



**Selectboard Meeting Minutes**  
**Draft**  
**Town of Fairlee Town Hall**  
**Monday, January 29, 2024**

**CALL TO ORDER:** Lance Mills, Chair, called the meeting to order at 6:01 PM.

**PRESENT**

**Selectboard Members:** Lance Mills, Chair; Peter Berger, Vice Chair.  
A quorum was met.

**Town Administrator:** Ryan Lockwood

**Zoning Administrator:** Chris Brimmer

**Treasurer:** Lisa Hinsley

**Town Clerk:** Georgette Wolf-Ludwig

**Lister:** Noël Walker

**Minutes Taker:** Patty Tompkins

**Visitors in person:** Clyde Blake

**Visitors on ZOOM:** Miranda Clemson, Richard Kenney, Deecie Denison

**AGENDA APPROVAL AND MODIFICATIONS**

*Table Police Report in Public and Staff Comments.*

*Hold Executive Session before Approval of Final Budget in New Business.*

*Add 2023 Equalization Study Appeal to New Business.*

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

**PUBLIC AND STAFF COMMENTS/REPORTS**

**Zoning Administrator's Report**

Brimmer reviewed his report. The following topics were discussed:

- Brimmer asked the Board to review the application for Neighborhood Development Area designation
- Using the Journal Opinion work as the Town's newspaper of record
- Public vs private roadways between the Town Hall and the Chapman building
- The role of an administrative officer
- A Tri-Town Housing Taskforce meeting will be held on 2/8/24 1:30 pm

## **Town Administrator's Report**

Lockwood reviewed his report. The following topics were discussed:

- An update on the Alum treatment project.
- The Town Library: installing solar lights in the parking lot, the use of pepper spray, putting a camera in the entryway and renewing the use of a panic button.
- Interviews for the Financial Manager position

## **Public Comments: Clyde Blake**

Blake expressed his concern about the influx of visitors coming to Vermont for the Solar Eclipse on April 8, 2024.

## **Police Report**

Tabled.

## **NEW BUSINESS**

### **2023 Equalization Study Appeal**

The Appeal contains three property sales to be omitted.

**MOTION:** Peter Berger/Lance Mills moved/seconded the motion to approve and sign the 2023 Equalization Study Appeal from the Town of Fairlee. The motion passed unanimously.

### **MERP Grant Memo of Agreement Review and Signing**

Postponed until next Selectboard meeting.

### **Sign Annual Town Meeting Warning**

**MOTION:** Peter Berger/Lance Mills moved/seconded the motion to approve and sign the Annual Town Meeting Warning. The motion passed unanimously.

### **Short Term Rental Ordinance and Petition Discussion**

Wolf-Ludwig suggested sending out postcards to remind the townspeople of the special meeting for the ordinance and petition.

### **Administrative Officer Description**

Lockwood has been working on the administrative officer job description with Chief Briggs.

## **EXECUTIVE SESSION**

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

Opened: 6:42 PM

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

Came out: 7:47 PM

**No action taken.**

### **Approve Final Annual Budget**

Hinsley and Kenney led the discussion around the final annual budget.

The tax rate is 5.296 with an increase of 5.59%.

**MOTION:** Peter Berger/Lance Mills moved/seconded the motion to approve the Annual Budget as presented. The motion passed unanimously.

**MOTION:** Peter Berger/Lance Mills moved/seconded the motion for the following:

The Selectboard shall take the unused ARPA funds in the amount of \$234,436.67 and use them to pay for 2023 payroll and non-contractual expenses, creating a year-end surplus of \$234,436.67, which shall be earmarked as a restricted fund balance to be used at the Selectboard's discretion. The motion passed unanimously.

## **OLD BUSINESS**

### **Financial Manager Position Updates**

Discussed.

### **Solid Waste Disposal and Burning Ordinance Discussion and Edits**

Tabled.

### **MTAP Potential Projects Discussion**

Postponed until next Selectboard meeting.

### **Selectboard Applicants**

Added as an agenda item for next week.

## **ORDERS & CORRESPONDENCE**

Completed.

## **APPROVAL of January 22, 2024, Draft Minutes**

**MOTION:** Peter Berger/Lance Mills moved/seconded the motion to approve the minutes from 01-22-24 as amended. The motion passed unanimously.

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

All: Appoint a Selectboard member.

Berger: Reach out to Two Rivers Ottaqueechee Commission (TROC) to get a flood plain map to be used in future applications and projects.

Attend the Tri-Town meeting on 1/31/24.

**EXECUTIVE SESSION**

None.

**NEXT SELECTBOARD MEETING: Monday, February 5, 2024.**

**ADJOURN**

**MOTION:** Lance Mills/ Peter Berger moved/seconded the motion to adjourn the meeting at 8:15 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker