



**Selectboard Meeting Minutes**  
**Final**  
**Town of Fairlee Town Hall**  
**Monday, December 8, 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

**Zoning Administrator:** Chris Brimmer

**Lister:** Noël Walker

**Town Clerk:** Georgette Wolf-Ludwig

**Town Treasurer:** Jess Chase

**Assistant Treasurer:** Jenn Garrow (via Zoom)

**Minutes Taker:** Patty Tompkins (via Zoom)

**Visitors in person:** Chief Briggs, Clyde Blake, Richard Kenney, Dan Ludwig,  
Adam Stewart

**Visitors on ZOOM:**

**AGENDA APPROVAL AND MODIFICATIONS**

*Add Executive Session for Personnel.*

*Table Short-Term Rental Discussion.*

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

**PUBLIC AND STAFF COMMENTS/REPORTS**

**Clyde Blake**

Blake came to the meeting to ask if there was a fundraising effort in place for the 4<sup>th</sup> of July fireworks. The cost for the 2026 fireworks display is \$20K.

He suggested asking a few of the surroundings towns and local businesses for contributions.

**Police Report**

Chief Briggs presented the November 2025 Police Report.

### November 2025 Fairlee Law Enforcement Activity Report

The month of November Fairlee had a total of 88 calls, which were broken down as follows:

Fairlee Police Department: incidents consisting of 27

8: Traffic stop.

7: Agency assist.

3: Motor vehicle complaints.

2: Suspicious.

1 each: Traffic hazard, Animal complaint, Citizen assist, Medical, Parking, Citizen dispute, Vehicle theft.

Vermont State Police: 51 incidents consisting of: 61

44: Traffic stops (38 on I-91).

3: Directed patrols (All on I-91).

2: Motor vehicle complaints (Both on I-91).

2: Citizen disputes.

2: Motor vehicle crashes (Both on I-91).

1 each: Family fight, Theft, Citizen assist, Information, 911 hang up, Agency assist, Alarm and Disabled vehicle (I-91).

### Zoning Administrator's Report

The Selectboard reviewed Brimmer's report.

### Town Administrator's Report

Lockwood presented his report and gave updates on the following:

- Transfer Station Budgeting Update: Sandra Marsh, from Quinttown, provided the estimated cost increases for 2026. The increases were minimal.
- Library Project Update: Lockwood attended a webinar on how to apply to the Department of Libraries grant. The awards range from \$50K to \$400K and may provide an opportunity to replace the HVAC system. The program's goal is to provide an award to at least one rural library in each county.
- Fireworks Update: JPI Pyrotechnics, in Concord NH, was contacted and they do not service Vermont. A \$500 donation was received and a few other businesses said they would contribute to the cause. The Town of Orford is also asking for donations.
- Library Budget Update: The Trustees are meeting this week to discuss trimming the Library budget.
- Cohase Chamber of Commerce: The Chamber requested that a Selectboard member or the Town Administrator attend a meeting tomorrow evening at Riverbend in Bradford.
- Town Hall Rental: The Vermont Clerks and Treasurer's Association is looking to use the Town Hall next year to conduct their annual meeting/trainings. The Board agreed to waive the fee.

Berger mentioned that a new dishwasher was purchased for the Town Hall kitchen. It will be delivered this week.

## **Review 2026 Draft Budget w/ Budget Committee**

Budget Committee members Richard Kenney, Dan Ludwig, and Adam Stewart joined the Selectboard and Treasurer to review the 2026 Draft Budget.

## **OLD BUSINESS**

### **Short Term Rental Ordinance Discussion**

Tabled.

### **Selectboard Newsletter Discussion (budget)**

The budget newsletter was sent out.

Products similar to MailChimp were discussed. The Board decided to stay with MailChimp.

### **Transfer Station Layout Discussion**

Tabled.

## **ORDERS & CORRESPONDENCE**

Completed.

## **APPROVAL of December 1, 2025, Draft Minutes**

**MOTION:** Lance Mills/Miranda Clemson moved/seconded the motion to approve the minutes from 12-01-25 as written. The motion passed unanimously.

## **ACTION ITEMS/ASSIGNMENTS/AGENDA**

Not discussed.

## **EXECUTIVE SESSION**

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

Opened: 8:40 PM

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

Came out: 9:21 PM

**No Action Taken.**

**NEXT SELECTBOARD MEETING: Monday, December 15, 2025.**

## **ADJOURN**

**MOTION:** Lance Mills/Miranda Clemson moved/seconded the motion to adjourn the meeting at 9:21 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker