

**Minutes of West Fairlee Selectboard Regular Meeting
June 22, 2010**

Present from the Selectboard: Bonnie Cray, Nate Pero, Jim Brigham, David Butch Moore

Visitors: Bruce Durkee, John Benjamin, Bob Walker, Doug Sonsalla, Elisia Sonsalla, John Blake, Jonathan Blake

The meeting was called to order at 7:00pm at the Community Building multi-purpose room.

Visitors: Bob Walker, Chairman of Thetford's Energy Committee

Benjamin introduced Mr. Bob Walker and discussed the potential for an energy committee working in conjunction with the Planning Commission. Walker is the founder of the Sustainable Energy Resource Group (SERG) as well as Chairman of the Thetford Energy Committee. Benjamin explained his experience with an energy audit conducted by Walker at his private residence. Walker has presented to the Planning Commission suggesting the establishment of an energy committee and/or energy chair. Walker explained that the Town Plan includes an energy chapter and that a Town committee is typically a volunteer organization that aids the Town in identifying areas that can aid in promoting conservation, efficiency, and renewables to reduce the dependence on outside energy supplies. Walker discussed the many options for establishing a committee and for the topics/programs they may review. Programs include street light analyses, Town building energy audits, volunteer weatherization of Town buildings, light bulb sales, educational programs and films, etc. Walker provided brochures on SERG and the Vermont Energy and Climate Action Network. Cray asked if education programs are conducted in schools. Walker indicated that they are and introduced a Town Energy and Climate Action Guide available online. Vermont Energy Education programs are available for free to help establish curriculum.

Benjamin added that residences can be upgraded for energy efficiency. Benjamin attended the Upper Valley roundtable meeting and indicated that the progress of other Town's energy committees has been significant. Benjamin mentioned that the United States purchases gasoline, diesel fuel, and heating oil at vastly cheaper prices than in other places in the world and that rising prices may mandate prioritizing energy efficiency in the future. Benjamin encourages anyone interested in contributing to an energy committee to get in touch. Walker indicated that the most important factor in successful committees is community involvement and leadership. Benjamin encouraged further discussion and expression of interest for any one who would like to participate in the near future. Additional information can be obtained from: www.serg-info.org

Pero clarified that the energy chapter would be included in the Town plan. Walker suggested working with surrounding Towns' energy committees. Cray expressed interest and thanked Walker and Benjamin.

Bruce Durkee, Westshire ATV Club, Land Owner Form

Durkee requested that the Town sign an agreement with the Westshire ATV Club for trail maintenance on existing ATV trails sections on Class III and Class IV roads. The agreement would allow the Class III and Class IV roads to be included under litigation insurance and allows insurance coverage on associated trail maintenance. The agreement was signed by the previous board in 2008 for two years and is up for renewal. Potential modifications to the agreement including an itemized list of roads were discussed. Cray suggested reviewing the document and insurance. The board and Durkee also discussed misuse of trails and roads by non-club members. Cray moved to sign the agreement administratively after review of the paperwork. Moore seconded the motion and the vote passed unanimously. Blake asked if the board's acceptance of the agreement opened the Town up to further liabilities. The insurance maximums of the agreement, ATV insurance requirements and liabilities were discussed. Blake suggested adding additional language to negate liability in the event of an accident. Cray thanked Durkee for the information.

Minutes: Motion by Brigham to approve the minutes of June 7, 2010. Pero seconded the motion. The vote was unanimous in favor.

Hear and Act on the Reports of Town Officers and Committees: *John Benjamin: Planning Commission*

Benjamin provided a copy of the review and updating process for the Town plan and explained that the commission will seek public participation in the plan. The provided information is included at the end of these minutes. Pero indicated that the working document and comments will be posted for review. The information will be obtained from the planning commission website (wfpc.info) as portions of the document are completed. Pero indicated that information will be available by August. A contract has been provided to the board regarding the grant money obtained by the Planning Commission.

Roads: *Jennings Road Culvert*

The board is coordinating the installation of a new culvert that will require landowner permission to discharge surface water to private property. An easement will be drafted with the guidance of the Town Clerk. Blake offered to assist in discussions with the land owner. The culvert installation timeline was discussed. Cray moved to allow Moore to sign the easement administratively. The motion was seconded by Pero and the vote passed unanimously.

Alibozek "Blind Drive" Sign Request

A Town resident requested a blind drive sign. Cray asked the Blakes if other signs of similar nature were installed. The Blakes indicated that the signs are installed by property owners but are rare in the area. Blake indicated that it is not a driveway but a Class IV road. Sign contents were discussed. The board asked Blake to obtain a sign. Two signs will be installed as visibility is a concern from both directions. The stop sign will be addressed with the full Town signage review. Moore moved to purchase and install two signs by the Blakes. The motion was seconded and the vote passed unanimously.

Road Signs

Moore suggested asking the State for access to excess road signs that are no longer used by the State. Blake indicated that many of the signs have been replaced due to sign requirements (i.e. size, reflection, etc). Blake suggested applying for a grant to obtain signage. Moore suggested driving the roads with the Blakes to account for all necessary signs. Blake suggested waiting for the Town police coverage to be renewed/assigned. Blake discussed the issues with determining locations for signs.

Vance Road Permit

Cray indicated that culvert repairs will require an agreement to access the Vance property. Moore will contact Vance.

Wild Hill Slide Update

The Town is awaiting news on a grant application for the work.

Road Dust Treatment

The Blakes are progressing with chloride treatment to reduce dust on the roads following grading. The board has received a request from a resident for dust treatment. The resident expressed concern over the amount of dust in the air due to future plans to paint the building exterior. The Blakes indicated that the work is in progress.

Highway Speed Limit Ordinance

Cray provided a copy of the draft ordinance to the board at the last meeting for State highways (Routes 113 and 244). Cray read the proposed language for the ordinance. The road descriptions, distances, and speed limits are required. Pero and Moore will work on obtaining the necessary information.

Class IV Drainage Issues

The board discussed issues with water bars and silted culverts on Class IV roads. Cray suggested reviewing the Town's policy and VLCT guidance documents.

Old Business: *Solid Waste/Recycling*

Cray indicated that the illegal dumping at the Town collection has become excessive and suggested a sign/ordinance/fine. Blake discussed the cost issues associated with the Town collection and indicated that costs are lower for private pick up. Pero calculated the following monthly costs to the Town: \$1,542.59 in solid waste, \$84.00 in cardboard, and \$41.22 in recycling. The issues with disposal costs and collection were discussed. Moore discussed the Thetford set up and suggested a combined self-supporting system where the per bag/sticker costs to residents pays for the service instead of contributing to compounding fees. The contract with northeast waste was discussed. The board will continue discussing combining services with surrounding Towns.

Brushwood Forest Meeting

The meeting to review the Bradford land for potential inclusion in the Brushwood forest is scheduled for Saturday 26, 2010 9:00 at the Bradford Park and Ride. The meeting will include a walk of the property and informational discussion.

Employee Contracts

The employee contracts have been typed and will be signed by the board. The board will be establishing a policy to cover reimbursables.

Food Shelf

Moore thanked everyone for their assistance relocating the foodshelf and for fundraising efforts including Angela Eaton, Viola Farrar, Candy Malinoski, Nate Pero, Katherine and Andy Lory, and students from the Mountain School. The Community Building windows for the foodshelf's new space were donated by an anonymous donor.

Fraud Policy

The board will be drafting a fraud and financial policy based on suggestions made by the outside auditors. Cray provided the board members with copies of go-bys to review.

New Business: *Signs for the Fire Department*

Pero moved to authorize signs indicating that a fire station is ahead for Route 113 at the expense of the fire department. Brigham seconded the motion and the vote passed unanimously.

Sign Orders: Cray moved to sign orders. The motion was seconded and the vote was unanimous in favor.

Correspondence: *Review VTrans Lease*

VTrans has offered the Town a lease for 25 years at \$1/year for the salt shed. Blake asked if the lease is for the entire property or just the shed. Cray indicated that it is for the entire property for use at the discretion of the board but must be accessible to the State. Moore suggested that the property be gated. Pero moved to sign the lease. Moore seconded the motion and the vote passed unanimously. The Blakes will look into the cost of a gate.

Review 2009 Outside Audit Report

The Town has received the final copy of the outside audit. Cray discussed several of the issues that the Town will be working on addressing including the fraud and financial policies.

Review Orange County Sheriffs Department Contract Renewal

The board will review the document.

Review Town Financial Statements

Cray explained that the board has been meeting with the Town Treasurer to review the documents as they are prepared to monitor cash flow. The 5/31/10 financial review was conducted on 6/8/10 with the board and Treasurer.

Pero recused himself from the following discussion: *Tugg Hill Enterprises/Nate Pero Invoices \$200.00*

The Town has hired Pero for maintenance work in the Community Building including replumbing the existing water heater. Cray indicated that although it may be viewed as a conflict of interest, no other parties were available to perform the work, and Pero has saved the Town a significant amount of money. The former estimate for a new water heater was \$1,200. Cray moved to approve the \$200 invoice payment. Brigham seconded the motion and the vote passed unanimously.

The board received a bill dated June 20, 2010 for J&J Blake Excavating. Cray moved to approve the bill payment. The motion was seconded and the vote passed unanimously.

Agenda Items for Next Meeting:

Highway Speed Limit Ordinance, Review Orange County Sheriffs Department Contract Renewal, Wild Hill Slide Update/Grant Status, Listers' Computer, Financial/Fraud Policies

Motion by Brigham, at 9:10 pm, to adjourn the meeting. Pero seconded the motion. The vote was unanimous in favor.

Respectfully submitted,

Holly Lewis-Poulin

WEST FAIRLEE TOWN PLAN 2010

Every five years, Vermont towns need to revise their Town Plans and bring them up to date. The plan sets out a town's vision for itself and guides the growth and development of the community, its use of land -- including public facilities and services-- and the conservation and protection of its natural environment.

Citizen participation is crucial to the preparation of a plan that will truly represent the vision and will of the people of West Fairlee. This survey is the critical first step toward determining what West Fairlee would like its future --and especially the next five years-- to be. The Planning Commission will pay close attention to the survey results and will use them in creating the Town Plan.

HOW WE ARE GOING TO GET THERE

(with the help of Two Rivers Ottauquechee Regional Commission)

Gather ideas, viewpoints, and suggestions – by August 31

- Look at previous Town Plans and other town's plans

- Invite every landowner and taxpayer to complete a survey

- Conduct informal info gathering, e.g., neighborhood potluck or Saturday trash day

- Two Community Meetings, August 23rd at 4pm, and August 29th at 6 pm

Receive recommendations from TRORC – by October 20

- Recommended changes from 2005 Plan

- Reflect changes in Vermont Statutes

- Critique of Planning Commission

- Updated GIS maps to meet State standards

Draft of the new Town Plan completed and published – November 1st

- West Fairlee Planning Commission with TRORC

Public Meeting to review and discuss draft plan – November 8th at 6pm

Warned hearing to approve plan and send to Selectboard – Dec. 13

Selectboard holds hearing on Town Plan and approves it – Jan 17th

VOTE to adopt Town Plan at Town Meeting – March 1st