a quarter. Quarters are as follows: January 1-March 31, April 1-June 30, July 1-September 30, and October 1-December 31.

### **E. MANIFEST AND DISPOSAL TICKETS**

A manifest and/or a disposal ticket shall be provided by the Proposer indicating the disposal of each load of waste removed from the Towns' transfer stations. The manifest/disposal ticket shall include the name, address, telephone number of the facility, the facility's operating permit number(s), the number of tons disposed of, and the time and date of disposal. The ticket shall also be signed by the driver delivering the waste to the facility.

On a quarterly basis, the successful proposer shall provide the District with tonnage reports for each transfer station of all collected wastes collected under the term of this contract.

### **F. LABOR**

The Proposer will be expected to comply with applicable laws, rules, regulations, ordinances and executive orders, whether federal, state, or local including, without limitation, requirements regarding minimum wages, hours, worker's compensation, and equal employment opportunity. The Proposer must also abide by the provisions of applicable Federal and State affirmative action programs.

### **G. USE OF SUBCONTRACTORS**

The Proposer shall identify any subcontractors utilized to provide the required services. The subcontractor's experience and qualifications and other pertinent information shall be required for each subcontractor. The Proposer shall not award work to any subcontractor without the prior written approval of the District.

The successful Proposer will be responsible for any acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them. Subcontractors will be subject to all applicable obligations, requirements and limitations under the contract awarded to the successful Proposer. There will be no direct contract between any subcontractor and the District.

### **H. SAFETY**

Proposer agrees to perform all operations associated with the eventual Contract in a safe manner in accordance with federal, state and local laws, rules and regulations.

All employees and supervisory personnel used in the performance of the Solid Waste Contract shall be competent and have the appropriate training to perform the required services. The Proposer shall devote sufficient personnel, time, and equipment to assure the satisfactory and safe performance of the required solid waste services.

Contact Name and Phone Number

The Proposer is required to provide, as part of this proposal, a contact name and telephone number for the Primary Contact should a Contract be awarded.

## I. HOLIDAYS

The following two (2) holidays (“Authorized Holidays”) are to be observed when providing solid waste services each year:

Thanksgiving Day      Christmas Day

## J. PROPOSER REPRESENTATIONS

The Proposer shall be licensed to conduct business in the State of Vermont at the time of the Contract award and will be in full compliance with all applicable federal, state, and local laws. The Proposer shall comply with all permits, rules, regulations, laws, and statutes of the State of Vermont and any other jurisdiction that has regulatory power over the conditions of the eventual Contract. The Proposer will promptly notify the District of any instances of non-compliance and the methods to be used to address the non-compliance issue.

## K. TERM

The District is requesting a **three- (3) year Contract** beginning **July 1, 2021**, with **two one- (1) year** renewal options to be exercised at the sole discretion of the District. The District will notify the successful Proposer of its intention to renew the Contract at least 90 days prior to the expiration of the Contract. As part of this RFP, the District will entertain, but is not compelled to accept, alternative terms such as longer Contract length if it reflects lower costs.

## L. INSURANCE

The Proposer shall procure and maintain at its own expense, without expense to the District, throughout the term covered by the eventual Contract and any extensions thereof, the following insurance:

Commercial General Liability coverage for bodily injury and property damage, including death with limits of at least \$5,000,000.00 per occurrence:

- A. Commercial Automobile Liability with a combined single limit of at least \$1,000,000.00 per occurrence;
- B. Environmental Impairment Liability with limits of at least \$5,000,000.00 per occurrence;
- C. Excess or Umbrella Liability coverage with limits of at least \$5,000,000.00.
- D. Workers’ Compensation and Disability Benefits Insurance as required by applicable law.

All policies must be underwritten by insurers licensed to sell insurance in Vermont and maintaining an A.M. Best rating of “A” or better. The District and individual Towns shall be listed as Additional Insured on all policies, and Proposer shall annually provide the District with valid certificates of insurance for all policies required herein.

The Proposer agrees to defend, indemnify and hold harmless, the District and its agents and employees against any and all claims, suits or liability which might arise in connection with the Contract. The Proposer shall further defend, indemnify and hold harmless, the District and its agents, employees from any and all claims, suits, or liabilities that might arise as a result of depositing, disposing, processing, transporting, storing, or use of the solid waste as defined herein.

## SECTION V. PROPOSAL SUBMISSION REQUIREMENTS

### A. GENERAL PROVISIONS

To be considered responsive, Proposers must follow the instructions for proposal preparation outlined in this section. One original and one (1) copy and one digital copy of the proposal shall be submitted to:

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

**Proposals are due by 3:00 p.m. on Thursday, March 25, 2021.**

Each copy must contain all the necessary forms and information. One copy must be clearly marked “Original” and must contain all original, executed copies. Late proposals will be considered non-responsive, and returned to the Proposer unopened.

1. Expenses of Proposal Preparation

Each responding Proposer will prepare all required materials and submittals and participate in the proposal and negotiation process at its own risk and expense, with the express understanding that there can and will be no claims whatsoever for reimbursement from the District for the costs and expenses associated with this process.

2. Confidential Information

Proposals submitted in response to this RFP may contain technical or other data for which public disclosure may be deemed to cause substantial injury to the Proposer’s competitive position, or which may constitute a trade secret. To protect this information from disclosure, the Proposer should submit it under separate cover in a sealed envelope, and mark it clearly as *confidential information*. The District makes no guarantees that this material will be kept confidential, but will make reasonable efforts to maintain confidentiality.

3. Proposer Interviews

If desired by the District, interviews will be held. The District expects that key members on the Proposer's team will attend the interview. Any Proposer finding any discrepancy in or omission from, the requirements of this RFP may request clarification of the meaning and intent prior to the interview. Written inquiries should be faxed or mailed to the Proposal Contact. If any questions require written clarification, an addendum will be issued upon request.

## **B. ORGANIZATION OF PROPOSAL**

The requirements for the proposal are described below. This format must be followed to be deemed responsive.

One (1) double-sided copy along with one unbound original and a digital copy are required.

### Proposal Submission Requirements

#### I. COVER LETTER

#### II. PROPOSAL OUTLINE

##### A. OPERATIONS AND MANAGEMENT PLAN

##### B. QUALIFICATIONS

1. Experience and Management Capability
2. Operations Experience
3. Financial Condition and Resources

##### C. COST PROPOSAL

##### D. TERMS OF THE PROPOSED AGREEMENT

#### III. PROPOSAL FORMS (as explained below)

##### 1. Cover Letter and Signature Requirements

Each copy of the proposal will be accompanied by an original cover letter committing the Proposer, if selected, to carrying out all the provisions of the proposal. The cover letter will designate the individuals who will be the key technical and business negotiators. The cover letter must be signed by the individual of the proposing organization empowered to sign the contract.

All forms requiring signatures shall be signed by the same individual signing the cover letter. One copy of the proposal documents must be clearly marked as the "Original," and must contain the original signature forms, bond, and other original documents; the remaining documents may be a reproduction.

## 2. Qualifications

Proposer shall complete all the required information in Forms A through C. Failure to complete the required information may result in the firm's disqualification from consideration. Any knowingly false statement will be grounds for a Proposer's disqualification and the District may criminally prosecute knowingly false statements.

Any corporation not incorporated under Vermont State law must furnish a copy of a Certificate of Good Standing from the Vermont Secretary of State to do business in Vermont.

To be deemed qualified; the Proposer shall demonstrate the requisite experience, skills, and resources necessary to undertake waste handling and disposal. The Proposer must also demonstrate that they have the technical and management experience, as well as the financial resources, to perform the required tasks. Additionally, if a subcontractor is used for any part of this proposal, the District must be advised of same and provided with full details of any subcontractor's experience and qualifications. The Proposer shall not award work to any subcontractor without prior written approval of the District.

### A. Experience and Management Capacity

Each Proposer shall demonstrate the ability to perform all required tasks successfully, and have the requisite management skills and experience.

### B. Technical Reliability

To be deemed qualified; Proposers must demonstrate that the proposed disposal facility has adequate capacity to serve the District's needs for a minimum of three years, and that the Proposer has the requisite number of trucks and drivers to assure timely collection of waste from each own transfer station.

### C. Financial Resources

The Proposer must demonstrate sufficient financial resources to carry out its responsibilities as outlined in this RFP. The District reserves the right to request to financial statements from the bidder.

## 3. Cost Proposal

In addition to all other requirements contained in the RFP, each proposal shall clearly identify and specify all of the costs necessary to perform the required services. The selected Contractor will be responsible for direct billing of all costs to each Town with a transfer station and to any commercial haulers who choose to deliver waste under this Contract. The Contractor is responsible for providing a monthly summary of tonnages and charges to the District.

The Proposer must submit cost proposals by using the form substantially similar to the attached Form C. The Proposer agrees that the prices will remain valid from one hundred eighty (180) days after the submission date.



4. Investigation of Conditions

The submission of a proposal in response to this RFP shall be considered a representation that the Proposer has carefully investigated all conditions which affect or may, at some future date, affect the performance covered by the proposal, and that the Proposer is fully informed concerning the District's operations and the conditions. In addition, a submission shall indicate that the Proposer is familiar with all federal, state, and local laws which may affect the performance of the work.

5. District Tipping Fee Surcharge and Vermont State Solid Waste Franchise Tax

The District has a surcharge/fee of \$9.00 per ton for all waste, (including MSW and C&D) generated within the District to pay for District Programs. The District surcharge is subject to change and the District will provide sixty (60) days' notice of the change in the fee.

The State of Vermont currently levies a \$6.00 per ton fee on solid waste generated within the State or on all waste that shipped out of a Vermont Facility.

**These two fees total \$15.00/ton.**

## **SECTION VI. EVALUATION OF PROPOSALS**

### **A. GENERAL**

The District retains the right to reject any and all proposals and to waive defects or irregularities in any proposal. The District is not obligated to evaluate proposals received after the designated time for submission, or proposals that it deems to be incomplete. At the sole discretion of the District and its agents, proposals submitted indicating any exceptions to the terms of this RFP may be included in or excluded from the evaluation process.

The District reserves the right to award the eventual Contract to one or more responsible Proposers or not award any Contract.

### **B. EVALUATION CRITERIA**

Evaluation of information submitted by the Proposer will be based on a number of pre-selected criteria that reflect the needs of the participating District towns. The major evaluation criteria are:

- Safety and environmental considerations,
- Disposal and hauling fees charged to each participating town, and
- Proposer's financial condition and resources.

The selected Proposer will have submitted the proposal that is in the best interests of the District. If a proposal does not satisfy the minimum requirements set forth in this RFP, it will be disqualified from further consideration at the discretion of the District.

Having satisfied the minimum requirements, each proposal will be reviewed by the evaluation team and graded as to responsiveness on the basis of the criteria as identified in the RFP.

### **C. PROPOSAL REJECTION**

The District reserves the right to reject any and all proposals and to waive any defects or irregularities in the proposals received and to accept the proposal most favorable to the interest of the District.

### **D. PROPOSER REJECTIONS DUE TO ARREARAGE IN PAYMENTS DUE AND OWING TO THE DISTRICT OR MEMBER TOWNS**

The Proposer whose proposal has been accepted must, prior to the execution of the Contract, warrant and affirm that it is in good standing with the Vermont Secretary of State.

## **SECTION VII. PROPOSAL FORMS**

Proposers shall submit the following forms with their proposals: (See attached)

- Form A: Statement of Non-Collusion
- Form B: Disposal Site(s) Information
- Form C: Cost Proposal

### **PROPOSER'S VERIFICATION**

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

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

REQUEST FOR PROPOSAL  
SOUTHERN WINDSOR/WINDHAM SOLID WASTE DISTRICT

Dated: \_\_\_\_\_

Proposer's  
Business  
Name: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

## FORM A

### Statement of Non-Collusion

*District Solid Waste Disposal RFP*

By submission of this Proposal, the Proposer certifies that:

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

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

**FORM B**

**Disposal Site and/or Transfer Station Information**

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

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

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

I. GENERAL

A. Disposal Site Location

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

II. CURRENT OPERATIONS

A. Operations Permit

a. Permittee: \_\_\_\_\_

b. No.: \_\_\_\_\_

c. State: \_\_\_\_\_

d. Issuing Entity: \_\_\_\_\_

e. Date of Issue: \_\_\_\_\_

f. Date of Expiration: \_\_\_\_\_

g. Copy Enclosed? \_\_\_\_\_ (Yes or No)

B. Hours of Operation

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

| <b>DAY</b>       | <b>AM</b> | <b>to</b> | <b>PM</b> |
|------------------|-----------|-----------|-----------|
| <b>Monday</b>    |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Tuesday</b>   |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Wednesday</b> |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Thursday</b>  |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Friday</b>    |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Saturday</b>  |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Sunday</b>    |           | <b>to</b> |           |
|                  | _____     |           | _____     |

2. Are there any PERMITTED closure periods stipulated?

---

3. What are the ACTUAL operating hours:

| <b>DAY</b>       | <b>AM</b> | <b>to</b> | <b>PM</b> |
|------------------|-----------|-----------|-----------|
| <b>Monday</b>    |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Tuesday</b>   |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Wednesday</b> |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Thursday</b>  |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Friday</b>    |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Saturday</b>  |           | <b>to</b> |           |
|                  | _____     |           | _____     |
| <b>Sunday</b>    |           | <b>to</b> |           |
|                  | _____     |           | _____     |

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

| <b>DAY</b>            | <b>AM</b> | <b>to</b> | <b>PM</b> |
|-----------------------|-----------|-----------|-----------|
| <b>New Year's Day</b> |           | <b>to</b> |           |
|                       | _____     |           | _____     |
| <b>Memorial</b>       |           | <b>to</b> |           |
|                       | _____     |           | _____     |
| <b>Independence</b>   |           | <b>to</b> |           |
|                       | _____     |           | _____     |
| <b>Labor</b>          |           | <b>to</b> |           |
|                       | _____     |           | _____     |
| <b>Thanksgiving</b>   |           | <b>to</b> |           |
|                       | _____     |           | _____     |

REQUEST FOR PROPOSAL  
SOUTHERN WINDSOR/WINDHAM SOLID WASTE DISTRICT

**Christmas**

\_\_\_\_\_ to \_\_\_\_\_

**Other**

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

REQUEST FOR PROPOSAL  
SOUTHERN WINDSOR/WINDHAM SOLID WASTE DISTRICT

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

Proposing Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

By: \_\_\_\_\_  
(Please print or type) Name and Title

Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_

Date: \_\_\_\_\_



**FORM C**  
**COST PROPOSAL**

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

**Transport**

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

|  |                |
|--|----------------|
| Town of Cavendish Transfer Station     | _____ per pull |
| Town of Ludlow Transfer Station        | _____ per pull |
| Town of Rockingham Transfer Station    | _____ per pull |
| Town of Springfield Transfer Station   | _____ per pull |
| Town of Weathersfield Transfer Station | _____ per pull |

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

|  |                |
|--|----------------|
| Town of Cavendish Transfer Station     | _____ per pull |
| Town of Ludlow Transfer Station        | _____ per pull |
| Town of Rockingham Transfer Station    | _____ per pull |
| Town of Springfield Transfer Station   | _____ per pull |
| Town of Weathersfield Transfer Station | _____ per pull |

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

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

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

4. Disposal Costs for Transfer Stations

**Cost per ton to dispose of the Municipal Solid Waste.**

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

a) + District Surcharge: \$9.00/ton

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

**TOTAL Disposal Cost for MSW:** \_\_\_\_\_for July 1, 2021 - June 30, 2024

**Cost per ton to dispose of Construction & Demolition material**

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

a) + District Surcharge: \$9.00/ton

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

**TOTAL Disposal Cost for C&D:** \_\_\_\_\_for July 1, 2021 - June 30, 2024

Mr. Tom Kennedy

Southern Windsor/Windham Solid Waste Management District

PO Box 320

Ascutney, VT 05030

Alva Waste Services, LLC

Matthew Priestley

1050 Charlestown Rd

Springfield, VT 05156

802-885-2994

March 24, 2021

Dear Tom,

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

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

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

Matthew Priestley- Cell- 802-291-4807

Serena Chaves- Cell- 802-384-2102

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

Thank you,



Matthew Priestley, Owner

### Experience and Management Capability

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

### Operations Experience

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

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

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

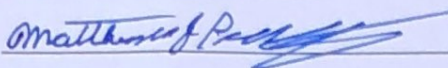
### Financial Resources

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

Dated: 3/24/2021

Proposer's  
Business

Name: Alva Waste Services, LLC

Signed by: 

Title: Owner



**FORM A**

**Statement of Non-Collusion**

*District Solid Waste Disposal RFP*

By submission of this Proposal, the Proposer certifies that:

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

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

**FORM B**

**Disposal Site and/or Transfer Station Information**

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

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

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

I. GENERAL

A. Disposal Site Location

Name: Alva Waste Services, LLC

Address: 1050 Charlestown Rd

Springfield, VT 05156

Phone: 802-885-2994

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

Address: \_\_\_\_\_

\_\_\_\_\_

II. CURRENT OPERATIONS

A. Operations Permit

a. Permittee: Alva Waste Services, LLC

b. No.: WS995

c. State: Vermont

d. Issuing Entity: Vermont Agency of Natural Resources

e. Date of Issue: 4/1/2018

f. Date of Expiration: 4/1/2028

g. Copy Enclosed? No (Yes or No)

B. Hours of Operation

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

SOUTHERN WINDSOR/WINDHAM SOLID WASTE DISTRICT

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

2. Are there any PERMITTED closure periods stipulated?

3. What are the ACTUAL operating hours:

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

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

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



Christmas

Closed

Other

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

Proposing Company: Alva Waste Services, LLC

Address: 1050 Charlestown Rd

Springfield, Vermont 05156

City State Zip

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

Signature: 

Phone No: 802-291-4807

Date: 3/24/21

## FORM C

### COST PROPOSAL

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

#### Transport

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

Town of Cavendish Transfer Station \$232.00 per pull

Town of Ludlow Transfer Station \$235.00 per pull

Town of Rockingham Transfer Station \$205.00 per pull

Town of Springfield Transfer Station \$190.00 per pull

Town of Weathersfield Transfer Station \$210.00 per pull

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

Town of Cavendish Transfer Station \$232.00 per pull

Town of Ludlow Transfer Station \$235.00 per pull

Town of Rockingham Transfer Station \$205.00 per pull

Town of Springfield Transfer Station \$190.00 per pull

Town of Weathersfield Transfer Station \$210.00 per pull

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

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

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

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

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

#### 4. Disposal Costs for Transfer Stations

**Cost per ton to dispose of the Municipal Solid Waste.**

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

a) + District Surcharge: \$9.00/ton

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

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

**Cost per ton to dispose of Construction & Demolition**

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

a) + District Surcharge: \$9.00/ton

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

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



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

*NO FUEL SURCHARGE*

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

4. Disposal Costs for Transfer Stations

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

**Cost per ton to dispose of the Municipal Solid Waste.**

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

a) + District Surcharge: \$9.00/ton

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

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

**Cost per ton to dispose of Construction & Demolition material**

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

a) + District Surcharge: \$9.00/ton

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

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



ESTABLISHED 1975

## Southern Windsor/ Windham Solid Waste District

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

March 25, 2021



ESTABLISHED 1975

March 25, 2021

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

**RE: RFP- Southern Windsor/ Windham Solid Waste District**

Dear Tom,

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

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

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


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

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

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

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

Sincerely,



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



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## Who We Are

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

## What We Do

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

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



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



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



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

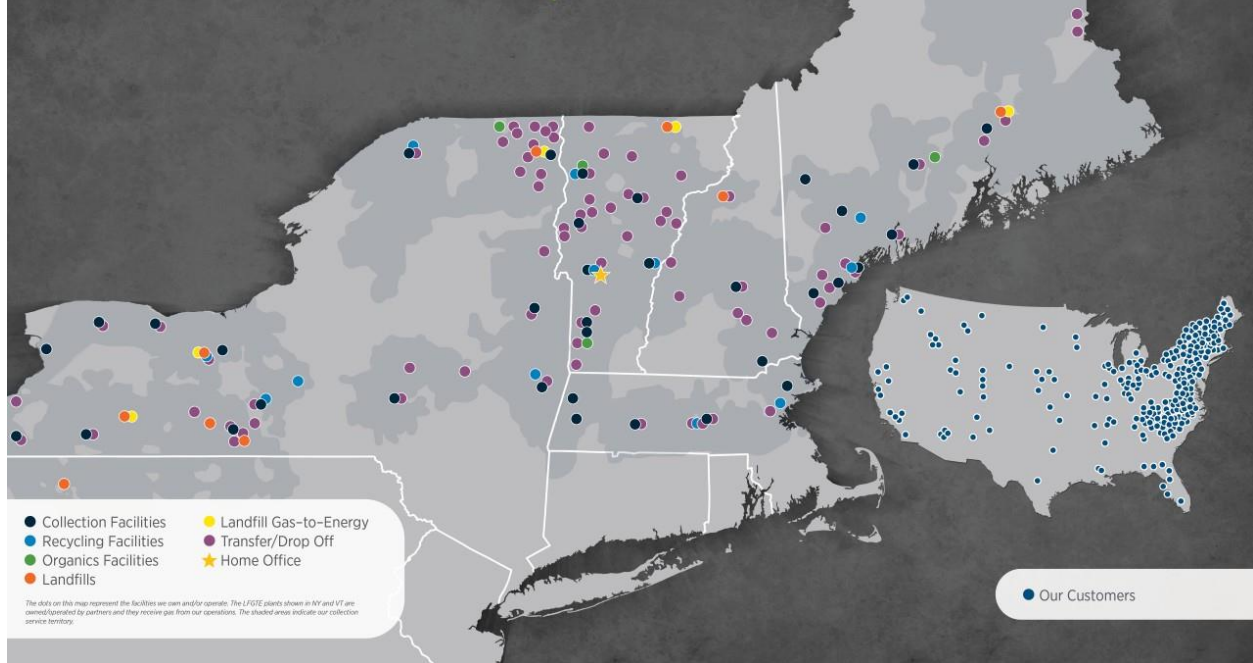


**Innovation:** We love a challenge. Show us your hard-to-recycle byproducts and give us the chance to leverage our expertise and networks to put those resources to productive use.

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

# OUR OPERATIONS

## Overview of Casella's Footprint



## Partnering for Success

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

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

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

## How We Do It

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

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



## Waste Reduction & Prevention

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

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

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



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## Operations and Management Plan

### Transportation & Management Plan

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

### Disposal- Solid Waste and C Construction & Demolition Waste

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

### Equipment & Containers

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



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

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

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

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

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

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

### Operations & Customer Service

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

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

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

**Benny Fluette**- Operations (603) 543-7171

**Paul Schiffer**- Compactor Specialist (802) 738-8689





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## Operational Experience

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

### Addison County, Vermont

**Name:** Terry Kuczynski

**Title:** Addison County Solid Waste District Manager

**Phone:** (802) 388-2333

**Address:** 1223 US-7, Middlebury, VT 05753

### Rutland County, Vermont

**Name:** Mark Shea

**Title:** District Manager

**Phone:** (802) 775-7209

**Address:** 2 Greens Hill Lane, Rutland, VT 05701

### Town of Bennington, Vermont

**Name:** Stuart Hurd

**Title:** Town Manager

**Phone:** (802) 442-1037

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

## Financial Conditions and Resources

### Financials

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

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

Casella's financial statements can be found and downloaded at

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

Casella's annual report can be found and download at

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

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## Sustainability

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

## Management

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

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

**PROPOSER'S VERIFICATION**

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

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

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



**CERTIFICATE OF AUTHORITY**

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

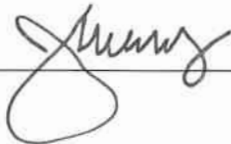
A True Copy Attested,

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

Date: March 22, 2021

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

Signature: \_\_\_\_\_



## FORM A

### Statement of Non-Collusion

*District Solid Waste Disposal RFP*

By submission of this Proposal, the Proposer certifies that:

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

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

  
\_\_\_\_\_  
John W. Casella

**FORM B**

**Disposal Site and/or Transfer Station Information**

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

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

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

I. GENERAL

A. Disposal Site Location

Name: New England Waste Services of Vermont, Inc.

Address: 21 Landfill Lane, Coventry, Vermont

Phone: 802-334-3127

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

Address: same as above

II. CURRENT OPERATIONS

A. Operations Permit

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

b. No.: OL510

c. State: Vermont

d. Issuing Entity: VTANR

e. Date of Issue: 10/18/18

f. Date of Expiration: 6/30/28

g. Copy Enclosed? No (Yes or No)

**\*Can provide copy upon request**

B. Hours of Operation

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

| <b>DAY</b>       | <b>AM</b> | <b>to</b> | <b>PM</b> |
|------------------|-----------|-----------|-----------|
| <b>Monday</b>    | 6:00      | to        | 5:00      |
| <b>Tuesday</b>   | 6:00      | to        | 5:00      |
| <b>Wednesday</b> | 6:00      | to        | 5:00      |
| <b>Thursday</b>  | 6:00      | to        | 5:00      |
| <b>Friday</b>    | 6:00      | to        | 5:00      |
| <b>Saturday</b>  | 6:30      | to        | 4:00      |
| <b>Sunday</b>    | Closed    | to        | Closed    |

2. Are there any PERMITTED closure periods stipulated?

No

---

3. What are the ACTUAL operating hours:

| <b>DAY</b>       | <b>AM</b> | <b>to</b> | <b>PM</b> |
|------------------|-----------|-----------|-----------|
| <b>Monday</b>    | 6:30      | to        | 3:00      |
| <b>Tuesday</b>   | 6:30      | to        | 3:00      |
| <b>Wednesday</b> | 6:30      | to        | 3:00      |
| <b>Thursday</b>  | 6:30      | to        | 3:00      |
| <b>Friday</b>    | 6:30      | to        | 3:00      |
| <b>Saturday</b>  | Closed    | to        | Closed    |
| <b>Sunday</b>    | Closed    | to        | Closed    |

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

| <b>DAY</b>            | <b>AM</b> | <b>to</b> | <b>PM</b> |
|-----------------------|-----------|-----------|-----------|
| <b>New Year's Day</b> | Closed    | to        | Closed    |
| <b>Memorial</b>       | Closed    | to        | Closed    |
| <b>Independence</b>   | Closed    | to        | Closed    |
| <b>Labor</b>          | Closed    | to        | Closed    |
| <b>Thanksgiving</b>   | Closed    | to        | Closed    |
| <b>Christmas</b>      | Closed    | to        | Closed    |
| <b>Other</b>          | n/a       | to        | n/a       |



**FORM C**  
**COST PROPOSAL**

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

**Transport**

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

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

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

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

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

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

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

4. Disposal Costs for Transfer Stations

**Cost per ton to dispose of the Municipal Solid Waste.**

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

a) + District Surcharge: \$9.00/ton

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

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

**Cost per ton to dispose of Construction & Demolition material**

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

a) + District Surcharge: \$9.00/ton

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

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

EXHIBIT 1

CASELLA RESOURCE SOLUTIONS  
2021 ANNUAL SAFETY TRAINING SCHEDULE

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



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

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

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



# Preventative Maintenance Inspection

## Perform Partial LO/TO Procedure

Technician Name \_\_\_\_\_

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

Unit #: \_\_\_\_\_ WO #: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_ Hours \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

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

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

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

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

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# Town of Weathersfield

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

Brandon W. Gulnick  
Town Manager

May 14, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: 1879 Schoolhouse Belfry Restoration Project Bid Results**

Dear Weathersfield Selectboard,

On April 20, 2021, an RFP for the Belfry Restoration Project was advertised in the Valley Newspaper, Vermont Bid Website, and the Weathersfield Website. Matt Keniston and I held a site visit at the 1879 Schoolhouse on April 28<sup>th</sup> at 10AM. All Seasons Construction attended this meeting. Sealed bids were accepted in our office until May 13, 2021 at 12PM. On the same date, a bid opening took place at 2pm. The Town Clerk, Principal Clerk, Highway Superintendent, and I attended this meeting. At 2pm the public bid opening took place, and the bids were read aloud and logged onto the attached sheet.

Matt Keniston and I held a phone meeting to review the bids and confirmed the bids matched the scope of work outlined in the RFP.

| Bid Results        |             |                   |
|--------------------|-------------|-------------------|
|                    | All Seasons | Concept Carpentry |
| Cost of Materials  | \$7,486     | \$3,020           |
| Labor              | \$21,714    | \$12,620          |
| Additional         | \$8,800     | \$0               |
| Total Project Cost | \$38,000    | \$15,640          |
| Estimated Time     | 8 Weeks     | 2.5 Weeks         |
| Completion Date    | 08/27/2021  | 10/25/2021        |

The Town of Weathersfield received a grant from Historic Preservation in the amount of \$15,312 to partially fund this project. Additional costs will be paid for through 1879 Schoolhouse, which has a balance of \$25,949.59.

- Attachment A - RFP - 1879 Schoolhouse Belfry Restoration
- Attachment B - 1879 Schoolhouse Bid Proposals
- Attachment C - Matt Keniston’s Memorandum to 1879 Schoolhouse Committee
- Attachment D - Grant Award Letter - Vermont Historic Preservation

Recommendation: Vote to award the 1879 Schoolhouse Belfry Restoration project to Concept Carpentry.

Respectfully,

Brandon Gulnick  
Town Manager

ATTACHMENT A  
[RFP - 1879 SCHOOLHOUSE BELFRY RESTORATION]

**Town of Weathersfield Vermont  
Request for Bids (RFB) For  
1879 Schoolhouse Belfry Restoration Project  
(1862 Route 106, Perkinsville VT)**

**Funded in part by a grant from  
Vermont Historic Preservation**

**1. GOAL**

- 1.1 It is the goal of this project to restore the structural integrity of the belfry, and replace, repair, and paint the exterior woodwork as needed and specified in the following documentation.

**2. SCOPE OF WORK**

- 2.1 The first is structural, wherein over time there has been deflection of the rafters and roof boards due to the concentrated weight of the belfry and bell through the four main cupola support posts to the main roof structure.
- 2.2 The second is separating corners of the flush board siding and quoins at the lower cupola corners, which is likely the result of the settling mentioned above.
- 2.3 Third is the overall weather tightness of the cupola due to deterioration of the finish, lack of flashing at the step or shelf between the cupola base and the louvered second tier, and deteriorated hip ridge caps.

**3. GENERAL CONDITIONS**

- 3.1 The contractor will specify in their proposal any material or process used where it differs or enlarges upon the materials and processes included in this specification.
- 3.2 The contractor will maintain the security, weatherproofing, and heat retention of the building while in the execution of this contract.
- 3.3 The contractor will specify the range of dates in which they expect the work will commence and be completed.
- 3.4 The contractor will hold a current EPA Lead Renovators Certificate if any paint removal is done onsite.

**4. STRUCTURAL RESTORATION AND STRUCTURAL ADDITIONS**

**Note:** When originally constructed the corner supports for the belfry rested in part on single rafters and the spanning 1” thick roofing boards.

- 4.1 Canted 6x6 posts, blocks, shims, and spreaders to provide additional support to affected rafters will be added **per the included drawings, numbered Page 1 and Page 2** of the 1879 Schoolhouse Structural Additions.
- 4.2 Steel corner braces, truss connectors, or CDX plywood gussets as needed will be installed inside the belfry to stabilize the main support columns in order to arrest further spreading, and installed so as not to limit access to the bell and interior of the belfry. These will not be visible from the outside.
- 4.3 The center post supporting the belfry hip rafters shall be replaced, or shored up. The original bell lifting timber may be utilized to carry the new post or shoring.
- 4.4 All structural additions will be hammer tight and installed to maximize shear resistance. The object will be to arrest further sagging and spreading of the rafters and structural elements of the belfry.
- 4.5 The existing threaded iron anchor rods will be tightened to bring the hold down plank flush with rafters, and timed to happen in such a way so as not to worsen the sagging state of the roof boards.
- 4.6 2 - #14 x 14" exterior grade lumber lock screws with washers shall be installed near the base of each belfry corner posts so as to pass through the post and into the block now installed below the roof boards at an angle roughly perpendicular to the rafters. Belfry corner posts shall be pre-drilled to prevent splitting.
- 4.7 Screws of appropriate size and length shall be used in all shear and 'toenail' applications and be pre-drilled where splitting would otherwise result.
- 4.8 The following list shall serve to clarify which pieces comprise the major wooden structural additions.
  - a. 4 - 6"x 6" rough-cut hemlock canted posts.
  - b. 4 - 6"x 6"x16" min. rough-cut hemlock, or other wood beveled blocks.
  - c. 2 - 4"x 6"x6 ft. +- rough-cut hemlock spreaders.
  - d. 4 - 6"x6" x 12 min. blocking and shims.

## **5. Exterior Trim and Details:**

- 5.1 The two lowest rows of flush board siding of the lower tier will be replaced with similar width and thickness planed pine boards.
- 5.2 The two lowest wooden corner quoins in all four corners will be replaced with matching quoins as well as any others that have deteriorated and are unable to be fastened securely at the corners and refinished.
- 5.3 Remaining flush board siding and quoins will be refastened to correct any separation at the corners. Gaps between the original flush board siding will not be corrected, but the gaps will be cleaned of old finish to allow for new caulking prior to painting.
- 5.4 A minimum of a ½" space shall be left between the lower flush board siding boards and quoins and the roofing and flashed behind with upturned lead flashing as permitted by the removal of the boards.
- 5.5 All lower tier and upper tier crown molding will be replaced with similar molding or restored as feasible with corners joints tight and able to hold finish. The use of high quality wood epoxy fillers and epoxy consolidators will be permitted.



- 5.6 New custom pre-painted aluminum flashing will be installed on the shelf between the lower tier and upper tier of the belfry. The flashing shall be brake formed with an upturn behind the facing boards and under the sills with a proper drip edge over the lower crown molding. All flashing corners and joints will be lock seamed and sealed. Any structurally compromised boards forming the shelf will be replaced before flashing is installed.
- 5.7 All fasteners exposed to corrosive elements will be weather and corrosion resistant, such as hot dipped galvanized, ceramic coated, and stainless steel.

## **6. Painting:**

- 6.1 The entire belfry will be scraped, sanded, and prepared for repainting.
- 6.2 Bare wood resulting will be two-part liquid epoxy sealed.
- 6.3 All cleaned joints in the lower tier fascia boards will be caulked with a silicone rubber or polyurethane caulking.
- 6.4 All exterior woodwork will be oil base primed, and top coated with two coats of semi gloss exterior latex paint.
- 6.5 The louvers are to be considered part of the woodwork.

## **7. Roofing:**

- 7.1 Belfry hip roof metal ridge caps shall be replaced with new bent roofing grade galvanized steel ridge caps.

## **8. Access:**

- 8.1 Since the slates on the main roof are intact and functioning, but of undetermined stability, utmost care will be taken to ensure that work is done from staging that is designed and mounted so as to protect the slates from damage.
- 8.2 Effective protection of the classroom ceilings shall be maintained while work continues in the attic space.
- 8.3 If access to the roof and belfry involves use of the ell and ADA ramp roof, the metal roofing shall be protected to prevent damage to the standing seam roof and painted coating.
- 8.4 The Town shall provide and maintain access to the work areas and provide electricity for tools and lighting. The contractor will have access to the bathroom on premises but will maintain it in a clean and tidy condition.

## **9. INDEMNIFICATION AND INSURANCE**

- 9.1 The chosen contractor shall comply with the following requirements
- 9.2 The contractor agrees to defend and save harmless the Town of Weathersfield, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the Agreement, including personal injury or property damage brought or

recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

- 9.3 The contractor shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.
- 9.4 The contractor shall also maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V. S. A. Title 21, Section 600 et seq.
- 9.5 Prior to the commencement of the work, Certificates of Insurance shall be supplied to the Town by the contractor detailing the required coverage. These Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The State of Vermont and the Town of Weathersfield shall also be named as an additional insured.
- 9.6 The contractor shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.
  - 9.6.1 General Liability-\$1,000,000 per occurrence
  - 9.6.2 Product Liability-\$1,000,000 per occurrence
  - 9.6.3 Property Damage-\$1,000,000 per occurrence
  - 9.6.4 Personal Injury-\$1,000,000 per occurrence
  - 9.6.5 Automotive Liability-\$500,000 per occurrence
  - 9.6.6 Worker's Compensation-Statutory Requirement

## **10. INSTRUCTIONS TO BIDDER**

- 10.1 Proposals shall be typewritten or written in ink. Officials of corporations shall designate their official title; partners or sole owners shall so state giving the names of all interested parties. The person signing the bid shall initial all corrections or erasures.
- 10.2 Requested descriptive material shall be submitted with the bid.
- 10.3 In submitting the bids the contractor agrees that acceptance of any bid by the Town of Weathersfield within 90 calendar days constitute a contract. No work shall be started until a purchase order has been approved by the Town Manager and a Notice to Proceed has been given.
- 10.4 This project is funded by a Vermont Historic Preservation Grant and all contractors must ensure:
- 10.5 All Project work must be consistent with the Vermont Division of Historic Preservation-approved Scope of Work;
- 10.6 All Project work must comply with the Secretary of the Interior's Standards for Rehabilitation;
- 10.7 The proposal must reflect a historic preservation approach to the Project; and
- 10.8 Traditional materials should be repaired or replaced in kind with materials that match the original and are joined in the same way.

- 10.9 Discounts for immediate payment or credit terms where offered will not be a factor in the determination of the lowest responsible bidder. Payment terms by the Town will be cash, less any applicable discounts, to be paid within 30 days of the completion of the work by the contractor and formal acceptance by the Town.
- 10.10 The successful bidder shall indemnify and hold harmless the Town of Weathersfield against all claims for royalties, for patents, or suit for infringement thereon which may be involved in the manufacture or use of the material to be furnished.
- 10.11 All materials shall remain the property of the contractor until delivered to, installed and accepted by the Town
- 10.12 Deviations from these specifications are permitted only as separate bids provided they are submitted as alternate proposals accompanying a conforming bid.
- 10.13 Selection criteria: This bid shall be awarded to the vendor whose bid represents the best value to the Town of Weathersfield.

## **11. BID INSTRUCTIONS**

- 11.1 All bids shall include the following
- 11.1.1 Project costs
  - 11.1.2 Project schedule
- 11.2 Questions relating to these specifications may be directed to Brandon Gulnick, Town Manager of the Town of Weathersfield:  
(802)674-2626 or townmanager@weathersfield.org
- 11.3 Interested bidders shall submit an original and one copy of their bid in a sealed envelope, marked "Town of Weathersfield: Window Restoration Project" to:

Town Manager  
Town of Weathersfield  
5259 Route 5  
P.O. Box 550  
Ascutney, VT 05030

## **12. THE TOWN RESERVES THE RIGHT:**

- 12.1 to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- 12.2 to amend, modify, or withdraw this Request for Bids
- 12.3 to require supplemental statements or information from proposers
- 12.4 to extend the deadline for responses to this Request for Bids
- 12.5 to waive or correct any irregularities in bids received
- 12.6 to negotiate separately with competing bidders.

## **13. CALENDAR**

- 13.1 Request for Bids posted April 20<sup>th</sup>, 2021
- 13.2 Site Visit 10:00 AM, April 28<sup>th</sup>, 2021
- 13.3 Proposals due: **May 13<sup>th</sup>, 2021 by 12:00 P.M**
- 13.4 Bid Opening: May 13<sup>th</sup>, 2021 at 2:00 P.M.

ATTACHMENT A

[Bid Sheet]

**TOWN OF WEATHERSFIELD, VERMONT**  
**REQUEST FOR BIDS FOR**  
**FOR 1879 SCHOOLHOUSE BELFRY RESTORATION PROJECT**

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

List similar work bidder has successfully completed:

Cost of Materials: \$ \_\_\_\_\_

Labor: \$ \_\_\_\_\_

Additional projected costs \$ \_\_\_\_\_

\_\_\_\_\_

TOTAL COST OF PROJECT: \$ \_\_\_\_\_

Date for completion: \_\_\_\_\_

Total estimated project time: \_\_\_\_\_

Please provide an explanation for any deviations to this RFB on a separate sheet of paper:

The undersigned, having familiarized themselves with the conditions of project as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment and services required to perform the required project, all for the TOTAL COST of this bid.

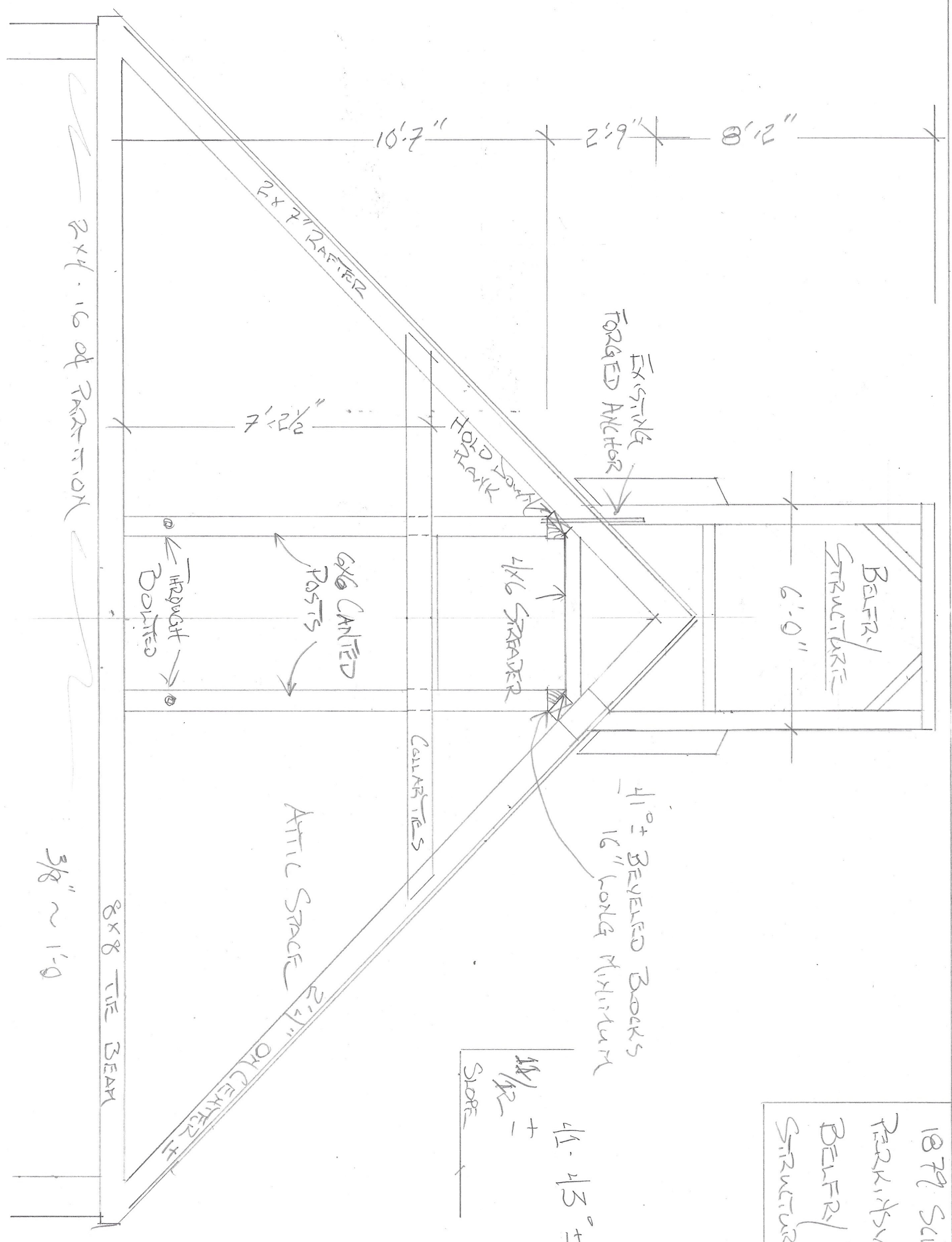
Signature of bidder: \_\_\_\_\_ Date: \_\_\_\_\_

ATTACHMENT B

[Drawing #1]

1879 SCHOOLHOUSE  
 PARKERSVILLE, VT  
 BEFER/ RESTORATION  
 STRUCTURAL ADDITIONS

MR 4/9/21



41'-4 3/8" ±  
 1 1/2" +  
 1 1/2" =  
 SPORE

ALL DIMENSIONS  
 MUST BE  
 FIELD VERIFIED.

ATTACHMENT C

[Drawing #2]





ATTACHMENT B  
[BID PROPOSALS]

**TOWN OF WEATHERSFIELD, VERMONT**  
**REQUEST FOR BIDS FOR**  
**FOR 1879 SCHOOLHOUSE BELFRY RESTORATION PROJECT**

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

Jonathan Nelson - Concept Carpentry LLC  
31 Myrtle St, Claremont, NH  
jonathan@concept-carpentry.com  
802-881-6185

List similar work bidder has successfully completed:

Ferry House restoration at 41 Ferry Landing Rd, Claremont, NH  
Victorian restoration at 47 Atkinson Rd, Bellows Falls, VT  
Craftsman restoration at 22 Highland Ave, Claremont, NH  
New Englander farmhouse restoration at 13 Prospect St, Claremont, NH

|                            |                                |
|----------------------------|--------------------------------|
| Cost of Materials:         | \$ <u>3,020</u>                |
| Labor:                     | \$ <u>12,620</u>               |
| Additional projected costs | \$ <u>                    </u> |
| <hr/>                      |                                |
| TOTAL COST OF PROJECT:     | \$ <u>15,640</u>               |

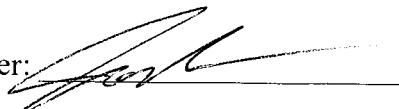
Date for completion: 10/25/21

Total estimated project time: 2.5 weeks

Please provide an explanation for any deviations to this RFB on a separate sheet of paper:

The undersigned, having familiarized themselves with the conditions of project as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment and services required to perform the required project, all for the TOTAL COST of this bid.

Signature of bidder:



Date:

5/13/21

The only deviation I would like to see made to the RFB scope of work is to avoid the use of petrochemical products as much as possible. Wood epoxies will only be used where absolutely necessary to repair surface rot on structurally sound woodwork. Then, the woodwork will be painted with linseed oil paint. A primer coat of 50/50 paint and boiled linseed oil will be used. This will be much closer in scope to what the belfry was originally painted with and it protected the woodwork for 100+ years. Petrochemical epoxies and paints do not allow the woodwork to breath and expel moisture and I am concerned about premature paint failure and rot.

Sincerely,  
Jonathan Nelson

*Rec'd at Weatherfield, VT  
on May 13, 2021  
Ho. Am. Damp  
Tour Club*

**TOWN OF WEATHERSFIELD, VERMONT**  
**REQUEST FOR BIDS FOR**  
**FOR 1879 SCHOOLHOUSE BELFRY RESTORATION PROJECT**

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

ALL SEASONS CONSTRUCTION CORP.

76 HARTNESS AVE.

SPRINGFIELD, VT 05156-0590

802-885-5722

List similar work bidder has successfully completed:

WEATHERSFIELD CONGEGATIONAL CHURCH

WALPOLE UNITARIAN CHURCH

LANGDON CONGREGATIONAL CHURCH

|                            |                     |
|----------------------------|---------------------|
| Cost of Materials:         | \$ <u>7,486.00</u>  |
| Labor:                     | \$ <u>21,714.00</u> |
| Additional projected costs | \$ <u>8,800.00</u>  |
| <hr/>                      |                     |
| TOTAL COST OF PROJECT:     | \$ <u>38,000.00</u> |

Date for completion: AUGUST 27, 2021

Total estimated project time: 8 WEEKS

Please provide an explanation for any deviations to this RFB on a separate sheet of paper:

The undersigned, having familiarized themselves with the conditions of project as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment and services required to perform the required project, all for the TOTAL COST of this bid.

Signature of bidder:  Date: MAY 13, 2021

*Rec'd at Weathersfield, VT  
on May 13, 2021.  
Flo. Ann. [unclear]  
Town Clerk*



**TOWN OF WEATHERSFIELD, VERMONT**  
**REQUEST FOR BIDS FOR**  
**FOR 1879 SCHOOLHOUSE BELFRY RESTORATION PROJECT**

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

ALL SEASONS CONSTRUCTION CORP.

76 HARTNESS AVE.

SPRINGFIELD, VT 05156-0590

802-885-5722

List similar work bidder has successfully completed:

WEATHERSFIELD CONGEGATIONAL CHURCH

WALPOLE UNITARIAN CHURCH

LANGDON CONGREGATIONAL CHURCH

|                            |                     |
|----------------------------|---------------------|
| Cost of Materials:         | \$ <u>7,486.00</u>  |
| Labor:                     | \$ <u>21,714.00</u> |
| Additional projected costs | \$ <u>8,800.00</u>  |
| <hr/>                      |                     |
| TOTAL COST OF PROJECT:     | \$ <u>38,000.00</u> |

Date for completion: AUGUST 27, 2021

Total estimated project time: 8 WEEKS

Please provide an explanation for any deviations to this RFB on a separate sheet of paper:

The undersigned, having familiarized themselves with the conditions of project as set forth in the Request for Bids, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment and services required to perform the required project, all for the TOTAL COST of this bid.

Signature of bidder:  Date: MAY 13, 2021

*Rec'd at Weathersfield, VT  
on May 13, 2021.  
Flo. Ann. Quesada  
Town Clerk*

ATTACHMENT C  
[MEMO TO 1879 SCHOOLHOUSE COMMITTEE]

BJ Esty

Chair: 1879 Schoolhouse Restoration and Repurpose Committee,

Please find attached the bids for the 1879 Schoolhouse Belfry Restoration Project per the RFP for the same. I have reviewed the bids and place them in order of preference based on cost. Both contractors have professional experience with this type of work, have good references, and I have met with both and believe they understand the scope of the project.

Jonathan Nelson - Concept Carpentry LLC, Claremont NH.

Bid for specified project: \$15,640.

All Season Const. Springfield VT.

Bid for specified project: \$. 38,000.

Though Concept Carpentry's bid is significantly lower than All Season's it is in line with the original estimate I did for the project in 2018. We based the request for grant money on the All-Season's estimate of 2019, which was \$ 29,000.

In conclusion I recommend the 1879 Schoolhouse Committee forward to the Select Board their recommendation to award Concept Carpentry LLC of Claremont the project.

Sincerely,

Matt Keniston



ATTACHMENT D  
[GRANT AWARD LETTER]



**State of Vermont**  
**Division for Historic Preservation**

[phone] 802-828-3540

*Agency of Commerce and  
Community Development*

Deane C. Davis Building, 6<sup>th</sup> Floor  
One National Life Drive, Montpelier, VT 05620-0501  
[www.accd.vermont.gov/strong\\_communities/preservation/](http://www.accd.vermont.gov/strong_communities/preservation/)

December 18, 2020

Brandon Gulnick  
Town of Weathersfield  
PO Box 550  
Lower Waterford, VT 05030

**Re: Historic Preservation Grant to the Town of Weathersfield, District No. 1 School  
Lower Waterford, Windsor County  
Grant #07110 HP21-036**

Dear Brandon Gulnick:

Congratulations! I am very pleased to inform you that the Vermont Advisory Council on Historic Preservation and the Vermont Division for Historic Preservation (Division) have awarded State Historic Preservation Grant Funds in an amount up to \$15,312 to partially fund the historic preservation project referenced above and described in the grant application submitted for funding for this project.

Thirty-seven applications were submitted to the Division, requesting \$550,669 in matching funds. The selection process is always very competitive because we receive many more applications than we can fund. Thirteen grants were awarded this year.

To accept this award of grant funding, you will need to fill out and return:

- A *2021 Award Conditions and Acknowledgement Form*
- A Certificate of Insurance that demonstrates your organization has insurance in the types and amounts required as listed in the *State Historic Preservation Grants 2021 Grant Administration Manual*.
- A completed and signed w-9 Form with your organization's tax ID number.

**You must return these materials by February 1, 2021.**

*Please note, we are not mailing hard copies of any grant materials this year as staff continue to telework and do not have ready access to printers or State mail services. To the extent possible, please submit any required grant material digitally.*



Please keep in mind that the submission of the requested materials may not completely satisfy the Award Conditions as outlined in the *2021 Award Conditions and Acknowledgement Form* as staff may have further questions upon their review. Once the applicable Award Conditions are fulfilled, the Division will prepare a formal Grant Agreement contract for your signature and the State's signature. **You cannot start any work on the grant-funded project until the Grant Agreement is signed by both you and the State.** You will have until **December 31, 2022** to complete your Project.

Finally, please be advised that failure to meet the timeframes set forth in the *2021 Grants Administration Manual* enclosed with this award letter may result in your required appearance before the Vermont Advisory Council on Historic Preservation to explain the reasons why and/or in the forfeiture of the use of these funds.

If you have any questions about the information in this award letter, or at any time while undertaking your project, please do not hesitate to contact Caitlin Corkins, Tax Credits and Grants Coordinator. Ms. Corkins will be your contact at the Division for this grant and she can be reached by phone at 802-828-3047 or by email at [caitlin.corkins@vermont.gov](mailto:caitlin.corkins@vermont.gov).

Again, congratulations on the award! The Division for Historic Preservation looks forward to working with you to enhance Vermont's architectural heritage, and we commend you on your commitment to your historic building.

Sincerely,  
VERMONT DIVISION FOR HISTORIC PRESERVATION

E-SIGNED by Laura V. Trieschmann  
on 2020-12-18 09:28:32 EST

Laura Trieschmann  
State Historic Preservation Officer

Enclosures



# Weathersfield Police Department



*Honor · Integrity · Courage*

5259 US RT 5; PO Box 550 · Ascutney, VT 05030

802-674-2185 · 802-674-1082 Fax



To: Town Manager

From: Chief William J. Daniels

Date: May 11, 2021

Re: Radio for cruiser

To meet current Federal regulations; we are required to install digital radios into our cruisers/fire trucks.

Some of our equipment meets the P25 digital requirements, to meet compliance we will need to have four more units ordered to fully comply with the standard that will begin to phase out the outdated radios on July 01, 2021 and continue through years end.

The state bid from Burlington Radio Communications for the four complete setups comes to \$18,648.72. Attached is the quote.

This includes purchase and installation of all necessary equipment to ensure our compliance.

Thanks

A handwritten signature in black ink, appearing to read "W. Daniels" with a stylized flourish.

William J. Daniels

Chief of Police



**Burlington Communications**  
 4735 Williston Rd. Ste 30  
 Williston, VT 05495

Phone 802-862-7092  
 Fax

**QUOTE**

Quote # BCSQ9450  
 Date 05/11/21  
 Sales Rep. Mike

Quote To:  
 Weathersfield Police Department

Ship To:  
 Weathersfield Police Department

802-230-6730

PO Box 550  
 Ascutney, VT 05030

PO Box 550  
 Ascutney, VT 05030

Quote for new Kenwood Dual Band Single Head P25 Radios

| Ln # | Qty | Description   | Unit Price | Ext. Price         |
|------|-----|---|------------|--------------------|
| 1    |     | <b>Dual Band Single Head Radio Setup</b>  |            |                    |
| 2    | 4   | Mobile P25 - Kenwood NX-5700H 110W VHF High Power                                 | \$1,442.00 | \$5,768.00         |
| 3    | 4   | Mobile P25 - Kenwood NX-5800H 100W UHF High Power                                 | \$1,442.00 | \$5,768.00         |
| 4    | 4   | High Power Remote Mount Single Head Kit Dual Band Kit                             | \$829.68   | \$3,318.72         |
| 5    | 4   | Antenna, Mobile, UHF Gain   | \$55.00    | \$220.00           |
| 6    | 4   | Antenna - UHF, 1/4 Wave 450-470   | \$13.50    | \$54.00            |
| 7    | 8   | Cable Kit, NMO Style - Low Loss   | \$19.00    | \$152.00           |
| 8    | 8   | Connector - PL259 Male for RG58, CRIMP  | \$6.50     | \$52.00            |
| 9    | 4   | Magnetic Microphone Holders   | \$39.00    | \$156.00           |
| 10   | 4   | Havis 1-Piece Mounting Bracket, 2.5" Mounting Space, Fits Kenwood NX Series Radio | \$0.00     | \$0.00             |
| 11   |     | SubTotal  |            | \$15,488.72        |
| 12   |     |   |            |                    |
| 13   |     | <b>Installation Services</b>  |            |                    |
| 14   | 24  | Labor   | \$95.00    | \$2,280.00         |
| 15   | 12  | Travel  | \$65.00    | \$780.00           |
| 16   |     | SubTotal  |            | \$3,060.00         |
|      |     | SubTotal  |            | \$18,548.72        |
|      |     | Sales Tax   |            | \$0.00             |
|      |     | Shipping  |            | \$100.00           |
|      |     | <b>Total</b>  |            | <b>\$18,648.72</b> |

Kenwood State Contract pricing

PRICES SUBJECT TO CHANGE AFTER 90 DAYS

Meeting date May 17, 2021  
 AP warrant date 05/17/21  
 Payroll warrant date 1 05/06/21  
 Payroll warrant date 2 05/13/21



**TOWN OF WEATHERSFIELD, VERMONT**

**Warrants for Meeting of May 17, 2021**

|                              | Check Date | Payroll            | Operating Expenses |
|------------------------------|------------|--------------------|--------------------|
| <b>General Fund</b>          |            |                    |                    |
|                              | 5/6/2021   | \$6,821.33         |                    |
|                              | 5/13/2021  | \$6,621.76         |                    |
| AP                           | 5/17/2021  |                    | \$20,301.72        |
| Total                        |            | <u>\$13,443.09</u> | <u>\$20,301.72</u> |
| <b>Highway Fund</b>          |            |                    |                    |
|                              | 5/6/2021   | \$3,901.98         |                    |
|                              | 5/13/2021  | \$3,900.80         |                    |
| AP                           | 5/17/2021  |                    | \$13,311.06        |
| Total                        |            | <u>\$7,802.78</u>  | <u>\$13,311.06</u> |
| <b>Solid Waste Mgmt Fund</b> |            |                    |                    |
|                              | 5/6/2021   | \$804.16           |                    |
|                              | 5/13/2021  | \$748.67           |                    |
| AP                           | 5/17/2021  |                    | \$7,410.17         |
| Total                        |            | <u>\$1,552.83</u>  | <u>\$7,410.17</u>  |
| <b>Library</b>               |            |                    |                    |
|                              | 5/6/2021   | \$968.85           |                    |
|                              | 5/13/2021  | \$968.85           |                    |
| Total                        |            | <u>\$1,937.70</u>  | <u>\$0.00</u>      |
| <b>Grand Totals</b>          |            |                    |                    |
|                              |            | <u>\$24,736.40</u> | <u>\$41,022.95</u> |

Selector \_\_\_\_\_

To the Treasurer of the Town of Weathersfield, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$65,759.35. Let this be your order for the payments of these amounts.

\_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| Vendor    | Invoice Date | Invoice Description       | Invoice Number | Account                                     | Amount Paid | Check Number | Check Date |
|-----------|--------------|---------------------------|----------------|---|-------------|--------------|------------|
| AMERIGAS  | 04/30/21     | Tank rental               | 3121484091     | 11-7-301-30.00<br>Electricity & Gas         | 56.65       | 223778       | 05/17/21   |
| ANTONIVIC | 05/12/21     | Dog reg overpayment       | OVERPYMTD21    | 11-7-103-99.00<br>TC-Miscellaneous Expenses | 7.00        | 223819       | 05/17/21   |
| ASVFD     | 05/04/21     | April Reimbursement       | 300122         | 11-7-206-30.00<br>AVFD Funding              | 1500.42     | 223779       | 05/17/21   |
| BIBENS    | 05/06/21     | 1879 School House         | 270181/1       | 11-7-302-39.00<br>1879 School house Maint   | 31.46       | 223782       | 05/17/21   |
| BIBENS    | 05/06/21     | Cruiser 2                 | 270186/1       | 11-7-201-53.50<br>Service to Police vehicl  | 15.39       | 223782       | 05/17/21   |
| BURTO     | 05/03/21     | Northern Woodlands        | CONSVCOM21     | 11-7-105-38.50<br>Conservation Commission   | 67.84       | 223784       | 05/17/21   |
| C&S       | 05/07/21     | Wood transportation       | 674364         | 11-7-302-38.12<br>Tenny Tree Memorial       | 200.00      | 223823       | 05/13/21   |
| CAN       | 05/01/21     | Usage; PD                 | 4036201838     | 11-7-201-20.00<br>Police-Office Supplies    | 63.49       | 223786       | 05/17/21   |
| CANON     | 04/30/21     | May 21 copier             | 26667263       | 11-7-201-20.00<br>Police-Office Supplies    | 33.00       | 223785       | 05/17/21   |
| CANON     | 04/30/21     | May 21 copier             | 26667263       | 11-7-103-18.00<br>TC-Copier Usage/Supplies/ | 49.00       | 223785       | 05/17/21   |
| CHOICECAR | 05/12/21     | May21 Basic Admin fee     | 40-510726      | 11-7-101-14.30<br>GF-COBRA Admin fee        | 30.00       | E 1732       | 05/17/21   |
| COLLIER   | 05/12/21     | Dog registration overpymt | OVERPYMTD21    | 11-7-103-99.00<br>TC-Miscellaneous Expenses | 4.00        | 223818       | 05/17/21   |
| COMCASTBU | 05/10/21     | acct8773501440106826      | MMHINTMAY21    | 11-7-101-31.00<br>GF-Telephone              | 256.98      | 223789       | 05/17/21   |
| COMCASTBU | 05/01/21     | acct0009194 March 21      | WWVFD4/21      | 11-7-207-30.00<br>WWVFD Funding             | 176.17      | 223789       | 05/17/21   |
| COMPETIT  | 05/01/21     | IT May                    | CW-51218       | 11-7-101-25.05<br>GF-IT Services            | 2182.75     | 223788       | 05/17/21   |
| DOLITL    | 03/25/21     | WWVFD                     | 49626          | 11-7-207-30.00<br>WWVFD Funding             | 150.00      | 223791       | 05/17/21   |
| FAIRPOINT | 04/27/21     | April211879 School house  | 6745347APR21   | 11-7-302-39.00<br>1879 School house Maint   | 53.33       | 223790       | 05/17/21   |
| GALLS     | 05/03/21     | Supplies, gloves          | 018275472      | 11-7-205-31.00<br>Emergency Management      | 260.87      | 223793       | 05/17/21   |
| GALLS     | 05/04/21     | Uniform                   | 018290344      | 11-7-201-24.00<br>Police-Equipment and Supp | 132.00      | 223793       | 05/17/21   |
| GMP       | 05/05/21     | 4/5-5/5 acct31348200002   | 1862APRIL21    | 11-7-301-30.01<br>GF-Perkins Village elec   | 72.68       | 223796       | 05/17/21   |
| GMP       | 05/05/21     | 4/5-5/5 acct 58757200009  | FIREPAPRIL21   | 11-7-205-31.10<br>Fire Hydrant El Service   | 20.32       | 223796       | 05/17/21   |
| GMP       | 05/05/21     | 4/5-5/5 acct 90947992575  | QSTLIGHTAP21   | 11-7-301-30.01<br>GF-Perkins Village elec   | 231.06      | 223796       | 05/17/21   |
| GMP       | 05/05/21     | 4/5-5/5 acct 80547200008  | WWVFDAP21      | 11-7-207-30.00<br>WWVFD Funding             | 163.77      | 223796       | 05/17/21   |
| GOLDEN    | 05/01/21     | May 2021                  | MAY2021        | 11-7-204-45.00<br>Golden Cross Ambulance    | 1859.00     | 223795       | 05/17/21   |
| INGRA     | 04/19/21     | Books                     | 52505738       | 11-7-601-78.00<br>Library-Media             | 31.02       | 223798       | 05/17/21   |

| Vendor    | Invoice Description       | Invoice Date | Invoice Number                           | Account                                     | Amount Paid | Check Number | Check Date |
|-----------|---------------------------|--------------|--|---|-------------|--------------|------------|
| INGRA     | INGRAM LIBRARY SERVICES   | 04/20/21     | Books<br>52533075                        | 11-7-601-78.00<br>Library-Media             | 10.36       | 223798       | 05/17/21   |
| JOHN ESTY | ESTY, JOHN                | 04/28/21     | Vaccine reimbursement<br>COVIDMILEAGE    | 11-7-205-31.00<br>Emergency Management      | 180.54      | 223792       | 05/17/21   |
| LEAF      | LEAF                      | 04/30/21     | Copier lease May21<br>11833343           | 11-7-101-44.00<br>GF-Copier Lease           | 311.50      | 223799       | 05/17/21   |
| LEGACY    | LEGACY PLUMBING AND HEATI | 04/29/21     | Plumbing materials<br>1402               | 11-7-207-30.00<br>WWVFD Funding             | 1647.38     | 223800       | 05/17/21   |
| PITNEY    | PITNEY BOWES GLOBAL FINAN | 05/08/21     | April-July Lease<br>3313485035           | 11-7-101-21.00<br>GF-Postage                | 205.05      | 223803       | 05/17/21   |
| PITNEYPP  | PITNEY BOWES POSTAGE BY P | 03/22/21     | Refill 3/22/21<br>REFILL3/22             | 11-7-101-21.00<br>GF-Postage                | 200.00 E    | 1733         | 03/22/21   |
| PITNEYPP  | PITNEY BOWES POSTAGE BY P | 05/11/21     | Refill 5/11/21<br>REFILL5/21             | 11-7-101-21.00<br>GF-Postage                | 200.00 E    | 1727         | 05/11/21   |
| PRIOR     | PRIORITY EXPRESS          | 04/30/21     | Interlibrary<br>816821118                | 11-7-601-21.00<br>Library-Postage           | 100.00      | 223804       | 05/17/21   |
| PRTAXES   | IRS - PAYROLL TAXES       | 05/06/21     | Payroll Transfer<br>PR-05/06/21          | 11-2-011-01.00<br>Federal Income Tax W/H    | 1510.57 E   | 1726         | 05/06/21   |
| PRTAXES   | IRS - PAYROLL TAXES       | 05/06/21     | Payroll Transfer<br>PR-05/06/21          | 11-2-011-02.00<br>Social Security W/H       | 2783.54 E   | 1726         | 05/06/21   |
| PRTAXES   | IRS - PAYROLL TAXES       | 05/13/21     | Payroll Transfer<br>PR-05/13/21          | 11-2-011-01.00<br>Federal Income Tax W/H    | 1475.47 E   | 1728         | 05/13/21   |
| PRTAXES   | IRS - PAYROLL TAXES       | 05/13/21     | Payroll Transfer<br>PR-05/13/21          | 11-2-011-02.00<br>Social Security W/H       | 2731.76 E   | 1728         | 05/13/21   |
| PRUDEN    | PRUDENTIAL RETIREMENT     | 05/06/21     | Payroll Transfer<br>PR-05/06/21          | 11-2-011-11.00<br>Deferred Compensation     | 161.41 E    | 1730         | 05/06/21   |
| ROCELE    | ROCKINGHAM ELECTRICAL SUP | 04/16/21     | 1879 LED lamp<br>S3341279.001            | 11-7-302-60.15<br>1879 Schoohse Renov.Repai | 287.21      | 223806       | 05/17/21   |
| S.G.REED  | REED TRUCK SERVICES INC   | 04/16/21     | Hway freightliner<br>3662                | 11-7-206-53.10<br>AVFD Fire Equip Repair    | -1982.30    | 223805       | 05/17/21   |
| SAVAGEO   | SAVAGE OLIVIA             | 05/11/21     | Mileage March-May<br>MILEMAR-MAY         | 11-7-101-29.20<br>GF-Travel/Mileage         | 57.22       | 223807       | 05/17/21   |
| SFPD      | SPRINGFIELD POLICE DEPART | 05/10/21     | Vest<br>1001                             | 11-7-201-15.00<br>Police-Uniforms and Clean | 308.76      | 223808       | 05/17/21   |
| SPURRS    | SPURRS REPAIR             | 04/30/21     | Cruiser tires<br>22044                   | 11-7-201-53.50<br>Service to Police vehicl  | 80.00       | 223809       | 05/17/21   |
| TESSIERKA | TESSIER, KARL             | 05/12/21     | Dog registration overpaym<br>OVERPYMTD21 | 11-7-103-99.00<br>TC-Miscellaneous Expenses | 5.00        | 223821       | 05/17/21   |
| TJ PROPER | TJ PROPERTY MANAGEMENT LL | 05/06/21     | Spring clean up<br>5629                  | 11-7-301-60.10<br>Building Maintenance      | 35.00       | 223811       | 05/17/21   |
| TJ PROPER | TJ PROPERTY MANAGEMENT LL | 05/06/21     | Spring clean up<br>5629                  | 11-7-601-62.10<br>Library-Building Maint.   | 35.00       | 223811       | 05/17/21   |
| TJ PROPER | TJ PROPERTY MANAGEMENT LL | 05/06/21     | Spring clean up<br>5629                  | 11-7-302-38.85<br>Town Parks                | 35.00       | 223811       | 05/17/21   |
| TJ PROPER | TJ PROPERTY MANAGEMENT LL | 05/06/21     | Spring clean up<br>5629                  | 11-7-302-38.85<br>Town Parks                | 100.00      | 223811       | 05/17/21   |
| TJ PROPER | TJ PROPERTY MANAGEMENT LL | 05/06/21     | Spring clean up<br>5629                  | 11-7-302-38.85<br>Town Parks                | 55.00       | 223811       | 05/17/21   |
| TJ PROPER | TJ PROPERTY MANAGEMENT LL | 05/06/21     | Spring clean up<br>5629                  | 11-7-302-38.85<br>Town Parks                | 55.00       | 223811       | 05/17/21   |



| Vendor    | Invoice Date | Invoice Description   | Account                                     | Amount Paid | Check Number | Check Date |
|-----------|--------------|---|---|-------------|--------------|------------|
| TOWNWEATH | 05/06/21     | TOWN OF WEATHERSFIELD<br>Payroll Transfer<br>PR-05/06/21          | 11-2-011-15.00<br>Miscellaneous Deduction   | 119.70      | 223812       | 05/17/21   |
| USC       | 04/16/21     | US CELLULAR<br>WWVFD April<br>0434625873                          | 11-7-207-30.00<br>WWVFD Funding             | 53.54       | 223814       | 05/17/21   |
| VANDERSTO | 05/12/21     | MEGAN VAN DER STOK<br>Dog registration overpymt<br>OVERPYMTD21    | 11-7-103-99.00<br>TC-Miscellaneous Expenses | 10.00       | 223820       | 05/17/21   |
| VT MV     | 05/11/21     | VT DEPT OF MOTOR VEHICLES<br>Cruiser registration<br>CRUISERREG21 | 11-7-201-90.00<br>Cruiser Purchase          | 47.00       | 223816       | 05/17/21   |
| VT TAX    | 05/06/21     | VERMONT DEPARTMENT OF TAX<br>Payroll Transfer<br>PR-05/06/21      | 11-2-011-04.00<br>State Income Tax W/H      | 591.17 E    | 1729         | 05/06/21   |
| VT TAX    | 05/13/21     | VERMONT DEPARTMENT OF TAX<br>Payroll Transfer<br>PR-05/13/21      | 11-2-011-04.00<br>State Income Tax W/H      | 565.07 E    | 1731         | 05/13/21   |
| VTAGHUMAN | 05/06/21     | OFFICE OF CHILD SUPPORT<br>Payroll Transfer<br>PR-05/06/21        | 11-2-011-07.00<br>Garnishments              | 327.84      | 223802       | 05/17/21   |
| VTAGHUMAN | 05/13/21     | OFFICE OF CHILD SUPPORT<br>Payroll Transfer<br>PR-05/13/21        | 11-2-011-07.00<br>Garnishments              | 327.84      | 223802       | 05/17/21   |
| WBMASON   | 04/30/21     | WB MASON CO INC<br>Cooler rental, water<br>IS1270037              | 11-7-101-20.00<br>GF-Office Supplies        | 4.95        | 223817       | 05/17/21   |
| WBMASON   | 04/30/21     | WB MASON CO INC<br>Cooler rental, water<br>IS1270037              | 11-7-601-20.00<br>Library-Supplies          | 17.94       | 223817       | 05/17/21   |

Report Total

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20301.72  
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05/13/21  
10:04 am

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19442 Current Prior Next FY Invoices For Fund (Highway Fund)  
Manually Selected For Check Acct 1(General Fund) 05/04/21 To 05/17/21

| Vendor       | Invoice Description       | Invoice Date | Invoice Number                        | Account                                   | Amount Paid | Check Number | Check Date |
|--------------|---------------------------|--------------|---------------------------------------|---|-------------|--------------|------------|
| BRENNTA      | BRENNTAG LUBRICANTS       | 04/29/21     | Mobil delvac hdeo<br>BLN589977        | 12-7-101-52.00<br>Repairs & Supplies      | 1646.38     | 223783       | 05/17/21   |
| COMCASTBU    | COMCAST INTERNET          | 04/23/21     | HW Internet April21<br>HWAYINTAP21    | 12-7-101-25.00<br>Internet Services       | 129.50      | 223789       | 05/17/21   |
| GLOB         | GLOBAL MONTELLO GROUP     | 04/30/21     | April 21 Gas<br>263001                | 12-7-101-51.20<br>Gasoline                | 304.02      | 223794       | 05/17/21   |
| GMP          | GREEN MOUNTAIN POWER      | 05/05/21     | 4/5-5/5 acct 79327200006<br>HWAPRIL21 | 12-7-101-30.00<br>Electricity             | 285.62      | 223796       | 05/17/21   |
| NORTRAX      | NORTRAX EQUIPMENT COMPANY | 04/27/21     | Oil filters<br>2080909                | 12-7-101-52.00<br>Repairs & Supplies      | 48.08       | 223801       | 05/17/21   |
| S.G.REED     | REED TRUCK SERVICES INC   | 04/16/21     | Hway freightliner<br>3662             | 12-7-101-52.00<br>Repairs & Supplies      | 5859.51     | 223805       | 05/17/21   |
| STPIERRE     | ST. PIERRE INC.           | 04/30/21     | Gravel<br>1009376                     | 12-7-101-58.26<br>Gravel Purchase         | 3338.33     | 223810       | 05/17/21   |
| U1ST         | UNIFIRST CORPORATION      | 04/30/21     | Uniforms 4/30<br>1070027028           | 12-7-101-15.20<br>HWY-Uniforms & Cleaning | 111.26      | 223813       | 05/17/21   |
| U1ST         | UNIFIRST CORPORATION      | 05/07/21     | Uniforms 5/7<br>1070028906            | 12-7-101-15.20<br>HWY-Uniforms & Cleaning | 111.26      | 223813       | 05/17/21   |
| VALLEYNEW    | VALLEY NEWS               | 05/08/21     | RFP paving<br>463357                  | 12-7-101-23.50<br>Highway Advertising     | 56.10       | 223826       | 05/13/21   |
| VT MV        | VT DEPT OF MOTOR VEHICLES | 05/12/21     | Dumptruck registration<br>DUMPTREG21  | 12-7-101-71.00<br>Fees and Permits        | 71.00       | 223822       | 05/17/21   |
| WATERMGMT    | STATE OF VERMONT          | 05/13/21     | MRGP fee<br>MRGPFEE21                 | 12-7-101-71.00<br>Fees and Permits        | 240.00      | 223824       | 05/13/21   |
| WATERMGMT    | STATE OF VERMONT          | 05/13/21     | Stormwater fee<br>STORMWTR21          | 12-7-101-71.00<br>Fees and Permits        | 1110.00     | 223825       | 05/13/21   |
| Report Total |                           |              |                                       |   | 13311.06    |              |            |

05/13/21  
10:04 am

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19442 Current Prior Next FY Invoices For Fund (Solid Waste)  
Manually Selected For Check Acct 1 (General Fund) 05/04/21 To 05/17/21

| Vendor    | Invoice Date | Invoice Description<br>Invoice Number                          | Account                                     | Amount Paid | Check Number | Check Date |
|-----------|--------------|--|---|-------------|--------------|------------|
| ATLANTI   | 05/11/21     | ATLANTIC RECYCLING EQUIPM<br>Work on compactor<br>66382        | 21-7-102-52.00<br>Repairs and Supplies      | 712.50      | 223780       | 05/17/21   |
| BESTSEPTI | 05/01/21     | BEST SEPTIC SERVICE LLC<br>April21 TS port a potty<br>26657    | 21-7-101-45.00<br>Contractual Rental Expens | 110.00      | 223781       | 05/17/21   |
| CALL2REC  | 05/05/21     | CALL2RECYCLE USA<br>Battery recycling<br>CREDITMEMO            | 21-7-102-45.01<br>Recycling Expense         | -16.00      | -----        | --/--/--   |
| GMP       | 05/05/21     | GREEN MOUNTAIN POWER<br>4/5-5/5 acct 70547200009<br>TFSAPRIL21 | 21-7-101-30.00<br>Electricity               | 140.55      | 223796       | 05/17/21   |
| GOBIN     | 04/26/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/21-4/23<br>0640249      | 21-7-101-45.10<br>C&D Tippage               | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 04/26/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/21-4/23<br>0640249      | 21-7-101-45.26<br>C&D-Container Charge      | 492.03      | 223787       | 05/17/21   |
| GOBIN     | 04/26/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/21-4/23<br>0640249      | 21-7-101-45.05<br>Trash-Tippage             | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 04/26/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/21-4/23<br>0640249      | 21-7-101-45.25<br>Trash Container charge    | 807.54      | 223787       | 05/17/21   |
| GOBIN     | 04/26/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/21-4/23<br>0640249      | 21-7-101-45.10<br>C&D Tippage               | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 04/26/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/21-4/23<br>0640249      | 21-7-101-45.05<br>Trash-Tippage             | 454.52      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.10<br>C&D Tippage               | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.26<br>C&D-Container Charge      | 393.84      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.05<br>Trash-Tippage             | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.25<br>Trash Container charge    | 1210.21     | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.05<br>Trash-Tippage             | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.25<br>Trash Container charge    | 487.61      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.10<br>C&D Tippage               | 251.13      | 223787       | 05/17/21   |
| GOBIN     | 05/01/21     | CASELLA WASTE SERVICES<br>Trash, C&D 4/27-4/29<br>0642368      | 21-7-101-45.26<br>C&D-Container Charge      | 261.46      | 223787       | 05/17/21   |
| GRO       | 04/30/21     | GROW COMPOST OF VERMONT L<br>Compost April12<br>14669          | 21-7-102-45.01<br>Recycling Expense         | 598.00      | 223797       | 05/17/21   |

05/13/21  
10:04 am

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19442 Current Prior Next FY Invoices For Fund (Solid Waste)  
Manually Selected For Check Acct 1 (General Fund) 05/04/21 To 05/17/21

| Vendor | Invoice Date | Invoice Description<br>Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---------------------------------------|---------|-------------|--------------|------------|
| -----  |              |                                       |         | -----       |              |            |
|        |              | Report Total                          |         | 7410.17     |              |            |
|        |              |                                       |         | =====       |              |            |

05/12/21  
09:54 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/06/21 to 05/06/21 Departments 111 to 111

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Finance

| Employee<br>Number | Employee<br>Name     |   | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|----------------------|---|-----------------|---------------|---------------|----------------|
| BALLAM             | BALLAM, MARION J.    | E | 13778           | 05/06/21      | 0.00          | 111.25         |
| CONGDONJ           | CONGDON, JENNIFER B. | E | 13780           | 05/06/21      | 0.00          | 47.95          |
| DANGOF             | DANGO, FLORA ANN     | E | 13781           | 05/06/21      | 0.00          | 721.19         |
| DANIELSWI          | DANIELS, WILLIAM J.  | E | 13782           | 05/06/21      | 0.00          | 980.76         |
| ESTYLYNNE          | ESTY, LYNNETTE A.    | E | 13784           | 05/06/21      | 0.00          | 354.56         |
| GRAHAMJ            | GRAHAM, JOHN J.      | E | 13785           | 05/06/21      | 0.00          | 181.92         |
| GULNICKB           | GULNICK, BRANDON W.  | E | 13786           | 05/06/21      | 0.00          | 985.91         |
| HIERCA             | HIER, CAROLYN A.     | E | 13787           | 05/06/21      | 0.00          | 271.62         |
| HIERS              | HIER, STEVE A.       | E | 13788           | 05/06/21      | 0.00          | 262.27         |
| MCNAMARAR          | MCNAMARA, ROSALIE    | E | 13791           | 05/06/21      | 0.00          | 527.23         |
| MORANCY            | MORANCY, WALTER W.   | E | 13794           | 05/06/21      | 0.00          | 908.60         |
| SAVAGE             | SAVAGE, OLIVIA I.    |   | 47965           | 05/06/21      | 402.69        | 0.00           |
| SMITH              | SMITH, STEVEN        |   | 47966           | 05/06/21      | 186.65        | 0.00           |
| TERRILL            | TERRILL, SUSANNE     | E | 13798           | 05/06/21      | 0.00          | 928.06         |
| WHIDDEN            | WHIDDEN, BERT C.     | E | 13801           | 05/06/21      | 0.00          | 540.01         |
|                    |                      |   |                 |               | 589.34        | 6821.33        |

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05/12/21  
09:55 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/06/21 to 05/06/21 Departments 121 to 121

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Finance

| Employee<br>Number | Employee<br>Name      |   | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|-----------------------|---|-----------------|---------------|---------------|----------------|
| ESTYJO             | ESTY, JOHN W.         | E | 13783           | 05/06/21      | 0.00          | 781.26         |
| HUNTDON            | HUNTLEY, DONALD A.    | E | 13789           | 05/06/21      | 0.00          | 546.21         |
| LONGTIN            | LONGTIN, ALEXANDER J. | E | 13790           | 05/06/21      | 0.00          | 418.86         |
| MOORER             | MOORE, RAY A.         | E | 13793           | 05/06/21      | 0.00          | 667.26         |
| PIPE               | PIPE, SCOTT           | E | 13795           | 05/06/21      | 0.00          | 755.87         |
| STAPLETON          | STAPLETON, RAY E.     | E | 13797           | 05/06/21      | 0.00          | 732.52         |
|                    |                       |   |                 |               | -----         | -----          |
|                    |                       |   |                 |               | 0.00          | 3901.98        |
|                    |                       |   |                 |               | =====         | =====          |

\*\*\*3,901.98

05/12/21  
09:55 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/06/21 to 05/06/21 Departments 211 to 211

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Finance

| Employee<br>Number | Employee<br>Name  |   | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|-------------------|---|-----------------|---------------|---------------|----------------|
| MERICLE J          | MERICLE, JAMES S. | E | 13792           | 05/06/21      | 0.00          | 323.35         |
| WATERST            | WATERS, TYLER M.  | E | 13800           | 05/06/21      | 0.00          | 480.81         |
|                    |                   |   |                 |               | 0.00          | 804.16         |

\*\*\*\*\*804.16

05/12/21  
09:55 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/06/21 to 05/06/21 Departments 131 to 131

| Employee<br>Number | Employee<br>Name    | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|---------------------|-----------------|---------------|---------------|----------------|
| COLEMAN            | COLEMAN, GLENNA J.  | E 13779         | 05/06/21      | 0.00          | 122.71         |
| RICHARDMA          | RICHARDSON, MARK P. | E 13796         | 05/06/21      | 0.00          | 695.53         |
| TOPOLSKI           | TOPOLSKI, JUDITH A. | E 13799         | 05/06/21      | 0.00          | 150.61         |
|                    |                     |                 |               | -----         | -----          |
|                    |                     |                 |               | 0.00          | 968.85         |
|                    |                     |                 |               | =====         | =====          |

\*\*\*\*\*968.85



05/12/21  
09:55 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/13/21 to 05/13/21 Departments 111 to 111

Page 1 of 1  
Finance

| Employee<br>Number | Employee<br>Name     |   | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|----------------------|---|-----------------|---------------|---------------|----------------|
| SAVAGE             | SAVAGE, OLIVIA I.    |   | 47968           | 05/13/21      | 423.29        | 0.00           |
| SKALABAN           | SKALABAN, ALEXIS H.  |   | 47969           | 05/13/21      | 45.47         | 0.00           |
| SMITH              | SMITH, STEVEN        |   | 47970           | 05/13/21      | 186.65        | 0.00           |
| CONGDONJ           | CONGDON, JENNIFER B. | E | 13803           | 05/13/21      | 0.00          | 167.65         |
| DANGOF             | DANGO, FLORA ANN     | E | 13804           | 05/13/21      | 0.00          | 721.19         |
| DANIELSWI          | DANIELS, WILLIAM J.  | E | 13805           | 05/13/21      | 0.00          | 980.76         |
| ESTYLYNNE          | ESTY, LYNNETTE A.    | E | 13807           | 05/13/21      | 0.00          | 331.92         |
| GULNICKB           | GULNICK, BRANDON W.  | E | 13808           | 05/13/21      | 0.00          | 985.91         |
| HIERCA             | HIER, CAROLYN A.     | E | 13809           | 05/13/21      | 0.00          | 358.68         |
| HIERS              | HIER, STEVE A.       | E | 13810           | 05/13/21      | 0.00          | 262.27         |
| MCNAMARAR          | MCNAMARA, ROSALIE    | E | 13813           | 05/13/21      | 0.00          | 429.65         |
| MORANCY            | MORANCY, WALTER W.   | E | 13816           | 05/13/21      | 0.00          | 908.60         |
| MORSESTEP          | MORSE, STEPHANIE J.  | E | 13817           | 05/13/21      | 0.00          | 71.29          |
| TERRILL            | TERRILL, SUSANNE     | E | 13821           | 05/13/21      | 0.00          | 928.06         |
| WHIDDEN            | WHIDDEN, BERT C.     | E | 13824           | 05/13/21      | 0.00          | 475.78         |
|                    |                      |   |                 |               | 655.41        | 6621.76        |

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05/12/21  
09:55 am

Town of Weathersfield Payroll

Check Warrant Report #

Check date 05/13/21 to 05/13/21 Departments 121 to 121

| Employee<br>Number | Employee<br>Name      |   | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|-----------------------|---|-----------------|---------------|---------------|----------------|
| ESTYJO             | ESTY, JOHN W.         | E | 13806           | 05/13/21      | 0.00          | 780.66         |
| HUNTDON            | HUNTLEY, DONALD A.    | E | 13811           | 05/13/21      | 0.00          | 558.07         |
| LONGTIN            | LONGTIN, ALEXANDER J. | E | 13812           | 05/13/21      | 0.00          | 419.30         |
| MOORER             | MOORE, RAY A.         | E | 13815           | 05/13/21      | 0.00          | 676.22         |
| PIPE               | PIPE, SCOTT           | E | 13818           | 05/13/21      | 0.00          | 734.03         |
| STAPLETON          | STAPLETON, RAY E.     | E | 13820           | 05/13/21      | 0.00          | 732.52         |
|                    |                       |   |                 |               | -----         | -----          |
|                    |                       |   |                 |               | 0.00          | 3900.80        |
|                    |                       |   |                 |               | =====         | =====          |

\*\*\*3,900.80

05/12/21  
09:56 am

Town of Weathersfield Payroll  
Check Warrant Report #  
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Finance

| Employee<br>Number | Employee<br>Name  | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|-------------------|-----------------|---------------|---------------|----------------|
| DENNETTSH          | DENNETT, SHAWN M. | 47967           | 05/13/21      | 66.49         | 0.00           |
| MERICLE J          | MERICLE, JAMES S. | E 13814         | 05/13/21      | 0.00          | 267.14         |
| WATERST            | WATERS, TYLER M.  | E 13823         | 05/13/21      | 0.00          | 481.53         |
|                    |                   |                 |               | -----         | -----          |
|                    |                   |                 |               | 66.49         | 748.67         |
|                    |                   |                 |               | =====         | =====          |

\*\*\*\*\*815.16

05/12/21  
09:56 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/13/21 to 05/13/21 Departments 131 to 131

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Finance

| Employee<br>Number | Employee<br>Name    | Check<br>Number | Check<br>Date | Net<br>Amount | Elec<br>Amount |
|--------------------|---------------------|-----------------|---------------|---------------|----------------|
| COLEMAN            | COLEMAN, GLENNA J.  | E 13802         | 05/13/21      | 0.00          | 122.71         |
| RICHARDMA          | RICHARDSON, MARK P. | E 13819         | 05/13/21      | 0.00          | 695.53         |
| TOPOLSKI           | TOPOLSKI, JUDITH A. | E 13822         | 05/13/21      | 0.00          | 150.61         |
|                    |                     |                 |               | -----         | -----          |
|                    |                     |                 |               | 0.00          | 968.85         |
|                    |                     |                 |               | =====         | =====          |

\*\*\*\*\*968.85