

Approved Minutes
West Fairlee Selectboard Meeting
Tuesday March 2, 2015

Present: Bev Ash, Fred Cook, Delsie Hoyt
Absent: Cory Austin, Marilyn Dresser

The meeting was called to order at 5:30 p.m.

Bev Ash moved to approve the minutes of the February 16, 2015 Regular Meeting; Fred Cook seconded; passed.

Review Treasurer's Financial Statements/Journal Entries

- The Treasurer's journal entries for January and February were reviewed, all were minor, entry corrections.

Roads

- Paving of Brown Road - Selectboard records from 1979 indicate that this is still a town road. Fred Cook and Delsie Hoyt are scheduled to meet with the landowner next week to work out a solution and timeline.

-Clarification regarding salt purchase - Following up on an earlier question from a local resident, Hoyt clarified that West Fairlee participates in the state-wide bidding and contract for salt which, despite our low capacity salt shed, provides the best available price per ton delivered.

Old Business

- Agreement Quinttown Container Service - Quinttown Container Service will begin providing "pay at the truck" trash services beginning this weekend. A simple agreement is being drafted to assure that liability coverage is maintained and the Selectboard is notified of any future changes in service.

New Business

- Auditors Management Letter – Previously circulated via email, the auditor's letter cited minor issues for the Selectboard to address to improve its oversight of Town funds. The need for "segregation of duties" will likely be answered by the roles of Treasurer and Town Clerk being held by two individuals. A plan to address the deficiencies and formulate a response to the auditors was deferred until after Town Meeting.

- Overweight permits - These documents need to be addressed with more regularity this time of year.

- Door fan air filtration test -- This test is recommended by Efficiency Vermont to pinpoint where the building is losing heat. Roof ice build-up indicates that there is still significant heat loss. The closest certified contractor is in Chelsea; the cost is approximately \$700 Cook asked about Strafford contractor who does free energy audits for Home Depot; for free. Fred agreed to call them and see what services are offered..

- Insurance inspection Bean Hall – The insurer for Bean Hall wants to inspect the building before renewing the policy. This is a routine, periodic inspection which will be done March 9th by an inspector contracted by the insurance company.

Other Business/Agenda Items (to be acted on at next regular meeting)

- Appoint Town Service Officer -
- Other annual appointments of town officers
- Begin post-Town meeting “tune-up” of policies and procedures
- Annual highway grant application

Bev moved to sign the orders; Fred seconded; passed.

Review Correspondence –

- TRORC
- NEMRC's Penny Muzzy has assembled the financial materials for the workers' compensation audit; Delsie Hoyt will review the active vendor files for compliance with insurance coverage and/or non-employee work agreements. She warned that incomplete information can result in an increased insurance premium for the Town.

Upcoming Events

- March 16 – Second hearing on Charter 6:30 p.m. Community Building
- March 17 -- Rivendell School District Meeting
- March 18 -- Special Town Meeting -- Australian ballot vote on Charter at Community Building
- March 23 – Emergency Training Needs Assessment/LEOP 10-12 Town Office

The meeting was adjourned at 5:54 pm.