

**Approved Minutes  
West Fairlee Selectboard Meeting  
Monday, July 1, 2019 6pm**

**Present:** Beverly Jo Ash, Fred Cook, Delsie Hoyt, Steve Malinoski

**Clerk:** Nina Schwartz

**Visitors:**

The meeting was called to order by Delsie Hoyt at 6:00 pm.

Minutes of the June 17<sup>th</sup> regular meeting were reviewed. Bev made motion to approve minutes, as noted, Fred seconded; approved.

### **Organizational**

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

- Tri-Town Commission meeting on 7/2, per reported by Steve
- GUVSW: Bruce attending meeting, which is monthly, not quarterly with focus on composting center. Bruce to attend several meeting to evaluate necessity of monthly attendance
- Library Trustees: sourced three new computers through Wincycle; also considering moving over to EC Fiber

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

- Review of YTD spend: No particular line items of concern at mid-year point; cash flow holding steady and Treasurer reports we will probably once again squeak by with no need to borrow funds in anticipation of taxes
- Sullivan Powers FY2018 audit management and representation letters: circulated to SB members prior to meeting via email
  - Notice to SB of any deficiencies in internal controls and/or recommendations.
    - Material weaknesses (deficiencies):
      - Segregation of duties (unavoidable due to lack of town/SB personnel)
      - General journal entries: inconsistent
    - Recommendations: internal control checklist should be done

Delsie will reply to the letter on behalf of SB, as customarily done. Fred made motion to accept representation letter and sign, Bev seconded the motion; unanimously approved. Delsie also commented that the auditors are always willing to meet with any SB member if at any time there are questions.

### **Roads/Land**

- Town Road and Bridge Standards: suggestion was made to adopt to coincide with 2019 template MRGP standards. Bev made motion to adopt 2019 template, Bruce seconded; approved
- TRORC Transportation Advisory Committee (TAC): meeting July 11<sup>th</sup> in Norwich, re: bridge maintenance and inspections. Delsie to attend, Steve may accompany her
- Paving quote Middlebrook Rd: proposal received from Springfield Paving, Blak-Top quoting next week, although they are not available to do work this year
- Mowing: Jonathan to speak with Murdow on tweaking mowing in certain areas
- SB thanks the Westshire ATV Club for brush removal done on Bear Notch Rd – great job!

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

- Speed zone signs required on Beanville Rd per Thetford PD. Delsie working on signage
- E911: Nina Schwartz reports annual review by E911 Board found no questions/discrepancies for the first time in a few years
- ATV ordinance revision: to include enforcement by Thetford Police. Game warden is primary enforcer of ATV laws, but local and state law enforcement agents able to enforce. Discussion had and revisions drafted for further review at next meeting

### **Old Business**

- Property sales: Beanville Rd property, will suggest prospective buyer can call VT DEC wastewater engineer to make site visit/assessment, but after discussion the SB feels it is better for the Town to not be directly involved and best for the prospective buyer to pursue independently
- Revising town website: preparations ongoing, further action deferred
- Water source protection system/Alliance contract for Community Building:
  - Start date still pending; no new information
  - Community Building room cleanout/wall removal: pending confirmation of who is responsible
- Bean Hall roof leak and estimate for Community Building cupola repair: pending estimate from Jim Morrell
- Community Building capital projects and general cleanup: in progress
- Community Building septic system: pending, ongoing

### **New Business**

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

- Review lease for Creative Spirit; deferred for next meeting
- Hazard Mitigation Plan: Delsie working with Pete Fellows, approval likely deferred until August
- Prescriptions medication mail in program: details and mailing material available in town clerk's office for pick up

### **Sign Orders**

Bev made motion to sign orders; Fred seconded the motion; unanimously passed.

### **Review Correspondence**

### **Upcoming Events**

- July 12<sup>th</sup>-13<sup>th</sup>, The Prouty, route to run through parts of Routes 113 and 244
- July 20<sup>th</sup>, Route 244 to be closed for construction, State managing detour
- Sept 6-7<sup>th</sup>, VT Emergency Management Conference, Lake Morey Resort

Bev made motion to adjourn meeting, Steve seconded; unanimously passed. The meeting was adjourned at 7:21pm.