

Minutes
West Fairlee Selectboard Meeting
Monday January 7, 2013

Present: Beverly Jo Ash, Cory Austin, Fred Cook, Delsie Hoyt

Visitors: William Becker, Jamie Masterson

The meeting was called to order at 6pm.

Minutes: Austin moved to approve minutes of the December 17, 2012 regular meeting as presented; Cook seconded; approved.

Visitors: Having seen reference to their Stevens Rd. residence in the Selectboard minutes, William Becker and Jamie Masterson attended the meeting to inform the Selectboard that two unregistered vehicles had been removed and they were now in compliance with the Town's Junk Ordinance. Mr. Becker noted that he had never received a complaint from the neighbor. Hoyt explained that while the Selectboard would prefer that neighbors work out such issues among themselves, complaints received by the Selectboard follow a protocol outlined in the Town's Ordinance or Policy. Ash will revisit the property to confirm compliance.

Old Business:

FY2013 Tax Anticipation Note: Following review of the documents, Ash moved that the Selectboard sign the FY2013 Tax Anticipation Note with Merchant's Bank; Austin seconded; approved.

Outside Audit: Austin moved to sign the Letter of Engagement with Sullivan Powers & Co for audit of the FY2012 finances and internal controls; Cook seconded; approved. The audit is scheduled to begin January 14th.

Community Building Renovations Contract: A contract has been received from G.R. Porter and Sons following acceptance of their competitive bid for the public records vault and partial renovations of the Community Building. As anticipated, materials costs, which were for 30 days will need to be resubmitted; and for its part, the Town must insert a clause that the contract is contingent upon financing approval by the voters at Town Meeting. Hoyt suggested that the Porter contract be appended and referenced in the Town contract which includes additional arbitration and insurance provisions. Hoyt moved that the entire contract package be reviewed by Town Attorney Paul Gilles prior to signing; Cook seconded; approved. Hoyt will contact Gilles.

Census BAS Annual Survey: Austin reviewed the Census maps online and believed last year's corrections had been incorporated but did not complete survey. Hoyt will log on to complete survey.

New Business:

Production of Town Report: Hoyt distributed draft table of contents which indicates source of various materials and reports for compiling the Town Report. Hoyt talked with two graphics arts/printing companies, one declined. Silver Mountain Graphics provided a rough estimate of \$700 to produce the report depending on the need to re-format of materials submitted. Graphic Artist Kathy Donnelly estimated set-up at under \$400. Ash moved that the Town engage Silver Mountain Graphics and Kathy Donnelly to produce the Town Report; Austin seconded; approved.

Town Meeting /Town Report deadlines: The Selectboard reviewed the Secretary of State's elections calendar for Town Meeting. The deadline for submission of petitions for elected office and other warning articles is Thursday January 24th. This will necessitate a special Selectboard meeting be warned and posted for Monday January 28th at 5 p.m. to finalize and approve the warning and Town Report; and leave time to record the warning with Town Clerk Rhonda Cook on Tuesday January 29th. Hoyt will submit other completed portions of the Town Report to the graphic artists in the meantime. To set up the Town Report, the informational meeting prior to Town Meeting was scheduled for Thursday, February 28th at 6 p.m. but will need to be warned and posted 10 days in advance.

Planning Commission resignation: A letter of resignation was received from Planning Commission member, John Benjamin. Hoyt moved that the Selectboard accept, with regret, Benjamin's resignation from the Planning Commission and convey thanks for his service to the Town; Cook seconded; approved. Appointment of two candidates willing to fill Planning Commission vacancies will be acted on at the next meeting.

Recycling Schedule/Problems: The schedule was set for opening recycling. Hoyt noted a report that residents of nearby portions of Vershire and Thetford were using West Fairlee's recycling bin and contributing to the overflow. The Selectboard will research options for a recycling sticker and/or more on-site supervision to address chronic problems.

Community Building Maintenance: Ash reported that the library seems cold and would like Perry's to diagnose the problem. Hoyt was under the impression that the room's thermostat had been disconnected at some time in the past.

Ash moved to sign the orders; Austin seconded; approved.

Adjourn: Ash moved to adjourn at 7:20 p.m.; Austin seconded; approved