

# **Town of Fairfield Selectboard Minutes**

October 28, 2024

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

Roads: Absent

Town Clerk: Absent

Town Administrator: Cathy Ainsworth

Secretary: David Persons

Visitors: Emily Biron, Zander Yenson (VLCT PACIF).

1. Cathy updated and reviewed Class 3 and Class 4 segment reclassification process, following up on VTrans' determination that a portion of Lapland Extension and Menard Roads require either reclassification or improvements. Regarding Lapland, SB will request that Mo improve the segment to Class 3 standards. Regarding Menard, Selectboard requests Cathy to research and respond to VTrans that the segment is most likely already Class 4, so would not need to go through a reclassification process.
2. Grants in Aid requisition this year is \$31K, for the Duffy Hill/ Pumpkin Village improvements. The full project came to just over \$55k. The match, therefore, was just over \$24K. Cathy Proposes that \$31K of the Grant be reimbursed to the general fund for road crew and equipment costs, with \$9,728.25 of the general fund's equipment expenses be part of the match and \$14,374.95 of the match come from ARPA, for materials and contracted services. The Selectboard agreed that this could be a good strategy.
3. Cathy updated the Selectboard on remaining ARPA funds, which need to be spent or obligated by December 31, 2024. Mo to look into the cost of replacing the Town garage's furnace and pressure washer.

**Brian made a motion to enter executive session to discuss a personnel matter. Ron seconded. All in favor.**

**David made a motion to exit executive session. Brian seconded. All in favor.** Update from the session: the Selectboard is conducting interviews of candidates for Zoning Administrator and evaluating whether Northwest Regional Planning has an option.

**Gavin made a motion to enter executive session to discuss a personnel matter. Ron seconded. All in favor.**

**David made a motion to exit executive session. Ron seconded. All in favor.** Upon exiting, the selectboard said they had a discussion regarding insurance safety review and plan to hold training with the road crew. All Selectboard members received a copy of the insurance report and Cathy will forward it to other relevant stakeholders and facilities.

**Gavin made a motion to approve the minutes of 10/15/24. Ron seconded. All in favor.**

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

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

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4. Cathy provides information regarding insurance for board members to review for budgeting purposes.
5. The municipal audit of 2023 is finally complete. Copies distributed to Selectboard members. There was a slight difference in the expected and actual surplus.
6. NRPC would like to meet with the Selectboard at their December 10 meeting to discuss progress on their work with the community and planning commission, aligning Zoning Bylaws with the Town Plan.
7. Cathy will be attending Municipal Day, with workshops, in Montpelier on Friday, November 1.

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