

## **Minutes of West Fairlee Selectboard February 7, 2011 Meeting**

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

**Visitors:** Butch Moore, John Blake, Corey Paye, Geoff Gardner, Bill Hodges, Tyler Braley

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

- Visitors

- Corey Paye – Status of Brushwood Forest

- Corey made a presentation to show the benefits of having a large conservation area and the benefactors for all.

- Geoff discussed the status of Bradford forest and the process of moving forward with acquiring it.

- Moore came in to discuss the procedures followed in awarding the bid for mowing of the Town lawns and he expressed an interest to put it back out for bid.

- Approve minutes of January 17, 2011 regular board meeting and January 20, 2011 and January 26, 2011 Special Selectboard Meetings.

- Ash makes a motion to with minor corrections accept the minutes for the January 17, 2011 regular board meeting and January 20, 2011 and January 26, 2011 Special Selectboard Meetings, Brigham seconded the motion, and the motion passes unanimously.

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

- Building Committee Update

- Hoyt makes a motion enter into a contract with Jay Barrett Architects as amended pending review by the Town attorney, Brigham seconded the motion, and the motion passes unanimously.

- Hoyt makes a motion to pursue the accessibility modification grant through the Vermont Community Development Program, Brigham seconds the motion, and the motion passes unanimously.

- Roads

- Signs for Brushwood Forest

Signs have not yet been put up due to frozen ground.

➤ Heathersfield Road

Letters regarding this issue were researched to verify their being sent and signed for. No other action was taken at this time.

➤ Weight on Highway Bridges

Hoyt took care of this permitting online as required.

Cray makes a motion for the Blake's to push snow banks back around town, Hoyt seconds the motion and the motion passes unanimously.

• Old business

➤ RFP Maintenance Person

Cray will draft a job description for review at the next meeting which will clarify the Maintenance person's duties prior to issuance of contract.

• New Business

➤ Annual Reports for Recycling Centers/Transfer Stations - Annual Reports to the State

GUVSW is looking for the numbers from what the town produces from recycling and trash. Hoyt will compile and submit this information.

➤ Federal Tax Deposit –

The Treasurer will be making the required monthly federal tax deposits online. These deposits will be taken directly from our general fund/cash account. The Treasurer will be doing a General Journal Entry in the General Ledger to reflect these deposits. This General Journal Entry will be kept in the journal entry file which must be approved/signed by the town Auditors or Selectboard each month. (In the past a check was written and tax deposits were made at the bank. As of 12/10 the law changed and all tax deposit must be made online).

It was suggested that the Financial Policy be amended to reflect that the Chair of the Selectboard will review and report all journal entries and transactions to the board on a monthly basis.

➤ 2011 Highway Mileage - Certificate

Cray to fill out paperwork.

- Green Mountain Groceries 2011 Liquor License Renewal & 2011 Tobacco License Renewal

Brigham makes a motion to renew the Green Mountain Groceries 2011 Liquor License Renewal & 2011 Tobacco License Renewal, Ash seconds the motion, and the motion passes unanimously.

- TRORC FY 13 Transportation Capital Project Prioritization - Deadline 3/1/11

No action required. The Selectboard agreed with the priorities established by TRORC which include paving of Routes 244 and 113. There will be a meeting on Route 244 when they get ready to start paving.

- Survey on mapping of Town Highways and legal Trails

The Board is looking into this.

Cray makes a motion to hold the Informational meeting for the budget review for Thursday February 24<sup>th</sup> at 7, Ash seconded the motion, and the motion passes unanimously.

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

No new business was brought to the Board.

- Sign orders

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

- Review Correspondence

Vermont local roads sent pamphlets on various workshops.

Correspondence was reviewed

- Review Town Financial Statements

The Financial statements will be reviewed at the next regular meeting.

- Action-items and Agenda Items for Next Meeting

Maintenance Person Duties and Contract Details

Emailing the League on the Mowing and what is required

Review amended Financial Policy

Brushwood Forest

Building Committee

Review Budget for Informational Meeting

- Up Coming Events
  - Informational Meeting February 24<sup>th</sup> at 7 PM
- Adjourn

Brigham makes a motion to adjourn at 7:44, Cray seconds, and the motion passes unanimously.