

Minutes of West Fairlee Selectboard December 20, 2010 Meeting

Present for the Selectboard: Bonnie Cray, Jim Brigham, Sharon Petersen, Beverly Ash

Visitors: Andy Petersen, Delsie Hoyt, David Cogger, Rosalie Towle, Sara Priestpa

The meeting was called to order at 6:00pm by Bonnie Cray

- Approve minutes of December 6, 2010 regular board meeting.

With minor edits to the minutes Brigham makes a motion to accept the minutes for the December 6th regular scheduled meeting, Ash seconded the motion, and the motion passes unanimously.

- Hear and Act on the Reports of Town Officers and Committees.

➤ Building Committee

Selection of a Consulting Architect

The Committee has also come to consensus that “design-bid-build”, the most traditional approach to this type of project, is also the best approach for this project and will provide the best chance for the project’s acceptance by the community and ultimate success. Therefore, the Committee recommends that the Selectboard undertake a process to select a consulting architect to assist with developing the project; preparing the bid documents; and overseeing the project implementation.

When the interviews are held with the Architects it will have to be an Executive session with the Building Committee and it will have to be called prior to the meeting.

Cray makes a motion to proceed with a process to select a consulting architect for the Community Building renovations by issuing a Request for Qualifications letter to the interested firms followed by individual interviews scheduled for mid-January, Brigham seconds, and the motion passes unanimously.

Lighting Retrofit

Efficiency Vermont has recommended that the Town install more energy efficient lighting throughout the building. Since this not a one-for-one replacement, and the uses of the building have changed significantly since it was a school, the ReLight program will pay the full cost of a lighting audit and a portion of the design costs based on energy savings. We are still able to participate in all Efficiency VT rebate programs on bulbs and fixtures. The lighting specialist will provide us with specific recommendations and specifications which could be used to develop bid documents. The Committee recommends that the Selectboard

include \$350 in its 2011 Annual Budget Capital Fund to cover the upfront costs of the lighting analysis and design.

Brigham makes a motion to engage a Lighting Designer through the ReLight Program to analyze and design the appropriate lighting retrofit for the Community Building, Ash seconds the motion, and the motion passes unanimously.

- Roads

- Letter to Benosh regarding driveways

Jonathan has talked to Benosh and they are willing to try to get the driveway taken care of.

- Road Ordinance

Needs to be discussed with Skip Brown from the Planning Commission.

- Austin Road

Cray has tried to contact the people parking in the Town right-of-way to discuss not parking there. Cray will continue to try and make contact with them.

- Old business

- Post Office Box Kiosk/ Location

Possibly by mid-February the Town could have its Kiosk, so long as a location can be decided on. Brigham will discuss putting the Kiosk at B&B with the owner.

- Bond Counsel

All the paperwork is in.

- Mowing Bids

Two people have put bids in on the mowing, both have proper insurance.

Makes motion to go with Brian Ricker to handle the mowing at \$50 per mowing for next summer, Ash seconded the motion, and the motion passes unanimously

➤ Appointment of Viola Farrer – Lister Positions

Cray makes a motion to appoint Viola to the Lister Positions, Brigham seconded the motion and the motion passes unanimously

• New Business

➤ Sign 2011 credit line in the amount of \$145,000 with Merchants Bank - Paperwork will be in SB file.

The interest rate from Merchants bank is 1.75%; last year it was 2.75%, also the Town will not be required to take the full credit line at the beginning of the year as they had to last year; only as needed, saving on interest costs.

Cray makes a motion to sign the paper work for Merchants Bank, Brigham seconds the motion, and the motion passes unanimously.

➤ Approve payoff of Highway Grant Loan & interest - loan due on 12/24/10

The Town has already received the money from the State for the Beanville Culvert Grant.

Ash makes a motion to approve the pay off of the Highway Grant Loan and interest, Petersen seconds the motion, and the motion passes unanimously.

➤ Approve additional check run on 12/29/10 - to clean up all unpaid invoice for yearend

Brigham makes a motion to approve additional check run on December 29, 2010, Ash seconds the motion, and the motion passes unanimously.

➤ Request for Proposal for Community Building Maintenance

Routine maintenance and repair of town building: Some knowledge of basic carpentry doors, and locks, with some knowledge of electric and plumbing systems and heating equipment desirable. This is a handyman, Mr. Fix-It job. Town employee pay rate is \$15 per hour. Contact Bonnie Cray, Building Manager, at (802) 333-9655, for more details.

Brigham makes a motion to post the community building maintenance ad, Ash seconds the motion, and the motion passes unanimously.

➤ Veteran Tax Exemption Paperwork

It was discussed of increasing the amount from \$10,000 to \$20,000

Cray makes a motion to put an article in the warning of the Town Report for the people to vote on for the increase of the Veteran Tax Exemption, Brigham seconds the motion, and the motion passes unanimously.

➤ Trash/Recycling Holiday Schedule

The trash and recycling will not be picked up on January 1st, however it will be picked up on January 8th and 15th from 8 to 11.

➤ Letters out for Appropriations Requests

Appropriation request need to be sent out

➤ Budget Payroll

Petersen makes a motion to budget payroll in executive session, Brigham seconds the motion and the motion passes unanimously.

Listers will go from \$3,100 to \$15,000 to update the grand list.

Housekeeping will go from \$1,000 to \$2,340

Library will go from \$3,140 to \$3,640

It was voted to pay the increase of the one person health insurance plan, increase amount to be established.

Brigham made a motion to accept the Budget payroll, Petersen seconded the motion, and the motion passes is unanimous.

The board went into executive session at 6:55; the board came out of executive session at 7:05.

- Other business to be presented to the board that will be acted on at the next regular meeting

Vacancy in the Selectboard – Appointment of Delsie Hoyt for position

- Sign orders

Cray makes a motion to sign the orders, Brigham seconded the motion, and the motion passes unanimously.

- Review Correspondence

Contract with the Public Accountants from Sullivan Powers

Brigham makes a motion to sign the Sullivan Powers contract, Ash seconds the motion, and the motion passes unanimously.

VTrans correspondence regarding weight restrictions on Town Highways and Bridges

Upper Valley Pediatrics regarding space in the Community Building

Ash makes a motion to take \$100 off Upper Valley Pediatrics rent and Creative Spirits would be able to use the office area for an addition \$100 with the clause of the possibility of the Town needing it for Handicapped accessibility, Petersen seconds the motion, and the motion passes unanimously.

Correspondence from Greater Upper Valley Solid Waste Management District regarding rates

- Review Town Financial Statements

The Financial statements were reviewed by the Selectboard.

- Action-items and Agenda Items for Next Meeting

Selectboard appointment

Kiosk Location

Town Report

- Up Coming Events

Community Building Meeting December 29th

- Adjourn

Petersen makes a motion to adjourn at 7:10, Ash seconds the motion, and the motions passes unanimously.

Respectfully submitted by,

Meredith Hartshorn, Selectboard Clerk