



**Town of Fairfax**  
**Select Board Meeting**  
**June 18, 2018 – 7:00pm**

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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:** Steven Cormier; Chair, Randy DeVine; Vice-Chair, Duane Leach, Stephen Bessette and Sheri Rainville

**Public Present** None

**Employees Present:** Brad Docheff, Deb Woodward, Johanna Blake

**Call to Order:** S. Cormier called the meeting to order at 7:00 pm.

**Additions:** Brad presented a pending legal issue, he would like to go into executive session at the end of the meeting.

**Minutes:** 5-21-18 S. Bessette moved to accept the minutes as written, seconded by Sheri, all favor.

**Accounts Payable & Payroll Warrants:** The Town warrants were reviews by Randy and Utility warrants were reviewed by Sheri, all approved by Board.

**Public Comment:** None

**Correspondence:** None

**Deb Woodward & Johanna Blake- Tax payments installments/interest**

Deb, Johanna and Brad advised they felt it was not in the town's best use of time to charge an interest rate on installment payments not paid. The tax bills will be officially delinquent if not paid by the May 2019 installment date. S. Bessette made the motion to not charge interest after the 1<sup>st</sup> and 2<sup>nd</sup> installment payments for this tax year, the board should review next year seconded by Duane, all in favor.

**Deb Woodward: Line of Credit:**

- Deb presented the board with documentation from Union Bank for the fiscal year Line of Credit. The applications are for 2 million dollars at a 1.9% interest rate. Randy made the motion to sign the Tax Anticipation Line of Credit, Tax Certificate Tax Anticipation Borrowing and the Resolution Tax/Revenue Anticipation Borrowing documentation, seconded by Sheri, all in favor.
- Deb also presented the Municipal Check List, internal controls parts 1 and 2. Discussion followed over some line items and suggestions that

could be taken. S. Bessette made the motion to allow the Selectboard Chair to sign the documents, seconded by Sheri. All in favor.

- A Non-interest bearing account was set up with Union Bank for moneys held by the town for one year as a deposit on applications as per town regulations.

**Casella Rate Increase:** There will be an increase of \$1130.47 per month for the recycling based on the volumes in productivity. This is an allowed increase per the contract. The increase will be shared by unit in the tax base.

**Brad Docheff- Town Manager:** Updates

- Vacation Policy, the employee policy will change from a calendar year to coincide with the town's new fiscal year. Randy made the motion to accept the change, seconded by S. Bessette, all in favor.
- If an employee works 32 hours for the Town on a regular basis, regardless of how many departments the time is broken down into, they will be considered a full time employee. The Town Manger and Dept Head will need to decide how the benefits are paid out.
- EDA Grant proposal for Utility Lines to run to Runamok Maple was sent in last week. This should take about 30 days for review.
- Sidewalks, the bid process was sent out, bids were due June 15<sup>th</sup>, and only one bid was received. The bid was opened from Don Weston Excavation. Now the bid will be sent to KAS and the State of VT for their approval. Donald Hamlin has been selected as the consulting engineer. That contract as well will be sent to KAS. Due to the years this project has taken to get to this point, there is a large increase in the project cost. An alternative grant will be applied for to complete phase 1.
- Safety Training was provided for town employees. Training was provided from Green Mountain Safety as part of our insurance policy. Topics included Blood Borne Pathogens, Personal Protective Equipment, Excavation, Haz com/GHS and Evacuation.
- The monthly updates from Highway and Recreation can now be part of the Town Manager updates.
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**Other Business:**

- The board would like to recognize all work Brad has put into his new position. Congratulations on a great job.
- S. Bessette updated the board on the wind storm from October 2017. We should be receiving money from FEMA and the State of Vermont.
- The 2018-19 payroll rate sheet was approved. Pay increases will start effective July 1, 2018.

At 8:35 Sheri made the motion to enter into executive session to discuss a pending legal issue, seconded by S. Bessette, all in favor.

At 8:45 Sheri made the motion to exit executive session, seconded by Randy, all in favor.

The board has taken advice of our council and agreed.

**Adjournment:**

At 8:45 S. Bessette made the motion to adjourn, seconded by Duane, all in favor.

The minutes were respectfully submitted by Amy Sears, Admin. Asst. to the Selectboard

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Steven Cormier- Chair  
**Fairfax Selectboard**