



TOWN OF WEATHERSFIELD  
SELECTBOARD

REGULAR MEETING AGENDA

MONDAY, JUNE 7, 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" – June 7, 2021 | 6:30PM**

**SAPATV.org – Wednesday Afternoon**

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

1. Call to Order
2. Comments from Selectboard Members, Town Manager, and Residents on Topics not on the Agenda
3. Review minutes from previous meetings: 05-17-2021
4. Credit Card Policy
5. Town Manager Report
6. TextMyGov Presentation
7. Summer Music Event
8. Transfer Station Report
9. Consider a Vote to Approve Application for Fireworks Display
10. Personnel Policy Discussion
11. Work-At-Home Policy
12. ARPA Discussion
13. Proposed future agenda items
14. 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)
15. Warrants
16. Executive Session 1 VSA § 313
17. Any other Business
18. Adjourn

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Monday, May 17, 2021  
6:30 PM  
REGULAR MEETING

MINUTES

**Select Board Members Present:** David Fuller  
Joseph Jarvis  
Kelly O'Brien  
Paul Tillman  
Michael Todd

**Select Board Members Absent:**

**Brandon Gulnick, Town Manager**

Others Present:

Steve Hier	Darrin Spaulding		
Ray Stapleton	Carolyn Hier		
Rosalie McNamara	Susanne Terrill		

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

**1. Call to Order**

Mr. Fuller called the meeting to order at 6:35 PM.

**2. Executive Session – Personnel – TM Performance Review**

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

Mr. Gulnick announced that he will be moving to Weathersfield on July 1<sup>st</sup>.

Mr. Gulnick will be attending a training session conducted by VLCT to learn more about the American Rescue Plan Act (ARPA) funds that have been awarded to the Town.

There were no comments from the public.

# TOWN OF WEATHERSFIELD, VERMONT

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Mr. Jarvis thanked Jeff and Lisa Slade and Gerry Davis for putting up the flags in Ascutney and Perkinsville.

#### 4. Review minutes from previous meetings – May 3, 2021

##### **Additions/corrections/deletions:**

a. Ms. O'Brien noted that John Arrison's name is still on the signature page.

**Motion:** To approve with the noted change

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

**Vote:** All in favor

#### 5. YTD Finance Report

Mr. Gulnick reported that as of April 30<sup>th</sup>, General Fund revenues are at 92%; expenses are at 82%.

Mr. Gulnick explained that there can be a target number for the budgets, but revenues and expenses can be irregular throughout the year. He said next year he would strive to show each month where the budgets should be percentage-wise. However, that system has not yet been created. He said for now, the target would be 86% - 88%.

Highway Fund revenues are at 87%, right on target. State aid to highway came in \$8,000 over projection. Permit revenues are on target. Service to other departments hasn't been booked yet. It was decided not to do journal entries every month. It will be done once in June as this is deemed to be more efficient. Fund balance and reserves have been transferred. Expenses are at 87%.

Mr. Gulnick has prepared preliminary projections for every department. He will confirm they are accurate before presenting them to the Select Board.

Mr. Gulnick said that a preliminary projection of the Solid Waste fund shows an \$8,000 deficit, mainly due to not charging for compost. Mr. Stapleton said it costs \$26 a bucket and there are 6 buckets a week to dispose of (\$8,112 total). At the beginning of the year, we started getting charged for compost and we don't charge for it. Mr. Gulnick suggested created a \$1 punch ticket to cover the cost. As of now, revenues are at 90%; expenses are at 88%. To cover the \$8,000 deficit, Mr. Gulnick suggested pulling back highway services to the transfer station \$4,000 and pull back admin support to the transfer station \$4,000. It would mean less revenue for the highway fund and the general fund, but it would balance the enterprise fund which is what needs to happen.

Mr. Stapleton said he is working on incentivizing people to compost more at home.

# TOWN OF WEATHERSFIELD, VERMONT

## SELECT BOARD

The Board encouraged the staff to work out and implement a method for covering this newly-identified deficit. They felt no further direction or action from the Board was required.

### 6. **Vote to Approve the Weathersfield Local Emergency Management Plan**

Mr. Gulnick explained that the Plan must be updated annually to cover any changes that may have occurred. For this round a couple of phone numbers have changed and John Arrison is no longer on the Board. Kelly Obrien has joined the Select Board. Everything else is pretty much the same.

**Motion:** To approve the 2021-2022 Local Emergency Management Plan for the Town of Weathersfield

**Made by:** Mr. Tillman      **Second:** Ms. O'Brien

**Vote:** All in favor

### 7. **Lister request to file a 21-day extension**

The listers are requesting a 21-day extension due to Covid-19. Mr. Fuller asked how that would affect the Board's need to set the tax rate and getting the tax bills printed. Lister Carolyn Hier said the deadline for this year is June 4<sup>th</sup>. They are asking to extend that to June 25<sup>th</sup>, although they are hoping they won't need to full 21 days. Mrs. Hier acknowledged that it would set things back by at most a week. Town Treasure Steve Hier said this would not translate into a 21-day delay because the school tax information is not available until the end of June or the beginning of July, so the Board can't set the tax rate until early July. Mr. Fuller said that in a normal year, taxpayers would have their bills in hand by early July with the first payment due in August. This was delayed by a month last year due to Covid.

Mr. Hier said the Board could set the Town tax rate as soon as they have the finalized Grand List, but then a second tax bill would be needed when the school tax became available.

A brief poll of the Board indicated that granting the extension would not cause a significant delay in the process.

**Motion:** To grant the request of the Listers for an extension of up to 21 days

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

Mr. Hier assured the Board that the extension will affect the printing of the tax bills. The bills are printed without numbers – the numbers are added to the bills at the Town Office when the numbers are available.

Mr. Todd asked if the fact that one of the listers is "scarce" had any bearing on the need for an extension. Mr. Hier said the listers are budgeted for 45 hours per week and they divide that up amongst themselves. It has no bearing on the work flow.



TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Vote:** All in favor

**8. Vote to Expend \$7,500 from Capital Reserve for Infrastructure Improvement**

Mr. Stapleton said he needs to replace some culverts before the end of June. He believes he has enough money in his budget to cover the expense, but he wants to have this money in case anything changes and he doesn't.

**Motion:** To transfer \$7,500 from the highway reserve nonmotorized fund directly into the highway budget for culverts.

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

Mr. Hier clarified that they would spend up to \$7,500 directly out of the reserves without actually transferring the funds. If more is needed, he would come back to the Board.

Mr. Stapleton said that if it's not needed, nothing would be transferred. Mr. Fuller asked if the motion was necessary. Mr. Stapleton said he just wanted approval to spend the money. Mr. Fuller said the motion should be reworded to approve the expense directly out of the reserve account for this purpose. Mr. Todd and Mr. Jarvis agreed to amend the motion.

**Amended motion:** To approve spending up to \$7,500 from the highway reserve nonmotorized fund for culverts.

**Vote:** All in favor

**9. Personnel Policy Discussion**

Mr. Gulnick said the staff discussed changes to the personnel policy at a meeting on May 11<sup>th</sup>. Topics discussed included the annual holiday schedule, lunchbreaks, and vacations.

The staff want to add a holiday to the schedule to make town staff closer to school staff in terms of number of holidays observed (10 vs 12).

Staff want to know if a holiday falls on a Friday, Saturday or Sunday, will they lose it or will they observe it on another day. Note – employees that work on Friday, work 4 ½ hours. Those that work on Thursday, work 5, 6, 8 or 10 hours. So, what would that look like?

Mr. Jarvis said where he works, if a holiday falls on a day you don't work, a day is added to your "PTO bank". He added that Columbus Day should be moved to the floating holiday and MLK Day should be observed.

It was noted that the highway department had not yet discussed this. Mr. Gulnick had said they would discuss it at a separate meeting.

Last year the Board agreed to use the floating holiday for MLK Day.

Ms. O'Brien suggested making the floating holiday a named holiday as the school has done. She said two of the 12 holidays the school gets are the day before and the day after

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Thanksgiving. The school does not observe Veterans Day.

Mr. Todd asked if the Board should just designate the floating holiday as MLK Day.

Mr. Fuller agreed with Mr. Jarvis's suggestion. He disliked the idea of taking an arbitrary day off because the holiday happened to fall on a day when a person doesn't work. Taking the day off before Christmas because Christmas falls on a weekend is a privilege, not a holiday. He also agreed with Ms. O'Brien that eliminating floating holidays is preferable.

Mr. Fuller asked if the Board was being called on to establish the holiday schedule at this meeting. Mr. Gulnick said he would like to bring this discussion back to the next staff meeting on May 20<sup>th</sup> to get their feedback. There are two more Select Board meetings before the start of the new fiscal year.

Mr. Gulnick said he could not find documentation regarding the requirement for three readings on policy changes. He asked the Board for some guidance. Mr. Fuller said it gives everyone full opportunity to review and make changes.

Mr. Todd asked for clarification of the number of hours employees are paid for holidays, given that there are so many variances in the number of hours each of the staff works. Mr. Gulnick read a passage from the policy that appeared to address the question. Ms. Terrill said that employees scheduled to work 40 hours a week will receive a full day's pay – 10 hours - for each qualifying holiday listed. She suggested that this needs to be changed because for example she does not work 10 hours every day.

Mr. Hier suggested letting the staff work out the details and come back with a proposal rather than use up meeting time to discuss this. The Board agreed.

Mr. Gulnick said they would like to add a section that addresses lunch breaks. The existing policy does not address them. The current practice varies significantly across departments and personnel. Town Office staff have paid lunch breaks so that they can keep the office open for the full day and so that customers can be served when they come in regardless of who they need to see. The staff would like to have a 30-minute paid working lunch where the employees can serve anyone that comes in. They would like all employees to be treated equally.

Mr. Tillman said he wanted to see what the law says about paid vs unpaid lunches. He did not object to employees having a 30-minute paid lunch but was adamant that no employee should leave the building during that 30-minute period. Mr. Gulnick said that if anyone needed to leave to get a sandwich (for example), they could clock out to do so.

# TOWN OF WEATHERSFIELD, VERMONT

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Mr. Jarvis questioned the legality of a “working” lunch, citing labor laws that require employees to have breaks. He said it would be impossible to prove that the Town was complying with the laws.

Mr. Tillman asked Mr. Gulnick to report on the applicable laws.

Mr. Hier reiterated that the current arrangement is all about public service – everyone comes together to eat – if someone comes in, that person is waited on by whomever is needed.

Again, the question of how this would apply to the wide variety of work schedules was raised.

Ms. Terrill said the Department of Labor provides a waiver for employees that work without a break.

Mr. Tillman repeated his request for legal guidance. He asked that the staff generate a proposal with appropriate legal citations on which the proposal is based.

Previous changes made by the Board with regard to vacations will be included with the Policy for final adoption as a whole.

The opt-out policy will be addressed at the next meeting.

Once again, the applicability of the personnel policy to elected and appointed officials was raised.

### **10. Work-At-Home Policy – First Reading**

Mr. Gulnick provided a telecommuting policy in the Board’s packet. It had been discussed with the staff at their meeting on May 11<sup>th</sup>. He asked for feedback from the Board to take back to the staff for their next meeting.

Mr. Fuller stated that this no doubt evolved as a result of the pandemic and as a means of continuing the Town’s business when the office had to be closed. However, in his opinion, if one is working for the Town, one must be in the Town Office to do so. He thought perhaps under certain medical situations, provisions might be made as a sort of leave arrangement.

Mr. Jarvis felt such arrangement should be made on a case-by-case basis through the manager and get rid of the policy. He felt that the easier it is for people to work from

# TOWN OF WEATHERSFIELD, VERMONT

## SELECT BOARD

home, the more they will choose to. He found it contradictory that staff would want a working lunch and also to work from home.

Mr. Tillman agreed with Mr. Jarvis's and Mr. Fuller's opinions.

Mr. Gulnick said there was already an easy form to fill out to request permission to work from home. He said he had been looking for some kind of accountability from the work – at - home employee. It ended up not being used however and thus the one of the reasons for this policy.

Mr. Stapleton said if the power is off in the office, if it's a bad snow day, if the sewer is backed up and the building is closed, people want to know there's a policy that will allow them to work at home. Mr. Gulnick concurred that there were some times this winter when the weather was bad enough that people could not get in. He also said that Covid has taught us that it is possible to work from home. He said it is simple to ask for some kind of accountability of the time spent at home.

Mr. Tillman asked who would authorize each request – the manager alone? The manager and HR?

It was agreed to have the Town Manager talk with the staff about this again.

Mr. Gulnick asked about employees working from home for long term – would that ever be acceptable. The consensus was that it would not be, but there was no definitive answer to the question.

### 11. Solid Waste District Bids

The solid waste district posted an RFP for solid waste services in February 2021. Bids were due on March 25<sup>th</sup>. The executive committee held a meeting to review the bids after they were opened. Alva Waste was the lowest bidder for Weathersfield and Springfield. Mr. Gulnick recommended awarding the bid to Alva Waste. Springfield has made the same decision.

**Motion:** To accept Alva Waste as our solid waste and C & D company

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

**Discussion:** Mr. Todd asked if any additional expenses would be incurred as a result of the bid award. It was established that the Town owns the compactor. Alva has ordered 200 containers for the district. The Town owns a container, but it goes into rotation throughout the district. The question was posed, did we buy the container to be part of the system or so that it would be ours? When Alva was awarded the single stream contract, they put a Weathersfield decal on our container, but it rotates through the system. Mr. Gulnick confirmed with Alva that we would not need to buy any containers – they are provided at no charge.

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**Vote:** All in favor

**12. 1879 Schoolhouse Bid Award**

An RFP was posted for restoration of the belfry at the 1879 schoolhouse. Two bids were received. Matt Keniston vetted both contractors and felt they both understood the scope of work.

**Motion:** Award the bid to Concept Carpentry for the 1879 schoolhouse belfry restoration project at a cost not to exceed \$15,640 conditioned upon receipt of the appropriate certificate of insurance.

**Made by:** Mr. Jarvis    **Second:** Ms. O'Brien

**Vote:** All in favor

**13. Police & Fire Radios Discussion**

Mr. Fuller said he needed to learn a lot more about what we have and what we need. He also asked where will we get \$18,000? We didn't budget for it. He then asked to postpone this discussion because this may be an eligible expense for the ARPA funds due to arrive soon.

**14. Proposed Future Agenda Items**

- To continue the discussion of the personnel policy and the work at home policy
- Town Manager performance evaluation discussion;
- Continue discussion of the cost of NEMRC vs listers

**15. Appointments**

No appointments were requested or made.

**16. Approve Warrants**

**Motion:** To approve the warrants for 5/17/2021 as follow:

General Funds	Operating Expenses	\$20,301.72
	Payroll	\$13,443.09
Highway Fund	Operating Expenses	\$13,311.06
	Payroll	\$7,802.78
Solid Waste Management Fund		
	Operating Expenses	\$7,410.17
	Payroll	\$1,552.83
Library	Operating Expenses	\$0.00
	Payroll	\$1,937.70
Grants	Operating Expenses	\$

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Special Revenue	Operating Expenses	\$
Reserves		\$
Long Term Debt		\$
Grand Totals	Operating Expenses	\$41,022.95
	Payroll	\$24,736.40

**Made by:** Mr. Todd      **Second:** Mr. Tillman  
**Vote:** All in favor

**17. Any Other Business**

Mr. Todd volunteered to be the Select Board representative on the Highway Committee.

**18. Adjourn**

**Motion:** To adjourn the meeting

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

**Vote:** All in favor

The meeting adjourned at 9:01 PM

Respectfully submitted,  
*deForest Bearse*

**WEATHERSFIELD SELECTBOARD**

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

\_\_\_\_\_  
Joseph Jarvis, Selector

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

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Paul Tillman, Selector

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

## TOWN OF WEATHERSFIELD, VERMONT

### CREDIT CARD POLICY

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

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

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

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

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

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

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**TOWN OF WEATHERSFIELD, VERMONT**  
**CREDIT CARD POLICY**

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

As a Credit Card holder for the Town of Weathersfield, I \_\_\_\_\_  
acknowledge that I have read and understand that I will be responsible for abiding by this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 7, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: June 2021 Town Manager Report**

Dear Select Board Members & Weathersfield Residents:

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

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

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

**See Attachment A - Purchase Orders & Quotes**

### **Reopening Martin Memorial Hall**

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

### **Town Mechanic Study**

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

### **Catalytic Converter Thefts**

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

### **Romaine Tenney Memorial Park**

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

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

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

Respectfully,

DocuSigned by:  
 6/4/2021  
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Brandon Gulnick  
Town Manager

ATTACHMENT A  
[Year-End Highway Purchases]

**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**



Date: 05/26/2021	Purchase Order #	HWY2021-7
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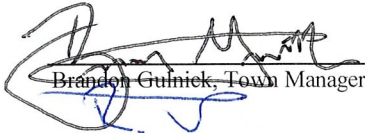
Vendor Name: Viking Cives of Vermont  
 Address: 74 Armand Ln.  
 Williston, VT. 05495

Details	Quantity	Unit Price	Total
Sabre HD carbide Cutting Edge	105	\$110.00	\$ 11,550.00
			\$ -

<b>SUBTOTAL</b>	\$ 11,550.00
<b>TOTAL</b>	\$11,550.00

Vermont Contract #35033  
 Built Rite Blades Vendor

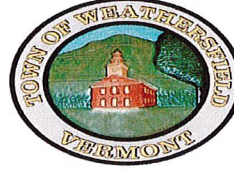
\_\_\_\_\_

  
 Brandon Guinick, Town Manager

\_\_\_\_\_

Ray Stapleton, Highway Superintendent

**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**

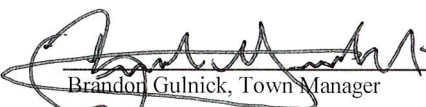
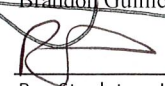


Date: 05/26/2021	Purchase Order #	HWY2021-3
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Vendor Name: Wallingford's INC.  
 Address: 1010 Kennedy Drive  
 Oakland, ME 04963

Details	Quantity	Unit Price	Total
ICC Predator Dual Tripple HWY. Chain	6	\$509.38	\$ 3,056.28
NKDC-38-8	6	\$ 416.97	\$ 2,501.82

<b>SUBTOTAL</b>	\$ 5,558.10
<b>TOTAL</b>	\$ 5,558.10

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 Brandon Gulnick, Town Manager  
  
 Ray Stapleton, Highway Superintendent

# Tire Chains

## Chain Specification #1

- Hardened
- 8MM
- Side tightening cams
- Square link

## Chain Specification #2

- Hardened
- 8MM
- Side tightening cams
- Studded

## Approved Quote

Mike Vogt

Sales ICC/Forestry/Industrial

Northeast Regional Sales Manager

Wallingford's Inc.

1010 Kennedy Memorial Drive

Oakland, ME 04963 USA

ph. 1-800-323-3708

ph. 1-207-465-9575

fx. 207-465-9601

[www.wallingfords.com](http://www.wallingfords.com)

## Chain Specification #1

6 (six) @\$509.38 each

## Chain Specification #2

6 (six) @\$416.97 each

**Total \$5,558.10**

## Ray Stapleton

---

**From:** Mike Vogt <mike@wallingfords.com>  
**Sent:** Tuesday, May 25, 2021 1:13 PM  
**To:** Ray Stapleton  
**Subject:** Tire Chains

Ray,

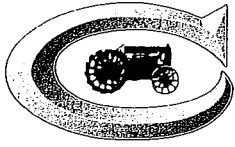
Below I have quoted out the square link alloy and the 8mm studded both in dual configuration with cams. These are in stock. Freight is prepaid on \$1,000. Let me know if you have any questions.

<i>Part Number</i>	<i>Description</i>	<i>Qty Ord</i>	<i>Price</i>
4151CAMI	ICC Predator Dual Triple Chain Hwy Cam		\$509.38
NKDC-38-8	Nordkapp Dual Triple 8mm Cam		\$418.97

Thanks,

Mike Vogt  
Sales ICC/Forestry/Industrial  
Northeast Regional Sales Manager  
Wallingford's Inc.  
1010 Kennedy Memorial Drive  
Oakland, ME 04963 USA  
ph. 1-800-323-3708  
ph. 1-207-465-9575  
fx. 207-465-9601  
[www.wallingfords.com](http://www.wallingfords.com)





**CHAPPELL  
TRACTOR**

*You'll Notice The Difference!*

454 Route 13 S. \* Milford, NH 03055  
Ph: 800.698.2640 \* Fx: 603.672.0019  
www.ChappellTractor.com

Quote is valid for 30 days. Pricing is subject to change.

SOLD TO \*\*\* emailed \*\*\*  
\*WEA01 WEATHERSFIELD VT HIGHWAY  
DEPT.  
PO BOX 550  
ASCUTNEY, VT 05030

SHIP TO  
WEATHERSFIELD VT HIGHWAY  
DEPT.  
483 STOUGHTON POND  
ROAD  
WEATHERSFIELD, VT 05151

Sold By: 121 PO #: TIRE CHAIN Date 5/24/21 QUOTE QU09913  
Ship By: Tax #: 03-6000745 13:49:58 PRT: 1 Open

Tax	D	Qty	Description	Price	Amount
Group: 01					
B-B CHAIN TRUCK					
E		6	PEW USA4461SC 8.2MM 12-22.5 DT 5109TOP	779.00	4674.00
E		3	WAL OGL138884 12-22.5 NOR 5102FLOR	425.00	1275.00
** TOTAL B-B CHAIN TRUCK					5949.00

\* \* \* \* \* THANK YOU FOR ALLOWING US TO SERVE YOU \* \* \* \* \*

\*\* SUBTOTAL 5949.00

X \_\_\_\_\_ Charge Sale

Phone: (802) 263-5272

PAY THIS AMOUNT

\$5949.00



Search by Product Name, Tire Size or Part #

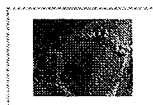
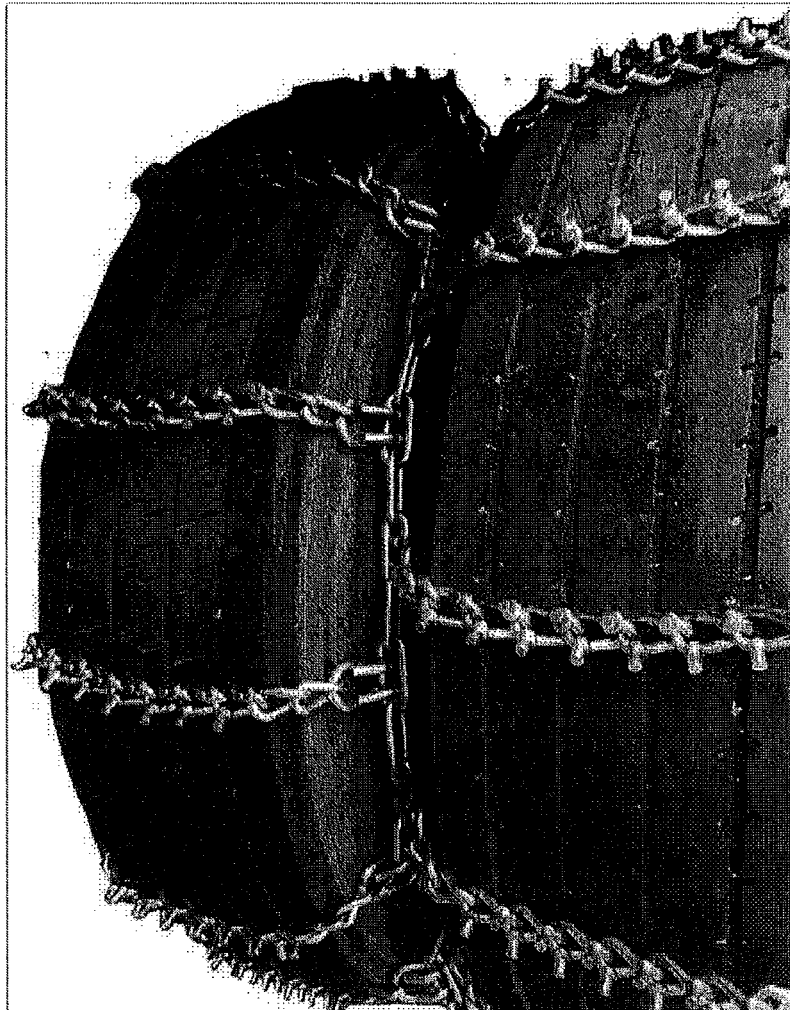


# 11-22.5 , 11-22.5 Studded Dual Tire Chains Set Of 2

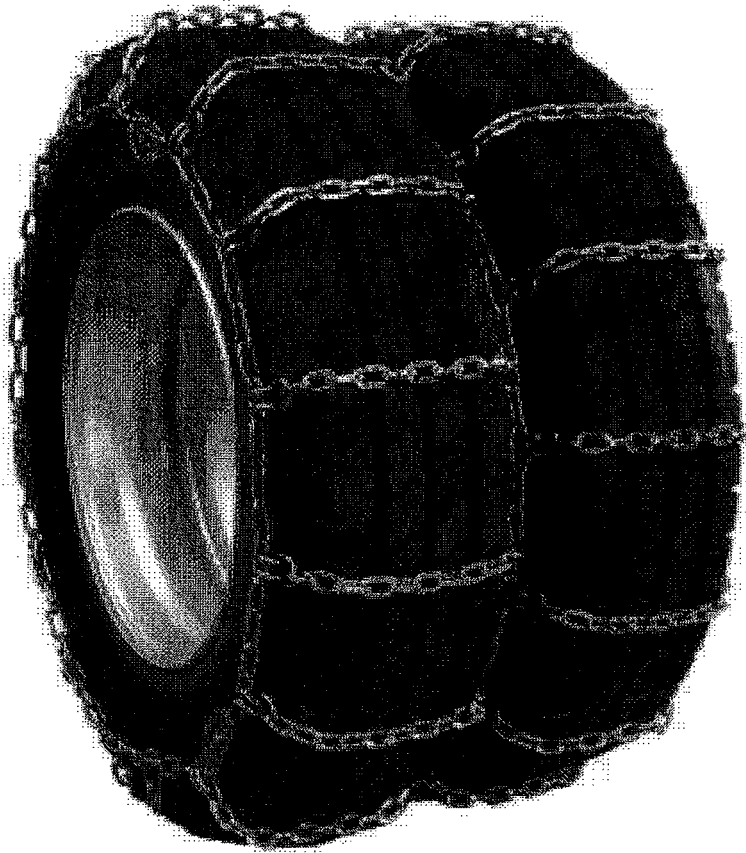
**\$590.30**

SKU: 4245Stud-2

*5.6mm not 8mm  
not 12-22.5 They cost  
more not hardened*



0.0 ★★★★★  
No rating available



PRODUCT IMAGES



**pewag All Square Snow Tire Chain with Cam Tighteners for Dual Truck Tires - Reversible - 1 Axle Set**

Item # PWE4228SC



(42 Reviews)

**Our Price: \$534.64**

*to Hardened non hardened  
Not 8mm*

**Will this fit?**

To see if this custom-fit item will work for you please tell us what vehicle you'll use it with.

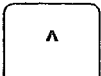
Select Year 	Select Make 	Select Model 
---	---	--

**This item qualifies for FREE SHIPPING**

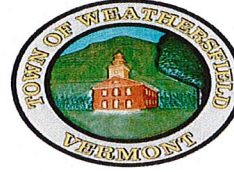
Estimated delivery: May 26 - June 2

Enter a zip code for a more accurate estimate.

**CHECK ZIP CODE**



**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**




Date: 05/26/2021	Purchase Order #	HWY2021-4
------------------	------------------	-----------

Vendor Name: S.G. Reeds  
 Address: PO Box 989  
 Claremont, NH. 03743

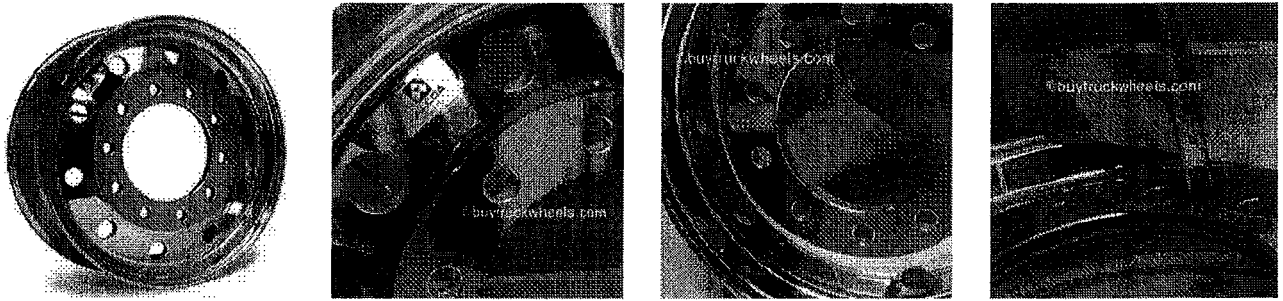
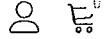
Details	Quantity	Unit Price	Total
22.5/9.0 Aluminum Wheel	12	\$290.00	\$ 3,480.00
			\$ -

<b>SUBTOTAL</b>	\$ 3,480.00
<b>TOTAL</b>	\$ 3,480.00

\_\_\_\_\_  
 \_\_\_\_\_  
  
 Brandon Gulnick, Town Manager

\_\_\_\_\_  
 Ray Stapleton, Highway Superintendent

CALL A WHEEL EXPERT [800-830-4547](tel:800-830-4547)



Have Questions?

**(800) 830-4547**

[Ask an Expert](#) >



**Guaranteed Fitment**  
Always the correct part



**In-House Experts**  
We know our products



**Added Value**  
Mounting, Balancing



**Free Delivery**  
Fast shipping on all orders

### 22.5x9.00 Alcoa 10x285mm Hub Pilot LvL One Flat Face Front

No reviews

Brand: [Alcoa](#)

Part #: 89U637

Availability: In stock

Starting at \$31/mo with **affirm**.  
[Learn more](#)

**\$339.00**

Free Shipping on All Orders!

Made with MagnaForce® Alloy this 22.5 x 9 wheel is built for the heaviest steer applications. At only 48lbs, this Alcoa Ultra ONE® rim will lighten the load of your Waste & Refuse Trucks as well as Dump Trucks. Works for newer trucks with 10x285mm runs on 315/80R22.5 Tires. Load Rating for 10,000lbs.

#### BUY MORE & SAVE!

Buy 4 or more, Save \$10 each

Buy 12 or more, Save \$20 each

Buy 24 or more, Save \$40 each

*discount applied at checkout*

*commercial address & forklift required for 12+ discount*

Quantity

Quantity selector: [v] 1 [^]

ADD TO CART

#### DESCRIPTION

Alcoa Part Number: 89U637

Size: 22.5 x 9.00

Finish: [LvL One \(Clean Buff\)](#)

Position: Front/Steer

Replaces Part:

- 893650
- 893657
- 893630



# Reed Truck Services, Inc.

P.O. Box 989

Claremont, NH 03743

Phone: (800) 542-5032

Fax: (603) 542-5779

NO REFUND WITHOUT THIS INVOICE. NO REFUNDS ON ELECTRICAL PARTS AND INSTALLED ITEMS.  
 NO PARTS RETURNABLE AFTER 30 DAYS.  
 15% HANDLING CHARGE ON ALL RETURNABLE PARTS

DATE ENTERED 11 MAR 21	YOUR ORDER NO. QUOTE	DATE SHIPPED 11 MAR 21	INVOICE DATE	INVOICE NUMBER Q2381
---------------------------	-------------------------	---------------------------	--------------	-------------------------

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ACCOUNT NO. 1360

TOWN OF WEATHERSFIELD  
PO BOX 550  
ASCUTNEY, VT 05030

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PAGE 1 OF 1

SHIP VIA			SLSM. 113	B/L NO.	TERMS CHARGE	F.O.B. POINT NEWPORT, NH		
QTY	SHIP	RG	PART NO.	DESCRIPTION	LIST	NET	AMOUNT	
1	1	0	A41730SP	22.5X9.00 ALUMINUM W	415.59	290.00	290.00	
**** INVOICE QUOTE - DO NOT PAY ****								
<p>X <del>16</del> = \$ 4,640</p> <p>12 = \$ 3,980</p>								
						PARTS	290.00	
						SUBLET		
						FREIGHT	0.00	
						SALES TAX	0.00	
CUSTOMER'S SIGNATURE X						<b>TOTAL</b>	<b>\$290.00</b>	

## Ray Stapleton

---

**From:** georgerobel@petestire.com  
**Sent:** Tuesday, May 18, 2021 7:44 AM  
**To:** Ray Stapleton  
**Subject:** Re: 22.5x9 inch wheel

The first email was for a import wheel.

The accuride is \$345  
Price on steel has gone up.

Sent from my iPhone

> On May 18, 2021, at 7:36 AM, georgerobel@petestire.com wrote:

>

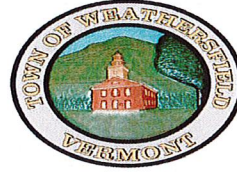
> Ray this is the price for a 9 inch wheel \$285.99 each.

> Thank you

>

> Sent from my iPhone

**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**



Date: 05/26/2021	Purchase Order #	HWY2021-6
------------------	------------------	-----------


Vendor Name: Contech Engineered Solutions  
 Address: PO Box 1975  
 New London, NH 03257

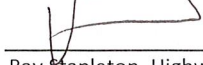
Details	Quantity	Unit Price	Total
57" x 38" polymer coated CSP Culvert	40	\$95.84	\$ 3,833.60
shipping	1	\$ 400.00	\$ 400.00
Band	1	\$ 191.68	\$ 191.68

<b>SUBTOTAL</b>	\$ 4,425.28
<b>TOTAL</b>	\$ 4,425.28

State Contract #39732

NOTE: Kendricks Corner Project with Capitol Reserve Funds

\_\_\_\_\_  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 Brandon Gulnick, Town Manager

\_\_\_\_\_  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 Ray Stapleton, Highway Superintendent



**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**



Date: 05/26/2021	Purchase Order #	HWY2021-5
------------------	------------------	-----------

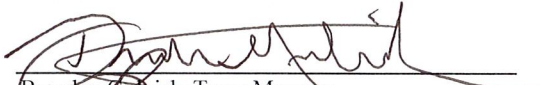
Vendor Name: Lane Enterprises  
 Address: 825 State route 67  
 Ballston Spa, NY 1220

Details	Quantity	Unit Price	Total
18" HD100 pipe	1200	\$11.82	\$ 14,184.00
shipping	2	\$ 450.00	\$ 900.00

#39731

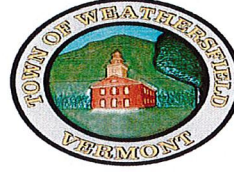
<b>SUBTOTAL</b>	\$ 15,084.00
<b>TOTAL</b>	\$15,084.00

\_\_\_\_\_  
 \_\_\_\_\_

  
 Brandon Gahrick, Town Manager

\_\_\_\_\_  
 \_\_\_\_\_  
 Ray Stapleton, Highway Superintendent

**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**

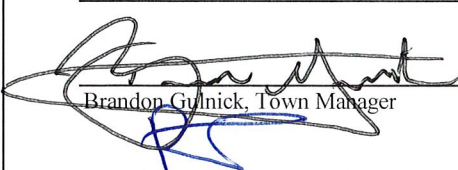


Date: 05/27/2021	Purchase Order #	HWY2021-9
------------------	------------------	-----------

Vendor Name: Petes Tire Barn  
 Address: 62 Randbury Road  
 Rutland, VT. 05701

Details	Quantity	Unit Price	Total
Firestone Transforce HT2 LRE	4	\$135.57	\$ 542.28
Nokian Hakka LT3 LRE studded	4	\$ 212.07	\$ 848.28
Bandag Ultra Drive	24	\$ 267.80	\$ 6,427.20
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

<b>SUBTOTAL</b>	\$ 7,817.76
<b>TOTAL</b>	\$ 7,817.76

\_\_\_\_\_  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 Brandon Gynick, Town Manager  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Ray Stapleton, Highway Superintendent

**Ray Stapleton**

---

**From:** George Robel <salesinfo@petestire.com>  
**Sent:** Wednesday, May 26, 2021 12:17 PM  
**To:** Ray Stapleton  
**Subject:** Quote From Pete's Tire Barns 05-26-21

Hi Ray, here's the quote you requested. Thank you

# Quotation

## CUSTOMER NAME AND ADDRESS

WEA)TOWN OF WEATHERSFIELD

Thank You George Robel

Date 05/26/21

Quote Valid Through 06/25/21

Quantity	Size	Description	FET	Unit Price	Extension
4	LT245/75R17	FIRESTONE TRANSFORCE HT2 LRE	0.00	135.57	542.28
4	LT245/75R17	NOKIAN HAKKA LT3 LRE STUDDERED	0.00	212.07	848.28
1	12R22.5	RAD CASING	0.00	75.00	75.00
1	12R22.5*STK	BANDAG ULTRA DRIVE	0.00	192.80	192.80

Subtotal: 1658.36  
Sales Tax: 0.00  
Total FET: 0.00  
Quote Total:  
1658.36

Notes:

Hi Ray (Sign in)

Sell Watchlist My eBay



Search for anything

All Categories

Back to home page | Listed in category: eBay Motors > Parts & Accessories > Car & Truck Parts > Wheels, Tires & Parts > Tires > See more 4-Lt245/75r17 Firestone Transforce HT2 121r E/...

People who viewed this item also viewed

1 New Firestone Transforce Ht2 - Lt245x75r17 Tires 2457517 245 75 17

\$197.35

Free shipping



1 New LT245/75R17 Firestone Transforce HT2 E Ply Tire 2457517

Be the first to [write a review](#).

Condition: New

Compatibility: [See compatible vehicles](#)

Quantity:  10 available

Price: **US \$199.00**

[No Interest if paid in full in 6 mo on \\$99+\\*](#)

Buy It Now

Add to cart

Add to Watchlist

Same day shipping

Free shipping and returns

Ships from United States

Shipping: Free 3 day shipping

Get it by Fri, Jun. 04 | [See details](#)

Item location: Greensburg, PA, United States

Ships to: United States | [See exclusions](#)

Payments:

**PayPal CREDIT**

\*No Interest if paid in full in 6 months on \$99+. | [See terms and apply now](#)

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Shop with confidence

Top Rated Plus  
Trusted seller, fast shipping, easy returns. [Learn more](#)

eBay Money Back Guarantee  
Get the item you ordered or your money back. [Learn more](#)

Seller information

tireinsider (61955) | 99.8% Positive feedback

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[Contact seller](#)

[Visit store](#)

[See other items](#)

Have one to sell?

[Sell now](#)

Returns: Free 30 day returns | [See details](#)

Sponsored items from this seller

Feedback on c

2 New 245/40R17 Achilles ATR Sport 2...

\$148.00

Free shipping  
426 sold

4 New 245/40R17 Achilles ATR Sport 2 Load Range ...

\$296.00

Free shipping  
22 watchers

2 New 215/45R17 Achilles ATR Sport 2 Load Range ...

\$133.00

Free shipping  
76 sold

2 New 245/55R19 Achilles Desert Hawk UHP Tires 2...

\$198.00

Free shipping  
Top Rated Plus seller

2 New 255/40R17 Achilles ATR Sport Load Range XL...

\$148.00

Free shipping  
91 sold

4 New 235/40R17 Achilles ATR Sport 2 L...

\$284.00

Free shipping  
86 sold

Description

Shipping and payments

eBay item number: 1440

Seller assumes all responsibility for this listing.

Compatibility

To confirm that this part fits your vehicle, please choose a vehicle from the "My Garage" list OR enter your vehicle's Year, Make, Model and Trim.

My Garage

Select a vehicle



Year

-Select-

Make

-Select-

Model

-Select-

Trim

-Select-



Go

Go to My Garage

Item specifics

Condition: New  
Tread Depth: 14  
Model: Transforce HT2  
Tire Type: ALL SEASON  
Overall Diameter: 31.5  
Tire Size: LT245/75R17  
Sidewall: BW  
Ply Rating: E

Brand: Firestone  
Manufacturer Part Number: 002777  
Quantity: 1  
Section Width: 245  
Aspect Ratio: 75  
Rim Diameter: 17  
Load Index: 121  
Speed Index: R

Tire Insider

tireinsider (61955 ) 99.8%

Search within store

Visit Store: Tire Insider

1 New LT245/75R17 Firestone Transforce HT2 E Ply Tire 2457517





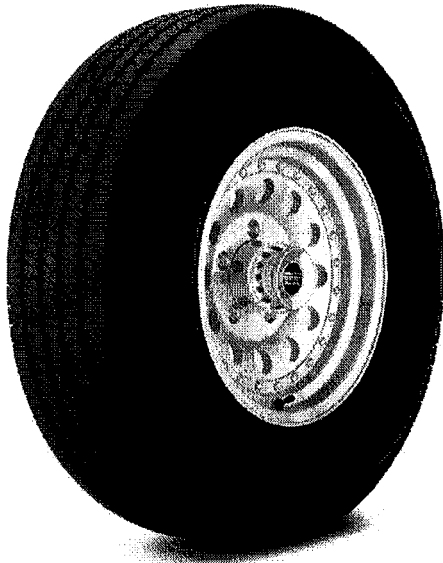
Tires

Wheels

Parts & Accessories

Research & Advice

Delivery & Installation



# Firestone



## TRANSFORCE HT - SIZE: LT245/75R17

Highway All-Season

(226) | Reviews (205)

### Details & Pricing

Size: **LT245/75R17**

Style: **Blackwall**

Load Range: **E**

Serv. Desc: **121/118R**

UTQG: **None**

Qty:

4

Per Tire:

**\$212.08**

Availability: **11 In Stock, Additional Due 06/04/21**

How soon can I get this?

**Free Shipping**

**Set of 4: \$848.32**

Free Road Hazard Protection (\$82.16 value. Two-year coverage.)

**Need help with installation?** With thousands of independent Recommended Installers across the country, one may be just around the corner from you.

**Add to Cart**

As low as \$77/mo with Affirm

**Save for Later >**

**Description      Sizes      Specs      Warranty**

*Lea en español*

The Transforce HT w/UNI-T is Firestone's Commercial Highway All-Season tire developed to combine comfort with light truck tire capability for sport utility vehicle, pickup, van and commercial vehicle drivers. The Transforce HT is designed primarily for on-road use by providing predictable handling and year-round traction on dry and wet roads, as well as in light snow.

On the outside, Transforce HT radials feature an all-season Long Link Carbon tread compound molded into a symmetric tread design that includes notched shoulders, independent intermediate tread blocks and a continuous center rib to blend handling, foul weather traction and straight line tracking. Wide circumferential grooves provide hydroplaning resistance while lateral grooves and multiple sipes provide the biting edge needed to enhance light snow traction. On the inside, twin steel belts reinforced by spiral-wrapped nylon help maintain the tire's shape to enhance performance at highway speeds while a polyester cord body enhances ride quality.

Live Chat

## RATINGS CHARTS & REVIEWS

**FIRESTONE TRANSFORCE HT**

Hi Ray (Sign in)

Sell Watchlist My eBay



Search for anything

All Categories

Back to previous page | Listed in category: eBay Motors > Parts & Accessories > Car & Truck Parts > Wheels, Tires & Parts > Tires



Move over photo to zoom

### LT245/75R17 E 121/118Q Nokian Hakkapeliitta LT3 Studded Winter Truck Tire

Be the first to [write a review](#).

Condition: **New**

Compatibility: [See compatible vehicles](#)

Quantity:  More than 10 available / [4 sold](#)

Price: **US \$232.06**

**No Interest if paid in full in 6 mo. on \$29+\***

[Buy It Now](#)

[Add to cart](#)

[Add to Watchlist](#)

Shop with confidence

Top Rated Plus  
Trusted seller, fast shipping, easy returns. [Learn more](#)

eBay Money Back Guarantee  
Get the item you ordered or your money back. [Learn more](#)

#### Seller information

tiresbyweb (3594 )  
99.6% Positive feedback

[Save this Seller](#)

[Contact seller](#)

[Visit store](#)

[See other items](#)

Free shipping and returns Ships from United States

Shipping: **Free 3 day shipping**

Get it by Fri, Jun. 04 | [See details](#)

Item location: Okemos, Michigan, United States

Ships to: United States and many other countries | [See details](#)

Payments:

**PayPal CREDIT**

\*No Interest if paid in full in 6 months on \$99+. | [See terms and apply now](#)

Earn up to 5x points when you use your eBay Mastercard®. [Learn more](#)

Returns: **Free 30 day returns** | [See details](#)

Have one to sell? [Sell now](#)

#### Similar sponsored items

[Feedback on](#)

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| LT245/75R17 E 121/118Q Nokian Hakkapeliitta LT... | 1 New Nokian Hakkapeliitta Lt 3 Studded - Lt245x75r... | LT245/75R16 E 120/116Q Nokian Hakkapeliitta LT3... | LT265/70R17 E 121/118Q Nokian Hakkapeliitta LT3... | LT245/75R16 E 120/116Q Nokian Hakkapeliitta LT3... | 245/75R17 E 1 Nokian Rock...                                   |
| <b>\$215.86</b>                                   | <b>\$233.56</b>  | <b>\$208.18</b>                                    | <b>\$234.88</b>                                    | <b>\$193.66</b>                                    | <b>\$239.13</b>  |
| Free shipping<br>Top Rated Plus seller            | Free shipping<br>Top Rated Plus seller                 | Free shipping<br>5 watchers                        | Free shipping<br>Top Rated Plus seller             | Free shipping<br>7 watchers                        | <del>\$279.09</del> 14% off<br>Free shipping<br>Top Rated Plus |

« Back

Zip Code 05151

# NOKIAN TYRES

(/tires/nokian-tires)

## Nokian Hakkapeliitta LT3 (Studded) LT245/75R17 E/10PR BSW Tires

Truck/SUV - Snow/Winter (/tires/c/truck-suv-snow-winter)



()

*Rims Not Included*

### Pricing

Per Tire:

**\$ 232.06**

Qty.

Tires

Shipping


FREE



1 - 2 days

6/1/2021



Starting at \$84/mo with  **affirm**.[Learn more](#)**Total****\$ 928.24**

## Details

LT245/75R17

MFG: TS32398

Ply Rating: E/10PR

Availability: **In Stock** **Price Match: [Click Here](#)** [Log in for Exclusive Member Savings \(/login\)](#)**ADD TO CART**Purchase protected by  **buysafe SHOPPING GUARANTEE** [Learn more](#) **Katapult**  
Get Pre-Approved**No late fees, ever****GET PRE-APPROVED**[\(/katapult-tire-financing\)](/katapult-tire-financing)

This listing is for new Nokian Hakkapeliitta LT3 (Studded) LT245/75R17 E/10PR BSW Tires. Manufacturer part number: TS32398. Nokian Hakkapeliitta LT3 is a studded winter tire that is designed for demanding winter use of heavy 4x4's and pickup trucks. It is reliable and safe on icy roads and snow-covered worksites alike. It is perfect for plowing roads or towing a trailer during the cold winter months. Hakkapeliitta LT3's new aggressive tread pattern confidently removes snow and slush between the tire and the road. The design of the tread center improves stability and steering response, while tailored siping offers excellent traction and cornering grip. Nokian's new Arctic stud concept consists of an entirely new stud model and body material built to enhance durability amidst heavy use and winter conditions. The stainless steel studs are corrosion resistant, so the tire is able to withstand salted road conditions longer. Nokian Hakkapeliitta LT3 has a 3-peak mountain snowflake (3PMSF) symbol and is approved for winter weather use.

Specifications

Shipping &amp; Payment

Sizes

**Specs:****Value:**

BSW

Home > All Industries > Vehicles & Accessories > Truck Parts & Accessories > Truck Tires [Subscribe to Trade Alert](#)



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super single tyre retreading material/precured tread liner/tire retread rubber

FOB Reference Price: [Get Latest Price](#)

**\$150.00 - \$250.00** / Piece | 350 Piece/Pieces(Min. Order)

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Payments: Online Transfer

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30,000+

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Supplier

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History

*Add for shipping*

### Company highlights [View company profile >](#)

Employees	R&D staffs	Patents
<b>1000+</b>	<b>50+</b>	-
Certifications (0)		

### Product Details

### Company Profile

[Report Suspicious Activity](#)

[Product Description](#) [Company Information](#) [Packaging & Shipping](#)

### Overview

#### Quick Details

Tire Design:	Radial	Type:	Inner Tube
Width:	> 255mm	Certification:	DOT
Diameter:	21" - 24"	Truck Model:	Dongfeng
Place of Origin:	Shandong, China	Brand Name:	Maxione
Model Number:	11R22.5 12R22.5 13R22.5 295/80R22.5 385/65R22.5	Radial truck tyre:	11R22.5 12R22.5 13R22.5 295/80R22.5 385/65R22.5
Certificates:	ISO, DOT, ECE, GCC	advantage 1:	high quality truck tire
advantage 2:	wide ranges	advantage 3:	with quality warranty
constructure:	radial		

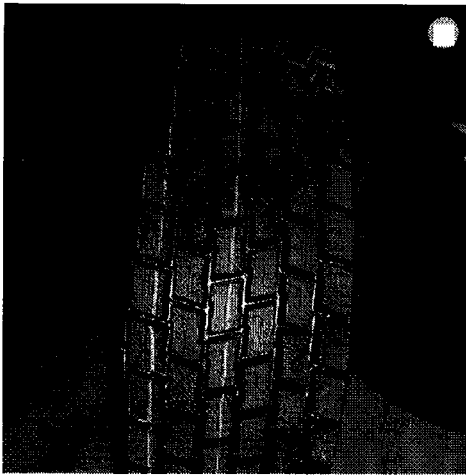
#### Supply Ability

Supply Ability 20000 Piece/Pieces per Month

#### Packaging & Delivery

[Packaging Details](#) [Export Standard](#)

Home > All Industries > Vehicles & Accessories > Truck Parts & Accessories > Truck Tires Subscribe to Trade Alert



[View larger image](#)



Add to Compare [Share](#)

Airless tires for sale, 11R22.5 12R22.5 13R22.5 295/80R22.5 315/80R22.5 385/65R22.5 retread tire

FOB Reference Price: [Get Latest Price](#)

**\$180.00 - \$200.00**/ Set | 1 Set/Sets(Min. Order)

Diameter: 21" - 24"

Trade Assurance protects your Alibaba.com orders

Alibaba.com Freight | [Compare Rates](#) | [Learn more](#)

Payments: Online Transfer

[Alibaba.com Logistics](#) [Inspection Solutions](#)

*Add for shipping*

For product  
other inquiry

**Roadsun**

Trading Company

CN

≤9h Response

50,000+ Messages

100.0% C

Contact Supplier

Leave Messages

Browsing History

### Company highlights [View company profile >](#)



by Intertek

Employees	R&D staffs	Patents
13	-	-
Certifications (0)		
-		

Product Details

Company Profile

[Report Suspicious Activity](#)

## Overview

### Quick Details

Tire Design:	Radial, Radial reread tire	Type:	Tubeless, Tubeless 11R22.5 tires for truck
Width:	> 255mm	Certification:	ECE, DOT, ISO9001
Truck Model:	Dongfeng, Howo, Futon, Jiefang	Place of Origin:	Shandong, China
Brand Name:	Roadsun	Model Number:	11R22.5 12R22.5
Brand:	Roadsun	Warranty:	run 120,000KM and can retreaded 3 times
Advantage:	best truck tyres prices	Rim:	7.5
Speed index:	L	Fly rating:	16 & 18
Qty/40'HQ:	270sets	Port of export:	Qingdao

### Supply Ability

Supply Ability 50000 Set/Sets per Month

### Packaging & Delivery

Packaging Details Standard exporting wrapping 11R22.5 12R22.5 295/80R22.5 315/80R22.5 385/65R22.5 tires for truck, airless tires for sale, retread tire  
Port Qingdao



PHONE: 855-507-3227 | 615-832-0887

[TRACK YOUR ORDER](#)

[MY ACCOUNT](#)



[HOME](#) [WHY RETREAD](#) [SHOP TIRES](#) [WHOLESALE](#) [NEWS](#) [CONTACT](#)

[HISTORY](#) | [FAQ](#) | [RETURN POLICY](#) | [WARRANTY](#) | [DISCOUNTS & PROMOTIONS](#) | [TIRETV](#)



# Search results: "12R 22.5"

No products were found matching your selection.

## FIND YOUR TIRE

[ALL TERRAIN TIRES](#)

[COMMERCIAL SEMI TIRES](#)

[FARM & CONSTRUCTION](#)

[HIGHWAY TIRES](#)

[LIGHT TRUCKS TIRES](#)

[MUD TERRAIN TIRES](#)

[WINTER TIRES](#)

[Privacy - Terms](#)

LT275/65R18

P265/65R18

## 19.5" RIMS

245/70R19.5

LT225/70R19.5

## 20" RIMS

10.00x20

LT33/12.50R20

LT35/12.50R20

LT275/65R20

P275/55R20

## 22.5" RIMS

315/80R22.5

11R22.5

11x22.5

255/70R22.5

275/80R22.5

295/75R22.5

425/65R22.5

445/65R22.5

445/50R22.5

## 24.5" RIMS

11R24.5

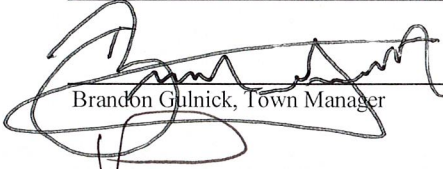
285/75R24.5

**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**



Date: 05/26/2021	Purchase Order #	HWY2021-8
Vendor Name: Snow Plow Sales Address: 369 Route 10 Gilsum, NH 03448		

Details	Quantity	Unit Price	Total
Poly Caster 1.8 cy Sander	1	\$5,625.00	\$ 5,625.00
			\$ -
		<b>SUBTOTAL</b>	\$ 5,625.00
		<b>TOTAL</b>	\$ 5,625.00

\_\_\_\_\_  
 \_\_\_\_\_  
  
 Brandon Gulnick, Town Manager  
 \_\_\_\_\_  
 Ray Stapleton, Highway Superintendent

**Snowplow Sales**

369 Route 10  
Gilsum, NH 03448  
603-352-6855  
sales@snowplowsales.com



# Estimate

**ADDRESS**

TOWN of Weathersfield

**ESTIMATE # 2148**

**DATE 05/18/2021**

ACTIVITY	QTY	RATE	AMOUNT
<b>78004-1</b> POLY-CASTER - 1.8 CU YD - MSRP \$9,768.00 Credit Card Picked Up	1	6,220.00	6,220.00
<b>78004-1</b> POLY-CASTER - 1.8 CU YD - MSRP \$9,768.00 credit card Installed	1	6,580.00	6,580.00
<b>78004-1</b> POLY-CASTER - 1.8 CU YD - MSRP \$9,768.00 Cash Or Check Picked Up	1	6,070.00	6,070.00
<b>78004-1</b> POLY-CASTER - 1.8 CU YD - MSRP \$9,768.00 Cash Or Check Installed	1	6,420.00	6,420.00
<b>municipal</b> municipal discount on all above prices	1	-445.00	-445.00

TOTAL *# 5,625.00* **\$24,845.00**

Accepted By

Accepted Date

PRINT:

SIGN:

NOTE: All returns must be accompanied by this bill. No refunds after 15 days. No returns on electrical parts, special order items or parts that have been installed. 10% restocking fee on all eligible returns.





Fisher Plows of Lee NH LLC

# Estimate

LINE X OF LEE NH  
 119 Calef Hwy  
 Lee, NH 03861

Date	Estimate #
5/18/2021	143

Name / Address
Ray Stapleton Highway@weathersfield.org

Project	PO Required

Description	Qty	U/M	Rate	Total
POLY-CASTER - 1.8 CU YD			7,223.35	7,223.35
10% DISCOUNT TOWN DPW			-10.00%	-722.34
MUNICIPAL REBATE			-494.75	-494.75
INSTALL 2016 FORD	4		75.00	300.00
RATCHET TIE DOWN KIT			153.92	153.92
10% DISCOUNT			-10.00%	-15.39
			<b>Total</b>	\$6,444.79

ATTACHMENT B  
[Romaine Tenney Memorial Language]

“Guardian of his land and friend to all”

Romaine Edwin Tenney  
(Sept. 6, 1900 – Sept. 12, 1964)

Romaine Tenney was the fourth of nine children born to Myron and Rosa Tenney. His parents had purchased a farm in Weathersfield, located at this site, in 1892, moving from their previous home in Mendon Peak, Vermont.

The family farm comprised 90 acres, including good pasture, an orchard, and a ten-acre woodlot. The fertile fields produced three crops of hay every year, and the hillside spring provided water without fail. Shaded by maple trees, the house, originally built in 1843, had been renovated in the Gothic Revival style by the previous owners and featured gingerbread trim, leaded windows, and a big porch.

Unlike his siblings, Romaine lived all of his life on the farm where he had been born; he left Weathersfield only once, enlisting for a two-year stint in the Army in 1942. During the farm’s heyday, Romaine milked nearly 60 dairy cows by hand. He owned no gas-powered machinery, relying instead on horse-drawn equipment and his own toil. He had electricity in the barns but none in his house; water from the spring supplied the hand pump in the kitchen. He did not drive a car; when he needed to go to Claremont, he walked, although he was always happy to accept a ride from one of his many friends.

In 1964 construction of the new state highway, Interstate 91, reached Weathersfield. The State offered compensation to the land owners whose property would be affected. When Romaine refused these offers, the State implemented the instrument of eminent domain.

The Tenney house, barn, and sheds were destroyed by fire on September 12, 1964. Despite the efforts of the local fire department, Romaine Tenney perished in the fire.

# TextMyGov

TextMyGov  
P.O. Box 3784  
Logan, Utah 84323  
435-787-7222

## Partnership Proposal

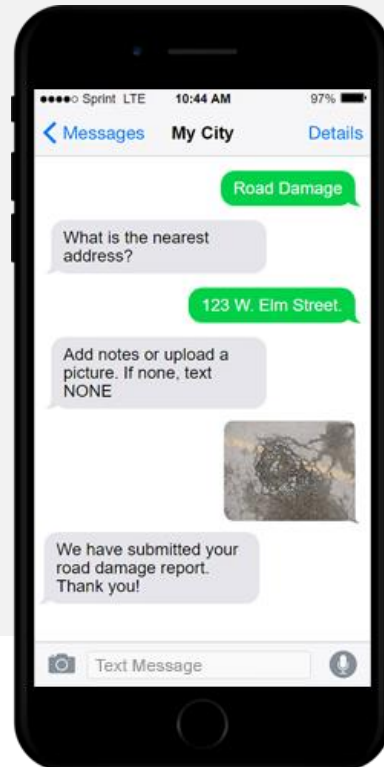
### Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, *97% of smartphone owners text regularly.*

The technology analysts at Compuware reported *that 80 to 90% of all downloaded apps are only used once and then eventually deleted* by users.



### TextMyGov Solutions:

*Communicate, Engage, Boost Website Traffic, Track, and Work*



#### Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



#### Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



## **Boost Website Traffic**

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



## **Track**

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



## **Work**

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

# **Implementation**

## **Getting Started**

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

## **Configuration**

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

## **Media Kit**

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

## **Unlimited Training and Support**

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

## Subscription Cost Breakdown

This quote represents a subscription to TextMyGov with an annual reoccurring charge for a period of two years. The agreement is set to automatically renew on the date of this agreement, after year two. See below for package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at [www.TextMyGov.com/terms](http://www.TextMyGov.com/terms)

**Prepared for:**  
Weathersfield

5259 US Route 5 PO BOX 550  
Ascutney, VT 05030

**Prepared by:**  
Nancy Francom

Account Executive  
P.O. Box 3784  
Logan, UT 84323

Package	Package Price	Billing
<b>TextMyGov</b> Package includes: <ul style="list-style-type: none"> <li>• TextMyGov Web-Based Software</li> <li>• Local Phone Number</li> <li>• Short Code Number (for outgoing messages)</li> <li>• Unlimited Users</li> <li>• Unlimited Departments</li> <li>• Unlimited Support for Every User</li> <li>• 10 GB Managed online data storage</li> <li>• 50,000 Text Messages per year</li> <li>• Additional text messages can be purchased for: (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)</li> </ul>	\$3,000	Annual
Implementation/Setup Fee	\$800	One Time
<b>Total (First Year):</b>	<b>\$3,800</b>	<b>First Year</b>
<b>Total (Ongoing):</b>	<b>\$3,800</b>	<b>Annual</b>

**Notes:**

1. This is a two-year contract. After the initial two years, the contract can be canceled by providing 60-day written notice.
2. After the initial two-year contract, the agreement will revert to a year to year.
3. Customer is required to put TextMyGov widget on the Agencies Web Home page.
4. This agreement and pricing were provided at the customer's request and is good for 30 days.

# Agreement Confirmation

## Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

## Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

## Billing Information

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

## Agreement Signature

Name:

Title:

Date (Subscription Start):

Signature:

June 2, 2021

Chairman Fuller  
Weathersfield Selectboard  
5259 US Route 5  
Ascutney, VT 05030

Dear members of the Weathersfield Selectboard,

I am writing to you with an idea that I think would be great for our community. My name is June Brink, my husband, Bill Brink, is a local singer/songwriter who has played at various venues in Southern Vermont, with his music being played on Vermont Public Radio as well as WCAX TV.

Bill and I would like to start up a local music series, featuring some of the other local musicians in our area. We think that Hoisington Field would be a perfect spot! So, I am reaching out to you to ask if this could be a possibility.

Our idea is to have a space for people to come, sit on the grounds, listen to some music, and enjoy the outdoors. It has been a long year and many people are looking for things to do outside. Possibly for 2 hours in the afternoon or early evening.

Here are our thoughts. We will organize everything, we will supply the equipment which would be a speaker and PA system for the music (we would need access to electricity), find the musicians, organize the events, and advertise through flyers and social media. I run a Facebook group called "Happenings in and around Springfield Vermont" with 5,000 people so I have a great advertising platform! I also design my own graphics and would make and distribute all flyers. If we can get the go ahead to do this, I will reach out to see if I can find some sponsors and that way, be able to pay the musicians.

If this is possible for us to do, would it cost to "rent" the church and/or the Hoisington Field? Would insurance be required by us to be able to have a gathering like this? Would we need to hire some sort of security?

I would love to discuss this with you if you are interested, please give me a call, or send me an email.

I am looking forward to hearing from you!

June & Bill Brink



## Budget

Equipment rental/set up \$100 per show

Advertising/Flyers/Banner \$300 for series

Admin Fees \$50 per show ( creating and maintaining FB event page, designing flyers and banners

Promotion Fee \$50 per show

Musicians \$200 per person per show

## Est. Budget

\$6100- \$6300 (weekly series)

1 musician per show, duo playing once = \$3000 possibly another due = \$3200

Equipment Rental/set up \$1400

Admin Fee \$ 700

Promotion Fee \$700

Advertising \$ 300

Total: \$6100-\$6300

*Event will be added to Bill Brink Music website at no cost*

## Sponsor

Named in all advertising, listed on all social media concert events, logo/name on banner, mentioned during each concert. If available, a representative from sponsor can speak during break (5-10 mins) on stage. Photos from event will be posted on website/social media with sponsor mentioned.

### Possible idea

*Record one song from each performance. Produce/edit one compilation video to be sent to SAPA TV and Okemo TV to be shown on their local TV channel. Video would include sponsor info. Est cost \$ 500*

# 2021 CALENDAR

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Printable Calendar From Wishshi.com

14 away weeks 7 away days

# Singer/Songwriter Summer Concert Series

June 25<sup>th</sup> (trial run) – Sept 24<sup>th</sup>

Every week? = 14 performances (possibly could extend until Oct 15<sup>th</sup> which would be 17 performances)

Every Friday 6-8pm (possibly starting at 5:30pm with food) *Rain dates for following Sunday Possibly*

## Musicians in mind

*Bill Brink*

*Milk House Heaters (Jan and Mike Sheehy)*

*Pat Daddona*

*Matt Meserve*

*Jake McLaughlin*

*AliT*

*Josh Hall*

*Sammy B*

*Ben Fuller*

*Ella Atkinson*

*Kevin Atkinson*

*Jim Yeager*

*Any suggestions for other musicians?*

## Things considered

Porta Potty

Trash barrels

Food trucks

Fundraising?



# Town of Weathersfield

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

*Brandon W. Gulnick*  
*Town Manager*

June 7, 2021

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: Transfer Station Report**

Dear Select Board Members & Weathersfield Residents:

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

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

## PERMIT STICKER FEE/ ALLOCATION FORMULA

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

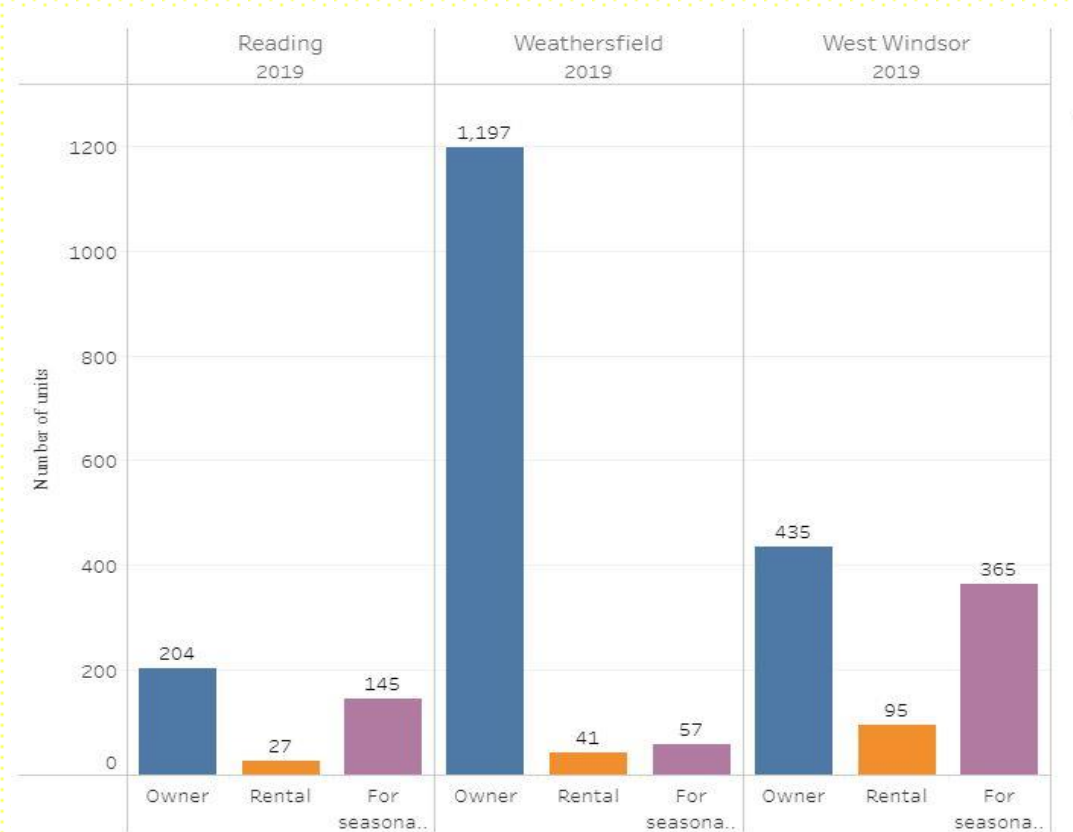
### Determining Permit Sticker Fee

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

### Determining Member Town Annual Allocation

Permit Sticker Fee \* # of Parcels in each Town

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



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

Fixed Costs = \$130,082 | Weathersfield Parcels = 1295 | Reading Parcels = 376 | WW Parcels = 895

Fixed Costs \$130,082 / Total Parcels 2,566 = Permit Sticker Fee 50.69

Weathersfield Allocation = \$65,650 | West Windsor Allocation = \$45,372 | Reading Allocation = \$19,061

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

### **WEATHERSFIELD SB QUESTIONS**

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

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

Respectfully,

Brandon Gulnick  
Town Manager  
Weathersfield, VT

### **ATTACHMENTS**

- Attachment A - Draft Transfer Station Agreement with Comments
- Attachment B - West Windsor SB Minutes regarding the Transfer Station

ATTACHMENT A  
[DRAFT TRANSFER STATION AGREEMENT WITH COMMENTS]

**TRANSFER STATION AGREEMENT  
BETWEEN THE TOWN OF WEATHERSFIELD,  
TOWN OF READING,  
AND THE TOWN OF WEST WINDSOR**

THIS CONTRACT AND AGREEMENT (the "CONTRACT"), dated as of June 21, 2021 (the "Contract Date"), by and between the TOWN OF WEATHERSFIELD, a Vermont Municipality, herein referred to as ("WEATHERSFIELD"); the TOWN OF READING, a Vermont Municipality, herein referred to as ("READING"); and the TOWN OF WEST WINDSOR, a Vermont Municipality, herein referred to as ("WEST WINDSOR"). WEATHERSFIELD, READING, and WEST WINDSOR are collectively referred to as the ("PARTIES"). The Solid Waste Disposal Site located at 5024 VT-106, Perkinsville, VT 05151 is herein referred to as the ("TRANSFER STATION").

**WITNESSETH**

WHEREAS the TRANSFER STATION was established and exists under the applicable State and Local Laws for the purpose of Solid Waste disposal for local residents at 5024 VT-106, Weathersfield, VT 05151; and

WHEREAS, currently, the TRANSFER STATION provides services to WEATHERSFIELD, READING, and WEST WINDSOR for the purpose of Solid Waste disposal for local residents; and

WHEREAS, the PARTIES recognize an equal financial and administrative responsibility to fund the TRANSFER STATION; and

WHEREAS, it is the desire of the PARTIES to now enter into a CONTRACT, effective July 1, 2021 (the "EFFECTIVE DATE"), for the purpose of the TRANSFER STATION continuing to provide services for the PARTIES for the purpose of Solid Waste disposal for local residents; and

NOW, THEREFORE, in consideration of the foregoing preamble, the mutual covenants, promises and agreements hereinafter set forth, the mutual benefits to be gained by the performance thereof, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and accepted, the PARTIES to this CONTRACT, intending to be legally bound, hereby agree as follows:

**ARTICLE I ... DURATION**

**SECTION 1.1 TERM**

The term of this CONTRACT shall commence upon signature by all PARTIES and shall end June 30, 2026. If a replacement CONTRACT is not signed by June 30, 2026, it will be considered as automatically renewed for a 1-year term unless an Event of Termination has taken place, as defined in Section 1.2, or CONTRACT negotiations have been initiated by WEATHERSFIELD, READING, OR WEST WINDSOR, in which case the current

**Commented [EJ1]:** I am not comfortable with this statement. At least in the context of the DSM study, the parties, if they agreed, would only share in an allocation of the "fixed costs" of the operation. Otherwise, management would be up to Weathersfield, to include the setting of fees, letting of contracts, etc.

**Commented [BG2R1]:** Revise based on allocation formula.

**Commented [EJ3]:** I am pretty sure we talked about an effective date of 7/1/22. West Windsor could not possibly agree to this effective date as it imposes an enormous obligation not in our budget for this year and assumes agreement on all the provisions of an agreement before this July 1.

**Commented [BG4R3]:** Effective date of the agreement may be modified to a later date if we establish an interim plan.



CONTRACT will remain in effect until the new CONTRACT is signed, unless the PARTIES cannot come to an agreement within ninety (90) days.

SECTION 1.2 EVENTS OF TERMINATION

Except as otherwise provided herein, the following shall constitute Events of Termination under this CONTRACT:

- a) The expiration of this CONTRACT without ~~the PARTIES'~~ a Party's written agreement to renew the terms of this CONTRACT.
- b) ~~The PARTIES~~ A Party's failure to follow any section within this AGREEMENT.
- c) A PARTIES receipt of written notice that the TRANSFER STATION is unable to provide services for the PARTIES due to an immediate lack of available funding.
- d) The dissolution, insolvency, involuntary bankruptcy, or voluntary bankruptcy of the TRANSFER STATION
- e) The PARTIES' entry into a new written CONTRACT which expressly supersedes this CONTRACT.
- f) The expiration of ninety (90) days after the PARTIES receipt of written notice that ~~the PARTIES intend~~ a Party intends to use another entity to provide its Solid Waste Disposal Services.
- g) The expiration of ninety (90) days after the PARTIES receipt of written notice that one of the PARTIES established its own Transfer Station.

**Commented [EJ5]:** Who would send this? Presumably the Town of Weathersfield indicating its overall management prerogative.

**Commented [BG6R5]:** Yes, if the Transfer Station can no longer provide services due to a lack of available funding and no remedy, then a notice would be sent. However, the JC would be well aware of any financial issues in advance allowing us time to figure things out.

SECTION 1.3 EFFECT OF AN EVENT OF TERMINATION

- a) Upon Termination of this CONTRACT by either PARTY without resolution, the opposing PARTIES rights to use the Transfer Station will be revoked & Permit Stickers will be invalidated for that PARTY.
- b) WEATHERSFIELD shall provide the PARTIES with notice of the occurrence of an Event of Termination. If such Event of Termination is not cured or remedied by the PARTIES within thirty (30) days after the PARTIES receive such written notice from WEATHERSFIELD, then the PARTIES shall have the right to terminate this CONTRACT. A termination of this CONTRACT under this Section shall cause the rights and obligations of the PARTIES to this CONTRACT to terminate and cease, except as expressly provided otherwise in this CONTRACT.

SECTION 1.4 WEATHERSFIELD'S RIGHT TO TERMINATE WITH CAUSE

WEATHERSFIELD, in its sole discretion, may terminate this CONTRACT by providing the PARTIES written notice that the WEATHERSFIELD is terminating this CONTRACT, no earlier than ninety (90) days following the latter's receipt of this notice.

**Commented [EJ7]:** Ditto, Weathersfield's overall authority. I support this, but therefore would not agree to West Windsor agreeing to "equal financial and administrative responsibility to fund the TRANSFER STATION."

**Commented [BG8R7]:** This is normal contract language that protects all parties. We might want to bump up the number of days. Lets discuss.

**ARTICLE II ... PROVISION OF SERVICES**

**SECTION 2.1 SERVICES PROVIDED**

WEATHERSFIELD agrees to furnish and provide continuing Solid Waste disposal and recycling services for residents of WEATHERSFIELD, READING, and WEST WINDSOR by providing Permit Stickers to each of the PARTIES for entrance into the facility, supplying punch tickets at various locations, insuring the TRANSFER STATION is open for business with personnel, including Transfer Station attendants, administrative personnel, and contractors to fulfill the operational requirements of the TRANSFER STATION, complying with all local, state, and federal laws.

**SECTION 2.2 MATERIALS ACCEPTED WITH FEES**

The TRANSFER STATION accepts the following materials with fees:

- Trash (MSW) Disposal
- C&D Disposal
- Bulky Waste Disposal
- Appliance Management and Disposal
- Propane Tank Drop-Off
- Tire Drop-Off

No other materials will be accepted with fees. Fees will be paid with punch cards.

**SECTION 2.3 MATERIALS ACCEPTED WITHOUT FEES**

The TRANSFER STATION accepts the following materials without fees:

- Zero Sort (Single Stream) Recycling
- Glass Recycling
- Scrap Metal Recycling
- Electronics Recycling
- Motor Oil Drop-Off
- Automotive and Household Battery Recycling
- Fluorescent Bulb Recycling
- Brush (Under 3") Drop Off
- Food Waste Drop-Off

No other materials will be accepted without fees. Fees are built into the annual Permit Sticker price.

**SECTION 2.4 MONTHLY REPORTS**

**Commented [BG9]:** The Weathersfield Selectboard stated that we can begin charging for food waste drop off with punch tickets. Lets discuss modifying punch cards to allow for this. How many punches is sufficient? What does DSM think?

TRANSFER STATION administration will be responsible for providing monthly reports to the Transfer Station Joint Committee monthly. The PARTIES will be responsible for updating each PARTIES respective Selectboard and residents. Monthly Reports will include any essential updates regarding finance, personnel, inspections, changes to recycling or solid waste contract with haulers, policy changes, and any other update requiring notification of the committee.

SECTION 2.5 STRATEGIC PLAN

The PARTIES acknowledge that financial decisions may be required during the term of this CONTRACT to support the TRANSFER STATION, including but not limited to, possible acquisition of replacement capital, trash compactors and containers, infrastructure, and heavy machinery. By no later than October 31, 2021, the PARTIES shall develop a long-term, ten-year Strategic Plan outlining projected dates when the TRANSFER STATION believes such construction, acquisition, and replacements should occur and with projected costs. The Strategic Plan shall be updated annually by the PARTIES no later than September 1st of each succeeding year. When considering whether to provide additional funds for these expenditures to be used by the TRANSFER STATION in performing its obligations under this CONTRACT, WEATHERSFIELD may, in its discretion, opt to acquire and retain title to that property itself and then make the real property available to the TRANSFER STATION through one or more leases or through other means, for the PARTIES to use to perform its obligations under this CONTRACT. It is WEATHERSFIELD'S responsibility to compile reports with information obtained from the administration of WEATHERSFIELD.

**Commented [EJ10]:** Reading and West Windsor would only be advisors in this planning process as the ultimate decisions would be Weathersfield's.

**Commented [BG11R10]:** Correct, but considering both towns are members at the transfer station input from advisory assists us in making the right decision for all.

SECTION 2.6 STATE & LOCAL STATUTES, CODES, ORDINANCES & POLICIES

The TRANSFER STATION shall provide Solid Waste Disposal Services to the PARTIES in a manner that is consistent with Vermont Statutes, the Vermont Administrative Code, and any applicable adopted WEATHERSFIELD ordinances and policies. Said policies, ordinances and plans may be amended and/or modified by WEATHERSFIELD from time to time in WEATHERSFIELDS discretion or as may be required by applicable law. Policies will be reviewed with the Transfer Station Joint Committee prior to amendment to obtain input and a recommendation from the Transfer Station Joint Committee.

SECTION 2.7 TRANSFER STATION JOINT COMMITTEE

Each of the PARTIES shall designate a representative from their towns respective Selectboard to the Transfer Station Joint Committee. This committee shall hold quarterly meetings to discuss finance and any other aspect of Transfer Station Operations that a member of the committee requests for inclusion on the Agenda. The committee will vote to make recommendations to the WEATHERSFIELD Selectboard on finance and any other Transfer Station operation deemed appropriate by the Committee, such as policy changes, materials accepted with and without fees, personnel changes, strategic planning, reserves, etc.

**Commented [EJ12]:** See above re Weathersfield's ultimate control; committee advisory only. The representative should not have to be a Selectboard member.

**Commented [BG13R12]:** Maybe we should add information that states a SB member is recommended. Perhaps it will be OK for each member towns SB to appoint a representative to this advisory committee. What would that process look like? How often will the REP update each member towns SB?

**ARTICLE III ... OPERATING FUNDS, PERMIT STICKERS, AND PUNCH TICKETS**

**SECTION 3.1 ANNUAL BUDGET; OPERATING FUNDS; APPROPRIATIONS**

A. On November 1st of each year, the WEATHERSFIELD Town Manager shall prepare and submit to the Joint Committee the following:

- a. A detailed written request for "TRANSFER STATION Appropriated Operating Funds," for the upcoming TRANSFER STATION Budget;
- b. A proposed budget for the upcoming fiscal Year;
- c. Detailed request for any reserve appropriation or large capital expenditure.

**Commented [EJ14]:** What is the distinction being made here?

B. The PARTIES will review all materials submitted and provide input on the TRANSFER STATION proposed budgets and TOWN appropriation request. The Town Manager shall submit his/her recommendation, no later than December 1st, to the WEATHERSFIELD Selectboard as proposed TOWN funding for the next fiscal year, the READING Selectboard Chair shall submit his/her recommendation, no later than December 1st, to the READING Selectboard as proposed TOWN funding for the next fiscal year, and the Selectboard Chair in WEST WINDSOR shall submit his/her recommendation, no later than December 1st, to the WEST WINDSOR Selectboard as proposed TOWN funding for the next fiscal year, If the PARTIES disagree with the budget recalculation of the Town Manager, the PARTIES may appeal to the Selectboard.

**Commented [BG15R14]:** Changing the order of this might be helpful. The detailed written request to each member town would be each member towns portion of the fixed costs at the Transfer Station for each respective year based on the proposed budget. For example, if the fixed costs are 130K, then we would use that number in the allocation formula and a draft written request to each respective town would be submitted to the JC first. This allows the JC to review everything and have input before it goes to each towns board for comment/approval.

C. The WEATHERFIELD Selectboard, with input from the WEATHERSFIELD Town Manager, shall determine the final amounts to be required from each of the PARTIES to present to the Voters as proposed appropriations for the TRANSFER STATION. The appropriations shall appear as separate line items in the General Fund budget of each TOWN.

**Commented [EJ16]:** It is not clear here that the three towns are only agreeing to allocate fixed costs for the operation. Those fixed costs need to be clearly defined in the budget proposal.

It is WEATHERSFIELD'S responsibility to compile reports with information obtained from the Transfer Station Joint Committee designee of each respective PARTY.

**Commented [BG17R16]:** Agreed.

**SECTION 3.2 ALLOCATION FORMULA PER TOWN**

The budget approved by the WEATHERSFIELD Selectboard will be paid for equally by each of the PARTIES. The latest town-specific figures for owner and rental housing units published at the website <https://www.housingdata.org/profile/housing-stock/housing-units> will be used to allocate a share of the fixed cost budget to each town, i.e., the year's fixed cost budget multiplied by the total of these units for each town divided by the total for all three towns. Using this source for the allocation is warranted as it is a widely used and reliable provider of this kind of information.

**SECTION 3.2 LIMITATION OF FUNDING OBLIGATION**

The PARTIES will not have any obligation to fund the TRANSFER STATION with appropriations over and above amounts requested by WEATHERSFIELD. In the case the

Transfer Station is operating on a deficit, the fund will be brought current with funding from each of the PARTIES.

SECTION 3.3 APPROPRIATED OPERATING FUNDS

The appropriation approved at TOWN Meeting for Operating Funds shall be an Enterprise Fund accounted for by WEATHERSFIELD administration. READING and WEST WINDSOR shall disburse such funds as provided for in Section 3.4 Disbursement. Any unexpended funds at the end of the year, as long as the Enterprise Fund is in a surplus situation, will be placed in the Transfer Station Reserve at the discretion of the WEATHERSFIELD Selectboard.

SECTION 3.4 DISBURSEMENT

The Annual Appropriation approved at Town Meeting by each PARTY shall be made available to the TRANSFER STATION as a lump sum payment no later than July 31<sup>st</sup> of each year, year by year until this CONTRACT expires without renewal. The TRANSFER STATION shall follow the Weathersfield Purchasing Policy for all purchases submitted to Weathersfield for payment. Weathersfield shall make payment for such purchases directly to the TRANSFER STATION creditors. Weathersfield shall not be obligated to disburse funds for payment of purchases not made in accordance with Weathersfield Purchasing Policy, nor for the costs of maintenance or repairs to vehicles, equipment, or other items so purchased.

SECTION 3.5 DIRECT PROVISION

The PARTIES may, at its sole discretion, directly provide goods and services to the TRANSFER STATION which the TRANSFER STATION which would otherwise obtain from outside sources, including but not limited to fuel, general supplies, and the like. The PARTIES shall have no obligation to disburse funds for payment of the costs of goods and services, which the PARTIES offer to provide.

SECTION 3.6 PERMIT STICKERS

In exchange for the annual appropriation to the TRANSFER STATION by the PARTIES, WEATHERFIELD, READING, AND WEST WINDSOR will receive a Permit Sticker for each of their residents. Permit Stickers will be subject to WEATHERSFIELD'S Transfer Station Permit Sticker Policy, which must be administered in WEATHERFIELD, READING, and WEST WINDSOR. All PARTIES must adopt the WEATHERSFIELD'S Transfer Station Permit Sticker Policy by their respective Selectboard's. Permit Stickers are used to pay for the TRANSFER STATIONS Fixed Costs. Permit Stickers will expire each year on 07/31. Permit Stickers will be distributed once Section 3.4 is fulfilled.

SECTION 3.7 PUNCH TICKETS

Permit Stickers are required for Punch Ticket purchases. Punch Tickets are used to pay for the variable costs at the Transfer Station as identified in Section 2.2.

**Commented [EJ18]:** This statement needs clarification. First, if a deficit results from Weathersfield not carefully monitoring and managing charges that cover variable costs, Reading and West Windsor should not be liable. If fixed costs reasonably exceed what was budgeted and appropriated, that deficit might be rolled until the next year's allocation.

**Commented [BG19R18]:** Lets discuss this some more.

**Commented [EJ20]:** One for any holder of property on the town's Grand List."

**Commented [BG21R20]:** If we exclude certain parcels from the count, for example, parcels that only have land (no building), are you recommending that residents who do not pay the permit sticker fee obtain a permit sticker at no cost? Or should the permit sticker be optional? If so, we need a tracking system for those sales.

**Commented [EJ22]:** This vests too much authority in Weathersfield alone. In exchange for sharing the fixed costs of the facility, each town gets sufficient a sufficient number of stickers in exchange. The policy must be agreed to by all three towns. Furthermore, if a town sells stickers to qualified users (holders of property on its Grand List) it must be entitled to retain that revenue.

**Commented [BG23R22]:** I couldn't agree more on this and we definitely want a policy and system that will work in all three towns. Lets chat more about that. I will forward the proposed policy.

**Commented [EJ24]:** Permit stickers are required for entry into the facility. Punch cards must be priced to cover the costs of disposal identified in Section 2.2.

**Commented [BG25R24]:** Agreed.

**ARTICLE IV ... DISBURSEMENT OF OPERATING FUNDS**

**Commented [EJ26]:** I stopped here as consideration of remaining details can await agreement on preceding sections.

**SECTION 4.1 DESIGNATION OF AGENT**

The PARTIES shall designate an agent (or agents) with authority to submit WEATHERSFIELD the allocation requested. The PARTIES may change that agent from time to time by a similar writing. The submission of a payment request by WEATHERSFIELD to that agent shall be deemed a representation by the PARTY that the payment requested by WEATHERSFIELD is authorized by the PARTIES and proper in all respects. WEATHERSFIELD, when submitting a payment request, may conclusively rely on that representation.

**SECTION 4.2 MAINTENANCE OF VEHICLES AND EQUIPMENT**

- a) The purchase of all equipment and motorized apparatus is the responsibility of the PARTIES, in accordance with the Strategic Plan and identified needs of the TRANSFER STATION.
- b) WEATHERSFIELD will provide maintenance and repairs for all vehicles and apparatus. All repairs and maintenance will receive prior approval from the Town Manager and/or his designee.
- c) Reimbursement for any maintenance, repairs, inspections, etc. from the PARTIES will only be made with prior approval from each of the PARTIES respective Selectboard's.

**ARTICLE V ... RESERVE FUNDS**

**SECTION 5.1 RESERVE FUNDS**

WEATHERSFIELD currently maintains Reserve Funds (Solid Waste Management Reserve) for the benefit of providing Solid Waste Disposal services for the PARTIES. The continued existence of such Reserve Funds, or the establishment of additional Reserve Funds, shall be at the sole discretion of WEATHERSFIELD. All Reserve Funds must be used according to the WEATHERSFIELD Fund Balance and Reserve Fund Balance Policy.

**SECTION 5.2 ANNUAL RESERVE FUND APPROPRIATIONS**

Reserve Funds shall be funded in accordance with the WEATHERSFIELD Reserve Fund Balance Policy.

Reserve fund appropriation requests shall be submitted in writing to each of the PARTIES on or before Town Meeting.

- a. Each PARTY will review the request and shall submit its recommendation, no later than November 1st, to the WEATHERSFIELD Town Manager as a proposed article to be placed on the TOWN Warning and/or within the PARTIES Town Operating Budget.
- b. If there are questions about the amount of any proposed appropriation, the PARTIES Representative shall request this item be placed on the Transfer Station Joint Committees Agenda for discussion
- c. The amount and description of warning for any proposed Reserve Fund appropriation shall be determined by WEATHERSFIELD.
- d. Any reimbursed funds of any kind shall be deposited into Transfer Station Reserves.

**SECTION 5.3 DISBURSEMENT OF RESERVE FUNDS**

Disbursement of Reserve Funds for purchases shall occur in accordance with the WEATHERSFIELD Purchasing and Reserve Fund Balance Policies.

**ARTICLE VI ... TITLE TO PROPERTY**

**SECTION 6.1 VEHICLES AND APPARATUS**

Title to all vehicles and apparatus acquired in whole or in part with monies derived from WEATHERSFIELD Funds shall be in the name of WEATHERSFIELD.

**SECTION 6.2 CAPITAL EQUIPMENT PURCHASED WITH TOWN FUNDS**

Title to all Capital Equipment acquired in, whole or in part, with WEATHERSFIELD Funds shall be the name of WEATHERSFIELD.

**ARTICLE VII... GENERAL PROVISIONS**

**SECTION 7.1 ASSIGNABILITY**

This CONTRACT shall not be assignable, in whole or in part, by the PARTIES without the WEATHERSFIELD Select Board's written Approval.

**SECTION 7.2 AMENDMENT**

This CONTRACT may be amended from time to time by mutual agreement of all the PARTIES.

No changes to this CONTRACT will be valid or recognized unless a mutually signed amendment is made.

**SECTION 7.3 GOVERNING LAW**

This CONTRACT shall be governed by, and construed in accordance with, the laws of the State of Vermont.

SECTION 7.4 ENFORCEMENT

In the event a PARTY violates this AGREEMENT, the agreement be subject to Section 1.3 of this AGREEMENT.

SECTION 7.5 ENTIRE AGREEMENT

This CONTRACT constitutes the entire agreement of the PARTIES with respect to the subject matter hereof and supersedes all prior CONTRACTs and undertakings, both written and oral, between the PARTIES to this CONTRACT with respect to the subject matter of hereof. Neither party makes and representation or warranty with regard to the subject matter of this CONTRACT other than those expressly set forth herein.

Dated at Town of Weathersfield, Windsor County, State of Vermont, this 21st day of June 2021.

\_\_\_\_\_  
Selectboard Chair  
Reading

\_\_\_\_\_  
Selectboard Chair  
West Windsor

\_\_\_\_\_  
Town Manager, Weathersfield

\_\_\_\_\_  
Select Board Chair, Weathersfield

\_\_\_\_\_  
Town Clerk, Weathersfield



ATTACHMENT B  
[WEST WINDSOR SB MINUTES]

**From:** [Paul Tillman](#)  
**To:** [Brandon Gulnick](#)  
**Subject:** West Windsor Minutes on the Transfer Station for the last few months.  
**Date:** Tuesday, June 1, 2021 7:50:11 AM  
**Attachments:** [image.png](#)  
[image.png](#)  
[image.png](#)  
[image.png](#)

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Brandon,

May 42th minutes from West Windsor

continue their discussion outside the meeting. Peter said he would welcome that.

- 16) Transfer Station discussion – Win said Weathersfield reached out to West Windsor and Reading more than a year ago to discuss how the three towns can work together to eliminate the Transfer Station’s deficit. Win said West Windsor asked them to start enforcing the sticker requirement, which they did, and sticker sales increased significantly. Now, Win said, Weathersfield wants to address the equity issue. Weathersfield and Reading both appropriate funds for the transfer station and West Windsor does not. Win said if West Windsor made an appropriation it would be around \$30,000 and we could then keep the revenue from sticker sales to defray the cost. Matt asked if we could make the appropriation and then give residents a sticker at no charge. Win said he thinks the status quo is pretty good but Weathersfield’s Town Manager says the status quo is off the table. Matt asked what the appropriation is based on. Win said the proposal is to allocate the transfer station’s fixed costs based on the number of households in each town. Matt asked if it would have to be voted on at Town Meeting. Win said yes. If they want to close the transfer station to West Windsor residents, Win said, they’re going to lose all our sticker revenue. Win added that the proposal is fair, and Ted Siegler thinks we should do it. Ultimately, Matt said, we’ll have to go to the voters if we’re including an appropriation in the budget, and then people are going to want their stickers for free. There was discussion about alternatives to the transfer station and the value of the services it provides.

April 26th

and strange information to the survey, and said he will contact Dan later.

- 13) Transfer Station update – Win said he sent Matt and Brett the documents that were circulated by Weathersfield two hours before the meeting. Win said Ted Siegler has looked at them and he thinks the draft does reflect many of the principles that Win and Bob Allen had presented. Win said since Weathersfield started enforcing the sticker requirement, they’re meeting their budget, so the status quo is working. Brett asked if West Windsor can stick with buying stickers and punch cards if that’s what we want to do. Win said that’s a good question and described how Weathersfield and Reading fund their contributions to the transfer station. Win said we’ll have to rely on the advice of DSM and have much more discussion.

April 12th

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19) Weathersfield Transfer Station – Win the transfer station has been losing money so Weathersfield reached out to Reading and West Windsor to see if the three towns can collaborate to alleviate the burden on Weathersfield since all three towns benefit from the transfer station. Win said he and Bob Allen from Reading attended a couple of meetings and recommended that the three towns share the cost of a study to be done by DSM Environmental. At the last meeting of this informal group, DSM made a presentation and the towns were to submit questions and comments. Win said West Windsor is the only town that shared questions. Win said Bob called him to talk about how the towns might help Weathersfield defray the deficit they're incurring. Win said he and Bob put together some principles they thought should be included in an agreement. Win said there's been no comment on that from Weathersfield and the next meeting is scheduled for the 22<sup>nd</sup>. Win said they've received no indication from Weathersfield about what they expect from the two towns. Win said he has reservations about attending the next meeting but he will, unless Brett or Matt wants to attend in his place, and he'll just listen and report back. Win said he thinks the status quo is the best option for West Windsor as long as it doesn't jeopardize the future of the transfer station. Ted said it's hard to figure out where the Weathersfield Town Manager is coming from but he has encouraged Win to continue to participate. Ted said roughly two-thirds of the households in West Windsor use the transfer station so it's a valuable asset to the town. Ted said the transfer station budget is reasonable, they're operating it reasonable well and, now that they're enforcing the permit requirement, they're raising a fair amount of revenue from West Windsor. Matt asked if they can use Covid funding for some of the projects they want to do at the transfer station. Ted said they don't have very many capital projects; they need to replace the compactor and the concrete pad underneath it and eventually they're going to need to replace the skid steer loader, but the financing costs for that total about \$10,000 per year. Ted said Covid funding may be one option and the state is also looking to increase grants to transfer stations for improvements. Ted said the variable costs are covered by the punch card fees. The fixed costs are funded by an assessment on each property in Weathersfield, a flat fee in Reading, and permit sales in West Windsor. When they stopped enforcing the permit requirement, Weathersfield and

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Reading were essentially subsidizing West Windsor so we're trying to figure out a fair way to allocate West Windsor's share of the fixed operating costs to our town. Matt noted that there's no longer an income stream from recyclables as there used to be five years ago. Ted agreed and said operating costs have gone up as a result. Brett thanked Win for his ongoing participation.

March 8th

the space. SWWCSWMD appointments: **Win moved to reappoint Tom Kenyon as the Town's representative to the Southern Windsor/Windham County Solid Waste Management District, and to reappoint Matt Kantola as the alternate representative. Brett seconded the motion, which passed unanimously.** Win said we've been making progress on the issue with the transfer station, thanks in large part to the analysis done by Ted Siegler and Natalie Starr. Win said this is a key transfer station in the Solid Waste Management District and the district has shown no interest in the project or the problem.

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Matt asked if the towns are going to share the study with the district. Win said they have talked about approaching the district once they have a solution worked out. Win said each of the three towns contributed \$2,000 to have DSM do the study. Martha asked if the study is available. Win said yes, he'll send it out tonight. Win said he doesn't understand what the solid waste management district does if they don't do anything about a transfer station that is instrumental to waste management in the district.

*Paul Tillman*

**Select Board Clerk**

*Board of Civil Authority Clerk*

*Board of Abatement Clerk*

*Select Board Solid Waste Representative*

*Town Representative to the Southern Windsor/Windham Counties Solid Waste Management District*

*Prudential Committee Ex-Officio Member*

**Planning Commission Vice Chair**

[ptillman@weathersfield.org](mailto:ptillman@weathersfield.org)

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

# TOWN OF WEATHERSFIELD, VERMONT

## FIREWORKS POLICY

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### **I. Authority**

This policy is adopted pursuant to the authority granted in Title 24, Section 872 of the Vermont Statutes Annotated.

### **II. Purpose**

To promote the safety and wellbeing of all residents and visitors, the Town of Weathersfield upholds Vermont Statute Title 20, Chapter 177, Subchapter 3, on the sale and use of fireworks, and guidelines set forth by the Vermont State Department of Public Safety, Division of Fire Safety.

### **III. Definitions**

Definitions are defined by Vermont Statute Title 20:177, 3131.

### **IV. Prohibitions; Permits**

According to Vermont Statute Title 20:177, 3132, it shall be unlawful for any person, firm, co-partnership or corporation to do any of the following, with exceptions only as provided:

(1) Offer for sale, expose for sale, sell at retail or wholesale, or possess fireworks unless the person has been issued a permit by both the U.S. Bureau of Alcohol, Tobacco, and Firearms and the municipality in which the person offers for sale and stores the fireworks.

(2) Use, possess, or explode any fireworks unless the person has been issued a permit to display fireworks by the Town of Weathersfield.

(3) Transport fireworks except in interstate commerce.

(4) Offer for sale or sell hand-held sparklers to a minor, as described in Vermont Statute Title 20:177, 3131.

(5) Offer for sale or sell sparklers that are not in compliance with the United States Consumer Product Safety Commission regulations.

Any display for which a permit is issued shall be handled by a competent operator and located, discharged or fired as shall not be hazardous to property or endanger any person or persons. Approval will be granted by the Weathersfield Select Board, with additional signatory acknowledgments required by the Weathersfield Police Chief, Ascutney Fire Chief, Weathersfield Fire Warden, West Weathersfield Fire Chief and the Town Manager.

Application for permits shall be made to the Weathersfield Town Manager, in writing, at least 21 days in advance of the date of the display. After the permit has been granted, sales, possessions, use and distribution of fireworks for the display shall be lawful for that specific purpose and date/rain date only. No permit granted under this section shall be transferable.

The Town of Weathersfield will not issue a permit when a state or local ban on outside burning is in effect. A permit that has been approved prior to a burning ban shall be suspended, unless a formal waiver is obtained due to available additional resources to lessen any fire danger.

# TOWN OF WEATHERSFIELD, VERMONT

## FIREWORKS POLICY

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### V. Enforcement

The Vermont State Police and Fire Marshal, sheriff or deputy sheriff, or Weathersfield Police may seize such articles held by a person in violation of this policy and hold the same subject to the order of the court taking jurisdiction of the offense.

According to Vermont Statute Title 20:177, 3135, any person, firm co-partnership or corporation that:

(1) Violates this subchapter shall be guilty of a misdemeanor and subject to a fine of not more than \$100.00 for each violation or imprisoned for not more than 30 days or both.

(2) Presents an indoor firework display without first receiving a permit shall be guilty of a misdemeanor and shall be subject to a fine of not more than \$5,000.00 or imprisonment of not more than one year, or both. (Amended 1967, No. 345 (Adj. Sess.), § 30, eff. April 1, 1969; 2003, No. 15, § 3, eff. May 6, 2003.)

### VI. Effect

No section of this policy shall be construed to supersede or replace any Vermont Statute.

This policy is hereby adopted by the Selectors of the Town of Weathersfield, Vermont, this 15th day of May, 2017, and is effective as of this date until amended or repealed.

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Chairperson

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**Town of Weathersfield, Vermont**

**Application for Fireworks Display**

Sponsor of the Display: Mark Girard \_\_\_\_\_

Name of Sponsor's Authorized Representative: Mark Girard \_\_\_\_\_

Mailing Address: 167 Thrasher Rd., Windsor, VT 05089 \_\_\_\_\_

Phone Number: (603) 300-7860 \_\_\_\_\_ Email: racing1122@yahoo.com \_\_\_\_\_

Location of Display: 167 Thrasher Rd., Ascutney, VT \_\_\_\_\_

Date of Display: 07/01/21 \_\_\_\_\_ Display Time: From 9:00 p.m. \_\_\_\_\_ To 10:00 p.m. \_\_\_\_\_

Details of Display: Consumer Style, UN labeled 1.4G  yes Display Style, UN labeled 1.3G  yes

Maximum Shell Size: 4" \_\_\_\_\_

Location of fireworks storage prior to discharge: In ATF approved magazines in East Montpelier, VT \_\_\_\_\_

Company Discharging the Display: Northstar Fireworks \_\_\_\_\_

Name of Company Representative: Dianna Jean (D.J.) Montague \_\_\_\_\_

**The following is attached:**

- Site Plan to scale with dimensions, noting launch area, safety zone, tree lines, audience area and parking.
- Description of the safety measures that will be employed, such as ease of accessibility by first responders, general fire protection measures, and security of the safety zone.
- Certificate of Liability Insurance: if display style, from the company discharging the fireworks; or, if consumer style, from the property owner.

**Sponsor agrees that the Town of Weathersfield shall be held harmless for any personal injury or property damage that may occur from any permitted fireworks display. Sponsor and Authorized Representative agree by signing they have read and will comply with the Weathersfield Fireworks Policy and the pertinent Vermont State Statute.**

Signature of Sponsor's Authorized Representative

Date



5/24/21

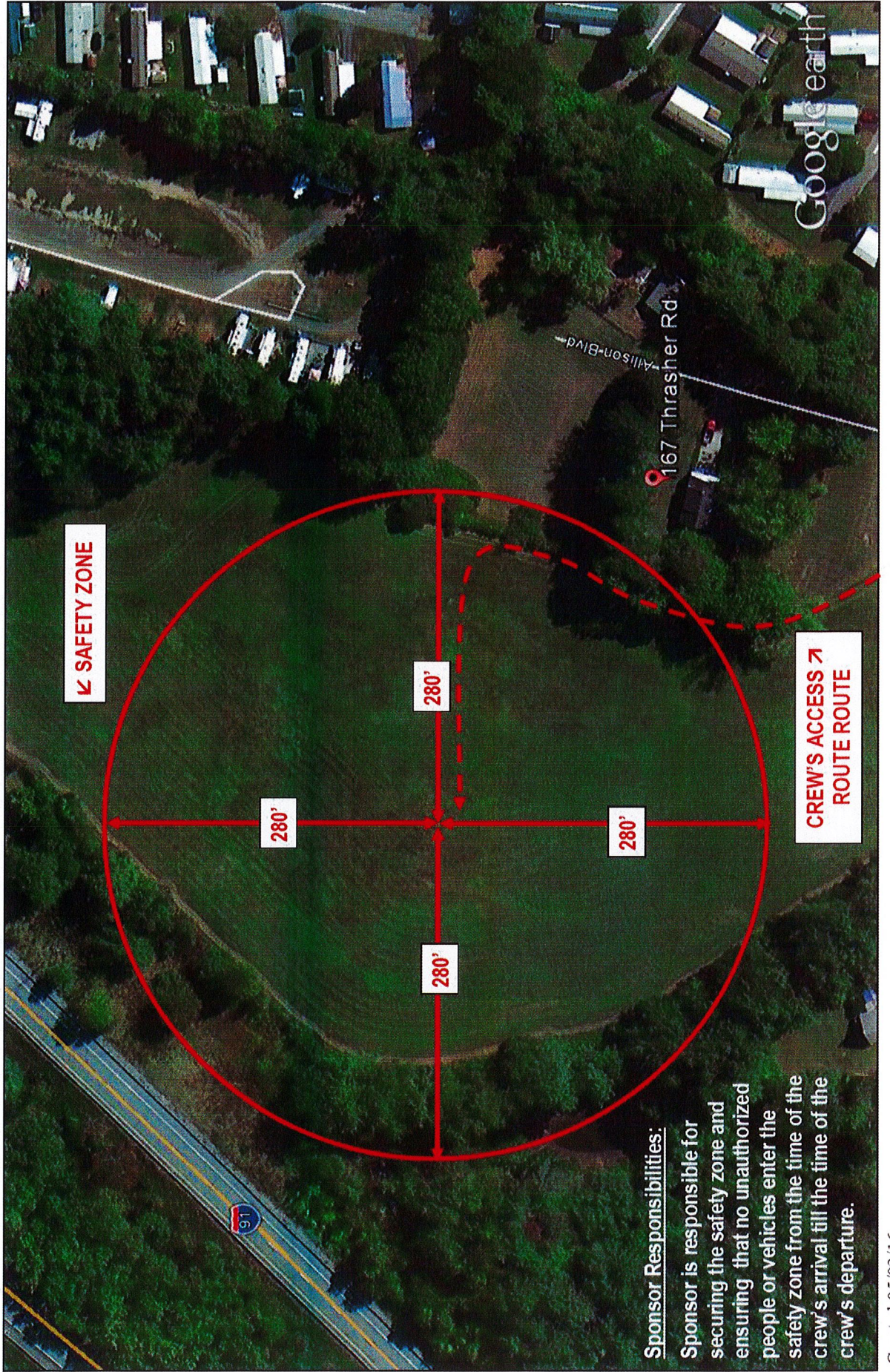
Acknowledgements: _____	
Weathersfield Police Chief	Weathersfield Fire Warden
_____	_____
Ascutney Volunteer Fire Department Fire Chief	West Weathersfield Volunteer Fire Department Fire Chief
_____	_____
Town Manager	
Action by Board: _____ Approved _____ Denied Date of Action: _____	
	Selectboard Chair
Terms and Conditions: _____	
_____	
_____	



# Mark Girard

167 Thrasher Rd., Ascutney, VT

Professional, 1.3G Fireworks and Consumer, 1.4G Fireworks



### Sponsor Responsibilities:

Sponsor is responsible for securing the safety zone and ensuring that no unauthorized people or vehicles enter the safety zone from the time of the crew's arrival till the time of the crew's departure.



# Proposed Safety Measures for Fireworks Display

Mark Girard

167 Thrasher Rd., Ascutney, VT 05030

July 1, 2021

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

## Certificate of Insurance

26271

Issue Date: 5/17/2021

PRODUCER  
Professional Program Insurance Brokerage  
371 Bel Marin Keys Blvd., Suite #220  
Novato, California 94949

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED  
Vermont Fireworks Co., Inc.  
DBA: Northstar Fireworks Displays  
P.O. Box 65  
E. Montpelier, VT 05651

INSURER A: Underwriter's at Lloyd's, London

INSURER B:

INSURER C:

INSURER D:

**COVERAGES:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE 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.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/21-0009	1/24/2021	1/24/2022	EACH ACCIDENT	\$6,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$6,000,000
					PRODUCTS-COMP/ OPS AGG	

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Certificate holder is additional insured as respects the following:

Date(s) of Display: 7/1/2021

Location: 167 Thrasher Rd., Ascutney, VT 05030

Additional Insured: Mark Girard (sponsor), Mark Girard and Amanda Athorne (property owners), Village of Ascutney, Town of Weathersfield

Rain Date(s):

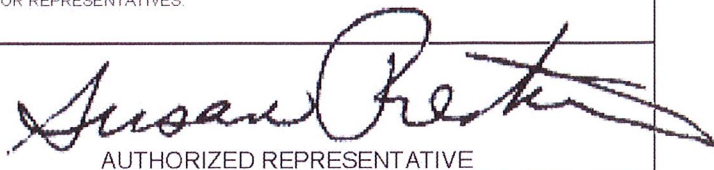
**The company issuing this policy has not been licensed by the State of Vermont and the rates charged have not been approved by the Commissioner of Insurance. Any default on the part of the insurer is not covered by the Vermont Insurance Guaranty Association.**

Type of Display: Aerial Fireworks Display

**CERTIFICATE HOLDER**

Mark Girard  
P.O. Box 127  
Ascutney, VT 05030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

  
AUTHORIZED REPRESENTATIVE

## Certificate of Insurance

26271

Issue Date: 5/17/2021

PRODUCER  
Professional Program Insurance Brokerage  
371 Bel Marin Keys Blvd., Suite #220  
Novato, California 94949

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INSURERS AFFORDING COVERAGE

INSURED  
Vermont Fireworks Co., Inc.  
DBA: Northstar Fireworks Displays  
P.O. Box 65  
E. Montpelier, VT 05651

INSURER A: Underwriter's at Lloyd's, London

INSURER B:

INSURER C:

INSURER D:

**COVERAGES:**

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CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/21-0009	1/24/2021	1/24/2022	EACH ACCIDENT	\$6,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$6,000,000
					PRODUCTS-COMP/ OPS AGG	

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

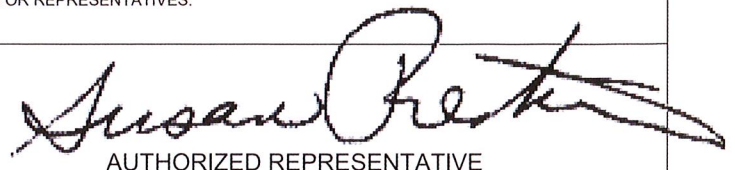
Certificate holder is additional insured as respects the following:

Date(s) of Display:	7/1/2021
Location:	167 Thrasher Rd., Ascutney, VT 05030
Additional Insured:	Mark Girard (sponsor), Mark Girard and Amanda Athorne (property owners), Village of Ascutney, Town of Weathersfield
Rain Date(s):	<b>The company issuing this policy has not been licensed by the State of Vermont and the rates charged have not been approved by the Commissioner of Insurance. Any default on the part of the insurer is not covered by the Vermont Insurance Guaranty Association.</b>
Type of Display:	

**CERTIFICATE HOLDER**

Mark Girard  
P.O. Box 127  
Ascutney, VT 05030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

  
AUTHORIZED REPRESENTATIVE



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 7, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: Personnel Policy Updates**

Dear Weathersfield Selectboard,

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

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

Respectfully,

*Brandon Gulnick*

Brandon Gulnick  
Town Manager



# Town of Weathersfield

# 2020

## Personnel Policy



Personnel Policy approved on 1-7-2019  
revised 6-15-2020

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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.

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

## **SECTION 8: PAY PLAN**

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

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

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

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

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

## **SECTION 9: OUTSIDE EMPLOYMENT**

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

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

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

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

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

## **SECTION 11: POLITICAL ACTIVITY**

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

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

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

## **SECTION 12: NEPOTISM**

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

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

## **Section 13: PERSONNEL RECORDS**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 16: PERFORMANCE EVALUATIONS**

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

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

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

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

## **SECTION 17: EMPLOYEE DISCIPLINE**

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

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

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

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

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

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

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

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

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

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

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

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

**Termination**- See Section 18

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

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



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

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

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

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

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

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

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

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

The decision of the Selectboard shall be final.

## **SECTION 19: DISCIPLINARY APPEAL**

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

## **SECTION 20: GRIEVANCES**

### **Policy**

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

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

### **Procedure**

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

## **SECTION 21: RESIGNATION**

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

## **SECTION 22: SEXUAL HARASSMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Opt-Out Program**

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

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

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

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

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

### **Alternative Coverage**

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

## **SECTION 24: RETIREMENT**

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

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

## **SECTION 25: LEAVE**

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

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

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

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

No leave can be transferred between employees.

### **PARENTAL AND FAMILY LEAVE**

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

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

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

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

### **SHORT TERM FAMILY LEAVE**

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

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

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

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

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

## **HOLIDAY LEAVE**

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

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

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

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

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

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

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

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

## **VACATION LEAVE**

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

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

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

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

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

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

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

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

## **SICK LEAVE**

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

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

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



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

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

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

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

### **BEREAVEMENT LEAVE**

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

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

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

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

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

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

### **Military Leave**

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

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

### **Special Leaves of Absence**

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

### **Compensatory Time**

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

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

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

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

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

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

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

### **Tobacco Policy**

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

## **DRUG - FREE WORKPLACE POLICY**

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

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

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

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

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

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

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

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

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

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

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

## **Transitional Return to Work Policy**

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

## **Designated Provider**

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

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

Select their own physician if they meet the following conditions:

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

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

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

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

**SECTION 27: SEVERABILITY AND EFFECTIVE DATE**

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

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

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

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

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

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

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

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

## Personnel Acknowledgement

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

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

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

\_\_\_\_\_  
Date

## Personnel Acknowledgement

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

- A. I received a copy of the Town's personnel policy on \_\_\_\_\_ and it is my responsibility to familiarize myself with its contents;
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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



# Town of Weathersfield

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

*Brandon W. Gulnick*  
Town Manager

June 7, 2021

Selectboard  
5259 US Route 5  
Ascutney, VT 05030

**Re: Telecommuting Policy Draft**

Dear Weathersfield Selectboard,

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

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

Respectfully,

*Brandon Gulnick*

Brandon Gulnick  
Town Manager



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

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

**II. TEMPORARY ARRANGEMENTS**

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

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

**III. PROCEDURE FOR APPROVAL**

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

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

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**IV. LOGISTICS/ EXPECTATIONS**

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

**V. COMMUNICATION**

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

**VI. WORKSPACE**

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

**VII. EQUIPMENT / SERVICES**

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

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

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

**VIII: EVALUATION**

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

**X: TIME WORKED**

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

**XI: LIABILITY**

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

**XII: PERSONS COVERED**

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

**XII: REPEAL OF INCONSISTENT PROVISIONS**

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

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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

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

**May 10, 2021**

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

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

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

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

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

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

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

## **FUNDING AMOUNTS**

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

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

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

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

## **USES OF FUNDING**

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

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

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

### 1. Supporting the public health response

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

## 5. Providing premium pay for essential workers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 8. Ineligible Uses

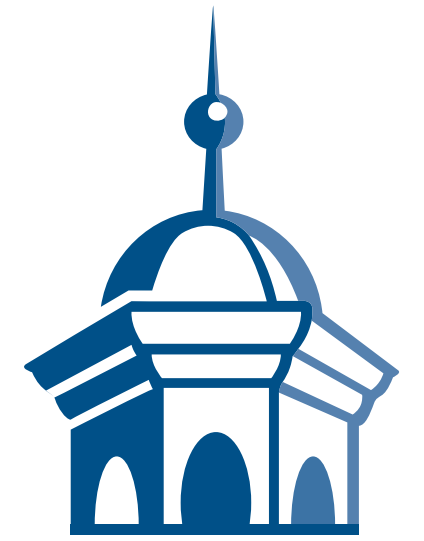
Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of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

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

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

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

May 18, 2021



# Intro to Coronavirus Local Fiscal Recovery Funds

Vermont League of Cities and Towns

# Agenda & Housekeeping

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

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

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

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

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



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


Overview of State and Local Fiscal Recovery  
Funding.

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

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



# Vermont's Share



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

# Be Patient, Be Strategic & Be Deliberate

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

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



Vermont League  
of Cities & Towns

## 1. PRIORITIZE GOOD GOVERNANCE

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

## 2. LEVERAGE YOUR ARPA AID

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

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

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



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

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

# Non-Entitlement Units of Government

(Everyone in Vermont Except Burlington and South Burlington)

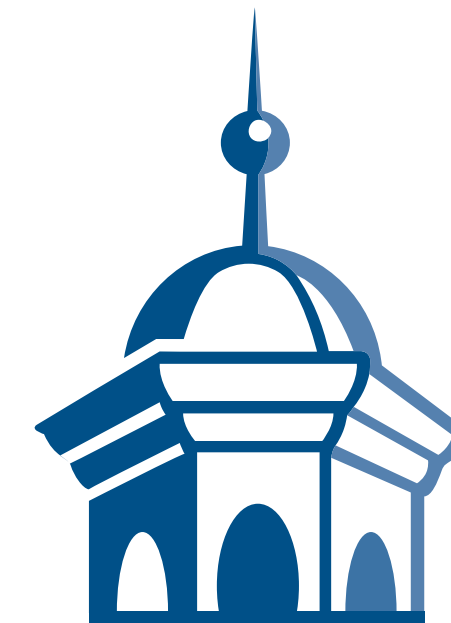
- Treasury is expected to issue allocations for non-entitlement units this week
- Vermont Agency of Administration (AOA) will issue final allocation including county funding on VLCT's webpage
- Towns will need to request (certify) funding from AOA through web portal

# Unanswered Questions...

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

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

NLC Update and Overview of Guidance.



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

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

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



## Framework of Interim Rule

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

## Framework to Assess Eligibility for Projects and Services

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

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

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

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

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

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

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

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

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



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

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

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

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



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

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

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

## Calculating the Loss

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

## Key Points

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

## Steps to Calculating Lost Revenue

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

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

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

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



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



### Seeking Additional Clarification:

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

### Seeking Immediate Fixes:

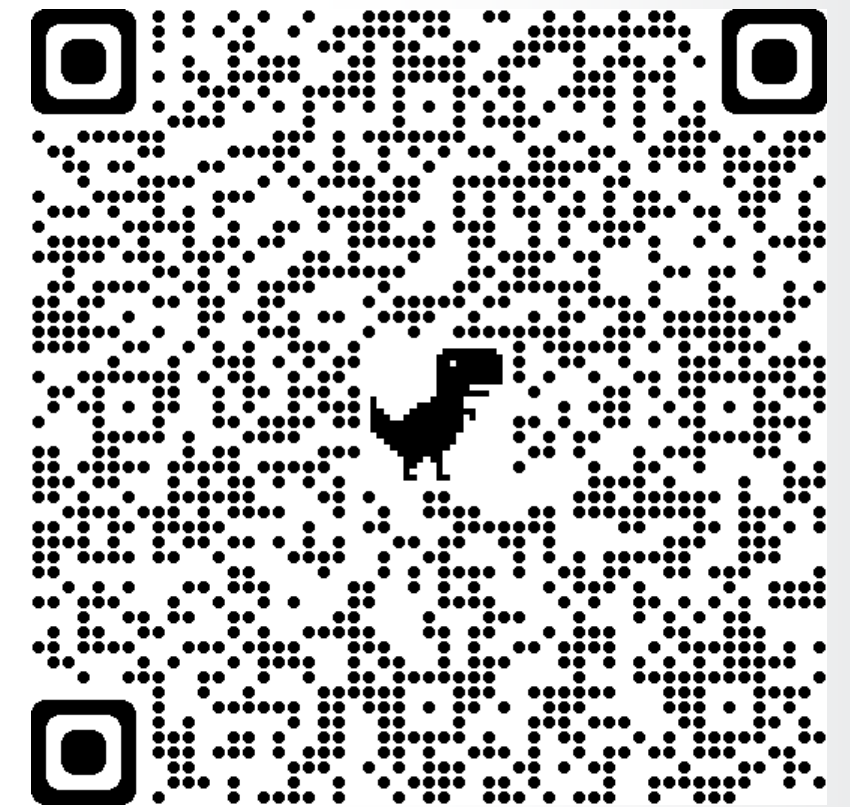
Broadband

Public Utilities

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

The Treasury expects to provide technical assistance to mitigate administration burden

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



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

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



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



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



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

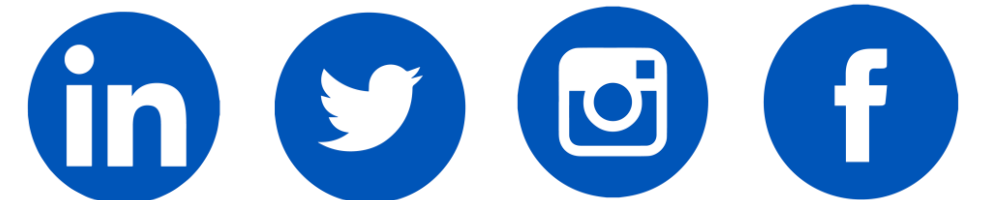


Join 2,500 trusted member cities across the  
nation at [www.nlc.org/membership](http://www.nlc.org/membership)

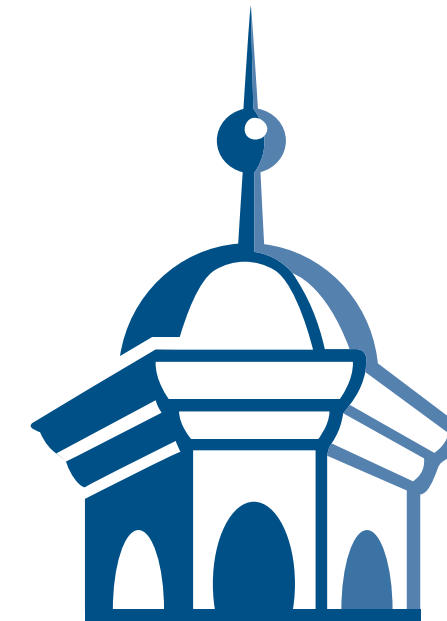




@LEAGUEOFCITIES



**Abigail Friedman**  
Director  
Municipal Assistance Center  
VLCT



Prepare for funding financial requirements  
and planning

# What Does Your Town Need To Do?

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

# What Does Your Town Need To Do?

## Financial

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

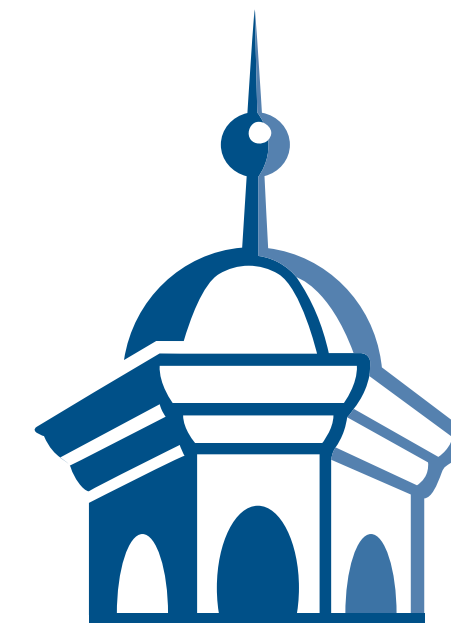


# What Does Your Town Need To Do?

## Selectboard

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

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



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



# VLCT ARPA Coordination and Assistance Program

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



# VLCT ARPA Coordination and Assistance Program

## Quick Facts...

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

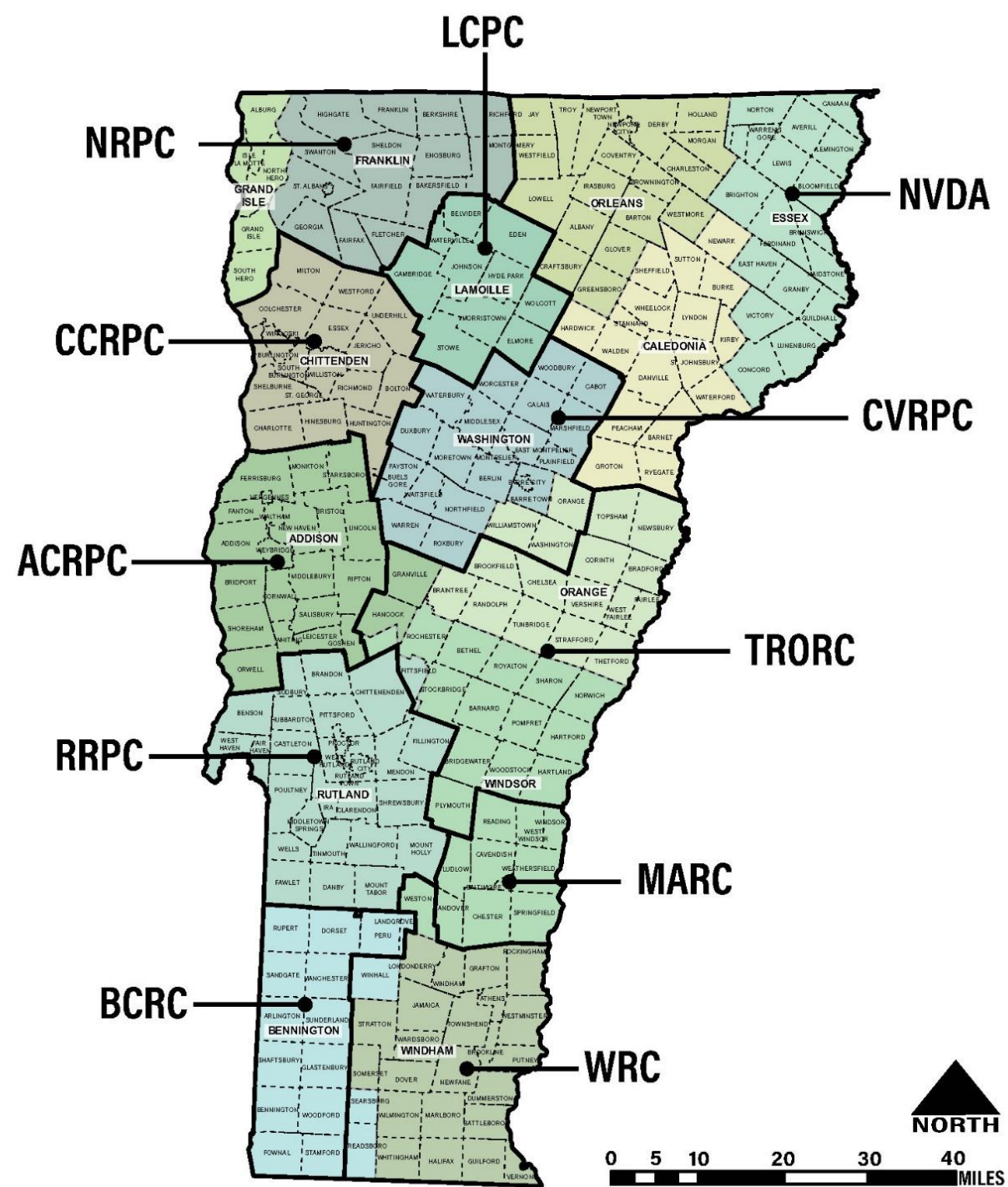


**Ed Bove**  
Executive Director  
Rutland Regional Planning  
Commission

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

# Regional Planning Commission Assistance

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



**STATE OF VERMONT  
REGIONAL PLANNING COMMISSIONS**

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



# Key Resources

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

# Have questions?

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

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



## Contact Us

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

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



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

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

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

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

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

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

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

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



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

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

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

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

Meeting date June 7, 2021  
 AP warrant date 06/07/21  
 Payroll warrant date 1 05/20/21  
 Payroll warrant date 2 05/27/21



**TOWN OF WEATHERSFIELD, VERMONT**

**Warrants for Meeting of June 7, 2021**

	Check Date	Payroll	Operating Expenses
<b>General Fund</b>			
	5/20/2021	\$7,577.64	
	5/27/2021	\$7,354.57	
AP	6/7/2021		\$46,751.52
Total		\$14,932.21	\$46,751.52
<b>Highway Fund</b>			
	5/20/2021	\$4,003.09	
	5/27/2021	\$3,945.84	
AP	6/7/2021		\$22,801.85
Total		\$7,948.93	\$22,801.85
<b>Solid Waste Mgmt Fund</b>			
	5/20/2021	\$757.84	
	5/27/2021	\$765.55	
AP	6/7/2021		\$14,857.79
Total		\$1,523.39	\$14,857.79
<b>Library</b>			
	5/20/2021	\$968.85	
	5/27/2021	\$968.85	
Total		\$1,937.70	\$0.00
<b>Police Cruiser Radio</b>			
			\$4,832.18
<b>Grand Totals</b>			
		\$26,342.23	\$89,243.34

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 \$115,585.57. Let this be your order for the payments of these amounts.

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
AFLAC	05/06/21	Payroll Transfer PR-05/06/21	11-2-011-10.00 AFLAC	73.33	223845	06/07/21
AFLAC	05/06/21	Payroll Transfer PR-05/06/21	11-2-011-14.10 Insurance Prem Liability	26.04	223845	06/07/21
AFLAC	05/13/21	Payroll Transfer PR-05/13/21	11-2-011-10.00 AFLAC	73.33	223845	06/07/21
AFLAC	05/13/21	Payroll Transfer PR-05/13/21	11-2-011-14.10 Insurance Prem Liability	26.04	223845	06/07/21
AFLAC	05/20/21	Payroll Transfer PR-05/20/21	11-2-011-10.00 AFLAC	73.33	223845	06/07/21
AFLAC	05/20/21	Payroll Transfer PR-05/20/21	11-2-011-14.10 Insurance Prem Liability	26.04	223845	06/07/21
AFLAC	05/27/21	Payroll Transfer PR-05/27/21	11-2-011-10.00 AFLAC	73.33	223845	06/07/21
AFLAC	05/27/21	Payroll Transfer PR-05/27/21	11-2-011-14.10 Insurance Prem Liability	26.04	223845	06/07/21
AMAZONCR	04/09/21	AC Unit 469547863367	11-7-101-24.10 GF-Office Equipment	439.98	223847	06/07/21
AMAZONCR	05/05/21	Toner 998675567793	11-7-101-20.00 GF-Office Supplies	71.99	223847	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	129.84	223848	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	79.79	223848	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	124.78	223848	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	60.76	223848	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	156.50	223848	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	275.00	223848	06/07/21
ASVFD	05/04/21	April Reimbursement 300122	11-7-206-30.00 AVFD Funding	43.75	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	357.44	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	125.23	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	79.79	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	474.58	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	330.00	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	45.24	223848	06/07/21
ASVFD	05/31/21	May reimbursement 300123	11-7-206-30.00 AVFD Funding	47.50	223848	06/07/21
AT&T SVC	05/16/21	May21 cell phone 05242021MAY	11-7-201-31.00 Police-Telephone/communic	38.17	223849	06/07/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
AT&T SVC	05/16/21	AT & T MOBILITY May21 cell phone 05242021MAY	11-7-101-31.00 GF-Telephone	70.30	223849	06/07/21
AT&T SVC	05/16/21	AT & T MOBILITY May21 cell phone 05242021MAY	11-7-201-31.00 Police-Telephone/communic	58.89	223849	06/07/21
AT&T SVC	05/16/21	AT & T MOBILITY May21 cell phone 05242021MAY	11-7-105-31.00 Telephone Cell Phone	58.89	223849	06/07/21
AT&T SVC	05/16/21	AT & T MOBILITY May21 cell phone 05242021MAY	11-7-201-31.00 Police-Telephone/communic	38.17	223849	06/07/21
AT&T SVC	05/16/21	AT & T MOBILITY May21 cell phone 05242021MAY	11-7-201-31.00 Police-Telephone/communic	58.89	223849	06/07/21
AT&T SVC	05/16/21	AT & T MOBILITY May21 cell phone 05242021MAY	11-7-101-31.00 GF-Telephone	390.04	223849	06/07/21
BIBENS	05/16/21	BIBENS HOME CENTER INC. PD Office 271088/1	11-7-201-24.00 Police-Equipment and Supp	91.14	223851	06/07/21
BIBENS	05/20/21	BIBENS HOME CENTER INC. PD Office 271644/1	11-7-201-52.00 Repairs and Supplies	104.48	223851	06/07/21
BIBENS	05/31/21	BIBENS HOME CENTER INC. PD Office 272628/1	11-7-201-24.00 Police-Equipment and Supp	48.63	223851	06/07/21
BIBENS	06/02/21	BIBENS HOME CENTER INC. PD Office 272804/1	11-7-201-24.00 Police-Equipment and Supp	89.99	223851	06/07/21
BIBENS	06/02/21	BIBENS HOME CENTER INC. PD 272844/1	11-7-201-24.00 Police-Equipment and Supp	3.59	223851	06/07/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges ADMINAPRI21	11-7-101-25.15 GF-Software Purchase	14.99	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges ADMINAPRI21	11-7-101-26.50 GF-Awards and Recognition	80.99	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges ADMINAPRI21	11-7-101-25.15 GF-Software Purchase	42.99	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges LIBAPRIL21	11-7-601-62.10 Library-Building Maint.	39.60	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges LIBAPRIL21	11-7-601-62.10 Library-Building Maint.	36.32	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges LIBAPRIL21	11-7-601-21.00 Library-Postage	6.05	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges LIBAPRIL21	11-7-601-21.00 Library-Postage	2.75	223844	05/26/21
BUSINESSC	05/09/21	COMMERCIAL CARD SERVICES April 21 charges LIBAPRIL21	11-7-601-21.00 Library-Postage	3.83	223844	05/26/21
CAI TECHN	05/17/21	CAI TECHNOLOGIES Tax map maintenance 2yr 11768	11-7-104-45.00 Town Parcel Mapping	3800.00	223853	06/07/21
CAROLYNH	06/01/21	HIER, CAROLYN A. Mileage, inspections 5/28 MILEAGEMAY21	11-7-104-29.00 Expense Reimbursement	8.40	223873	06/07/21
COLONI	05/06/21	COLONIAL LIFE Payroll Transfer PR-05/06/21	11-2-011-14.10 Insurance Prem Liability	41.82	223857	06/07/21
COLONI	05/13/21	COLONIAL LIFE Payroll Transfer PR-05/13/21	11-2-011-14.10 Insurance Prem Liability	41.82	223857	06/07/21
COLONI	05/20/21	COLONIAL LIFE Payroll Transfer PR-05/20/21	11-2-011-14.10 Insurance Prem Liability	41.82	223857	06/07/21
COLONI	05/27/21	COLONIAL LIFE Payroll Transfer PR-05/27/21	11-2-011-14.10 Insurance Prem Liability	41.82	223857	06/07/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
COMCAST	05/15/21	COMCAST PHONE May 21 phone 122910226	11-7-601-31.00 Library-Telephone	79.79	223859	06/07/21
COMCAST	05/15/21	COMCAST PHONE May 21 phone 122910226	11-7-101-31.00 GF-Telephone	357.79	223859	06/07/21
COTTSYSTE	05/18/21	COTT SYSTEMS Monthly hosted solution 140690	11-7-103-24.00 TC-Land Rec computer. Lea	345.00	223861	06/07/21
DEMCO, IN	05/06/21	DEMCO, INC. Supplies 6947766	11-7-601-20.00 Library-Supplies	94.21	223862	06/07/21
DINGEE	05/13/21	DINGEE MACHINE CO. Engine 4 8806	11-7-206-53.10 AVFD Fire Equip Repair	362.55	223863	06/07/21
FAIRPOINT	05/27/21	CONSOLIDATED COMMUNICATIO May21 1879 School house 6745347MAY21	11-7-302-39.00 1879 School house Maint	53.36	223860	06/07/21
FORDCL	05/19/21	FORD OF CLAREMONT Service to PD vehicle 44021	11-7-201-53.50 Service to Police vehicld	914.54	223865	06/07/21
GALLS	05/10/21	GALLS, LLC Supplies 018326112	11-7-201-15.00 Police-Uniforms and Clean	240.99	223867	06/07/21
GALLS	05/18/21	GALLS, LLC Supplies 018389054	11-7-201-24.00 Police-Equipment and Supp	136.50	223867	06/07/21
GALLS	05/20/21	GALLS, LLC Gloves 018410772	11-7-205-31.00 Emergency Management	136.00	223867	06/07/21
GALLS	05/20/21	GALLS, LLC Gloves 018410780	11-7-205-31.00 Emergency Management	160.49	223867	06/07/21
GMP	05/15/21	GREEN MOUNTAIN POWER 4/14-5/14 acct71268200004 LIBMAY21	11-7-601-30.00 Library-Utilities	314.47	223870	06/07/21
GMP	05/15/21	GREEN MOUNTAIN POWER 4/14-5/14 acct3116820009 MMHMAY21	11-7-301-30.00 Electricity & Gas	256.76	223870	06/07/21
HENAU	06/01/21	CATHERINE HENAULT Dog reg overpayment reim OVERPYMT21	11-6-103-99.00 TC-Miscellaneous Fees	10.00	223855	06/07/21
HERSHENSO	05/20/21	HERSHENSON, CARTER, SCOTT Roberts zoning enforcemen 26194	11-7-105-43.00 Legal Expense	322.73	223872	06/07/21
HERSHENSO	05/20/21	HERSHENSON, CARTER, SCOTT Abbott aquisition 26195	11-7-105-43.00 Legal Expense	144.18	223872	06/07/21
HERSHENSO	05/20/21	HERSHENSON, CARTER, SCOTT General, municipal 26196	11-7-105-43.00 Legal Expense	717.48	223872	06/07/21
HUEBNER	05/17/21	CHRISTIAN HUEBNER Application reimbursement REIMBURSE21	11-6-105-01.00 Land Use-Zoning Permits	400.00	223856	06/07/21
INGRA	04/29/21	INGRAM LIBRARY SERVICES Books 52687185	11-7-601-78.00 Library-Media	15.31	223875	06/07/21
INGRA	05/03/21	INGRAM LIBRARY SERVICES Books 52738697	11-7-601-78.00 Library-Media	14.81	223875	06/07/21
INGRA	05/05/21	INGRAM LIBRARY SERVICES Books 52777610	11-7-601-78.00 Library-Media	10.98	223875	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	24.13	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-201-14.10 Police-Insurance Benefits	80.59	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	20.34	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	44.21	223901	06/07/21



Town of Weathersfield Accounts Payable  
Check Warrant Report # 19462 Current Prior Next FY Invoices For Fund (General Fund)  
Manually Selected For Check Acct 1(General Fund) 05/01/21 To 06/07/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	16.73	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	23.75	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-201-14.10 Police-Insurance Benefits	35.90	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-601-14.10 Library-Insurance Benft	119.11	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	21.05	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	30.41	223901	06/07/21
LINCOLN	05/25/21	LINCOLN NATIONAL LIFE INS June 21 Premiums JUNE21	11-7-101-14.10 GF-Insurance Benefits	22.42	223901	06/07/21
LYNNETTE	06/01/21	ESTY, LYNNETTE Inspections: 5/5-5/27 MILEAGEMAY21	11-7-104-29.00 Expense Reimbursement	86.80	223864	06/07/21
MVP	05/08/21	MVP HEALTH CARE May21Premiums JUN21PREMIUM	11-2-011-14.10 Insurance Prem Liability	1639.29	223878	06/07/21
MVP	05/08/21	MVP HEALTH CARE May21Premiums JUN21PREMIUM	11-7-101-14.10 GF-Insurance Benefits	1174.11	223878	06/07/21
MVP	05/08/21	MVP HEALTH CARE May21Premiums JUN21PREMIUM	11-7-201-14.10 Police-Insurance Benefits	1133.02	223878	06/07/21
MVP	05/08/21	MVP HEALTH CARE May21Premiums JUN21PREMIUM	11-7-601-14.10 Library-Insurance Benft	722.40	223878	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-103-14.10 TC-Insurance Benefits	70.86	223879	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-201-14.10 Police-Insurance Benefits	70.86	223879	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-101-14.10 GF-Insurance Benefits	70.86	223879	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-201-14.10 Police-Insurance Benefits	133.79	223879	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-601-14.10 Library-Insurance Benft	133.79	223879	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-103-14.10 TC-Insurance Benefits	37.19	223879	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	11-7-101-14.10 GF-Insurance Benefits	133.79	223879	06/07/21
OREILLY	05/24/21	O'REILLY AUTO PARTS Supplies 5683-271099	11-7-201-52.00 Repairs and Supplies	43.96	223902	06/07/21
PRPREV	05/28/21	VT STATE TREASURER Jan-Apr, 256 licenses JAN-APRDOG21	11-2-010-21.00 Clerk to VT - Dog fees	1280.00	223896	06/07/21
PRPREV	05/28/21	VT STATE TREASURER Jan-Mar, 1 license JAN-MARMAR21	11-2-010-23.00 Clerk to VT - Marriage Li	50.00	223896	06/07/21
PRPREV	05/28/21	VT STATE TREASURER Oct-Dec, 4 licenses OCT-DECMAR21	11-2-010-23.00 Clerk to VT - Marriage Li	200.00	223896	06/07/21
PRTAXES	05/20/21	IRS - PAYROLL TAXES Payroll Transfer PR-05/20/21	11-2-011-01.00 Federal Income Tax W/H	1514.43 E	1735	05/20/21
PRTAXES	05/20/21	IRS - PAYROLL TAXES Payroll Transfer PR-05/20/21	11-2-011-02.00 Social Security W/H	2928.80 E	1735	05/20/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PRTAXES	IRS - PAYROLL TAXES	05/27/21	Payroll Transfer PR-05/27/21	11-2-011-02.00 Social Security W/H	2876.60 E	1736	05/25/21
PRTAXES	IRS - PAYROLL TAXES	05/27/21	Payroll Transfer PR-05/27/21	11-2-011-01.00 Federal Income Tax W/H	1567.27 E	1736	05/25/21
PRTAXES	IRS - PAYROLL TAXES	06/03/21	Payroll Transfer PR-06/03/21	11-2-011-01.00 Federal Income Tax W/H	1606.56 E	1739	06/03/21
PRTAXES	IRS - PAYROLL TAXES	06/03/21	Payroll Transfer PR-06/03/21	11-2-011-02.00 Social Security W/H	2893.86 E	1739	06/03/21
PRUDEN	PRUDENTIAL RETIREMENT	05/06/21	Payroll Transfer PR-05/06/21	11-2-011-11.00 Deferred Compensation	161.41 E	1730	05/06/21
PRUDEN	PRUDENTIAL RETIREMENT	05/13/21	Payroll Transfer PR-05/13/21	11-2-011-11.00 Deferred Compensation	161.41 E	1734	05/13/21
STAPLES	STAPLES CREDIT PLAN	04/29/21	Office supplies 2831639701	11-7-101-20.00 GF-Office Supplies	76.17	223887	06/07/21
STAPLES	STAPLES CREDIT PLAN	04/30/21	Office supplies 2832696461	11-7-101-20.00 GF-Office Supplies	2.91	223887	06/07/21
STAPLES	STAPLES CREDIT PLAN	05/04/21	Office supplies 2834531961	11-7-101-20.00 GF-Office Supplies	60.98	223887	06/07/21
STAPLES	STAPLES CREDIT PLAN	05/07/21	Office supplies 2837458131	11-7-101-20.00 GF-Office Supplies	25.99	223887	06/07/21
STAPLES	STAPLES CREDIT PLAN	05/07/21	Office supplies 2837509921	11-7-101-20.00 GF-Office Supplies	76.99	223887	06/07/21
STAPLES	STAPLES CREDIT PLAN	05/13/21	Office supplies 2841298701	11-7-101-20.00 GF-Office Supplies	100.89	223887	06/07/21
STAPLES	STAPLES CREDIT PLAN	05/13/21	Office supplies 2841302891	11-7-101-20.00 GF-Office Supplies	27.58	223887	06/07/21
STEVE HIE	HIER, STEVE	05/27/21	Mileage 4/27, 5/27 MILEAGEMAY21	11-7-102-29.00 FIN-Expense Reimbursement	11.88	223874	06/07/21
SYMQUEST	SYMQUEST	05/29/21	May21 copier lease 442565636	11-7-601-24.00 Library-Copier Lease	136.45	223888	06/07/21
TDS	TDS TELECOM	06/04/21	1879 School House, June 1879SHJUNE	11-7-302-39.00 1879 School house Maint	88.41	223889	06/07/21
TOWNWEATH	TOWN OF WEATHERSFIELD	06/03/21	Payroll Transfer PR-06/03/21	11-2-011-15.00 Miscellaneous Deduction	119.70	223890	06/07/21
VLCTEMPLO	VLCT EMPLOYMENT RESOURCE	05/27/21	Quarterly contribution 31854-Q3	11-7-101-27.00 GF-Tuition and Dues	484.00	223893	06/07/21
VMERS DB	VMERS DB.	05/06/21	Payroll Transfer PR-05/06/21	11-2-011-05.00 Retirement	1899.23	223894	06/07/21
VMERS DB	VMERS DB.	05/13/21	Payroll Transfer PR-05/13/21	11-2-011-05.00 Retirement	1879.20	223894	06/07/21
VMERS DB	VMERS DB.	05/20/21	Payroll Transfer PR-05/20/21	11-2-011-05.00 Retirement	1836.76	223894	06/07/21
VMERS DB	VMERS DB.	05/27/21	Payroll Transfer PR-05/27/21	11-2-011-05.00 Retirement	1914.75	223894	06/07/21
VT LABOR	VT LABOR RELATIONS BOARD	05/25/21	VLRB Guide 2021MATERIAL	11-7-101-20.00 GF-Office Supplies	90.00	223895	06/07/21
VT TAX	VERMONT DEPARTMENT OF TAX	05/20/21	Payroll Transfer PR-05/20/21	11-2-011-04.00 State Income Tax W/H	591.11 E	1737	05/20/21
VT TAX	VERMONT DEPARTMENT OF TAX	05/27/21	Payroll Transfer PR-05/27/21	11-2-011-04.00 State Income Tax W/H	611.43 E	1738	05/27/21

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Town of Weathersfield Accounts Payable  
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Manually Selected For Check Acct 1(General Fund) 05/01/21 To 06/07/21

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VTAGHUMAN	OFFICE OF CHILD SUPPORT	05/13/21	Payroll Transfer PR-05/13/21	11-2-011-07.00 Garnishments	327.84	223802	05/17/21
VTAGHUMAN	OFFICE OF CHILD SUPPORT	05/20/21	Payroll Transfer PR-05/20/21	11-2-011-07.00 Garnishments	327.84	223899	06/07/21
WBMASON	WB MASON CO INC	05/31/21	Cooler rental, water IS1281889	11-7-101-20.00 GF-Office Supplies	22.89	223897	06/07/21
WEXBANK	WEX BANK	05/15/21	May 21 fuel 71806806	11-7-206-51.00 AVFD Fuel	125.46	223841	05/18/21
WEXFLEET	WEX BANK	05/15/21	May 21 Fuel 71806806	11-7-201-51.00 Gas and Oil	572.25	223842	05/18/21
WVFD	WEST WEATHERSF. VOL. FIRE	06/01/21	Hose testing reimbursemen HOSETEST21	11-7-207-30.01 Hose Testing	544.00	223898	06/07/21
WVFD	WEST WEATHERSF. VOL. FIRE	05/31/21	May 21 reimbursement MAY21REIMB	11-7-207-30.00 WVFD Funding	85.14	223898	06/07/21
Report Total					46751.52		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AMAZONCR	AMAZON	04/17/21 Supplies 544757587934	12-7-101-24.10 Office Equipment	22.98	223847	06/07/21
AT&T SVC	AT & T MOBILITY	05/16/21 May21 cell phone 05242021MAY	12-7-101-31.00 Wireless/Pager Service	38.75	223849	06/07/21
BIBENS	BIBENS HOME CENTER INC.	05/19/21 Supplies 271391/1	12-7-101-52.00 Repairs & Supplies	7.26	223851	06/07/21
BIBENS	BIBENS HOME CENTER INC.	05/19/21 Supplies, fasteners 271486/1	12-7-101-52.00 Repairs & Supplies	1.84	223851	06/07/21
BIBENS	BIBENS HOME CENTER INC.	06/01/21 Supplies 272734/1	12-7-101-52.00 Repairs & Supplies	4.39	223851	06/07/21
BRENNTA	BRENNTAG LUBRICANTS	06/01/21 Drum return BLN21-053392	12-7-101-52.00 Repairs & Supplies	-20.00	223852	06/07/21
BRENNTA	BRENNTAG LUBRICANTS	06/01/21 Exhaust fluid BLN21-609068	12-7-101-52.00 Repairs & Supplies	197.70	223852	06/07/21
BUSINESSC	COMMERCIAL CARD SERVICES	05/09/21 April 21 charges HWAYAPRIL21	12-7-101-20.00 Office Supplies	0.99	223844	05/26/21
BUSINESSC	COMMERCIAL CARD SERVICES	05/09/21 April 21 charges HWAYAPRIL21	12-7-101-20.00 Office Supplies	31.79	223844	05/26/21
BUSINESSC	COMMERCIAL CARD SERVICES	05/09/21 April 21 charges HWAYAPRIL21	12-7-101-52.00 Repairs & Supplies	88.40	223844	05/26/21
COMCAST	COMCAST PHONE	05/15/21 May 21 phone 122910226	12-7-101-31.00 Wireless/Pager Service	66.96	223859	06/07/21
COMCASTBU	COMCAST INTERNET	05/23/21 Acct8773501440108293 HWAYINTMAY21	12-7-101-25.00 Internet Services	129.50	223858	06/07/21
F W WEBB	FW WEBB COMPANY	05/20/21 Supplies 71642853	12-7-101-52.00 Repairs & Supplies	30.94	223866	06/07/21
GLOB	GLOBAL MONTELLO GROUP	05/31/21 May21 gas 272344	12-7-101-51.20 Gasoline	436.01	223900	06/07/21
GORMAN	GORMAN GROUP, LLC	05/24/21 Chloride 11011721	12-7-101-58.30 Chloride	9583.52	223869	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	31.08	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	27.97	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	27.97	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	17.14	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	29.67	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	27.16	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	36.54	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	19.76	223901	06/07/21
LINCOLN	LINCOLN NATIONAL LIFE INS	05/25/21 June 21 Premiums JUNE21	12-7-101-14.10 HWY-Insurance Benefits	-26.82	223901	06/07/21
MEGA	MEGA-WATT ELECTRIC, INC.	05/16/21 Garage lights 1598	12-7-101-56.10 Grant Expenses	800.00	223877	06/07/21

Town of Weathersfield Accounts Payable  
Check Warrant Report # 19462 Current Prior Next FY Invoices For Fund (Highway Fund)  
Manually Selected For Check Acct 1(General Fund) 05/01/21 To 06/07/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MVP	05/08/21	May21Premiums JUN21PREMIUM	12-7-101-14.10 HWY-Insurance Benefits	7297.07	223878	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	70.86	223879	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	70.86	223879	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	133.79	223879	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	70.86	223879	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	133.79	223879	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	133.79	223879	06/07/21
N DELT	05/17/21	June 21 Premiums JUNE2021	12-7-101-14.10 HWY-Insurance Benefits	-37.19	223879	06/07/21
PATRIOT	02/09/21	Service R301006045:0	12-7-101-52.00 Repairs & Supplies	412.50	223850	06/07/21
SANEL	05/13/21	Oil filter 377971	12-7-101-52.00 Repairs & Supplies	131.66	223882	06/07/21
SANEL	05/26/21	Hub cap 378608	12-7-101-52.00 Repairs & Supplies	17.51	223882	06/07/21
SANEL	05/26/21	Hub caps, 2 378610	12-7-101-52.00 Repairs & Supplies	35.02	223882	06/07/21
SMI	05/17/21	Beaver Trapping 4/17-5/6 APRMAY21BEAV	12-7-101-45.00 Contract Work	100.00	223883	06/07/21
SOUTHWOTH	05/13/21	Parts INV2265586	12-7-101-52.00 Repairs & Supplies	389.27	223885	06/07/21
STPIERRE	05/15/21	Gravel 1009481	12-7-101-58.26 Gravel Purchase	1922.56	223886	06/07/21
U1ST	05/14/21	Uniforms 5/14 1070030804	12-7-101-15.20 HWY-Uniforms & Cleaning	111.26	223891	06/07/21
U1ST	05/21/21	Uniforms 5/21 1070032858	12-7-101-15.20 HWY-Uniforms & Cleaning	98.37	223891	06/07/21
U1ST	05/28/21	Uniforms 5/28 1070034799	12-7-101-15.20 HWY-Uniforms & Cleaning	98.37	223891	06/07/21

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Town of Weathersfield Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		22801.85		
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Town of Weathersfield Accounts Payable  
Check Warrant Report # 19462 Current Prior Next FY Invoices For Fund (Solid Waste)  
Manually Selected For Check Acct 1(General Fund) 05/01/21 To 06/07/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ALV	04/30/21	ALVA WASTE SERVICES, LLC. Hauling, glass 39813	21-7-102-45.00 Zero Sort contain &Tipp	267.00	223846	06/07/21
ALV	04/30/21	ALVA WASTE SERVICES, LLC. Box Rental May 39814	21-7-102-50.00 Additional Equipment	140.00	223846	06/07/21
ALV	04/30/21	ALVA WASTE SERVICES, LLC. Hauling, single stream 39815	21-7-102-45.00 Zero Sort contain &Tipp	4580.00	223846	06/07/21
COMCAST	05/15/21	COMCAST PHONE May 21 phone 122910226	21-7-101-31.00 Telephone	113.27	223859	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.10 C&D Tippage	251.13	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.26 C&D-Container Charge	325.44	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.05 Trash-Tippage	251.13	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.25 Trash Container charge	1001.71	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.10 C&D Tippage	251.13	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.26 C&D-Container Charge	421.42	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.10 C&D Tippage	251.13	223854	06/07/21
GOBIN	05/10/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0645400	21-7-101-45.26 C&D-Container Charge	246.01	223854	06/07/21
GOBIN	05/17/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0646215	21-7-101-45.10 C&D Tippage	251.13	223854	06/07/21
GOBIN	05/17/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0646215	21-7-101-45.26 C&D-Container Charge	274.70	223854	06/07/21
GOBIN	05/17/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0646215	21-7-101-45.05 Trash-Tippage	251.13	223854	06/07/21
GOBIN	05/17/21	CASELLA WASTE SERVICES Trash, C&D 5/5-5/6 0646215	21-7-101-45.25 Trash Container charge	966.40	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.05 Trash-Tippage	251.13	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.25 Trash Container charge	1232.27	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.10 C&D Tippage	251.13	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.26 C&D-Container Charge	390.53	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.10 C&D Tippage	251.13	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.26 C&D-Container Charge	327.65	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.05 Trash-Tippage	251.13	223854	06/07/21
GOBIN	05/24/21	CASELLA WASTE SERVICES Trash, C&D 5/18-5/20 0647034	21-7-101-45.25 Trash Container charge	432.45	223854	06/07/21
GOOD	05/07/21	GOOD POINT RECYCLING Mar/Ap non ced,led credit 76476	21-7-102-45.01 Recycling Expense	61.20	223868	06/07/21

Manually Selected For Check Acct 1(General Fund) 05/01/21 To 06/07/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
GOOD	05/07/21	GOOD POINT RECYCLING Mar/Ap non ced,led credit 76476	21-7-102-45.01 Recycling Expense	96.60	223868	06/07/21
GOOD	05/07/21	GOOD POINT RECYCLING Mar/Ap non ced,led credit 76476	21-7-102-45.01 Recycling Expense	-15.00	223868	06/07/21
GRO	05/31/21	GROW COMPOST OF VERMONT L Compost May 21 15047	21-7-102-45.01 Recycling Expense	598.00	223871	06/07/21
N DELT	05/17/21	NORTHEAST DELTA DENTAL June 21 Premiums JUNE2021	21-7-101-14.10 Insurance Benefits	37.19	223879	06/07/21
NERESREC	05/28/21	NORTHEAST RESOURCE RECOVE Hauling fees 79493	21-7-102-45.01 Recycling Expense	1073.80	223880	06/07/21
NERESREC	05/28/21	NORTHEAST RESOURCE RECOVE Hauling fees 79493	21-7-102-45.01 Recycling Expense	-753.35	223880	06/07/21
SWWCSWMD	04/30/21	SOUTHERN WINDSOR/WINDHAM Glass disposal 2/15 WGAPRIL21	21-7-102-45.01 Recycling Expense	262.00	223884	06/07/21
SWWCSWMD	04/30/21	SOUTHERN WINDSOR/WINDHAM Glass disposal 2/15 WGAPRIL21	21-7-102-45.01 Recycling Expense	247.20	223884	06/07/21
SWWCSWMD	04/30/21	SOUTHERN WINDSOR/WINDHAM Glass disposal 2/15 WGAPRIL21	21-7-102-45.01 Recycling Expense	20.00	223884	06/07/21
Report Total				14857.79		



06/02/21  
09:39 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/20/21 to 05/20/21 Departments 111 to 111

Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13825	05/20/21	0.00	76.80
CONGDONJ	CONGDON, JENNIFER B.	E	13827	05/20/21	0.00	167.65
DANGOF	DANGO, FLORA ANN	E	13828	05/20/21	0.00	721.19
DANIELSWI	DANIELS, WILLIAM J.	E	13829	05/20/21	0.00	787.46
ESTYLYNNE	ESTY, LYNNETTE A.	E	13831	05/20/21	0.00	386.74
GRAHAMJ	GRAHAM, JOHN J.	E	13832	05/20/21	0.00	356.17
GULNICKB	GULNICK, BRANDON W.	E	13833	05/20/21	0.00	985.91
HIERCA	HIER, CAROLYN A.	E	13834	05/20/21	0.00	383.80
HIERS	HIER, STEVE A.	E	13835	05/20/21	0.00	262.27
MCNAMARAR	MCNAMARA, ROSALIE	E	13838	05/20/21	0.00	508.48
MORANCY	MORANCY, WALTER W.	E	13841	05/20/21	0.00	908.60
SAVAGE	SAVAGE, OLIVIA I.		47971	05/20/21	454.75	0.00
SKALABAN	SKALABAN, ALEXIS H.		47972	05/20/21	61.30	0.00
SMITH	SMITH, STEVEN		47973	05/20/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	13845	05/20/21	0.00	928.06
TILLMANP	TILLMAN, PAUL L.	E	13847	05/20/21	0.00	461.75
WHIDDEN	WHIDDEN, BERT C.	E	13850	05/20/21	0.00	642.76
					-----	-----
					702.70	7577.64
					=====	=====

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06/02/21  
09:39 am

Town of Weathersfield Payroll  
Check Warrant Report #  
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Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	13830	05/20/21	0.00	782.04
HUNTDON	HUNTLEY, DONALD A.	E	13836	05/20/21	0.00	557.62
LONGTIN	LONGTIN, ALEXANDER J.	E	13837	05/20/21	0.00	419.97
MOORER	MOORE, RAY A.	E	13840	05/20/21	0.00	738.48
PIPE	PIPE, SCOTT	E	13842	05/20/21	0.00	734.53
STAPLETON	STAPLETON, RAY E.	E	13844	05/20/21	0.00	770.45
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					0.00	4003.09
					=====	=====

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06/02/21  
09:40 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/20/21 to 05/20/21 Departments 211 to 211

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Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13839	05/20/21	0.00	277.98
WATERST	WATERS, TYLER M.	E	13849	05/20/21	0.00	479.86
					-----	-----
					0.00	757.84
					=====	=====

\*\*\*\*\*757.84

06/02/21  
09:40 am

Town of Weathersfield Payroll  
Check Warrant Report #  
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Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13826	05/20/21	0.00	122.71
RICHARDMA	RICHARDSON, MARK P.	E	13843	05/20/21	0.00	695.53
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13848	05/20/21	0.00	150.61
					-----	-----
					0.00	968.85
					=====	=====

\*\*\*\*\*968.85

06/02/21  
09:40 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/27/21 to 05/27/21 Departments 111 to 111

Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BALLAM	BALLAM, MARION J.	E	13851	05/27/21	0.00	18.47
BEARSE	BEARSE, DEFOREST D.	E	13852	05/27/21	0.00	72.05
CONGDONJ	CONGDON, JENNIFER B.	E	13854	05/27/21	0.00	167.65
DANGOF	DANGO, FLORA ANN	E	13855	05/27/21	0.00	721.19
DANIELSWI	DANIELS, WILLIAM J.	E	13856	05/27/21	0.00	980.76
ESTYLYNNE	ESTY, LYNNETTE A.	E	13858	05/27/21	0.00	363.08
GRAHAMJ	GRAHAM, JOHN J.	E	13859	05/27/21	0.00	356.17
GULNICKB	GULNICK, BRANDON W.	E	13860	05/27/21	0.00	985.91
HIERCA	HIER, CAROLYN A.	E	13861	05/27/21	0.00	369.54
HIERS	HIER, STEVE A.	E	13862	05/27/21	0.00	262.27
MCNAMARAR	MCNAMARA, ROSALIE	E	13865	05/27/21	0.00	543.80
MORANCY	MORANCY, WALTER W.	E	13868	05/27/21	0.00	908.60
SAVAGE	SAVAGE, OLIVIA I.		47976	05/27/21	437.17	0.00
SKALABAN	SKALABAN, ALEXIS H.		47977	05/27/21	62.77	0.00
SMITH	SMITH, STEVEN		47978	05/27/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	13872	05/27/21	0.00	928.06
WHIDDEN	WHIDDEN, BERT C.	E	13875	05/27/21	0.00	677.02
					-----	-----
					686.59	7354.57
					=====	=====

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06/02/21  
09:40 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/27/21 to 05/27/21 Departments 121 to 121

Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E	13857	05/27/21	0.00	783.06
HUNTDON	HUNTLEY, DONALD A.	E	13863	05/27/21	0.00	557.84
LONGTIN	LONGTIN, ALEXANDER J.	E	13864	05/27/21	0.00	420.18
MOORER	MOORE, RAY A.	E	13867	05/27/21	0.00	679.36
PIPE	PIPE, SCOTT	E	13869	05/27/21	0.00	734.95
STAPLETON	STAPLETON, RAY E.	E	13871	05/27/21	0.00	770.45
					-----	-----
					0.00	3945.84
					=====	=====

\*\*\*3,945.84

06/02/21  
09:41 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/27/21 to 05/27/21 Departments 211 to 211

Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	13866	05/27/21	0.00	280.40
WATERST	WATERS, TYLER M.	E	13874	05/27/21	0.00	485.15
					-----	-----
					0.00	765.55
					=====	=====

\*\*\*\*\*765.55

06/02/21  
09:41 am

Town of Weathersfield Payroll  
Check Warrant Report #  
Check date 05/27/21 to 05/27/21 Departments 131 to 131

Page 1 of 1  
Finance

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	13853	05/27/21	0.00	122.71
RICHARDMA	RICHARDSON, MARK P.	E	13870	05/27/21	0.00	695.53
TOPOLSKI	TOPOLSKI, JUDITH A.	E	13873	05/27/21	0.00	150.61
					-----	-----
					0.00	968.85
					=====	=====

\*\*\*\*\*968.85



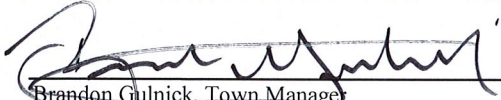
**Town of Weathersfield**  
**PO Box 550**  
**Ascutney, VT 05030**  
**Phone: 802-674-2626**




Date: 06/03/2021	Purchase Order #	POLICE2021-1
------------------	------------------	--------------

Vendor Name: Burlington Communications  
 Street Address: 4735 Williston Rd Ste 30  
 City, State, Zip: Williston, VT 05495

Details	Quantity	Unit Price	Total
Radio for new cruiser- Kenwood P25	1	\$4,832.18	\$ 4,832.18
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		<b>SUBTOTAL</b>	\$ 4,832.18
		<b>TOTAL</b>	\$4,832.18

\_\_\_\_\_  
 \_\_\_\_\_  
  
 Brandon Gulnick, Town Manager

\_\_\_\_\_  
  
 William Daniels, Police Chief



**Burlington Communications**  
 4735 Williston Rd. Ste 30  
 Williston, VT 05495

Phone 802-862-7092  
 Fax

**QUOTE**

Quote # BCSQ9447  
 Date 05/06/21  
 Sales Rep. Mike

**Quote To:**

Weathersfield Police Department

PO Box 550  
 Ascutney, VT 05030

**Ship To:**

Weathersfield Police Department

PO Box 550  
 Ascutney, VT 05030

802-230-6730

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	1	Mobile P25 - Kenwood NX-5700H 110W VHF High Power	\$1,442.00	\$1,442.00
3	1	Mobile P25 - Kenwood NX-5800H 100W UHF High Power	\$1,442.00	\$1,442.00
4	1	High Power Remote Mount Single Head Kit Dual Band Kit	\$829.68	\$829.68
5	1	Antenna, Mobile, UHF Gain	\$55.00	\$55.00
6	1	Antenna - UHF, 1/4 Wave 450-470	\$13.50	\$13.50
7	2	Cable Kit, NMO Style - Low Loss	\$19.00	\$38.00
8	2	Connector - PL259 Male for RG58, CRIMP	\$6.50	\$13.00
9	1	Magnetic Microphone Holders	\$39.00	\$39.00
10	1	Havis 1-Piece Mounting Bracket, 2.5" Mounting Space, Fits Kenwood NX Series Radio	\$0.00	\$0.00
11		SubTotal		\$3,872.18
12				
13		<b>Installation Services</b>		
14	6	Labor	\$95.00	\$570.00
15	6	Travel	\$65.00	\$390.00
16		SubTotal		\$960.00
		SubTotal		\$4,832.18
		Sales Tax		\$0.00
		Shipping		\$0.00
		<b>Total</b>		<b>\$4,832.18</b>

Kenwood State Contract pricing

PRICES SUBJECT TO CHANGE AFTER 90 DAYS