

TOWN OF WILLIAMSTOWN
WILLIAMSTOWN SELECTBOARD BUDGET MEETING
November 14, 2022 – TOWN HALL

Present: Jasmin Couillard, Clayton Woodworth, Chris Peloquin, Rodney Graham

Town Manager, Jackie Higgins

Call to Order - Jasmin called the meeting to order at 7:00pm

Set the Agenda: Rodney made the motion to add Warrant SB22019 and Winchester Hill Closure to the agenda Clayton seconded. So Moved.

Selectboard Announcements – None

Review of Open Public Comments

Public Announcements – None

Commissions/Committees/Trustees/Other Board Announcements: Megan updated the Selectboard on behalf of the Recreation Board on the Pavilion progress with the bid process so far. The Recreation Board will be hosting the First Annual Christmas Tree Lighting at Hoyt-Seaver Field on December 3rd, as well as Bingo Night event on January 14th at Williamstown Elementary School.

Approve Warrants & Selectboard Meeting Minutes: Rodney made the motion to approve Payroll Warrants for 10/23/2022 & 11/10/2022. Chris P. seconded. So moved. Chris P. made the motion to approve Warrant SB22016, SB22017, SB22018 & SB22019. Clayton seconded. So moved. Chris P. made the motion to approve Selectboard Minutes from 10/10/2022 & 10/19/2022. Rodney seconded. So moved.

Town Managers Report: See attached

New Business:

Fire Department Account Funds/Policy: Meeting was held on November 2, 2022, with Fire Chief regarding the Friends of the Fire Department Fund. The Fire Chief, William Graham read the policy that he wrote for the Selectboard in response to the meeting on 11/2/2022. William stated that the fund was created sometime before 1979 to assist Fire Department members for funerals, flowers, parties etc.

Chris P. asked if the Policy was provided to the Town Manager. William stated that it had been.

Jackie read allowed the letters from The Vermont League of Cities and Towns as well as The Town Auditor, both stating the legal advice on this fund. Chris P. stated that the Selectboard had no intent of spending the monies in the account but wanted full transparency on the accountability of the fund.

William responded that the Fire Department takes great offense to the fund being addressed now rather than 2006 when the issue arose.

Rodney stated that the Ambulance and Recreation Departments get donations that do not get approved by the Selectboard. Chris P. responded that the Selectboard does not approve donations. He also stated that the Recreation

Board has a very detailed record of all donations. Chris P. mentioned the warrant and the credit card usage. Rodney said that if he has questions on the warrant, he asks. He said that the law states that the town is doing things wrong.

Cote Griggs questioned that there is a problem with the way it is going, Chris P. You would like to change it and follow the way the law that's it? Chris P. responded that the funds need to be run through the treasurer's office.

Rodney spoke regarding the Town Credit card. It was set up to be used by the town manager, not other entities.

William questioned why this situation arose in the first place. Chris P. said that the second account that arose from Poulin Lumber that was opened in 2018. The issue has since been resolved. William stated that all of the mail is sent to the town office and all of the invoices are processed through there. Chris P. and Rodney agreed that the Selectboard should follow the law. Clayton commented that having the fund run through the town treasurer is accountability.

There was discussion on drawing up a policy to be followed by all departments regarding donations. Chris P. made the motion to table the discussion until the policy has been written. Clayton seconded the motion. So moved.

Highway Garage: Meeting update from 11/02/2022. The board reviewed the plans for Chelsea and South Royalton Garages. Jackie contacted Breadloaf for the cost of town garage plans with slight changes/amendments. Rodney said that the Selectboard needs to look at plans before moving forward. David Wilder stated that the requested plans will help the process to put out for appropriate bids.

Budget Meeting: Meeting scheduled for 11/28/2022 at 7:00pm, Town Office Building.

ARPA Funds Allocations Update: Jackie updated the Selectboard with the use of funding for WYSA. Cote Griggs did address the Selectboard on the wants/needs of WYSA lighting for the field. Chris P. asked if WYSA would share the financials with the Town Report. Cote also questioned a walking path from the High School to the Elementary School.

Listers - Errors & Omissions: Chris P. made the motion to accept and approve the Errors and Omissions. Rodney seconded. So moved.

Health Officer Appointment: Rodney made the motion to appoint Jasmin as the Health Officer. Clayton seconded the motion. So moved.

Declaration of Inclusion: Rodney made the motion to table the discussion. Chris P. seconded the motion. So moved.

Ainsworth Public Library Letter: Rodney made the motion to table the discussion until the Selectboard can properly go over the letter. Chris P. seconded the motion. So moved.

Winchester Hill Closing: Discussion among the Selectboard and Road Foreman regarding the blocking off the roads. David Wilder mentioned that closing the roads causes a liability issue. Rodney stated that the roads have been blocked off in the past to preserve the road conditions in the spring. Chris P. made the motion to not close Washington and Winchester Hill roads. Clayton seconded. Rodney opposed. So moved.

Around the Table: Chris P. has been hearing great reports regarding the Road Crew and Roads in town.

9:05pm Chris P. moved for a 10 minute recess for Executive Session. Clayton seconded.

Executive Session –

9:15pm Chris P. made the motion to enter Executive Session. Clayton seconded.

9:20pm Clayton made the motion to exit Executive Session. Chris P. seconded.

Chris P. made the motion to increase David Wilder pay to \$25.50 per hour. Clayton seconded.

Chris P. has only seen and heard good things, thank you. Clayton responded as well mentioning his leadership. Jasmin and Rodney thanked David as well.

Adjourn: Motion was made to adjourn by Chris P. at 9:25pm and seconded by Clayton. So moved.

Respectfully Submitted,

Megan Keys

Jasmin Couillard

Clayton Woodworth

Chris Peloquin

Rodney Graham

Chris Wade