

Minutes of West Fairlee Selectboard April 2, 2012, Meeting

Present for the Selectboard: Delsie Hoyt, Fred Cook, Beverly Ash, Corey Austin

Visitors: Jonathan Blake, Peggy Willey, Geoff Gardner

The meeting was called to order at 6:00pm by Delsie Hoyt

- Visitors
- Minutes: Ash makes a motion to approve the minutes of March 19, 2012 regular board meeting and minutes of March 26, 2012 review meeting, Austin seconds the motion, and the motion passes unanimously.
- Hear and Act on the Reports of Town Officers and Committees.

Conservation Commission

Willey stated that Green Up Day is coming up in May for the weekend of the 5th and 6th and the CC will be happy to get the quote for roll off and Lebanon landfill tipping waiver to be given to the Selectboard.

Willey also informed the Selectboard that they have accepted the bid from J&J Blake Excavating, LLC, however, it did come in slightly higher than what they budgeted for.

Gardner stated that there is a culvert on a Fairlee road that is failing and it directly impacts the Brushwood Forest. Cook will contact the Town of Fairlee to see about fixing the hole and then after finding out what they say they will then come back to the Selectboard for other options.

Gardner presented a request for proposals for Removal of Invasive Plant Species for parcel A of the Brushwood Forest. Cook makes a motion to accept the Request for Proposal for Removal of Invasive Plant Species as written and to authorize Corey Paye of the CC to distribute it to qualified bidders, Austin seconds the motion, and the motion passes unanimously.

Under the Stewardship Plan, Parcel A is also scheduled to have a small timber cut. Gardner stated that County Forester Paganelli will mark the timber and get the job bid for the winter 2012 – 2013.

Two areas in new Brushwood are scheduled for thinning. A draft contract with Clark Timber Management was presented to the selectboard for the same price as it was for the 2008 Timber Sale Contract, however, it is only for the larger portion. Paganelli will attend the next Selectboard meeting to discuss this further

The proposal to reinvest timber revenues in the Brushwood Fund was discussed. Hoyt explained the legal requirements to establish or split cap funds and suggested that the CC decouple these objectives from the reinvestment document at this time so that the Selectboard can act on it.

- Review of Town Financial Statements and Journal Entries: Hoyt noted that with the approval of tonight's transfer, \$50,000 remains in the tax anticipation line of credit, and cautioned that the budget will have to be watched closely to assure adequate cash flow until taxes begin coming in.

Hoyt has not looked at this month's journal entries and will do so before the next regularly scheduled meeting.

- Roads

- Blake's re: 2012 summer roads plan

While the Town will not qualify for a Class II Road Grant for paving until next year at the earliest, certain preliminary, preparatory work must be completed this year in two priority areas – Beanville Road and Wild Hill. Beanville needs to have culverts put in on driveways and ditches need to be created to help divert water. Possible changes to the Driveway Ordinance will be reviewed at the next meeting.

Pavement on Wild Hill is also in critical condition. Hoyt suggested having Bannon Engineering consult on remedies to help this stretch last longer.

In addition to projects on Beanville and Wild Hill, Blake presented an overview of other projects slated for 2012 summer roads work. Highlights include substantial ditching and additional culverts on Bradford end of Wild Hill; shoulder work on the Crossroad; and exploration of grader shimming on Cook Hill of Blood Brook.

- Highway Capital Budget Plan: The Highway Capital Fund was discussed to give an idea where the money will be going in the next two to three years.
- Hoyt asked for Blake's assistance in documenting and assessing the condition of the Town's infrastructure required complying with GASB34. Blake agreed following discussion of potential format and questions regarding a standardized schedule for values.

- Old business

Brief Updates: Census corrections This has been moved along on as the abutting towns have received notice of the errors.
tax maps Preliminary information is being digitized; additional field work will be done in May; and assurances given by Cartographic Associates that final maps will be available prior to commencement of reappraisal this summer.

Action Items

- Additional appointments

Russ Bragg would like to continue as representative Great Upper Valley Solid Waste District

Ash makes a motion to continue to have Russell Bragg as GUVSWD representative, Austin seconds the motion, and the motion passes unanimously.

A resume was received for the Lister position. Ash makes a motion to appoint Janet Austin as Lister for one of the positions available, Cook seconds the motion, and the motion passes unanimously.

The other vacant positions were discussed to see if there were any persons on the horizon.

- Grant for Liability related items: Austin received a couple quotes and is looking to get a couple more quotes for town emergency equipment. Hoyt and Austin to discuss this further once all quotes have been received.
- Town Plan review/adoption schedule: The selectboard is now in the window of the 30 to 120 days to review of the Town Plan. A first hearing has to be held prior to the 120 day mark. Options for scheduling the vote were discussed including, primary, general election, or holding a special Town Meeting.
- Plan for compliance with GASB34 – Buildings and land will be addressed through the reappraisal process. Hoyt will work with Blakes to develop a format to capture status of infrastructure and record all future improvements.
- Review Model Investment Policy: The investment policy was discussed and will be handed to the Town Clerk for comments, to be tabled until the next regularly scheduled meeting.
- Review revisions to Purchase Policy: To be tabled until the next regularly scheduled meeting.
- Review “tune-up” letter to Commissions and Committees: The letter to the commissions and committees was reviewed and discussed and will be distributed.
- New Business
 - \$25,000 from our LOC to the general fund: Ash makes a motion to transfer \$25,000 from the Tax Anticipation Note from the LOC to the general fund, Cook seconds the motion, and the motions passes unanimously.
 - Review Selectboard Clerk job description and ad: Austin makes a motion to advertise the Selectboard Clerk position in the JO for two weeks, Cook seconds the motion. In addition, Hoyt will ask the Town Clerk to post the vacancy on the Town web site and include the full job description.
 - Future of Community Building use and renovations: Noting the late hour and the need for lengthy discussion on this topic, this item was tabled until the next regularly scheduled meeting.
 - Emergency Operations Plan and LEPC rep: The plan and a possible candidate were discussed.
- Other business to be presented to the board that will be acted on at the next regular meeting.
- Sign orders

Ash makes a motion to sign the orders, Austin seconds the motion, and the motion passes unanimously.

- Review Correspondence
 - Preliminary results of Energy Audit from Two-Rivers
 - Regional Plan from
 - Letter from Construction Company that builds bridges
- Action-items and Agenda Items for Next Meeting
 - Driveway Culverts/Ordinances re: Beanville
 - Town Plan Review/set schedule
 - Green-Up/Tipping
 - Review Model Investment Policy
 - Purchase Policy
 - Passive Grant
 - Review Community Building Energy Audit
- Up Coming Events
 - Green-Up Day ~ May 5th
- Adjourn
 - Ash makes a motion to adjourn at 8:14 PM, Hoyt seconds the motion, and the motion passes unanimously.

Respectively Submitted,

Meredith Hartshorn, Selectboard Clerk