



Selectboard Meeting Minutes
Final
Town of Fairlee Town Hall
Monday, October 6, 2025

CALL TO ORDER: Peter Berger, Chair, called the meeting to order at 6:01 PM.

PRESENT

Selectboard Members: Peter Berger, Chair; Miranda Clemson, Vice Chair; Lance Mills
A quorum was met.
Town Administrator: Ryan Lockwood
Town Treasurer: Jess Chase (via Zoom)
Minutes Taker: Patty Tompkins (via Zoom)
Visitors in person: None.
Visitors on ZOOM: None.

AGENDA APPROVAL AND MODIFICATIONS

Add Residential Anti-displacement and Relocation Plan under New Business

Add Work in a right-of-way and access permit for the Cradle properties under New Business

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

PUBLIC AND STAFF COMMENTS/REPORTS

Zoning Administrator's Report

The Selectboard reviewed Brimmer's report.

Town Administrator's Report

Lockwood presented his report and gave updates on the following:

- Stormwater Phase I Update: Jonathan Blake is scheduled to work on this project. There may be an opportunity to get a stacking grant through VTrans.
- Stormwater Phase II Update: Test pits will be dug soon. Dubois & King are sketching up preliminary designs based on the Mainstreet to Morey documents.
- Highway Update: Blake is ready to start the Terry Hill project. An estimate by Blake will be preferred before work begins.
- 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 at 2:00 pm to discuss library renovations.
- Library Lot Lighting Update: Jonathan Blake and Blackhill Electrical will set a work date.
- Next Monday's Meeting: 10/13 is a holiday and the Town Offices will be closed. An alternate meeting date will be scheduled.
- Water Department Update: Even though there were several meetings with VTrans concerning the water shutoffs along Rt 5, they still paved over them, and in some cases broke off many of the shutoffs that were marked. The Water Operators have been asked to keep track of their time uncovering them, so that Lockwood can ask the State for a reimbursement.
- TA Office: Lockwood will be out of the office for the next two days. Tuesday he will attend a Local Roads/Complete Streets meeting hosted by VTrans, and on Wednesday he will attend the VLCT Town Fair.

NEW BUSINESS

New Fire Truck Lease Document Signing (requires motion)

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to agree to the master lease purchase agreement as of May 1st, 2025, Schedule Number 1, dated as of May 1st, 2025, by and between the lesser is tax-exempt leasing corporations, and the lessee is the Town of Fairlee. The motion passed unanimously.

Residential Anti-displacement and Relocation Plan

With this agreement, if money is used to rehab an apartment building where someone is living, they are not displaced.

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to approve the Town of Fairlee Residential Anti-Displacement and Relocation Plan. The motion passed unanimously.

Work in a right-of-way and access permit for the Cradle properties

This right-of-way access is for the property at 1058 Lake Morey Road. They are building a roadway to do construction. Once done, they would like to keep the roadway permanent.

This could affect adjoining properties. The Selectboard considered many possibilities and determined that it may have to be approved by the State.

OLD BUSINESS

Statewide Drought Discussion

Berger would like Lance Colby to provide measurements from the Town well.

Conservation Commission Discussion

Currently, the Selectboard envisions a five-person commission with a 3-5-person advisory board.

Selectboard Priorities Discussion

The Board is inventorying the Town Buildings.

Room needs to be made at the Fire Station for the new fire truck. There is a lot of old equipment and supplies that can be recycled, replaced, or disposed of.

The Emergency Services Building is due for some repair work. The windows and venting system need attention.

Transfer Station Layout Discussion

Lockwood is looking for a cost estimate for a company to pour a concrete pad.

ORDERS & CORRESPONDENCE

Completed.

APPROVAL of September 29, 2025, Draft Minutes

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to approve the minutes from 09-29-25 as amended. The motion passed unanimously.

ACTION ITEMS/ASSIGNMENTS/AGENDA

- Schedule a date to meet with Jonathan Blake to discuss next year's budget.
- Create some guidelines for the Transfer Station.

EXECUTIVE SESSION

None.

NEXT SELECTBOARD MEETING: Tuesday, October 14, 2025.

ADJOURN

MOTION: Lance Mills/Miranda Clemson moved/seconded the motion to adjourn the meeting at 7:15 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker