

Town of Fairfield Selectboard Minutes

October 13, 2025

In Attendance: Tom Howrigan, Gavin Ryan, Ron Bocash, Brian Dubie, David Persons

Roads: Maurice Jettie

Town Clerk: Absent

Town Administrator: Absent (Report supplied)

Secretary: Melissa Manson

Visitors: NWATV

Ron made a motion to approve the agenda. David seconded. All in favor.

1. Moe reports that the John Deere grader will now be a 2026 model, for the same price and will be delivered before the first of the year. Two-way radios were installed by Burlington Communications. Egypt Rd and Church Rd have had shoulders and ditches done. Metcalf Pond Rd is getting blasted next week. Some discussion on which places being blasted. No quote on salt yet. Moe to call tomorrow. All trucks are inspected. New truck almost ready. Swanton ran out of money and is not paving Sweet Hollow Rd. Moe to cold-patch the cracks.

Brian made a motion to approve the minutes of 09.22.2025. Ron seconded. All in favor.

2. Brian reports that the Hazard Mitigation process is ongoing. We welcome any community member who is interested, please reach out. Sheldon is in the final review of their hazard mitigation plan and will share it with us. Our plan is to use their plan as a base and modify/update for Fairfield.
3. Town Administrators report reviewed. No action necessary. (Attached)
4. Brian reports follow-up discussions with Friends of Northern Lake Champlain. He reports that we will keep working on making progress.

Gavin made a motion to approve the warrants. David seconded. All in favor.

Brian made a motion to enter Executive Session to discuss a legal issue. Ron seconded. All in favor. Brian made a motion to exit executive session. Gavin seconded. All in favor. Executive session ended with no action. Information only.

Brian made a motion to adjourn. Gavin seconded. All in favor.

These minutes exist in draft form until approved by the Selectboard.

Town Admin Report (updates)- SB Meeting 10.13.2025-

1. Completed all Quarter-end procedures.
2. Updates from Tyler Bilingsley:
 - Completed the garage stormwater compliance report.
 - MacKenzie rd engineering contract signed. Construction next Summer budgeted/ developed by utilizing Road Crew vs. contractor
 - I notified Rd. Crew (from Tyler) of safe tree removal time frame to not disturb bats (between November and April) for North rd. culvert and MacKenzie rd.
 - North Rd. Culvert replacement engineering is complete- ready for structures grant in April; the background on this culvert is included in last Selectboard Meeting's Admin Report.
3. New President of the Historical Society (Charlie Machia) will come to the Oct. 27 meeting to introduce himself, update the SB on Historical Society activities, plans, hopes and to discuss the downstairs collection.
4. New Owner of Sherman Rd. Property wants to discuss Sherman Rd. at the next meeting- whether the Town be willing to throw it up. Currently it is documented on the Rd. Map as a Not Up To Standard (NUTS) road (legally classified as Class 3, functionally class 4). New owner of the property owns all sides of the road.
5. Forwarded invoices to Fire Department (original invoices given In April)
6. BASIC has notified us that we no longer qualify for their services because they are now only serving larger organizations (over 10 full-time employees). BASIC has been insurance broker we have paid monthly, historically, for access to Continuation of Health Coverage (COBRA). COBRA gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan. **The state of VT requires health insurance continuation for small employers.** This is called "mini-COBRA" coverage. VLCT is helping me identify providers who we may move our coverage to. TBD
7. CD Rates are falling. At the next meeting, the SB should discuss next steps. I will provide bank rates current earnings and projections.
8. Beginning Budget Planning- BCBS rates increased by 4.4%
9. Attended the VLCT Town Fair.
10. Continuing Hazard Mitigation contact planning.
11. Received Grants-in-Aid \$ from requisition to the state (\$25,250) for this summer's Lapland work.

AP NOTE:

A \$600 invoice is included in this week's AP from the Rec Committee. Amanda approved it this time, but the Selectboard needs to clarify a process for Rec/ volunteer group purchases in our Purchasing policy.

Purchasing procedures:

- The purchasing policy identifies the Town Administrator, Town Clerk and Road Foreman as purchasing agents for the Town; Treasurer reviews all purchases on warrants, and signs with SB. The Auditors look for constancy, approvals and backup (GAAP- Generally Accepted Accounting Procedures)
- Sometimes purchase requests come directly to the Selectboard for pre-approval, in accordance with our Purchasing policy.
- The purchasing agents provide backup, where needed (like credit cards, etc), and sign invoices. Some invoices are standing agreements/ expected so do not have signatures (Amcare, BCBS,

Taxes, Casella, Water, Electric, etc.). All of this is entered into our payment system and brought to the Selectboard in AP.

- For groups like the Historical Society and Rec. the Town Administrator has been the Purchasing Agent. Although the TA does not make the purchases, in order for the Town to pay for something, she receives invoices, documentation of approvals of the expense from the groups.
 - Please see the invoice from the Historical Society as an example: The Historical Society is volunteer-led and often do not have pre-approved purchases documented in minutes. Instead, they submit expenses to be paid with documented emails of purchase requests to their group, along with emailed approvals from their group members. They also submit relevant receipts or invoices. The Town Administrator signs, as the purchasing agent, then Amanda approves their purchases with this backup.
 - When the Recreation Committee used to document their meetings, pre-approvals/ anticipated expenses were in rec. minutes. Then, the Rec. Chair would come in with receipts, reimbursement requests, and/or invoices and sign everything. These purchases had backup and were approved by the treasurer.
- Current Rec invoice:
 - The purchase included in this AP was charged to the Town, but the invoice was not provided to the TA from the committee- an email was forwarded without an attachment, with no information about approval. The TA then reached out to the Vendor to get the invoice and requested that the group leader come in to sign- no signature has been provided. TA then reached out to the purchaser for more information and was told it was pre- approved by the group leader. This info is attached to the invoice.