

Select Board Meeting  
Martin Memorial Hall  
5259 US Rte 5, Ascutney VT  
Select Board Meeting Minutes  
Monday August, 1, 2022 6:30 PM

Select Board Members Present:

Paul Tillman  
Kelly O'Brien  
Michael Todd  
Wendy Smith  
David Fuller  
Brandon Gulnick, Town Manager

Attendees: Flo Ann Dango, Brian Bosenberg, Ray Stapleton, John Arrison

Online Attendees:

- 1.) Call to Order by Michael Todd, Selectman at 6:32 pm
- 2.) Pledge of Allegiance was led by Paul Tillman.
- 3.) Agenda Review – no changes
- 4.) Comments from Citizens not on the Agenda  
None
- 5.) Review Minutes from Previous Meetings: 7/5/22, 7/7/22, 7/18/22

Paul Tillman made a motion to accept the meeting minutes from 7-5-22.  
Wendy Smith – 2<sup>nd</sup>  
No Discussion  
Vote - unanimous

Paul Tillman made a motion to accept the meeting minutes from 7-7-22.  
Kelly O'Brien – 2<sup>nd</sup>  
No Discussion  
Vote - unanimous

Paul Tillman made a motion to accept the meeting minutes from 7-18-22.  
Wendy Smith – 2<sup>nd</sup>  
No Discussion  
Vote – 4 Aye  
1 Abstain

## 6.) Town Manager Update

### Hazard Mitigation Plan

Weathersfield's Hazard Mitigation Plan was adopted on October 15, 2018. A FEMA approved LHMP is required for local governments that wish to receive federal funds from the FEMA Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Communities (BRIC) program. The LHMP is also one of the mitigation actions needed to qualify for additional post-disaster funding through the Emergency Relief and Assistance Fund (ERAF). Plans need to be updated & approved every five (5) years. Our plan is set to expire on October 15, 2023.

We submitted a grant application to FEMA under the Building Resilient Infrastructure Communities (BRIC) program and are waiting on FEMA to award the grant. The total project cost is \$11,150. If awarded, FEMA will pay for 75% OR \$8,362.50. The Town will be responsible for the remaining 25% OR \$2,787.50.

### Dry Hydrants

On July 27<sup>th</sup> a meeting was held with Chief Dauphin & Chief Spaulding to develop 2 grant applications through the Vermont Rural Fire Protection Task Force. The joint application with West Weathersfield Volunteer Fire Department & the Town requests funding to fix our hydrant at 721 Little Ascutney Road. It's currently out of service due to a cracked pipe and the hydrant requires dredging. The joint application with Ascutney Volunteer Fire Association & the Town will fund a new hydrant at 628 Beaver Pond Road. Both departments are working on agreements with landowners to complete this work. Once the agreements are signed the application will be submitted, which triggers a site visit & review.

### Wastewater Feasibility Study

Our application to the Vermont Agency of Natural Resources for funding to complete the Wastewater Feasibility Study has been submitted and acknowledged. Additional information was requested, and the information was submitted back to the Project Developer. We await a decision.

### Emergency Management Meeting

The EMD arranged an Emergency Management meeting on Wednesday, August 17<sup>th</sup> at 6:30pm. All are welcome to attend. Please RSVP to Roderick Bates at [emergencymanagement@weathersfield.org](mailto:emergencymanagement@weathersfield.org).

## Transfer Station Joint Committee Meeting

We're holding a Transfer Station Joint Committee meeting on August 2<sup>nd</sup> at 6pm. The meeting purpose is to establish regular meeting times/dates, discuss our long-range financial plan, review the 2023 budget, and compactor financing options.

## Voting Tabulator Update

The Selectboards request to conduct a test on the voting machine in a public meeting was denied. According to Will Senning:

The selectboard does not have the authority to unilaterally schedule / compel / or conduct a test of the vote tabulator. As the presiding officer, the town clerk, in coordination with the Board of Civil Authority, has the authority to schedule and oversee the test of the vote tabulator. The Town Clerk had previously scheduled a test of the tabulator for Tuesday morning, August 2<sup>nd</sup>. This test is open to the public and may be attended by any selectboard member or other member of the public that is interested in observing the process and the results.

The tabulator tests occur following detailed procedures produced by our office, including a process which ensures the chain of custody of the machines and memory cards that contain the information for the election. This is vitally important to the integrity of the process. The test is meant to happen once, the machine is turned off, and then is stored securely until election day or until the first official ballots begin to be tabulated before the election.

I informed Flo-Ann that my recommendation would be to make sure the selectboard members are aware of the test she has scheduled and that they are welcome to come and observe that process. It is my opinion that a separate test cannot be compelled by the selectboard or any other entity other than the Board of Civil Authority. The clerk's authority as presiding officer can be found in 17 VSA 2452 and 2453, which read in relevant part as follows:

“§ 2452. Presiding officer

- (a) The town clerk shall be the presiding officer unless the town by vote at an annual meeting or by charter shall provide otherwise “

“§ 2453. Duties of presiding officer

The presiding officer shall be responsible for preparation of polling places and voting equipment, opening and closing the polls, scheduling the working hours of all election officials, counting votes and certifying the results of the count, securing all ballots, maintaining order at the polls, and in all things assuring that the election is conducted according to law.”

The Board of Civil Authority, also, is given general authority over the conduct of elections, which can be found in 17 VSA 2451:

“§ 2451. Board of civil authority

- (a) The board of civil authority shall have charge of the conduct of elections within the political subdivision for which it is elected.”

The Town Clerk was in attendance for any questions regarding the tabulator. Testing of the tabulator will be held on Tuesday, August 2<sup>nd</sup> at 8 am and the Selectboard is welcome to attend. The Duffys were also invited to attend as they had questions at a previous meeting regarding the new machine.

### Broadband Update

There has been activity in Town by VTEL and TDS involving the build out of broadband in Weathersfield. There’s currently a project that will begin by TDS along Skyline Drive & by VTEL on Wellwood Orchards road.

According to Tom Kennedy from Regional Planning:

“The situation in Weathersfield is very complex with multiple service providers: Vtel, Consolidated, Comcast, and TDS. Many of the service providers are slowly building out their systems using their own funding, and at the same time trying to access Vermont’s broadband funding, which is difficult given the restrictions on the funding, i.e., most of the funding is for the establishment or expansion of the of Communication Union Districts, commonly referred to CUDs.

Weathersfield is in a difficult situation because the majority of the town has broadband, but the speed of the service varies greatly depending on who your service provider; VTEL and Comcast provide the best service; TDS and Consolidated service can in certain locations be very poor.

If the Town is interested in being part of a CUD, their best option would be to become a member of EC Fiber. EC Fiber has service in West Windsor and Windsor, so Weathersfield would be a natural extension for EC Fiber.

I know in the past, there has been concern that EC Fiber would hurt existing service providers, which is not true. EC Fiber would provide more choices for residents that don’t have good service, if the resident likes their service, they can stay with their service provider.”

Mr. Kennedy offered to setup a meeting with the Town and the Vermont Department of Public Service to discuss our options. We agreed and are waiting to hear back on a time/date.

## 7.) Stoughton Pond Paving Project Award

### Summary

On June 15<sup>th</sup> we advertised an RFB to pave Stoughton Pond Road. A Pre-Bid Conference was held on June 30<sup>th</sup> at 10am. The question period ended on July 7<sup>th</sup> at 4pm. Bids were due on July 14<sup>th</sup> by 11:30am. A Public Bid Opening took place on the same date at 1pm. *See Attachment A - RFB*

The pavement on Stoughton Pond Road is in need of resurfacings to extend its longevity, and the shoulder of the road needs to be built up to prevent future failures.

This project will pave 1.55 miles of the project area with 1.5-inch top course of Type III 75 Blow Marshall Bituminous Concrete Pavement. Side road aprons will be paved with a 2' minimum length, grinding depth of 1.5" 1,380 ft over the causeway, backup drives, shoulders, and mailbox

pullouts with shoulder gravel. Bid Results

Pike Industries	\$169,225.00
Bazin Brothers	\$181,965.06
Blak Top	\$182,472.32

### Finance

We submitted an application to the State of Vermont for funding through the Town Highway Class 2 Roadway Program to pave Stoughton Pond Road. We were notified that our application was awarded, and the Town received \$175,000 to complete this project.

- The grant will cover 80% of the total cost up to \$175,000.
- The remaining 20% is the Towns match requirement.
- We currently have \$100,352.63 in the Highway Capital Maintenance & Improvements reserve.
- We also have an estimated \$82,801.03 in Year-End Fund balance.

*Recommendation: Vote to approve the Pike Industries bid to pave Stoughton Pond Road for a total cost of \$169,225, of which up to \$34,500 will be paid for through the Highway Capital Maintenance & Improvements Reserve.*

David Fuller made a motion to approve the Pike Industries bid to pave Stoughton Pond Road for a total cost of \$169,225.00 of which, 80% up to \$175,000 will be covered by grant funds and \$35,000 will be covered by Highway Capital Maintenance & Improvements Reserve.  
Paul Tillman – 2<sup>nd</sup>

No further discussion  
Vote - unanimous

8.) Roof Inspection Services Award

Roof Inspection Services Award

The RFQ for roof inspection services was advertised. The due date for response was July 28<sup>th</sup>, at 12pm. We received one response from Seiple Home Inspections. Mr. Seiple has been a building inspector for over 20 years and has performed over 5,000 building inspections.

Item #	Facility	Address	SQFT	Year Built	Cost
1	Martin Memorial Hall	5259 US Route 5, Ascutney, VT	4,800	1962	\$525
2	West Weathersfield Fire Department	7259 VT-131, Perkinsville, VT	2,680	1967	\$475
3	Weathersfield Proctor Library	5181 US-5, Ascutney, VT	1,497	1902	\$425
4	Town Garage	483 Stoughton Pond Road, Perkinsville, VT	7,440	1973	\$575
5	1879 Schoolhouse	1862 Rt. 106, Perkinsville, VT	2030	1879	\$450

*Recommendation: Vote to Award Seiple Home Inspections \$2,450 to complete roof inspections at Martin Memorial Hall, West Weathersfield Volunteer Fire Department, Weathersfield Proctor Library, Town Garage, and the 1879 Schoolhouse.*

David Fuller made a motion to vote to award Seiple Home Inspections \$2,975 to complete roof inspections at Martin Memorial Hall, West Weathersfield Fire Department, Weathersfield Proctor Library, Town Garage, 1879 Schoolhouse and Ascutney Fire Department, funding to come from ARPA.

Paul Tillman – 2<sup>nd</sup>

No further discussion

Vote – unanimous

9.) Errors & Omissions

The Listers Office has completed their Errors and Omissions to the Grand List per 32 VSA Section 4261. (See Attachment A. This creates a \$3,843.16 shortfall, of which \$1,205.84 is in municipal taxes coming in lower than planned. This is calculated by taking the approved municipal tax rate and multiplying it by the net reduction. The other piece, \$2,637.33, is the additional amount of education taxes that we will be required to

pay on the new veteran's exemptions that we did not factor into our location exemption rate.

Estimated Fund Balance: \$115,249

Errors & Omissions

Reduction: \$3,843.16

Remaining estimated Fund

Balance: \$111,405.84

10.) Generator Discussion

There has been discussion in regard to the Generator RFP.

An RFP gives opportunity for respondents to provide a proposal to complete a task with a general description. In other words, there is not complete specifications for respondents to bid equally on. Our task is to install a generator, and each respondent will bid to complete that task based on their knowledge and understanding.

An RFB is more precise as we will the same scope of work and specifications for each respondent to bid on. The bids are generally more competitive because all respondents are bidding on the same scope of work/ specs.

In order to develop an RFB we will need to know the specifications & scope of work to install the generators at the selected sites. To do this, we will need to hire someone to compile this information and conduct an evaluation, similar to how we moved forward with the roof inspections. A roof inspection will be completed, which gives us the information to advertise an RFB.

Question for the Selectboard: Shall we move forward with RFP advertising, or would you like to obtain more precise information to develop an RFB?

11.) Another Other Business

12.) Approve Warrant

Paul Tillman made a motion to approve the warrants of 8-1-22 as follows:

General Funds	Operating Expenses \$47,822.43 Payroll \$14,886.21
Highway Fund	Operating Expenses \$17,983.45 Payroll \$8,228.12
Solid Waste Management Fund	Operating Expenses \$ 471.74 Payroll \$1,752.78
Library	Operating Expenses \$0.00 Payroll \$2,101.46
Grants	\$3,621.25
Library Fundraising	\$157.51
GMC 2022 Plow	\$22,390.00
Grand Totals	Operating Expenses \$92,446.38 Payroll \$26,968.57

Kelly O'Brien – 2<sup>nd</sup>  
Vote - unanimous

13.) Adjourn

Paul Tillman made a motion to adjourn at 8:38 pm  
Wendy Smith – 2nd  
No Discussion  
Vote - Unanimous

Respectfully,  
Chauncie Tillman  
Alt. Recording Secretary



**WEATHERSFIELD SELECTBOARD**

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David Fuller, Vice-Chairperson

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Kelly O'Brien, Clerk

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Wendy Smith, Selector

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Paul Tillman, Selector

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Michael Todd, Chairperson