

## Minutes of West Fairlee Selectboard March 19, 2012, Meeting

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

**Visitors:** Jen Schatney, Meadow Evon, Nolan Evon, Owen Manser, Jamie Masterson, Jim Brigham, Lisa Ordway, Geoff Gardner, Peggy Willey, Corey Paye, Skip Brown

**The meeting was called to order at 6:00pm by Beverly Ash**

- Elect New Officers: Cook nominates Delsie Hoyt as Selectboard Chair, Ash seconds the motion and the motion passes unanimously.
- Visitors

Meadow, Nolan, and Owen of the Paws and Hooves 4-H club came to thank the Selectboard for allowing them to sell cookies outside during the Selectboard Town Meeting and presented a card which is posted at the Town Office.

Lisa Ordway came to inform the selectboard that she received a complaint that Stephanie Ordway has a dog that is not being hooked and is running all over town as well as chasing kids (not maliciously) however it is becoming a nuisance. Cook makes a motion to send Stephanie Ordway a letter stating that she needs to register and hitch the dog, Austin seconds the motion, and the motion passes unanimously.

- Minutes: Ash makes a motion to approve the minutes of March 5, 2012 regular board meeting, Cook seconds the motion, and the motion passes unanimously.
- Roads
  - Schedule Meeting with Blake's re: 2012 summer roads plan/capital projects: Jonathan Blake informed Hoyt that at the next regular meeting he could be here to discuss Summer Roads with the Board.

Hoyt spoke with Blakes and the roads are getting pretty bad but they are using what they can of the rock remaining from last year to fix what they can of the roads. Some roads such as Kitterhood, Branch, and Jennings roads are currently so bad that if the Blakes try to go out on them to fix them they in turn may make them worse.

- Marsh Hill Bridge - update/projected timeline: Mark Bannon supplied his plan to get the Marsh Hill Bridge out to bid and will have preliminary plans to the selectboard by April 15<sup>th</sup>.
- Begin prep of VTrans Annual Financial Plan

Hoyt received the annual VTrans grant paper work, the paperwork is two-fold, the financial part of the plan will come later, however, the selectboard does need to return the certification paperwork.

Cook makes a motion to sign the certification of compliance, Austin seconds the motion, and the motion passes unanimously.

- Austin makes a motion to sign the State of Vermont's revised Standard Subgrant Agreement for Tropical Storm Irene. There is a chance that additional FEMA

money will reduce the Town's share of expense. Cook seconds the motion, and the motion passes unanimously.

- Old business

- Grant for Liability related items: Hoyt would like Austin's input on what items the Town may need for town emergency equipment.
- Emergency Water Mitigation Grant: There is nothing available yet, however, still waiting to hear back. Hoyt will continue to contact Barry Cahoon regarding this.
- Census Corrections: This is still in the works and to be tabled until there is something from the Census.
- Building Maintenance: Porters has been contracted to replace doors on the community building and remove the side entrance roof on the Bean Hall.

- New Business

- Post Town Meeting Tune-Up

- \* Plan for distribution of Fraud Policy/Open Meeting Law

- As discussed with the outside auditors the Fraud Policy will be distributed to all committees and commissions so that all have the knowledge of what the policy entails.

- Ash makes a motion to accept the Fraud Prevention Policy for the Town of West Fairlee as is, Austin seconds the motion, and the motion passes unanimously.

- In regard to the Open meeting law let it be known that all committees and commissions are required to take meeting minutes and have them recorded with the Town Clerk.

- \* Schedule brief organizational BOA and BCA

- To be scheduled at the next regularly scheduled meeting.

- \* Schedule insurance review and risk control audit, and other policy reviews/development (e.g. emergency plan, investment, traffic)

- A reviews session was scheduled for Monday, March 26<sup>th</sup> to review the various policies and plans.

- Community Building

- \* Plan for future renovations

- A decision needs to be made on what things need to be changed and addressed in the community building and what to have done using the cap fund. There is a price list coming with the items that need to be done to become ADA compliant and what were discussed with the Fire Marshall.

Various ideas were discussed in regard to the open space in the upper part of the building (previously Barnyard Quilting), such as putting new offices in or possibly getting in a new tenant. To be tabled and discussed further at the next regularly scheduled meeting.

➤ Town Plan

\* Set hearing/adoption schedule

The town plan was delivered on February 27<sup>th</sup> so the selectboard is currently waiting on the 30 day marker period before they can have any type of meeting for the adoption of the plan.

➤ Town Service Officer Appointment

The appointments that were known were reviewed for accuracy. The empty seats were discussed and a list of vacancies will be posted to see if there were any takers. The vacancies include one seat on the selectboard, two positions for listers, and three library trustees.

Austin makes a motion to accept the 2012 appointments slate (appended to these minutes) less the Greater upper valley, Director of Emergency Management, and Animal Control Officer, Ash seconds the motion, and the motion passes unanimously.

➤ \$25,000 from our LOC to the general fund

Ash makes a motion to transfer \$25,000 from the Tax anticipation from the LOC to the general fund, Cook seconds the motion, and the motions passes unanimously.

➤ Brushwood Forest Reinvestment from Timber Cut

There is a maintenance cut that is required and the funds received from this cut where the money would be reinvested, whether it would go into the Brushwood Forest Fund or if it should be reinvested in the Town.

Paye presented that they did receive a bid for the removal of the trailer from Brushwood Forest. Hoyt expressed that she has no problem with the conservation commission determining the winner of the bid.

➤ Hoyt brought up the different tasks that need to be divided between the selectboard members, such as the building manager, person to perform the finance book reconciliation, etc.

- 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, Cook seconds the motion, and the motion passes unanimously.
- Review Correspondence

Ash makes a motion to accept with great regret Meredith Hartshorn's resignation as Selectboard Clerk effective April 30, 2012, Austin seconds the motion, and the motion passes unanimously.

- Review of Town Financial Statements and Journal Entries

Hoyt reviewed and declared that all is up-to-date.

- Action-items and Agenda Items for Next Meeting

Blake' re. summer roads plan

Marsh Hill Bridge

VTrans Annual Plan

Grant for Liability

Town Plan

Census Corrections

Building Maintenance

Community building

Appointments and Vacancies

- Up Coming Events

Working meeting to review plans and policies ~ March 26<sup>th</sup> at 5 P.M.

- Adjourn

Cook makes a motion to adjourn at 7:15 PM, Ash seconds the motion, and the motion passes unanimously.

Respectively Submitted,

Meredith Hartshorn, Selectboard Clerk

**2012 Appointments (as of 3/19/2012)**

<i>Position</i>	<i>Name</i>	<i>Term Expires</i>
Tree Warden	Fred Cook	2013
Service Officer	Don Phoenix	2013
Planning Commission	Chris Aquino	2013
	Stuart Bacon, II	2013
	<i>Vacant</i>	2013
	John Benjamin	2014
	Nate Pero	2014
	Andrew Petersen	2014
	Tracy "Skip" Brown	2015
	Geoff Gardner	2015
Board of Adjustment	Chris Aquino	2013
	Andrew Petersen	2014
	Tracy "Skip" Brown	2015
Two Rivers RPC (1 yr)	Nancy Malmquist	2013
Lake Fairlee Study Committee	Fred Cook	2013
	Mike Fanizzi	2013
Surveyor of Wood, Lumber Weigher of Coal	Jon Molesworth	2013
Fence Viewers (3)	Corey Paye	2013
	Jim Brigham	2013
	<i>Vacant</i>	2013
Budget Committee	To be determined in Fall 2012	
Greater UV Solid Waste (1 yr)	<i>Vacant</i>	
Director Emergency Management	<i>Vacant</i>	2013
Animal Control Officer	<i>Vacant</i>	2013