

**Approved Minutes  
West Fairlee Selectboard Meeting  
Monday October 19, 2015**

**Present: Bev Ash, Fred Cook, Delsie Hoyt, Steve Malinoski, Al Pfeiffer  
Visitors: Jonathan Blake, Bruce Durkee, Doug Stone, Peggy Willey**

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

Bev moved to approve the minutes of the October 5, 2015 Regular meeting with minor corrections; Al seconded; passed.

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

- Peggy Willey appeared for the Conservation Commission regarding a legal opinion from Town Attorney Paul Gillies concerning a potential access ROW to Brushwood Forest. Gillies' opinion was discussed -- he does not believe there is an ongoing ROW although personal access was given to an individual in the past. Strategies were discussed to assure that the information was available for posterity including recording in the Fairlee land records and inclusion with the Town's conservation easement binders. Peggy will also ask Gillies if a letter to the current landowner is appropriate, and, if so, will ask him to compose and send one. Peggy also requested approval for speaker fees for the upcoming CC public program on bumblebees; Bev moved to approve the expense; Al seconded; passed.

- Westshire ATV Club re: trail maintenance Brushwood Forest and maintenance of Southworth Park – Following up on a recent meeting with the Conservation Commission and County Forester, Bruce Durkee and Doug Stone came on behalf of the Westshire ATV Club to discuss the ATV trail in Brushwood Forest. Originally, the Brushwood Forest ATV trail was maintained by the Bradford Club and later, by the Corinth Club, both of which have disbanded. Due to the added requirements of Current Use and the Conservation Easements, parts of the trail require more planning expense and work than the Westshire Club thinks feasible going forward. It is difficult terrain for the small amount of mileage it provides. The Club suggests seeding the trail in the spring and removing it as a VASA trail for the time being.

- For many years, the Westshire ATV Club has voluntarily mowed Southworth Park, but they no longer have anyone able to do the work. The Selectboard thanked the Club for developing and maintaining the park for the Town; and noted it is often used as a site for educational programs. The Club will continue to maintain the shelter and picnic table; but the Town will look into adding the mowing to the contract with Bill Hodge.

- Questions regarding maintenance of Class IV roads – Deferred; the person with questions didn't come.

**Review Treasurer's Financial Statements/Journal Entries (unavailable last meeting)**

- Journal entries were unavailable; financial statements will be available at the next meeting and we will begin work on the 2016 budget.

**Roads**

- Kidderhood easement/driveway permit – Steve Malinoski circulated the proposed drainage easement for review; and will send it on the Richard Wait for signature.

- Reclamation/culvert replacement Wild Hill – The rest of the new culverts will be going in the middle of next week; Jonathan will put signs up and close the road to do them.
- Annual review of highway maintenance contract – A few changes were recommended for individual equipment rates; most will remain the same. The demands of winter plowing were discussed; Plowing of the area around the Community Building presents a conflict with preparation for the school bus route. It was decided to sever this task from the contract and look for another contractor to plow the lot. Fred Cook urged continued economization of salt. Fred moved to approve the Blakes' contract with a \$5,000 increase to the plowing portion and minor changes to selected summer equipment rates; Al seconded; approved.
- Discussion: preparation for winter roads -- removal of obstacles in ROW
- VTrans grant audit Tuesday October 20 – All of the paperwork they need is ready for them.

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

- Animal Control Officer -- changes to dog ordinance & policies – Delsie wrote a new draft of the dog ordinance which incorporates suggestions by John Peaveler, our Animal Control Officer. She will ask John to review it before further discussion and beginning the ordinance amendment process.

### **Old Business**

- Schedule Community Building insulation – Fred reported that we are on the list for insulation, and it will probably be the first or second week of November. They will call a day or two beforehand.
- EC Fiber bundled services/ Key dial tone proposal – EC Fiber looks like a better deal, especially with their bundle.
- Planning Commission membership – Hazard Mitigation Plan/ update of Town Plan – Two Rivers Regional Planning wants to begin the process of revising Hazard Mitigation Plan (HMP) which involves a broad-based committee. There are currently several vacancies on the Planning Commission; In addition to updating the HMP, the process for revising the Town Plan should begin. Both documents are required for future disaster funding.
- Request for storage of dental chair – Sam Petrone is looking for grants to offer low-cost dental care; she has a consulting dentist and would like temporary storage for the donated dental chair. Consensus was that we could store it for up to a year unless the space is rented in the meantime.
- Update re: transition to new recycling hauler – Justin Adams of Quinttown Container, our current trash hauler will begin providing recycling services as of November 21. This will provide additional time to inform residents of changes in procedures.
- Disposition of Sheldon Miller Fund – Jen Shatney will come to the next meeting with a representative from Westshire School to discuss potential uses for the approximately \$3,100 in the fund. The fund is restricted to uses which benefit West Fairlee elementary school students.

Bev moved to sign the orders; Al seconded, passed. Fred Cook reiterated his concern that the checks were not included with the Accounts Payable and did not sign the orders. In recent years, the State Auditor and the Town's outside auditor recommend that Selectboards follow a battery of internal control procedures to verifying checks, accounts, and vendors. Delsie will clarify procedures with the Treasurer.

The meeting was adjourned at 7:25 p.m.