

**MINUTES**  
**West Fairlee Selectboard**  
**Monday May 7, 2012**

**Present:** Cory Austin, Beverly Ash, Fred Cook, Delsie Hoyt

**Visitors:** Peggy Willey

The meeting was called to order at 6 PM.

**Minutes:**

Ash moved to approve the minutes of April 16, 2012 regular Selectboard meeting as presented; Austin seconded; and the motion passed unanimously.

**Visitors/Reports of Town Officers and Committees:**

Peggy Willey reported on presentation made by author and naturalist, Tom Wessels which was co-sponsored by the Conservation Commission. The CC hopes to sponsor additional educational programs led by noted naturalists and conservationists.

Cook recognized the great job done by CC member Julie Paye in organizing and overseeing Green Up Day this year. Willey reported a new record may have been set in tonnage of trash collected. The Selectboard thanked Paye, Willey, the Westshire ATV Club, and all who participated Green Up Day.

**Review 4/30/2012 Financials and Journal Entries:**

Financials to date were reviewed. Hoyt noted that receipt of delinquent taxes and reimbursement from Rivendell calculated by the Department of Education has improved the Town's cash position.

**Roads**

- **Review/Submit VTrans Annual and Class II grants:**

The Town met with VTrans District 4 Supervisor Trevor Starr. He recommended that the Town submit an application for a Class II Road Grant along with the annual grant application. Success this year will depend on whether other Towns ahead of us in the District formula apply for funds. The Town would have two years in which to spend the Class II grant so the planned paving schedule would not change. **Austin moved to submit the VTrans grant materials; Cook seconded; and the motion passed unanimously.**

- **Temporary Easement 655 Crossroad:**

Hoyt prepared a Temporary Easement for 655 Crossroad to allow the Town to initiate repairs beyond its right-of-way. The shoulder will be lowered; tapered into the lawn along the frontage; and mulched and reseeded. **Austin moved to seek the temporary easement from the landowner; Cook seconded; and the motion passed unanimously.**

- **Renew Salt Shed Lease:**

The 25-year lease for the VTrans salt shed area on Crossroad renews annually in June. Austin will draft the renewal letter which will be acted on at the next meeting.

- **Decision on Beanville drainage/culverts:** The Town has little leverage to force landowners to install culverts in existing driveways. In anticipation of paving Beanville next year, Hoyt suggested the Town seek advice from Engineer Mark Bannon to identify and prioritize issues along the right-of-way where culverts and/or better drainage might extend the life of the pavement. A decision will be put off until that information is received. Cook will accompany Bannon on this site visit along with Jonathan Blake.
- **Prioritize summer road work:** The Board reviewed projects previously outlined by Jonathan Blake. It was agreed that work should proceed with all shoulder and road culvert work on Beanville and Wild Hill in anticipation of paving next year; ditching on the Rowell Brook side of Wild Hill and new culvert easement near the Town line; other shoulder and ditch work. Austin noted a culvert problem on Middlebrook. Rowell has begun post-mudseason grading.
- **Update Marsh Hill Bridge:** The process for State approval regarding wetlands above and below the bridge is underway. The project will subsequently go out to bid.

### Old Business

- **Appointments :** Cook moved that Jennifer Shatney, be appointed to the Cemetery Commission; Austin seconded,; and the motion passed unanimously.
- **Selectboard Clerk vacancy:** There was no response to the ads or email blitz regarding this position. After discussion about the skill level required for the job, **Cook moved that the rate be increased to \$20/hour and try another round of advertising; Ash seconded; and the motion passed unanimously.**
- **Future of Community Building use and renovations:** Following up recent discussions regarding a scaled-back plan to renovate portions of the Community Building, Hoyt presented a financial summary for two incremental projects: 1) the fire-rated public records vault; and 2) renovations of the Town Office portion of the 1988 addition including partitioning of the Clerk/Treasurer's Office; structural reinforcement between 1<sup>st</sup> and 2<sup>nd</sup> floors; and new entrance. Each project will cost approximately \$35-40,000 according to figures compiled by a professional construction estimator. The Board concluded the vault is logically the first project; the temporary vaults could then be emptied and removed prior to undertaking structural repairs and building the office partition next year. The Town Clerk/Treasurer was consulted and concurs with this sequence. **Ash moved that the Selectboard re-establish contact with Architect Jay Barrett to proceed with drawings and bid documents for the public records vault; Cook seconded; and the motion passed unanimously.**

Discussion continued on the Town's needs for office/meeting space. The Town Clerk will be adding additional work stations for computerized land records by late fall/winter. The Library has expressed interest in taking over the space vacated by Barnyard Quilting. Some routine repairs (rug cleaning, window glazing, etc) must be undertaken to prepare the space. The current library space would become Selectboard and Lister's Office with room for Conservation and Planning Commission meetings and networked to the server, internet, and printer located in the Town Office. The space would also be used by the firm contracted for undertaking the town-

wide reappraisal starting this summer. **Cook moved to allow the library to move upstairs and use the vacated space for Town functions; Austin seconded; approved unanimously.**

- **Banking and Investment Policy:** The Selectboard's draft was reviewed and approved by Treasurer Rhonda Cook. **Ash moved the Board adopt the new Banking and Investment Policy; Austin seconded; and the motion passed unanimously.**
- **PACIF grant:** Austin collected estimates for emergency equipment and the application has been submitted.

### **New Business**

- **Building Maintenance Position:** The Town has had difficulty filling this position, and discussion centered around the unrealistic hourly rate offered for the skills being sought. Rather than "part time" the position is more of a "handy man" functioning on a "will call" basis through work orders from the Selectboard. **Austin moved to increase the hourly rate for the building maintenance position to \$25.00 and advertise the vacancy in the Journal Opinion; Ash seconded; the motion passed unanimously**
- **Trash/Recycling arrangements:** Austin suggested changes to oversight of the recycling area. No funds are currently in the budget for this purpose but should be considered for the FY14 budget. Hoyt will contact More Waste for a small container for Town Office trash.
- **Community Building Leases:** The Board discussed a modest rent increase to reflect increased operations costs and to continue to work toward achieving market rates. **Ash moved that the Community Building rentals be increased 3% for the coming year; Cook seconded; and the motion carried unanimously**
- **Basic Emergency Operations Plan & LEPC Rep:** As expected, TRORC has requested the Town's annual update of the BEOP. Hoyt suggested that a small, ad hoc committee made up of community members with medical and/or emergency services experience/interest be assembled for two or three meetings to improve the quality of the document's information and make recommendations for future emergency planning.

### **Other Business/Agenda Items for next meeting**

- The West Fairlee Volunteer Fire Department is concerned about unauthorized burning during the recent dry period and their inability to levy adequate fines as a deterrent. Hoyt questioned jurisdiction in setting such fines. Austin will investigate other Towns' burning ordinances and fining capabilities through the VLCT and bring the information to a future meeting.

**Sign Orders:** Ash moved to sign the orders; Austin seconded; and the motion passed unanimously.

### **Upcoming Events:**

- Selectboard's Hearing on Proposed Town Plan, Monday May 21<sup>st</sup>, 6 p.m. (prior to regular meeting)

**Adjourn:** Ash moved to adjourn at 7:45 pm; Austin seconded; and the motion carried unanimously.