

**Minutes of West Fairlee Selectboard Regular Meeting
March 1, 2010**

Present from the Selectboard: Bonnie Cray, Beverly Ash, and Doug Sonsalla
Visitors: Delsie Hoyt, Jim Brigham, Andy Petersen, Roger Bailey, Jim McDade, Corey Paye, Brigid Reilly

The meeting was called to order at 7:00pm at the Community Building multi-purpose room.

Visitors: *Corey Paye: Conservation Commission: Appointments/Brushwood Forest Financial Agreement/Conservation Commission Grant for a Phase II Geomorphic Assessment on Part of the Ompompanoosuc River*

Paye provided copies of the updated Brushwood Forest Financial Agreement to the board in advance of the meeting. Paye reviewed the changes that have been made since the prior draft including several suggestions by the Town attorney. Sonsalla noted that VLCT suggests reviewing policies on an annual basis but indicated that the language could remain as written. Paye responded that the nature of the agreement may allow for longer term review given that little could change in the short term. Cray suggested waiting to adopt the policy for the change over in the selectboard. The policy has been tabled for the new board convening for the first time at the next regular board meeting (March 15, 2010). Paye suggested having someone from the budget committee to review the document as well.

Paye requested that himself, Geoff Gardner, and Doris Honig be appointed to the Conservation Commission. Sonsalla moved to accept the appointments. Ash seconded the motion and the vote passed unanimously. Paye also noted that Lucy Yarian will not be continuing on the Commission as her term draws to a close.

Paye discussed a grant for a Phase II Geomorphic Assessment on a portion of the Ompompanoosuc River. Phase I work has been completed to date. The West Fairlee Conservation Commission has oversight of the Phase II grant, but the project is a collaborative with surrounding Towns' Conservation Commissions. Paye indicated that a small portion of the grant will also go to the Town for administrative purposes.

Minutes: Motion by Cray to approve the minutes of February 15, 2010 regular board meeting, February 18, 2010 informational meeting, February 20, 2010 Heatherfield and Slaughterhouse Road reclassification hearings, and February 27, 2010 special board meeting. Ash seconded the motion. The vote was unanimous in favor.

Roads: *Heatherfield and Slaughterhouse Road Classification Determinations*

Cray reviewed the discussion held during the Heatherfield Road hearing between the board, Town road crew, and residents. Cray noted that the discussion included the determination that the road is currently maintained as a Class 3 road and that a culvert may be needed at the intersection of Crossroads and Heatherfield Road for drainage. Cray also noted that the road crew expressed a preference for the incorporation of a right

of way along the road for liability purposes. Sonsalla also discussed determining the end of the road. Ash requested a copy of the selectboard minutes from 1985 when the Town plowing of the road was established. Hoyt noted that a hearing was never held to accept the road. Sonsalla clarified that the board held the reclassification hearing to make a decision regardless of the road's history. Cray questioned whether the 1985 minutes could be found. Ash again requested that the minutes be reviewed and suggested that as Town records, copies should be kept in the Town offices. Sonsalla suggested reviewing historical minutes relating to both roads. The issues with locating the minutes were discussed. The Town files will be reviewed.

Paye asked that if Slaughterhouse Road is classified as a trail that the right of way be reduced as much as possible. Sonsalla noted that his request was included in the minutes of the reclassification hearing for Slaughterhouse Road.

Beebe Road Hearing

Sonsalla asked if a hearing should also be held for Beebe Road in the future. Cray suggested that the issue be reviewed by the board at the next meeting.

Old Business: *Part Time Building Maintenance Subcontractor*

Cray contacted Trumbull-Nelson and requested information regarding maintenance subcontractor services. Cray discussed the issues with insurance for the subcontractor.

Town Hall Relocation Space Requirements/Town Office Estimates from Mink Brook Management

Sonsalla reviewed documentation provided by Mink Brook Management and G.R. Porter and Sons. Sonsalla pointed out that G.R. Porter and Sons provided construction costs while Mink Brook Management estimated costs include all services necessary. The next CDC meeting is scheduled for Wednesday to continue discussing the project. The summary of estimates provided by Mink Brook Management is included at the end of these minutes. Brigham suggested determining whether the post office would return before allocating space. Bailey responded that the CDC is working on that.

Winter Maintenance Policy

Sonsalla indicated that the policy has been reviewed and updated, but will be formally adopted after the elections and additional revisions.

New Business: *Appointment of Brigid Reilly, Planning Commission*

Sonsalla moved to appoint Reilly to the Planning Commission. Ash seconded the motion. Reilly asked if the appointment would only be effective until the election tomorrow. Petersen responded that the election pertains to elected officials only. Reilly asked the board to proceed. The vote on the floor passed unanimously.

Resignation of Jesse Alibozek – Lister

Sonsalla thanked Alibozek for services provided to the Town and moved to accept the resignation. Ash seconded the motion and the vote passed unanimously.

Outside Audit/CPA Selection

Petersen discussed the process of contacting firms seeking interest in completion of the Town's audit. Petersen received a positive response from two firms; however, only one was able to perform services this year. Petersen recommended Sullivan Powers for the audit, the same firm who completed the last audit. Petersen provided the board with copies of an engagement letter from the firm. Petersen suggested that someone from the Town work with the company during the audit. Petersen indicated that there is \$12,000 in the proposed 2010 budget and that Sullivan Powers indicated that the work could be completed within \$10,000. Cray and Bailey asked for details regarding the audit work required for a bond. Petersen indicated that the audit would cover only 2009 and that additional review would be required of previous years for the bond. Reilly asked how many firms were contacted. Petersen indicated that more than three firms were contacted. Hoyt indicated that the vetting for professional services was done in compliance with the Town's purchasing policy. Bailey asked how many firms were contacted. Petersen responded that a total of five companies were contacted with two responses and only one available firm. Petersen indicated that the audit completed in 2003 was done in a professional and acceptable manner. The board suggested that the Town Treasurer review the engagement letter. Petersen indicated that the Town voted to complete audits every two years. Petersen recommended that the board act on the audit as soon as possible. Sonsalla thanked Petersen for his work and indicated that the recommendation would be reviewed.

Pre-Disaster Mitigation Plan

Sonsalla indicated that the fire department and first response team were expected at the meeting to review the plan; however, no members were present. Sonsalla explained that Two Rivers provided a draft of the Plan for the Town to review. The board will contact the fire department and first response team to complete the document.

Town Meeting/Selectboard Year End Comments

These agenda items were covered in previous meetings.

Community Building Repairs

Sonsalla moved to hire someone to repair the rest room in the Community Building. Ash seconded the motion and the vote passed unanimously.

Recycling/Solid Waste

Cray contacted Northeast Solid Waste and the board has had the dumpsters supplied with locks to prevent illegal dumping at the Town solid waste/recycling facilities.

Paving

The board discussed areas of Town highways in disrepair and the challenges facing the board in determining where paving will be completed in the coming year.

Sign Orders: Motion by Sonsalla to sign orders. Ash seconded the motion. The vote was unanimous in favor.

Cray moved to appoint Don Phoenix as the Town Service Officer. Sonsalla seconded the motion and the vote passed unanimously. The roles of the Town Service Officer were discussed. The paperwork for the appointment was completed by the board.

Correspondence: Correspondence was reviewed by the board.

Orange East Senior Center

McDade provided the board with a resolution as requested regarding the Orange East Senior Center. Sonsalla read the resolution:

The Orange East Senior Center, which serves seniors in six Orange County towns including West Fairlee, and the Bradford Community Development Corporation, which owns the building in which the Senior Center is located, are engaged in a dispute over rental payments for the Senior Center's space. As a result of this dispute, the Bradford Community Development Corporation has initiated court proceedings to evict the Orange East Senior Center from its space.

Whereas the Orange East Senior Center provides valuable service to the seniors of West Fairlee, the West Fairlee Board of Selectmen urges the Bradford Community Development Corporation to discontinue its efforts to evict Orange East Senior Center and urges both parties to seek an appropriate resolution to this dispute that includes retention by Orange East Senior Center of its space in the Bradford Regional Community Center.

Ash moved to approve the resolution. Sonsalla seconded the motion and the vote passed unanimously.

Interim Chair

Sonsalla moved to appoint Cray as interim Selectboard chair until the new board convenes. Ash seconded the motion and the vote passed unanimously. Sonsalla noted that agenda items for the next regular board meeting should be forwarded to Cray.

Cray, Bailey, and Reilly thanked Sonsalla for his service to the Town.

Agenda Items for Next Meeting: Pre-Disaster Mitigation Plan, Outside Audit/CPA Selection, Winter Maintenance Policy, Part Time Building Maintenance Subcontractor, Heatherfield and Slaughterhouse Road Classification Determinations, Beebe Road Hearing, Town Hall Relocation, Right-of-Way Ordinance, Meeting with VTrans

Motion by Cray, at 8:10 pm, to adjourn the meeting. Ash seconded the motion. The vote was unanimous in favor.

Respectfully submitted,

Holly Lewis-Poulin
Selectboard Clerk



12 Great Hollow Road
 Hanover, New Hampshire 03755
 T: (603) 643-6111 F: (603) 643-2374

February 24, 2010

Town of West Fairlee
 Building Committee & Selectboard Members

RE: BUDGET MEETING SUMMARY

Scheduled Meeting 2/23/10 7:00 pm @ Community Building, West Fairlee, Vermont

It was a pleasure to meet with all of you Tuesday evening the 23rd of February to discuss the construction options you have to obtain accommodations for Town Offices and Post Office. Please review the following summary I have prepared for your use and consideration. I did not prepare formal meeting minutes as this gathering was strictly for informational purposes.

OPTIONS	COST	REMARKS
Option #1 Structurally support the first floor framing of the existing Bean Hall and complete the finishes on the first floor to accommodate the footprint produced by the Town of West Fairlee. Structural support details based on report prepared by Tim Schaal, Schaal Engineering.	\$411,365	Budget does not include, roof repair, additional insulation above first floor ceiling, any structural upgrades above first floor, and finishes above the first floor level. New windows and exterior doors in the first floor only. Price includes drainage upgrades in the basement but does not include finishes in the basement or an elevator.
Option #2A Demolish the existing Bean Hall structure to the foundation level and remove the debris. Raise the existing foundation 16” to allow more headroom at the lower level. Price includes drainage work in the lower level and the installation of a new concrete slab above the existing footing elevation on a new vapor barrier. Construct a new single story building on the existing foundation footprint.	\$619,594	Budget does not include an elevator. Handicap Access will be walk-in for both levels using the existing ramp to the lower level. . There is no price in this budget for basement finishes.
OPTIONS	COST	REMARKS
Option 2B Same as Option 2A but includes basement	\$767,224	

finishes and a two stop elevator.		
Option 2C Includes everything in Option 2B with the addition of a second story on the building and a 3 stop elevator.	\$907,856	
Option 3A Renovate Bean Hall in its entirety keeping the same structure and instituting all the structural upgrades described in Tim Schaal's report. This price includes a 4 stop elevator and basement finishes.	\$1,306,765	This price can be reduced by eliminating the new windows and doors and staying with the existing, and value engineering some of the energy saving items included in the line item budget shown in red numbers.
Option 3B Renovation to the existing Community Building. Institute Tim Schaal's improvements structurally, replacing all ACT tile ceilings, and install a new central heating/air-conditioning system.	\$483,916	Alternate to add a vault in the interior of the multi-purpose room Add \$25,000 using the existing vault door to be installed in the new concrete vault opening.
Option #4 As discussed in the meeting to demolish both buildings and build a new building located on the lot by the Town and the Civil Engineer.	\$1,300,000	Estimated demolition for both buildings \$160,000. Build a new two story building in the same size footprint as the existing Bean Hall. \$907,856. New foundation work \$25,500. Estimated site, utility, and drainage work \$150,000. Includes an added contingency figure for the above components.

There has been no provision for the cost to construct one or more septic systems for any of the options shown above.

Please review the line items in each budget prepared by Mink Brook Management, LLC to understand what is included in each budgeted amount. The budget for Option #4 was not prepared in a line item budget but was strictly an estimated total based on similar building and site costs.

Please do not hesitate to contact me if you have any questions or if you require additional information.

Sincerely,

Leet T. Ware
Mink Brook Management, LLC