



Town of Fairfax

Select Board Meeting

April 1, 2019 - 7:00pm

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, Stephen Bessette, Duane Leach, Sheri Rainville.

Public Present: Robby Rodimer

Employees Present: Brad Docheff (Town Manager), Deb Woodward

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

Announcements/Additions: A letter announcing a new draft of Town Road and Bridge Standards was sent from Northwest Regional Planning Commission. Brad reviewed and reported that updates have been proposed to better align with standards mandated by the Municipal Roads General Permit. Public meetings will be held on April 11th and April 17th, and VTrans will accept written comments on the updates through April 26th.

Minutes: 3-18-19 S. Bessette made the motion to accept the minutes as written, seconded by D. Leach, all in favor. Sheri abstained as she was not present at the meeting on 3-18.

Accounts Payable & Payroll Warrants: The Town and Utility warrants were reviewed by Steve Bessette, with one charge from the Emergency Management Department reviewed by Sheri, approved by the Board.

Public Comment: None

Correspondence:

- An Access Permit application was submitted by Ralph and Patricia McNall for McNall Road. This application falls under the authority of the Town Manager, and Brad relayed that he would sign off on approving the application. The site has been reviewed and approved by Highway Supervisor, Tim Germaine.
- A Road Name application was submitted for Ralph and Patricia McNall for the new access off of McNall Road. Maggie's Road was suggested, and per the 911 coordinator's consent, Brad signed off on the application.

Annual Financial Plan-Town Highways: Brad prepared form TA-60 for the Agency of Transportation and requested the Selectboard approve the financial

statements in said form. This form is required by AOT and estimates the overall budget and amount of State Aid provided for maintenance of Class 2 and 3 roads in Fairfax. This form certifies that the Town of Fairfax qualifies for such funding.

Local Emergency Management Plan: Steve Bessette presented the 2019 Local Emergency Management Plan for Fairfax. Steve worked on putting this together with Shaun Coleman of the Northwest Regional Planning Commission. The Town Manager had an opportunity to review the plan. After correcting some minor typos, the plan was finalized for adoption by the Selectboard. Selectboard Chair, S. Cormier, and Town Manager, B. Docheff, signed the document for adoption.

Appointment of Town Clerk & Treasurer: Having reviewed proposed job descriptions for the positions of Town Clerk and Treasurer at the meeting on 3-18, S. Cormier opened the floor for a motion to appoint a Town Clerk and Treasurer for the Town of Fairfax in accordance with the vote to make these positions appointments on Town Meeting Day. These terms will run for 3 years. Randy DeVine made the motion to appoint Deb Woodward as Town Clerk and Treasurer, seconded by S. Bessette, all in favor. Steve Cormier congratulated Deb and again stated that he thinks she does a great job for the Town.

Town Manager updates:

- Brad reported that he and Tim Germaine of the Highway Department attended an Orange Book discussion put on by AOT's District 8 coordinator. This was a review and discussion of safety, standards, and grant procedures. It was also an opportunity to meet with other Road Foremen and Administrators to discuss shared concerns and instructive experiences.
- The bridge on Shepardson Hollow Road was submitted and ranked for State funding by the Northwest Regional Planning Commission. The project did not make the funding list, though. While it wasn't highly likely the repair would be funded, it is always good to be on the State's radar with projects.
- It was also suggested by the Fairfax Commissioners on the NRPC to have AOT visits to Selectboard meetings. This would provide an opportunity for residents to voice concerns about State roads in Town to the appropriate parties. It would also provide better direct communication between the Selectboard and AOT.
- April 13th will bring both the annual Community Egg Hunt as well as Household and Hazardous Waste Day at the Town Garage.
- A compact tractor has been purchased for the purposes of recreational maintenance in the Community Park as well as the clearing of sidewalks and recreational/bike path in the winter. A Mahindra EMAX20 was purchased through CCR Sales.
- Brad and Brian LaClair, our Recreation Director, met with residents down at the corner of Maple and Main Streets to discuss options for the empty lot there. The plan is to revitalize this parcel this summer to create a more attractive small community space at the center of the village. Brian also met with Tim Germaine to discuss how the Highway Department can help make this project happen.
- Amber Soter, Zoning Administrator, is working with the Planning Commission on updated the Town's Development Regulations to

better align with our current Town Plan and to encourage the sort of growth that we are hoping to achieve in Fairfax. The current regulations have been found to be limiting in certain circumstances, and there is an effort to make some common-sense adjustments to ease processes for residents and businesses interested in investing in Fairfax.

- Brad attended an Economic Development forum in East Burke on 3-27. There were many solid takeaways from this conference. One suggestion Brad made was having the Selectboard host events or meetings in a way that will better encourage community involvement. The idea of partnering with local organizations or businesses on events to increase resident participation was briefly discussed.

Other Business: None

Adjournment:

At 7:30 S. Bessette made the motion to adjourn, seconded by S. Rainville, all in favor.

The minutes were respectfully submitted by Brad Docheff, Town Manager.

Steven Cormier- Chair

Fairfax Selectboard

**** The recorded meeting is available through LCATV or the Town's website. ****