

# **Town of Fairfield Selectboard Minutes**

September 22, 2025

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

Roads: Absent

Town Clerk: Linda Hodet

Town Administrator: Absent (Report supplied)

Secretary: Melissa Manson

Visitors: Julia Callan, Chuck Verderber, Emily Biron (via Zoom), Bridget Butler, Josh Serpe, Greta Brunswick, NWATV

**Ron made a motion to amend the agenda to change the order on the agenda to have FNLC present first. Ron seconded. All in favor.**

1. Bridget Butler and Josh Serpe, Friends of Northern Lake Champlain came to give an overview of what FNLC does and how they interact with towns in addressing non-regulatory water quality projects. Fairfield Pond Watershed Action Plan was created in 2024 and has been previously provided to the SB. Strengths of the pond include a healthy shoreline, natural wetlands, forest dominated shoreline and an engaged community. Key focus of the plan is to improve buffers, address stormwater and agricultural runoff, address town beach parking lot erosion and to reconnect streams with flood plains. Planned action includes promoting the free assessments for shoreland/upland residents, explore and develop recommendations outlined in the action plan and educate the community about watershed health. Next steps include free assessments for landowners and working with the SB to make an action plan.
2. Discussion continued on how the SB can best support the efforts of FNLC. First step is for SB to read the report/plan supplied by FNLC. They need a letter of support for the work at the beach and assistance with connecting to landowners. Will add discussion to the next SB meeting.
3. Greta Brunswick came to discuss the proposed regional land use map – Act 181 which enacts changes to Act 250 around Village Center developments. Projects for housing of less than 10 acres/50 houses can be exempted from Act 250 review if the SB opts in. Local zoning and wastewater rules still apply. Brian says thanks to Chuck and Julia for their service on the board. Chuck expresses appreciation for the work of NRPC. David would like to wait to decide. Gavin plans to abstain because he has land in the area under consideration. Add to next agenda.
4. Greta spoke as a member of the Common School Working Group and the municipal planning grant. Greta explained the process and the plan for the engineer hired for Architectural Planning Services. Common School use is envisioned for primarily after school programming. There is a \$3K allocation for septic planning in the planning grant, which could create a plan for a backup system in case of septic failure. David would like to have a firmer idea of a plan for future use and funding. Greta says there is potential for a Village Trust Initiative with the Vermont Council on Rural Development to provide funding and support fundraising for restoration if the Common School, under the stewardship of the Fairfield Community Center Association.

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

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5. Brian says we are in the process of rewriting the Hazard Mitigation Plan. We are asking community members to step forward to participate.
6. Town Administrators report presented. Attached.
7. Linda Hodet asks if the SB is ready to have the portable toilet removed from the pond beach?? Yes. Good to have from May to end of September.
8. A subdivision earlier this year created an issue with a property in East Fairfield that was in current use. Need an “errors and omissions” approval to create a second lot in the Grand List. Errors and omissions was signed by the SB.

**Brian made a motion to approve the minutes of 09.08.2025 as amended (Brian made the motion to adjourn, not Ron). Ron seconded. All in favor.**

**Brian made a motion to continue using Tyler Billingsley as our engineer. Ron seconds. All in favor.**

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

**Ron made a motion to enter Executive Session to discuss a personnel issue. David seconded. All in favor. Executive session ended with no action. Information only.**

**David made a motion to adjourn. Gavin seconded. All in favor.**

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## Town Admin Report (updates)- SB Meeting 9.22.2025-

Only action requested in item 6.

1. Jake and I worked on the Haz.Mat log- I secured and gave him all the sds forms he requested.
2. I updated the Website with Ethics info. and took down the zoning admin vacancy notices.
3. Conducted all HR paperwork with Molly Mashtare- she is in Payroll warrant this week.
4. Ordered the TC building and Chester's Septic pumping/ grease cleaning and it has been completed.
5. Called Tyler Billingsley- I requested he do our annual Stormwater Permit inspection at the Garage- he is doing this as he did last year.
6. We received our \$60K Better Roads grant contract for the McKenzie rd. culvert/ road improvement. All engineering, construction, invoices, payments and reporting needs to be completed by next September 30, 2026.
  - **Next step:** engineering/RFP- engineering is included in the Grant's project budget. Engineering is a "specialized service" per the purchasing policy so the SB can agree to contract with whom they choose without multiple bids. **TYLER BILLINGSLEY conducted the hydraulic study that this grant project is based on.** Earlier this summer, I gave Tyler a head's up that we were awaiting the award contract from the state for this project. **HE IS WILLING TO START WORK on engineering this fall if the SB wants me to secure an estimate from him and contract with him. – PLEASE ADVISE.** This would include engineering plans/specs, help with permitting, right of way and project management/inspection, but construction work can be done by road crew.
7. Asked Tyler for an update on his contracted work to do North Rd culvert engineering- this will be complete soon. The Class 2 roads grant for engineering the north culvert (just north of Paradee rd) was written April 2024, secured last June 2024 and expires this December 2025. Although the selectboard has since been working to discuss and address multiple priorities in town, since submitting this grant (especially Chester A Arthur rd. bridge), the **background on this culvert is:**
  - Prioritized on culvert inventory and Road Forman identified this culvert as the next big one to prioritize after 2023 north rd culvert replacement.
  - Submitted a grant to engineer the project, April 2024.
  - Grant awarded June 2024 w/discussion at SB meeting June 10,2024 to accept the grant to Engineer in 2025, in preparation for a structures grant for construction in 2026 or 27 (next Structures construction grant due April 2026).
  - Contracted with Tyler March 2025 for North Rd engineering services and also discussed project briefly with Tyler and District 8 at special meeting March 12. They said **shovel ready projects with already complete engineering are in better position to be prioritized in Structures grant process (which max at \$200).**
8. I finished the reporting requirements and submitted all documents with our requisition to VTRANS on the Lapland Rd Grant project completed this summer. The grant was \$25,250 with a 20% match. The total project costs came to \$64,615. We should receive the full \$25,250 within the next month.

Expenses:		
\$10,652.00	Personell	
\$28,076.64	Equipment	
\$16,086.50	Materials	
\$9,800.00	Other (contracted services)	
\$64,615.14	Total Project	

9. Began organizing Hazard Mitigation community engagement and Process.