

**Approved Minutes
West Fairlee Selectboard Meeting
Monday March 16, 2015
(Second Hearing on Charter will follow at 6:30 p.m.)**

Present: Bev Ash, Fred Cook, Delsie Hoyt, Al Pfeiffer

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

Fred Cook nominated Delsie Hoyt for Selectboard Chair; Bev Ash seconded; passed.

Fred Cook moved to approve the minutes of the March 2, 2015 Regular Meeting as presented; Bev Ash seconded; passed.

Roads

- Status/options concerning gate on Brown/Preserve Road – Fred and Delsie met with Bill Richter on Brown Road/Preserve Road where he had installed a gate across the Town's portion of the road. He was very agreeable, and will move the gate to the boundary of his property as soon when the ground thaws. Currently the road dead ends at Richter's lodge. An option to consider is whether the Town should throw up the road beyond his property line. As a Class IV road there would be no impact on the Town's annual highway grant. A turn-around would have to be worked into such an option.

- VTrans proposal to modify salt shed lease – Roger Barry called from Vtrans to propose modifying the lease from year to year to a 10-year lease to conform with their other leases. In the past, there has been talk of giving the property to the Town, but potential liability due to unknown environmental issues, might make that less attractive to the Town.

- Begin annual highway grant process – Fred Cook moved to sign the annual highway plan and certification. Bev seconded; passed. Fred moved to sign the certificate of compliance for the Town Road and Bridge standards; Al Pfeiffer seconded; passed. Hoyt will pursue a quote for guardrails on a large culvert on Middlebrook to consider for a Structures grant.

- Mudseason road posting – review policies – The roads have been posted, and there may be requests for access which are decided on a case by case basis depending on the temperature.

- Winter sand proposal – Jeff Bogie wrote to offer the town a “pre-buy special” on winter sand. It was noted that, while towns often lock in a price, the auditors frown upon the town paying for goods not yet received too far in advance. Since other sand pits have also expressed interest in providing a quote, it was decided to pass on the offer and follow normal procedures.

- VTrans 2017 bridge replacement on VT 113 – Delsie met with Thetford and VTrans officials concerning the 2017 replacement of a box culvert on 113 near the Town line. VTrans is seeking input from the towns concerning logistics for closures and detours.

Old Business

- Insurance inspection Bean Hall – Western Insurance sent an inspector for a routine look at Bean Hall under its vacant building policy. Delsie took him through the whole building; he said he saw no red flags and felt that the policy would probably be continued.

- Door fan air filtration test/energy audit – Fred called Lee Vormelker of South Strafford who had been advertising home audits on the listserve. He said he'd come over and look at the Community Building free of charge. He is certified, but feels the fan test might not be best choice. Fred will follow up and see when he can come over.

- Review Auditor's Management Letter and Develop Response – The auditors noted minor deficiencies in the Selectboard's oversight of internal controls. Segregation of duties was again noted. This will be addressed by having different people fulfilling the roles of Town Clerk and Treasurer. Detail of how to address the issue of the Treasurer reconciling the bank statements will have to wait until a new Treasurer is in the position. The Selectboard must note review of the journal entries every month. The auditors reiterated the need for annual internal control audits, and vigilance to reduce the risk of fraud (see new business). All of these activities need to be documented in the minutes.

New Business

- Post-Town Meeting "Tune-Up" (part 1 -- as time allows)
- Annual Committee/Commission appointments – The list of individuals with terms ending in 2015 and existing vacancies were divvied up to contact chairs and individuals to continue to serve. Delsie will post the required notice for vacancies in elected positions, and all will attempt to find individuals willing to serve in these positions.
- Appoint Town Service Officer – Don Phoenix is willing to continue in this position; it was noted that this is separate from his ongoing volunteer work directing the Food Shelf. Delsie moved to reappoint Don Phoenix as Town Service Officer; Bev seconded; passed. Paperwork will be returned to the State.
- Review Fraud Prevention Policy – The Fraud Policy was reviewed and discussed. Bev moved to renew the existing policy with updated contact information; Fred seconded; passed.
- Renewal of liquor license - Fred moved to approve renewal of the liquor license for the Middlebrook Restaurant; Al seconded; passed.
- Overweight permits – backlog of permits were divided up and signed ready for return.
- Local Emergency Operations Plan – Time to begin update which is due May 1st. TRORC will provide electronic copy for distribution and comment.
- next meeting – invite JPs and have a brief organizational meeting of Board of Civil Authority to elect chair

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

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

Review Correspondence -

Upcoming Events

- March 17 -- Rivendell School District Meeting
- March 18 -- Special Town Meeting -- Australian ballot vote on Charter at Community Building
- May 19 -- Special Town Meeting, Bond Vote

The meeting was adjourned at 6:39 p.m.