

**Approved Minutes**  
**West Fairlee Selectboard Meeting**  
**Monday, April 17, 2023, 6 pm**

**Present:** Beverly Jo Ash, Fred Cook (via Zoom), Bruce Durkee, Delsie Hoyt, Steve Malinoski

**Visitors:** Doug Stone

**Clerk:** Nina Schwartz

The meeting was called to order by Delsie Hoyt at 6 pm from the Town Office and via Zoom.

Minutes of the April 3, 2023, regular selectboard meeting were reviewed. Bruce made a motion to approve meeting minutes, as corrected; Bev seconded; unanimously approved.

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

- Conservation Commission, re: Green Up Day, May 7<sup>th</sup>
  - Peggy Willey communicated with Delsie about the usual procedures for this event
  - A reminder of the rules and guidelines will be posted on the listserv
  - Special thanks to Tomas Masterson for drafting walking trails throughout town
- Westshire ATV Club/Doug Stone:
  - Club will participate in Green Up Day, as usual
  - Available to SB for any projects: Southworth Park, others-?
  - VASA opening date May 15<sup>th</sup>. WF ordinance May 1<sup>st</sup>.
  - Renew/approve annual landowner permission form and liability with VASA. Bruce made a motion to accept and sign the said document, Bev seconded; unanimously approved.

**Organizational**

- Vacancies: Energy Coordinator, still pending
- Planning Commission:
  - The PC wishes Jen Shatney and Jillian Hatch to join the Commission. Bev made a motion to approve such appointments, Steve seconded; unanimously approved

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

- Proposed Tax Anticipation Note (TAN)/Treasurer's cash flow analysis: circulated proposal from Community Bank stating terms, amount, and interest rate for line of credit. Note to review and approve at next meeting, if so decided. Bruce made the motion to accept proposed terms, if needed, Fred seconded; approved.
- Capital Budget Planning, refine 5-year plan, especially Highway & Community Building – deferred. Delsie trying to obtain ballpark figures for materials for long-term projects to get a very rough idea of costs.

**Roads/Land**

- MRGP: permit issued
- GIA paperwork: submitted and received
- Driveway/Access Permit: Ulman, West Fairlee Rd. & Route 113. Steve made a site visit to assess, no issues. SB had no opposition. Bruce made the motion to grant permission to proceed, Bev seconded; approved.
- Brushwood Road damage: consider seasonal posting/closure of the road (chain) to reduce damage
- Teams meeting, re: Route 113 closure – tentative schedule(?) closure 6/10-11

## **Public Safety/Ordinance Enforcement**

- Local Emergency Management Plan (LEMP): discuss updates/revisions, Neighborhood Network, and other changes-? (Deadline: May 1<sup>st</sup>) Bev made the motion to approve the LEMP, as updated, Steve seconded; unanimously approved. Delsie will submit for approval to TRORC and Regional VEM.
- Generator vs. Powerwall: estimates, for EOC functions. Delsie spoke with Brookfield Generator to assess and contacted Sun Common. Still waiting for further information.

## **Old Business**

- Town Plan transmittal draft: received, set review, notices, and hearing schedule. SB to review to discuss June 1<sup>st</sup>. SB to finish the first review 5/1 and set public hearing date at that time.
- Community Building:
  - Lighting conversion plan: materials on order
  - Accessibility Modification Grant (for bathrooms): Bruce working on procuring the necessary measurements and drawings
  - Need for an on-call handyman: no updates, Bruce going to inquire at local building suppliers for possible recommendations
  - “Field Trip” re: correcting drainage in parking lots and around buildings: discussed options
- Municipal Energy Resilience Program (MERP): mini-grant to addressing energy public education; audit survey completed, project grant guidance pending
- Public Water Supply permit, non-transient population: Delsie is curious if it’s possible, to obtain an amendment/variance to the current permit. A suggestion was made to have a DEC person attend SB meeting to understand regulations.

## **New Business**

- Tobacco License, Tobacco Substitute Endorsement, and 2<sup>nd</sup> Class Liquor license for Erin’s General Store: Steve made a motion to approve and sign, Bruce seconded; unanimously approved
- AOA Rural Capacity Building assistance: West Fairlee on “short list,” for opportunities-TBD
- Excess Weight Permits: six

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

- E911 Name/signage private drive off Beanville Rd. (subdivision): Peggy Burden (E911 Coordinator) is actively working on

## **Review correspondence**

## **Sign Orders**

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

## **Upcoming Events**

- Regional Shelter Training-VEM/TRORC: TBA

Bev made a motion to adjourn the meeting, Bruce seconded; unanimously passed. The meeting was adjourned at 7:40 pm.