

**Approved Minutes**  
**West Fairlee Selectboard Meeting**  
**Monday, April 20, 2020 6pm**

**Present:** Fred Cook, Bruce Durkee, Delsie Hoyt, Steve Malinoski

**Clerk:** Nina Schwartz (all attendees via Zoom video/tele-conference)

The meeting was called to order by Delsie Hoyt at 6:03 pm remotely via Zoom video/tele-conference.

Minutes of the April 6th meeting were reviewed. Fred made motion to approve minutes, as corrected, Steve seconded; unanimously approved.

**Organizational**

- Library Trustees vacancy: posted on list serv and Front Porch Forum. To date, no response/interest

**Visitors/Hear and act on reports of Town Officer and Committees**

- Treasurer has reported anticipated zero cash flow by the end of May, as often historically happens at this time of year and has requested approval to obtain documents needed from bank for Tax Anticipated Note (TAN), approximately \$135k. Bruce made motion to support this, with the Selectboard to review in detail at next meeting. Fred seconded the motion; approved
- Delinquent Tax Collector (Staci Sargent):
  - Has reported postponement of any tax sales for 2020, which is also supported by VLCT
  - Temporarily suspended accrual of ~~8%~~ installment interest on delinquent taxes
- Property tax-related issues under consideration by legislature: school tax must be covered by town, State is looking into aid; to be advised

**Review Treasurer's Financial Statements/Journal Entries**

- Town audit (Sullivan & Powers): Audit findings, management letter, and representation letter shared earlier via email to SB
  - Representation letter states audit has been reviewed, acknowledge an understanding of the scope of the auditors, and accept research that has been done
  - Steve has questions on deficiencies stated:
    - Deficiency on netting cash receipts: one time issue, not presented in a way auditors require. Treasurer is working with Auditors to correct
    - General journal entries: continuous improvement needed on better categorizing/posting
    - Improvement needed on segregation of duties, which is a perennial issues, due to being so small/limited with staffing
    - Selectboard failed to document annual review of internal controls (oversight)
- Steve made a motion to respond to the representation letter for the 2019 audit and to respond to the management letter on material weaknesses (as noted above). Fred seconded; approved

**Roads/Land**

- VTrans grant package and Class II Road grant:
  - Discussion had on delays in start on projects because of COVID-19, so better to wait before accessing any grant funds
  - Deadline extended to May 15<sup>th</sup>, further actions deferred
- Buck Hill Rd ROW trimming and reset of GMP power line: underway. Delsie walked tree line and found no overreaching and work did not go beyond scope of project of tree line

- GMP proposal to reset ~ 5 power poles into ROW on Bloodbrook Rd: Fred met w/Kevin from GMP and it was decided best to dig trenches and bury along ROW
- Kidderhood Rd. culvert failures: not expected and is being assessed

### **Public Safety/Ordinance Enforcement**

- COVID-19 response:
  - Bruce relayed concerns made by Quinntown about Rivendell School District opening up their trash dumpsters for limited use/access to RSD residents and potential abuse/problems. Delsie remarked that is for RSD administration to monitor and handle
  - Delsie shared many volunteers available to help, but to date, not much help currently needed
- 2020 Local Emergency Management Plan (LEMP): shared via email earlier with SB for review
  - Some additions/updates to be made and can be revised, as needed, even after submitted to TRORC
  - Bruce made motion to approve current version, with noted comments/additions, and submit to TRORC. Steve seconded; unanimously approved

### **Old Business**

- Solar array proposal: Planning Commission review
  - Delsie circulated letter of support from PC. Any questions/concerns?
  - To be reviewed at next meeting
- West Fairlee Rd solar array project: vegetative border to be installed. Tax value assessed at \$447k
- Illegal dumping 2750 Rte 244 (Ordinance and DEC enforcement): report submitted, no known communication/update received to date
- Green Up Day rescheduled to May 30<sup>th</sup>
- Abandoned vehicle @ transfer station: still pending. Delsie to follow-up w/Thetford PD

### **New Business**

- Rivendell School District Annual Meeting: updated plan, SB has concerns about accuracy of mailing addresses and impact it would have on voting as a result
- Excess Weight Permits: two received, to be processed

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

#### **Sign Orders**

Fred made motion to approve orders, which were reviewed and signed by Delsie and Steve, as previously approved (through the end of May). Bruce seconded motion; unanimously approved.

#### **Review Correspondence**

#### **Upcoming Events**

Fred made motion to adjourn meeting, Bruce seconded; unanimously passed. The meeting was adjourned at 7 pm.