

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

Select Board Members Present:

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

Select Board Members Absent: Michael Todd

Attendees: Olivia Savage, Ray Stapleton, John Arrison

Online Attendees: None

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

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

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

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

No comments from Citizens.

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

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

- 4.) Town Manager Report

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

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

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

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

Brandon Gulnick, Town Manager went over 3 issues:

- Allowance for Doubtful Accounts –

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

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

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

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

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

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

David Fuller – 2<sup>nd</sup>

No Discussion

Vote – unanimous

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

Kelly O'Brien – 2<sup>nd</sup>

No discussion

Vote – unanimous

## 7.) Tax Rate Discussion

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

## 8.) Credit Card Policy – Third Reading

There have been no changes since the last reading.

# TOWN OF WEATHERSFIELD, VERMONT

## CREDITCARD POLICY

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

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

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

**DOCUMENTATION.** After each use of a credit card, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the reason it was purchased. For over-the-counter purchases, documentation will include the original invoice and/or customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, copy of the receipt must still be

obtained from the vendor. All such receipts or invoices mentioned above must be detailed and enumerate clearly all of the items purchased. Generic descriptions such as "FOOD" or "BEVERAGE" are not acceptable.

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

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

Joey Jarvis – 2<sup>nd</sup>

No Discussion

Vote - Unanimous

## 9.) Mechanic Study

Dear Select Board Members & Weathersfield Residents:

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

### FY20 - OUTSOURCED LABOR - APPARATUS/ EQUIPMENT REPAIRS

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

### FY-21 - OUTSOURCED LABOR - APPARATUS/ EQUIPMENT REPAIRS

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

### VERMONT MUNICIPALITIES WITH TOWN MECHANICS

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

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

## CONCLUSION

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

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

Brandon Gulnick, Town Manager

ATTACHMENTS (in packet)

ATTACHMENT A - TOPSIDE SUMMARY

ATTACHMENT B - FY20 OUTSOURCED REPAIRS

ATTACHMENT C - FY21 OUTSOURCED REPAIRS

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

### 10.) Personnel Policy Discussion – Section 23 – PG17

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

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

Brandon Gulnick, Town Manager

### 11.) Work-At-Home Policy

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

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

Brandon Gulnick, Town Manager

The area to be discussed is the highlighted area:

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

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

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

16.) Approval of Warrants

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

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

Grand Totals

Operating Expenses \$108,219.48

Payroll \$27,463.79

Joey Jarvis - 2<sup>nd</sup>  
No Discussion  
Vote - Unanimous

17.) Executive Session

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

Joey Jarvis – 2<sup>nd</sup>  
No discussion  
Vote – Unanimous

Selectboard came out of Executive Session at 8:39 pm

18.) Adjourn

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

Joey Jarvis – 2<sup>nd</sup>  
No discussion  
Vote – unanimous

Respectfully,  
Chauncie Tillman  
Alt. Recording Secretary

DRAFT

**WEATHERSFIELD SELECTBOARD**

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David Fuller, Chairperson

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Joseph Jarvis, Selector

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Kelly O'Brien, Selector

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Paul Tillman, Clerk

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Michael Todd, Vice- Chairperson