

**Approved Minutes
West Fairlee Selectboard Meeting
Monday, February 2, 2026, 6 pm**

Present: Beverly Jo Ash, Stuart (Tiger) Bacon, Bruce Durkee, Delsie Hoyt

Visitors: Paul Kowalski/New SB Administrative Assistant, Jen Shatney/WF Historical Society

Clerk: Nina Schwartz

Delsie Hoyt called the regular selectboard meeting to order at 6 pm from the Town Offices.

Additions to the Agenda

Consent Agenda

- Approve Minutes January 19, 2026 Regular Meeting & January 26, 2026 Special Meeting
- Excess Weight Permits - none

Bev made a motion to approve the Consent Agenda, as it stands. Tiger seconded the motion, which was unanimously approved.

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

- Selectboard Administrative Assistant, Paul Kowalski
Discuss on-boarding process needs, general responsibilities, upcoming projects, website credential/updates, etc.
 - Paul introduced himself and provided professional experience
 - Delsie mentions what's been shared so far with Paul (Town website) to familiarize him with the current state, and potential areas for improvement
 - Paul will need a town/municipal email address, which requires a license (approx. \$265 annual fee). There were no objections to the expense.
- WFHS, Jen Shatney, re: Phase 2 - Environmental Study/Bean Hall
 - Site visit for study: date TBD. Bruce and Tiger volunteered to participate, if available
 - Requested the SB complete the DEC Owner Participation and Site Access form
 - Discussion on grant application, next steps to complete, and submission
 - Site visit 2/6 for inside for Historic Preservation Registry

Organizational

Review Treasurer's Financial Statements/Journal Entries – emailed by Treasurer, circulated to SB members via email before the meeting

Roads/Land

- Annual VTrans Reporting/Grants packet, re: Estimates for Class 2/Structures grants?
 - No action needed until after Town Meeting
 - Will need to contact bridge engineers for information on rehabilitation for West Fairlee Rd. bridge
- Discussion on the continued regional road salt shortage

Public Safety/Ordinance Enforcement

- FEMA buyout program update / SB discussions/action, re: well (Delsie)
Shared well rights/well on the property border. The State continues to work on a resolution.

- Lead assessment report / next steps (Bree)
Bree continues to request an update and will communicate updates once received

Old Business

- MERP Implementation Grant, re: review draft solar RFP; remaining projects/funds
TRORC provided a template from another town that was suitable for the Town's RFP needs. Delsie to update, appropriate to our needs
- MTAP Site Plan, re: site design, ADA ramp/parking, and potential green stormwater project
Discussion on collaborating with a landscape architect, potentially utilizing MERP grant award to bring the project together
- Generator: still waiting on key. Bruce to follow up on this.

New Business

- Muni Planning Grant "kick-off", re: housing study w/Kyle Katz (Monday, 2/9 @ 5:30pm w/Planning Commission)
 - SB members are encouraged to participate. Bev and Delsie plan to attend.
 - Delsie shared some background information on the vision and intent of the meeting and study
- SB Annual Report & other town report material – review
 - SB is pending reports from two commissions/committees to have them all
 - Printing costs are nominal. Delsie would like to add some color photos. There were no objections from SB members on incorporating some color photos.
- Community Building, re: plumbing
 - Hot water heater has been repaired
 - Garrett Aiken Plumbing and Heating has agreed to take on the task list of miscellaneous plumbing needs

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

- Annual SB timesheets: prepare/submit for 2/16 meeting

Sign Orders

Bev made a motion to sign orders; Bruce seconded the motion, and unanimously approved.

Upcoming Events

Bev motioned to adjourn the meeting, and Bruce seconded, and unanimously passed. The meeting was adjourned at 7:11 pm.