

**Approved Minutes  
West Fairlee Selectboard Meeting  
Monday, February 16, 2026, 6 pm**

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

**Visitors:** State Senator John Benon (R) (Orange District), Mike McPhetres,

WF Library Trustees: Melanie Bacon, Jillian Hatch,

WF Historical Society/Community Trust: Jen Shatney, Darlene Cook

**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 February 2, 2026 Regular Meeting
- Excess Weight Permits - none

Bruce made a motion to approve the Consent Agenda, as noted. Bev seconded the motion, which was unanimously approved.

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

- State Senator John Benon (R) (Orange District), re: introduction and legislative update
  - Provided background information and professional experience as he visits all 17 towns in the county
  - Shared current legislative areas of focus: education, transportation, housing, healthcare
  - Sits on Healthcare Committee and Institutions Committee
- WF Library Trustees/Melanie Bacon, Jillian Hatch, re: update and questions, re: accessing Library funds
  - Provided status on updates, with a “soft opening” to residents on Town Meeting Day
  - Requested to establish processes and procedures to more easily access funds, as needed  
The SB is not opposed to doing so and suggested a discussion with the Town Treasurer to see about a path forward. Delsie to schedule a meeting. Jillian to reach out to local libraries to see how they manage funds
- WF Historical Society/Community Trust: Jen Shatney, Darlene Cook
  - Circulated various documents regarding the Paul Bruhn Grant to share
  - Shared ESA Phase 2 binder contents
  - Question raised on insurance requirements for Bean Hall, who’s covering it, and how to properly provide. Delsie to investigate further with PACIF. Jen is also looking into how other towns have handled such a scenario
  - Darlene to set up a table at the Transfer Station to share some information, and any other town-related information with residents (Town Crier-like)

**Organizational**

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

**Roads/Land**

## **Public Safety/Ordinance Enforcement**

- Construction Notification & Domestic Animal Control Ordinances: Required deadlines to post publicly were not adhered to, prompting adoptions to be redone
  - Bruce made the motion to approve and readopt the Construction Notification Ordinance originally adopted on 12/1/25. Bev seconded the motion. Unanimously approved.
  - Bree made the motion to approve and readopt the Domestic Animal Control Ordinance originally adopted on 1/19/26. Bruce seconded the motion. Unanimously approved.
  - Bree to take care of the required notifications/postings. Attach ordinances to meeting minutes.
- Front Porch Forum “Urgent Announcement” feature for Town Officials now available
- FEMA buyout program update/Back St. property, re: SB action on shared well rights/well on the property border (Delsie)
  - Responsibility to maintain the well is with the border property owner
  - Delsie made the motion for the Town to provide a statement to the State that the situation is understood and that there are no objections. Bev seconded the motion. Unanimously approved
- Lead assessment report / next steps (Bree)  
Working to have Foss & O’Neil present at a future date, sometime after Town Meeting

## **Old Business**

- Administrative Assistant, re: on-boarding process needs (email, general responsibilities, upcoming projects, website credentials/updates, etc.) - underway and in progress
- MERP Implementation Grant, re: review draft solar RFP; remaining projects/funds
  - Delsie made updates to the template provided by TRORC, suitable for the Town’s needs
  - There were no objections to moving forward with the RFP, as updated. Delsie to proceed.
- MTAP Site Plan, re: site design, ADA ramp/parking, and potential green stormwater project
  - Response on landscape architect not yet received. Bree to follow up on this.
- Muni Planning Grant “kick-off”, re: housing study w/Kyle Katz (Monday, 2/9 @ 5:30pm w/Planning Commission)
  - Delsie and Bev attended and commented that it was a good event

## **New Business**

- Annual SB timesheets: submissions due; completed
- Formal public records: brief review of responding to requests  
Recently received such a request. Delsie reviewed the laws from VLCT and noted that such requests must be responded to; records are to be made publicly available for inspection during normal business hours, but are not required to be gathered or sent. Motives for the request cannot be questioned.

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

- Bean Hall ESA Phase 2 meeting: Thursday, 2/19, 5pm. Bree and Bruce to attend

## **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 7:38 pm.