

**Approved Minutes
West Fairlee Selectboard Meeting
Monday, April 3, 2017 5:30 pm**

**Present: Fred Cook, Delsie Hoyt, Steve Malinoski, Al Pfeiffer
Visitors: Nina Schwartz, Jenn Shatney**

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

Minutes of the March 20, 2017 regular meeting were reviewed and corrected. Fred moved to approve, as corrected; Steve seconded; passed.

Organizational

- Vacancies for elected positions: Peggy Burden requested she be appointed for lister for term ending 2020; Cat Spaulding volunteered for Grand Juror position for a one year term. Steve moved to appoint Burden and Spaulding to the positions; Al seconded; passed. Regarding the current vacancy for Justice of the Peace, Delsie received clarification from the office of the Secretary of State that the current policy/administration would not appoint JPs if the vacancy was created for the fact that nobody stood for election.
- Committees and commissions: Reappoint John Benjamin to the Board of Adjustment and Planning Commission and Peggy Burden to the Planning Commission, both with a 3 year term ending in 2020. Steve made motion; Fred seconded; approved. No word from Conservation Commission on candidate to replace John Boutin; or from the library on interested candidates for 4 Trustee positions.
- Change regular meeting time from 5:30pm start to 6pm start to accommodate Nina Schwartz' attendance as Selectboard Clerk. Delsie moved to approve; Fred seconded; approved. Delsie will issue initial warning notice of this change.

Visitors/Hear and act on reports of Town Officers and Committees

- Conservation Commission: approach to E.coli situation in Ompompanoosuc. Discussion continued on strategies including having the Conservation Commission check lister records first to focus on property owners directly impacted by this situation before doing a broader, but still focused survey. All agreed that a preliminary public informational forum should be held.
- Planning Commission: Al reported that the Land Use forum held last week was very useful and informative. Improvements recognized for better coordination between some of our use permits with our town plan.
- Brushwood Forest signage and boundary marking – still pending.
- Jenn Shatney: came to speak and explain Tuck FYP students' business development project to do a study on the feasibility of Bean Hall and great economic vitalization project. Discussed ways the students plan to approach their study (survey commuters, homeowners, business owners and homebased businesses) in town and recycle center to study viability of local business endeavors. Concerns were expressed that the "comparables" exhibit similar traits to West Fairlee i.e. not being located on a major corridor, etc.. Selectboard in support of the plan with Jenn to keep us posted on updates/future activities.

Review Treasurer's Financial Statements/Journal Entries

- Town office expenses: Delsie noted that with new printing contractor, town report fees less this year than in the past. Plans to further improve format and layout for next year.

- Sand/salt expenses have increased this year over last.
- Discuss with Treasurer whether Orange County taxes may be made in two payments instead of one. Delsie proposed we maybe take advantage of this to assist with period where funds are limited to help provide some cash flow ‘breathing room’.
- Review was made of Treasurer and Clerk expenditures; slightly higher for YTD vs. last year.

Roads

Annual Highway Grant

- With funding formula based on total highway mileage, not yet eligible to apply for Class 2 Road Grant; others towns in District 4 ahead of us.
- District 4 encouraged resubmission of Structures Grant for guardrails Bebee’s Pond/Middlebrook culvert.
- Capital fund: decide on approximate amount to allocate monies for road work needed on Middlebrook Road and possible shim and top coat at the 244 end of Bloodbrook.
- Motion made by Steve to sign the AOT Certificate of Annual Financial Plan; Fred seconded; approved.
- Motion made by Steve to sign Certificate of Compliance of Town Road and Bridge Standards; Al seconded; approved.
- Motion made by Steve to sign the structures grant for the guardrail installation on Middlebrook Rd./Bebee’s Pond; Fred seconded; approved.
- Notification needs to be made for road line painting to allow scheduling and avoid being charged.
- Pending driveway access approvals reviewed and discussion made about further actions to be taken. Enforcement options – revert to ordinances and state regulation, establish deadlines.

Public Safety/Ordinance Enforcement

- Trash ordinance enforcement: need to follow up with Bev on status.
- Local Emergency Operation Plan: Delsie to follow up on email received and forward to Al, who is working on this.

Old Business

- Vermont Appraisal Company 2017 contract: is being worked on; deferred.
- ARC furnace/install complete.

New Business

- Received proposal from CAI Technologies for annual tax map maintenance contract. Motion made by Fred to sign; Steve seconded; approved.
- Back St. Property: Discussion had on advice received from Town Attorney (circulated via email) and offering property possibly to adjacent landowner or to VTrans. Delsie to work on further.
- Annual audit with Sullivan Powers: Annual outside audit of FY2016 underway. Delsie will meet with auditors for Selectboard-related questions and to set date for review parameters of audits with entire Selectboard. Motion made by Al to accept and sign letter of engagement for Sullivan Powers annual audit; Steve seconded; approved.
- Fraud policy poster: deferred.

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

Steve moved to sign the orders; Al seconded; passed.

Upcoming Events

- Compost Workshop Thursday June 15, 2017 5:30-7 Westshire Elementary.

The meeting was adjourned at 7:16 pm