



**Town of Fairfax**  
**Select Board Meeting**  
**June 3, 2019 - 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:** Randy DeVine; Vice-Chair, Stephen Bessette, Duane Leach, and Sheri Rainville.

**Public Present:** Robby Rodimer and Matthew Burstein

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

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

**Announcements/Additions:** There is an addition of the Municipal Roads Grant in Aid Program. Brad will discuss during the Town Manager updates.

**Minutes:** 5-20-19 S. Bessette made the motion to accept the minutes as written, seconded by Sheri, all in favor.

**Accounts Payable & Payroll Warrants:** The Town and Utility warrants were reviewed by S. Bessette, approved by the Board.

**Public Comment:** None

**Correspondence:** None

**Deb Woodward & Johanna Blake: Tax payment interest:** With the town collecting 3 tax installments per year, the final being on or around May 15<sup>th</sup>, it was discussed that charging interest between tax installments would only be a burden to those who are already struggling to make their payments. The revenue gained compared to the offset of additional administrative cost does not substantially help the town financially. All tax payments that become delinquent are charged 1% the first day then up to 24 ½ % thereafter. Our Tax Collector Johanna does an amazing job working with people to collect delinquent taxes for the town. Brad, Johanna and Deb advise the Selectboard to not charge interest between installments. S. Bessette made the motion to not charge interest between installments, seconded by Sheri, all in favor.

**Auditor plans for the fiscal year:** Currently we are not under contract with any company for the fiscal year coming to close. Brad suggests we stay with A.M Peisch for this year. A.M. Peisch has a history with the town and Brad intends to be more involved with Peisch this year. The board approved to stay with A.M. Peisch.

**Vermont Municipal Bond Bank Sale: Signatures required:** The General Obligation Bond Application was submitted for the Utility Dept. to purchase new meters. The next step is to sign paperwork from our bond council Primer Piper Eggleston & Cramer PC. The board signed the required pages. Our town treasurer will also sign where required.

**Town Constable: Matthew Burstein:** From our previous meeting Brad spoke on the town requirement to have a Constable. This was put out to our townspeople and Matthew responded. Matthew met with Brad and discussed his interest in the position. They discussed the job and requirements, with this being an un-paid position Matthew was still interested in helping serve this community. Matthew introduced himself to the board, spoke of his history and interest to serve the town. S. Bessette made the motion to appoint Matthew to the Constable position until March 2020 when he will need to run and be elected to the position. This was seconded by Duane, all in favor.

**Town Manager updates:**

- Mark Fenton will be coming to Fairfax on June 12<sup>th</sup> for an evening Walking Audit of Fairfax" The public is encourage to attend. Flyers have been placed around town for more detail.
- Grant Updates: From the above addition, The Municipal Roads Grant in Aid Program requires a letter of intent for the Town to apply. This grant is managed through NRPC, this will be the towns 3<sup>rd</sup> year applying. With the road mileage throughout Fairfax, the town would be eligible for up to \$10,400. The board approved and signed the letter of intent. Better Roads Grant, The Town received a \$60,000 grant to help with the replacement of Shepardson Hollow Bridge. A total of \$235,000 has been awarded. This money will help start the project by getting engineering quotes, and RFQ will be put out soon. Community Corner, the Town received the \$3,000 check today from AARP. Abutters to this location are thrilled to have site improvements. There have been several people who have volunteered to help out. EDA: This project is still in the works. This will extend the sewer lines further up Fletcher Road to the Runamok facility. Runamok has been testing their discharge of BOD and happy with their improvements. The Utility Dept. has been doing additional testing and working with engineers from Aldrich and Elliot as to what the sewer plant can handle.
- Highway Policies: Brad has been working on 2 policies for the Highway, one being a Non-Emergency Road Closure; this policy will allow for better notification to EMS, Fire Dept., schools and residents of road closures. The second is a Mailbox Policy, this is being finalized. This policy will provide guidelines to allow residents some compensation if their mailbox is damaged directly from town equipment.
- The WWRFQ went out to bid last week. This RFQ is listed on the Town's website, bidding websites and will be in the St. Albans Messenger soon. The committee to review all bids will be Brad Docheff, Amy Sears and Randy DeVine.
- There will be a Blood Drive at the Fairfax Town Office on July 26<sup>th</sup> from 11:00 to 5:00 Flyers will be available soon for details.
- Fairfax Falls clean-up. Thursday June 6<sup>th</sup> at 12:30 6<sup>th</sup> grade students will be at the falls placing trash and recycle bins. This project shows great leadership from the students. This is a school based trip with supervision.
- IT issues: several computers in the office are outdated. Brad would like to have Open Approach come in and do an audit of our equipment.

**Other Business:** Deb Woodward presented the board with the comparative budget as of 6-3-19. The town will have a deficiency of funds come June 30, 2019. This short fall will be covered by the current LOC and roll into funding for the 2019-2020 year.

S. Bessette asked Amy and the Town Manger to write a letter from the Selectboard to the Highway Dept. to thank them for their hard work over the winter. Sheri agreed the Highway Dept. did a great job as does the other departments in town. All departments should receive appreciation, Randy agreed. Brad assured the Selectboard that he communicates with all departments weekly and expresses his gratitude for their work.

**Adjournment:**

At 8:16 S. Bessette made the motion to adjourn, seconded by Duane, all in favor.

The minutes were respectfully submitted by Amy Sears; Administrative Assistant

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Steven Cormier- Chair

**Fairfax Selectboard**

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