



**Selectboard Meeting Minutes**  
**Final**  
**Town of Fairlee Town Hall**  
**Monday, September 30, 2024**

**CALL TO ORDER:** Peter Berger, Chair, called the meeting to order at 5:15 PM.

**PRESENT**

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

**Town Administrator:** Ryan Lockwood

**Zoning Administrator:** Chris Brimmer

**Minutes Taker:** Patty Tompkins

**Visitors in person:** Chris Brimmer for the 2<sup>nd</sup> half of the meeting

**Visitors on ZOOM:** None

**AGENDA APPROVAL AND MODIFICATIONS**

*Table Architectural Presentation with Jeremy Greeley under New Business*

*Table Ordinance and Procedures Discussion under Old Business*

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

**Executive Session: Personnel and Legal**

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

Opened: 5:19 PM

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

Came out: 5:51 PM

**No action taken.**

**Field Visit: Transfer Station (Not on Zoom)**

**PUBLIC AND STAFF COMMENTS/REPORTS**

The Selectboard meeting resumed indoors at 6:27 PM.

Selectboard member Clemson was absent for the remainder of the meeting.

## **Zoning Administrator's Report**

Brimmer presented his report. The following topics were discussed:

- The LMPA Membership Survey with a focus on water quality and septic systems.
- What the Planning Commission is working on.
- The Neighborhood Development Area going quiet.
- A request to hold a Planning Commission workshop with the Selectboard.
- The DRB's approval of a plan for a lot line adjustment between Mark Richardson and Ashley Clapp (24-SUB-04).

## **Town Administrator's Report**

Lockwood presented his report and gave updates on the following:

- The Agency of Natural Resources reached out for some clarification on the alum treatment reimbursement invoices.
- Jeremy Greeley, from Mudge Greeley Architects, called to reschedule.
- Lockwood is looking into the Preservation Trust of Vermont and the Vermont Housing and Conservation Board to help fund the vault project. Both organizations have programs concerning improvements on historic buildings and the Town Hall is on the National Registry.
- Ray Coffin from All-Access met with the office to review potential budget increases. He provided some basic training on project management services already available. The end goal is to convert the current SharePoint site into Microsoft Teams, and gain access to chat functions and Microsoft Planner to aid in strategic planning efforts.
- The workflow calendar for the upcoming 2025 budget season is in tonight's packet.
- The RePro annual contract for printing the Town reports is up for renewal. The auditor recommends the three year option for a reduced rate.
- Lockwood will be attending the VLCT Town Fair on 10/2/24.
- The Water Operators will install a shutoff near the Library on 10/8/24, at 2pm.

**MOTION:** Lance Mills/Peter Berger moved/seconded the motion to approve the three-year contract with RePro to print the annual Town report. The motion passed unanimously.

## **NEW BUSINESS**

### **Architectural Presentation w/ Jeremy Greeley**

Tabled.

## **OLD BUSINESS**

### **Emergency Vehicles Discussion**

Different financing options were discussed for a new fire truck as well as a police cruiser.

Police Chief Briggs suggests selling the existing police cruiser outright to get the best price.

### **Vault Engineering Discussion**

There is a tentative meeting on 10/8/24 to discuss the vault project and the two proposals for the old fire station and the library.

### **Ordinance and Procedures Discussion –Festival**

Tabled.

### **ORDERS & CORRESPONDENCE**

Completed.

### **APPROVAL of September 23, 2024, Draft Minutes**

**MOTION:** Lance Mills/Peter Berger moved/seconded the motion to approve the minutes from 09-23-24 as written. The motion passed unanimously.

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

Berger: Look at available grants; revisit the Sidewalk Project.

Mills: Ordinances.

### **NEXT SELECTBOARD MEETING: Monday, October 7, 2024.**

### **ADJOURN**

**MOTION:** Lance Mills/Peter Berger moved/seconded the motion to adjourn the meeting at 7:26 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker