



Selectboard Meeting Minutes
Final
Town of Fairlee Town Hall
Monday, October 14, 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, absent. A quorum was met.

Town Administrator: Ryan Lockwood

Town Treasurer: Jess Chase (via Zoom)

Minutes Taker: Patty Tompkins (via Zoom)

Visitors in person: Police Chief Wayne Briggs

Visitors on ZOOM: Zach Mitchell

AGENDA APPROVAL AND MODIFICATIONS

Table Zoning Administrator Report under Public and Staff Comments

Add Tobacco Substitute Endorsement under New Business

Table Town Hall Rental Procedures Discussion under New Business

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

PUBLIC AND STAFF COMMENTS/REPORTS

Police Report

September 2025 Fairlee Law Enforcement Activity Report

The month of August Fairlee had a total of 67 calls broken down as follows:

Fairlee Police Department: 28 incidents consisting of:

- 20: Traffic stops.
- 2: Trespassing.
- 2: Agency assist.
- 1 ea. Medical call, Property watch, Animal complaint and Suspicious.

Vermont State Police: 39 incidents consisting of:

- 18: Traffic stops (14 on I-91).
- 6: Motor vehicle complaints (4 on I-91).
- 3: Agency Assist (1 on I-91).
- 3: Welfare checks.
- 2: Alarms.
- 2: Suspicious.
- 2: Traffic hazards(on I-91).
- 1 ea. Crash I-91, Citizen dispute and Theft.

Zoning Administrator's Report

Tabled.

Town Administrator's Report

Lockwood presented his report and gave updates on the following:

- Stormwater Phase I Update: A meeting is scheduled this week with Scott Robertson to discuss additional funding so that the entire project can be completed.
- Stormwater Phase II Update: A meeting with Chris Rivet from Dubois & King is planned to discuss both the Phase II Stormwater project and the Phase II Sidewalk project, in an attempt to catch up and complete both projects at the same time.
- Highway Update: Lockwood negotiated with Mr. Maddock and Mr. Jung to use portions of their properties to create a temporary detour road when Terry Hill is shut down for repairs. A signed agreement from Mr. Maddock has been received. Mr. Jung's has not been received yet.
- 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. The Town also needs the Gladstones to send an email releasing 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 10/23/25 at 2:00 pm to discuss library renovations.
- Library Lot Lighting Update: Jonathan Blake and Blackhill Electrical will set a work date.
- 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 until noon on 10/15/25. He will be out of the office on Friday to attend Municipal Day in Montpelier for some additional training and networking opportunities.

Lockwood and Berger both shared their experiences from attending the VLCT Town Fair on 10/8/25.

NEW BUSINESS

Crandall Property Access Permits Discussion

The Selectboard reviewed the maps for the Crandall properties located at 1058, 1082 and 1104 Lake Morey Road.

Zach Mitchell, with O'Hara & Gercke Inc, joined the discussion and gave the following overview of the project:

The parking structure at 1082 will be demolished and rebuilt with some concrete and retaining walls. The footprint is not identical to the existing one.

O'Hara & Gercke would like to install a temporary access road from the 1104 parking area and have it travel through the 1082 and 1058 properties. Eventually the temporary road will be removed, and landscaping will be restored.

They are planning to begin work in November 2025, once all permits are approved.

Town Hall Rental Procedures Discussion

Tabled.

Add Tobacco Substitute Application

MOTION: Miranda Clemson/Peter Berger moved/seconded the motion to accept the application for Prachi LLC for Tobacco Substitute Endorsement. The motion passed unanimously.

OLD BUSINESS

Statewide Drought Discussion

The drought still continues. The Board would like to see readings from the Town well.

Conservation Commission Discussion

There is a request for the Board to use Title XVII to allow non-municipal residents to serve on the committee. This remains a concern to the Board.

Selectboard Priorities Discussion

There will be a meeting on 10/17/25 where priorities will be discussed.

Transfer Station Layout Discussion

The Transfer Station will be discussed at the meeting on 10/17/25.

ORDERS & CORRESPONDENCE

Completed.

APPROVAL of October 6, 2025, Draft Minutes

MOTION: Miranda Clemson/Peter Berger moved/seconded the motion to approve the minutes from 10-06-25 as amended. The motion passed unanimously.

ACTION ITEMS/ASSIGNMENTS/AGENDA

- Find a contact at the State to discuss the problem with the water shutoffs.
- Berger spoke with New England Backflow. They will charge \$6K to verify work orders regarding the absence of lead pipes.

EXECUTIVE SESSION

MOTION: Miranda Clemson/Peter Berger moved/seconded the motion to open the Executive Session for legal. The motion passed unanimously.

Opened: 7:14 PM

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

Came out: 7:48 PM

Action Item:

Direct the Town Administrator to reach out to attorney to get an opinion on the Town Reservoir right-of-way.

NEXT SELECTBOARD MEETING: Monday, October 20, 2025.

ADJOURN

MOTION: Miranda Clemson/Peter Berger moved/seconded the motion to adjourn the meeting at 7:48 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker