



Selectboard Meeting Minutes
Final
Town of Fairlee Town Hall
Monday, September 29, 2025

CALL TO ORDER: Peter Berger, Chair, called the meeting to order at 6:00 PM.

PRESENT

Selectboard Members: Peter Berger, Chair; Miranda Clemson, Vice Chair; Lance Mills
A quorum was met.
Town Administrator: Ryan Lockwood
Town Clerk: Georgette Wolf-Ludwig
Minutes Taker: Patty Tompkins (via Zoom)
Visitors in person: Cheryl Choge, Lance Colby
Visitors on ZOOM: None.

AGENDA APPROVAL AND MODIFICATIONS

Table Zoning Administrator's Report.

Move Water System Asset Management Wrap Up w/ Cheryl Choge to Public and Staff Comments.

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to approve the agenda as written/amended. The motion passed unanimously.

PUBLIC AND STAFF COMMENTS/REPORTS

Cheryl Choge - Water System Asset Management Wrap Up

Cheryl Choge, team leader for the Capacity Development Group in the Drinking Water Groundwater Protection Division, came to discuss the conclusion phase of the asset management project.

History And Town Vision

The Town initiated the asset management program in 2019, pre-Covid, and attended training sessions in Rutland, VT. Prior to the training, The Town completed an enhanced water system grant and installed water meters.

Berger and Lance Colby wished to have an in-house monitoring system that could track components with the aid of a GIS contractor. They wanted it to be able to show components, history of use, system breaks and replacement values.

Working With The Dufresne Group

Lance Colby showed his tie-in book that was made with the help of engineers. It shows pictures with measurements, shut offs with un-precise locations, and lacks an overall reference on a larger scale. For example, street names are missing. Engineers continued to provide CAD drawings and PDF files.

Cheryl acknowledged that there was poor project communication. Meetings were supposed to take place at distinct phases of the project.

Berger noted that in 2023 data was received but the data did not match the Town inventory. The Town was concerned because there was \$50K at stake. A second meeting was planned but never happened. Dufresne came to Town to finalize a few hot spots but did not inform anyone in the Town Offices of their visit.

A final zip file was delivered. Berger confirmed that data was stored in an Access database and Excel spreadsheets (rather than just PDF files). He said the data will need manipulation to be useable.

Next Steps

The State reviewed the asset management plan and declared that it met all of the State requirements.

Cheryl encouraged a close-out meeting with Elizabeth Emmons, from the Dufresne Group, so that she can answer any final questions and deliver a handoff.

Once the project is closed, the Town can request a reimbursement and take ownership.

On closing, Cheryl mentioned that 75 priority points will be assigned to the Town for having an approved asset management system. These points will be useful if the Town ever applies for a construction loan, through the SRF, the Drinking Water State Revolving Fund.

Georgette Wolf-Ludwig

Georgette requested adding two additional members to the Fairlee Scholarship Committee.

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to appoint Sandra Smith Ordway and Jennifer Garrow to the Fairlee Scholarship Committee. The motion passed unanimously.

Lance Colby

Lance Colby stated he wanted two items to discuss.

1. **Lead Service Line Replacement:** The State's water supply division hired a company, who sent out 245 postcards informing residents that they may have lead in their service line. Five households responded. The State wants the Town to send out a notice to the 240 customers that did not respond. Colby is certain that there are no lead water lines.
Lance Mills suggested contacting the company that installed the water meters and request them to sign a sworn declaration stating that the lines are lead-free.
2. The local JO newspaper stated that the DRB approved the Denison buildings. It incorrectly stated that they have approval for a water line. Colby explained the work involved in getting a new water line.

Zoning Administrator's Report

Tabled.

Town Administrator's Report

Lockwood presented his report and gave updates on the following:

- Stormwater Phase I Update: A letter of intent was submitted to the State with the Town's new plan to use the grant funding to only install the rain catch basin. The State approved and extended the grant to June 2026.
- Stormwater Phase II Update: Lockwood will apply to get a 1111 permit from the State to perform work along the Rt 5 Right of Way in order to dig some test pits. Once the permitting is approved, Jonathan Blake will work with D&K to complete this step.
- Highway Update: The ditching and culvert replacement along the west side of Lake Morey Road is finished. A proof of work and reimbursement request will be submitted to the State. The new culvert area will need to be paved over.
- Water System Capacity Update: Still waiting for the final report from RCAP.
- Transfer Station Power Update: Still waiting for a quote from Green Mountain Power, as well as an email from the Gladstones that releases the Town from an agreement that would require additional payment to them for running power from the existing pole.
- Library Building Rehab Update: The Library Trustees, Brook Lewis, Library Director, Lockwood, and Jeremy Greeley will meet on 10/09/25 to discuss library renovations.
- Library Lot Lighting Update: The lights and poles arrived. A channel must be dug for an electrical conduit before an electrician can finish the job.

NEW BUSINESS

Water System Asset Management Wrap Up w/ Cheryl Choge

Refer to the *Public and Staff Comments* section.

VLCT Fairlee Representative Appointment (requires motion)

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to appoint Peter Berger to be the VLCT Fairlee Representative. The motion passed unanimously.

OLD BUSINESS

Statewide Drought Discussion

Lance Colby discussed the Town holding tank water levels as being healthy in earlier discussions. The Selectboard would like to remind everyone that there is a drought and to conserve water if possible.

Conservation Commission Discussion

The commission is still working on by-laws. Berger would like to see an administrative connection made between the commission and the Town of Fairlee, so that projects would be presented to the Selectboard.

Selectboard Priorities Discussion

Berger reached out to the FEMA contact in Connecticut for grants. He also has a contact to the USDA office.

Transfer Station Layout Discussion

A worker from Bradford met with Lockwood and looked at the brush pile. He will provide a quote by the truckload.

ORDERS & CORRESPONDENCE

Completed.

APPROVAL of September 22, 2025, Draft Minutes

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to approve the minutes from 09-22-25 as written. The motion passed unanimously.

ACTION ITEMS/ASSIGNMENTS/AGENDA

- Contact the USDA office by email or phone.
- Investigate grant possibilities for the Town Library.
- Contact the company that installed the water meters.

EXECUTIVE SESSION

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to open the Executive Session for personnel reasons. The motion passed unanimously.

Opened: 7:36 PM

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to come out of the Executive Session. The motion passed unanimously.

Came out: 7:39 PM

Action Item:

Motion to pay stipends to the two members of the Fire Department that went to Florida to inspect the new fire trucks at the amount discussed. The motion passed unanimously.

NEXT SELECTBOARD MEETING: Monday, October 8, 2025.

ADJOURN

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to adjourn the meeting at 7:40 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker