



## 2013 TOWN OF FAIRFAX

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**SELECTBOARD MEETING  
MONDAY, NOVEMBER 4, 2013  
7:00 PM**

The 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 the original minutes. If you, the viewer, wish to personally see those changes, you will need to go to the Fairfax Town Office to view those changes as written on the original paper copy.

**Selectboard Members Present:** Randy DeVine, Chair; Dave Shea, Tom Fontaine and Leebeth Ann Lemieux.

**Public Present:** D. Jay Leach, Road Foreman; Deb Woodward, Town Clerk & Treas.; Katrina Antonovich, Rec. Director; Skip Taylor, Z.A. and Tom Snyder Rec. Board member

**Call to Order:** Randy called the meeting to order at 7:05 pm.

**Minutes 10.21.13:**

\*Tom made the motion to approve the minutes with amendments; seconded by Dave. The motion carried with a vote of 4-0.

**Minutes 10.23.13:**

\*Tom made the motion to approve the minutes as written; seconded by Randy. The motion carried with the vote 3-0-1. David Shea abstained.

**Minutes 10.29.13:**

\*Tom made the motion to approve as written; seconded by Dave. The motion carried with a vote of 4-0.

**Warrant Items:** The orders and purchase orders were reviewed by Randy.

**Public Input:**

Skip Taylor, Z.A. and Deb Woodward, TC & Treasurer are in this evening to have the Board review and sign several documents pertaining to the new town office construction.

**Collateral Agreement:**

\*Tom made the motion to have Deb Woodward sign the Union Bank Collateral Agreement dated the 4<sup>th</sup> day of November, 2013 between the Town of Fairfax, Vermont and the Union Bank; Dave second the motion. The motion carried with a vote of 4-0.

**Conflict of Interest:**

\*Tom made the motion that we sign the waiver of the potential Conflict of Interest from Attorney Monaghan, dated November 4, 2013 regarding the Town Office as his firm also represents the Union Bank. Dave seconded the motion. The motion carried with a vote of 4-0.

#### 11.4.13 Minutes Cont.:

##### **Town of Fairfax Resolution Capital Improvement Borrowing:**

The document authorizes the SB to enter into the note agreement. A previous resolution was signed allowing the Board to obtain

\*Dave made a motion the Town of Fairfax enters into the resolution for capital improvements with the Union Bank in the amount of \$1,070,000.00; Tom second the motion. The motion carried with a vote of 4-0. The Board members signed the resolution.

##### **Municipal Corporation Note - Municipal Line of Credit (Construction loan):**

\*Tom made the motion that we approve the Municipal Corporation note for \$1,070,000.00, dated November 4, 2013; Dave seconded the motion. The motion carried with a vote of 4-0. Each Board member signed the document.

##### **Tax Certificate Capital Improvement:**

\*Dave made the motion to sign the tax certificate agreement between Town of Fairfax and the Union Bank with respect to issuance and the use of proceeds of \$1,070,000 obligation for the municipality, dated November 4, 2013. Tom seconded the motion. The motion carried with a vote of 4-0. The Board members signed the certificate.

Skip stated that the new Zoning Assistant, Jacqueline Marshall started today. She met everyone in the office. Skip gave her an overview of the position. Deb got all the payroll information from her.

##### **D. Jay Leach, Road Foreman:**

They will be unable to plow the rescue building as the driveway won't hold the truck. The new town office may have the same problem with the parking lot. Dave asked D. Jay about the emerald ash borer project and what would be the best way to tackle taking care of the trees. There may be some revenue available. D. Jay is interested in purchasing a used brush chipper. The asking price \$14,000.00, they settled on a price of \$12,500.00. Dave asked if the highway crew would be able to do the maintenance; D. Jay stated yes. .

\*Tom made the motion of approval, with conditions, to purchase a used Vermeer 1250A wood chipper for \$12,500.00, which will come out of impact fee money. The conditions are that they will go through it to make sure that it's mechanically sound, that they will make sure to get all the service manuals and that D. Jay feels it's in good condition. The motion was seconded by Dave. The motion carried with a vote of 4-0.

D. Jay stated that they are ready for snow and will be getting more salt from Barrett's next week.

##### **Katrina Antonovich, Rec. Director:**

Katrina came in this evening to update the Board with more information on the Baptist Building. A cost sheet was handed out to the Board members. The Fire Department has a used furnace that they may be able to utilize at the building. Tom is concerned with parking and feels that a feasibility study should be performed prior to any decision being made. The historical integrity of the building, possible asbestos, being ADA compliant and operating costs was also discussed. She is working on an implementation grant from NWRP called Healthy People, Strong Communities, which requires a 20% match which can include in-kind donations.

**11.4.13 Minutes Cont.:**

**Randy DeVine, W/S Superintendent**

(The Chair seat was turned over to Dave in Chris' absence.)  
Randy handed out his W/S report for the month of October 2013. The report does not include regular daily required activities. The sewer lines at the new town office site have been pressure tested. A question was asked about mileage for the Utility Dept. Funding for the 72-hour pump testing of the two wells discussed. Water tanks are due for inspection in 2014 (every 5 years).

(The Chair was turned back over to Randy.)

**Other Business:**

1. Lister's Avitar Map Maintenance Agreement - tabled from October 21<sup>st</sup> for the purpose of obtaining additional information.  
\*Tom made a motion to approve the signing of the agreement; seconded by Dave. The motion carried with a vote of 4-0.
2. The credit card policy was reviewed by the Board. The board would like the policy to state credit/debit card. The revisions will be made and presented to the Board at the next regularly scheduled meeting.
3. A new office protocol will be written regarding Selectboard minutes, which will be included in the employee handbook.
4. Tom gave an update on the new town office construction. Tom has received Hergenrother Construction, LLC first draw of \$103,642.00, which he verified. He will obtain the invoice. Vault dimensions were taken based on taking the frame apart and measure where the rough opening is. Metal Works will move the frame and get it in place at the new site.

**Adjourn:**

9:45 PM: \*Tom made the motion to adjourn; seconded by Dave. The motion carried with all members in favor 4-0.

The next regularly scheduled SB meeting will be Monday, November 18, 2013.

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

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Randy DeVine, Chair  
Town of Fairfax Selectboard

RLD/sw

\* Motion made  
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Any time the Selectboard "amends" the previous weeks' minutes, there will be a statement to that effect in the minutes of the meeting at which the "amending" occurred.