



**Selectboard Meeting Minutes**  
**Final**  
**Town of Fairlee Town Hall**  
**Monday, October 28, 2024**

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

**Finance Manager:** Jess Chase

**Minutes Taker:** Patty Tompkins

**Visitors in person:** Clyde Blake, Denis Lambert

**Visitors on ZOOM:** None

**AGENDA APPROVAL AND MODIFICATIONS**

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

**PUBLIC AND STAFF COMMENTS/REPORTS**

**Clyde Blake**

Blake reported on the condition of the Town Cemetery. Brush has been cut back but some of the land and road need to be reclaimed, particularly on his family plots. The Board recommended that he attend a Cemetery Commission meeting.

**Zoning Administrator's Report**

Brimmer was present to give his report. The following topics were discussed:

- A mapping program offered from ESRI Academy.
- Brimmer would like to know what items will be included in his department budget, such as hours spent on mapping and grant matches.
- Brimmer shared his feedback from attending the 2024 Grants Management Symposium. Topics included:
  - the Fairlee floodplain.
  - multi-family housing projects.
  - new compliance and wage reporting requirements for Federal funding.
  - pre-application processes for Vermont Community Development Program grants.

- The next Planning Commission meeting will be held on 11/13/24.
- Brimmer contacted the Town of Wolcott to discuss a funding package they recently received for decentralized septic.

### **Town Administrator's Report**

Lockwood presented his report and gave updates on the following:

- Budget meetings are planned with the department heads.
- The ATV Ordinance warning expired on 10/30/24. Once signed, it will go into effect on 11/12/24.
- Trash complaints were received concerning the Fairlee Inn on Route 5.
- RFPs were sent out for the Town Properties Mowing contract, the Town Cemeteries Mowing contract, and a help wanted ad for a maintenance/transfer station employee.
- A meeting is planned with Bonnie Wanninger from VLCT to discuss funding sources for the vault, library and admin building projects.
- A meeting is set for 11/8/24 with Andrea Day from the Dufresne Group to discuss the path forward with the town wide wastewater project.
- Rita Seto and Lockwood will meet soon to select a design engineer for the Rt 5 Stormwater Project. Pending approval from VTrans, the project can then start the engineering phase.

Mills asked for a status on the Sidewalk Project.

### **NEW BUSINESS**

#### **Auditorium Equipment Replacement Plan**

Clemson introduced Denis Lambert and reviewed FCA's involvement with raising money for the auditorium equipment.

The FCA suggested that rental fees could go into a fund to fix the equipment. This matter was discussed with Jess Chase, Finance Manager.

#### **Water Department Storage Shed Request**

Lockwood is collecting quotes on utility sheds.

The Board said a site plan would be required.

### **OLD BUSINESS**

#### **Open Meeting Code of Conduct Policy Discussion**

**MOTION:** Lance Mills/Miranda Clemson moved/seconded the motion to adopt the Rules of Conduct at Public Meetings as amended at the October 28, 2024 Fairlee Selectboard meeting. The motion passed unanimously.

### **Emergency Vehicles Discussion**

The Selectboard will be scheduling a meeting with the Fire Department to discuss vehicle repairs.

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

Mills continues to streamline the ordinances by making references to documents and plans that can be maintained separately.

### **ORDERS & CORRESPONDENCE**

Completed.

### **APPROVAL of October 21, 2024, Draft Minutes**

**MOTION:** Lance Mills/Miranda Clemson moved/seconded the motion to approve the minutes from 10-21-24 as written. The motion passed unanimously.

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

Berger: Town Septic  
Mills: Ordinances  
Clemson:

### **EXECUTIVE SESSION**

None.

**NEXT SELECTBOARD MEETING: Monday, November 4, 2024.**

### **ADJOURN**

**MOTION:** Lance Mills/Miranda Clemson moved/seconded the motion to adjourn the meeting at 7:36 PM. The motion passed unanimously.

Attest: Patty Tompkins, Minutes Taker