



2016 TOWN OF FAIRFAX

**SELECTBOARD MEETING
MONDAY AUGUST 15, 2016
7:00 PM**

The drafted minutes presented below are unapproved subject to corrections and/or additions at the next Selectboard meeting. Those corrections and/or additions will be written to an amended version of the minutes, which will also be made available to the public.

Selectboard Members Present: Lauri Fisher, Vice-Chair, Randy DeVine, LeeBeth Ann Lemieux and Duane Leach. Tom Fontaine arrived at 7:45 pm.

Staff Present: Deb Woodward, TC & Treasurer, Amy Sears, Utility Manager and Amber Soter, Zoning Administrator.

Public Present: Virginia Merriam, Chris LeClair, Robbie Rodimer, Bob Perry and Michael Casella. See sign-in sheet.

Call to Order: Lauri called the meeting to order at 7:00 pm.

Minutes:

8.1.16: Randy motioned to approve the minutes with changes, seconded by Duane. The motion - so moved, vote 3-0 (Lauri, Randy and Duane)

Orders & Payroll: Duane reviewed the orders for the Utility Department, which were approved. Randy reviewed the orders for the town, which were approved by the Board.

Public Comment:

Road Closure: Virginia Merriam is here this evening to request a temporary road closure for a 5K fundraiser. The event will be held on Sunday, October 2nd, 2016 beginning at 11 am. The road closure will involve both lanes of travel on River Road.

*Duane motioned to approve the request for the road closure seconded by LeeBeth. The Board unanimously approved the road closure subject to the Road Foreman's approval. The following entities will be notified once the Road Foreman's approval has been received: Fairfax Fire, Rescue, Franklin County Sheriff's Office and the Vermont State Police.

Deb Woodward, TC & Treasurer: Deb updated the Board on the progress of indexing the mylars into the new map program. Sheri has been scanning the mylars and inputting data into the program as well as cross-referencing where applicable. By having this work performed by Sheri the town was able to save a substantial amount of money.

SB Meeting August 15, 2016 Cont.:

The Union Bank offered a program to the town, with the necessary equipment, free of charge, called "Remote Deposit". The program enables the town to scan checks directly into the bank.

Amy Sears, Utility Manager

Amy is here this evening for a monthly review of activity in the Utility Department. She supplied the Board with a current budget as well as a monthly breakdown. The water division is holding its own. The sewer budget was hit by repairs performed at the Ladd pump station. Amy has updated property liens. One of the properties may be going up for a tax sale, which she will be able to add the sewer charges to the sale. Amy had a couple of accounts where the users wanted to set-up a payment arrangement but never followed through. The next step will be Small Claims Court.

Lauri addressed a concern to Amy and Deb in regards to paying overtime when vacation time had been used in the same pay period. Lauri was curious as to the history, or a policy which addresses this. Lauri will continue to look into this.

Randy addressed the Board in regards to the financial side of the water department. The bond is allocating more dollars than what the bond payment is creating an overage. Lauri feels that there has to be a way to adjust the payment. Amy will look into it and report back to the Board.

Amber Soter, Zoning Administrator:

Amber is here to review the final changes made to the development bylaw regulations with the Board. Amber will incorporate the new language into the document and will forward the final document to the Board for adoption.

Amber updated the fee schedule to include replacement home - stick built or modular to \$1,000.00, with no impact fee; replacement mobile home to a mobile home or to a double-wide to \$100.00; accessory structure addition > 100 sq. ft. from \$50 to \$100. Temporary Use Structure with a \$50 fee was taken out of the fee schedule.

*Leebeth motioned that we accept the updated Town of Fairfax Fee Schedule; with a second from Duane. The motion carried with a vote of 4-0.

The Board reviewed the Zoning Department's Activity Report from Jan. 1 2016 to August 15, 2016 provided by Amber.

Bob Perry and Michael Casella:

Bob Perry and Michael Casella are here this evening to touch base with the Board. They informed the Board that the delivering of the trash and recycling totes is going well with 1600 totes being delivered so far. They expect to have this task finished by the end of this week. They are also changing out the larger totes to smaller ones from residents who have requested the smaller totes. Chris LeClair asked about traveling on private roads. Chris stated that some totes had been left at the residences and some were left at the end of the road. Michael said that he would look into this and get back to him.

Michael clarified that you can put out as much *recycling out* as you want without charge. However, if you have more trash you will need to contact them and there will be a charge of \$3 per bag.

SB Meeting August 15, 2016 Cont.:

The Cambridge Transfer Station is open to Fairfax residents. There may be a charge associated with what is brought to them.

Other Business:

1. Dog Ordinance - The ordinance will be discussed at the next meeting on 9.6.16. Randy volunteered to take the lead on this. He will review the protocol and present a packet to the Board.
2. Access Permit Application- Bourbeau Construction: The Board reviewed the permit as well as the recommendations from the Road Foreman and Fire Department noted.
*Randy motioned to approve the access permit application for Bourbeau Custom Home, Inc., located on Woodward Road. The motion was seconded by Duane. Vote 4-0-1, with LeeBeth abstaining.
3. Listers: A letter was received from the Vermont Appraisal Company in regards to cancellation of the reappraisal contract, dated 8.12.16. Lauri signed the letter.
4. Lauri is working on an application form with a checklist for the Event Ordinance. The Ordinance becomes effective 8.19.16. She will bring a draft to the next SB meeting.
5. Lauri has requested to see the feasibility study involving Swamp and Wilkins Roads. The feasibility study was performed in 2010. Lauri will review the study and see if anything needs to be updated.
6. Lauri mentioned that there are a lot of calls coming into the town office on road conditions. Tom said that he's going to propose a plan of action to the Board in the near future. In the meantime, Tom and D. Jay will go out and assess each road by condition, put a dollar amount to the cost to repair and then prioritize accordingly. Tom said there will not be any new paving but will still patch and repair where needed.
7. Two computers were donated to the town facilitated by Barb Murphy. Lauri was concerned that the computers are not hooked up to the main server, they are not inventoried and not setup with anti-virus.

Adjournment:

8:37 PM: LeeBeth motioned to adjourn; seconded by Randy. The motion carried with all in favor. The next Selectboard meeting will be Tuesday September 6, 2016 at 7 pm.

The minutes were respectfully submitted by Stacy Wells, Adm. Asst. to the Selectboard.

Lauri Fisher, Vice Chair
Fairfax Selectboard