

**TOWN OF FAIR HAVEN
SELECT BOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS--CEMETERY COMMISSIONERS**

JUNE 30, 2010

Members Present: Ron Adams, Ray Bunker, Julie Ellis, Jeff Sheldon, Claire Stanley

Others Present: Serena Williams, Town Manager, Jane Ellis, Larry Hughes, John Lulek, Neil Robinson, Patrick Frazier, Debi Bailey, Karen Close, Suzanne Dechame, David Ward, Ryan Rooker, Jim Heller, Don Howard.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Chair Ron Adams.

APPROVAL OF MINUTES

Jeff Sheldon made a motion to approve the minutes of the June 15, 2010 meeting of the Select Board. Second by Ray Bunker. It was suggested the traffic study referred to in the minutes should be identified as the 2008 study. With the addition, the minutes were approved.

PUBLIC COMMENT

Patrick Frazier asked about the policy on fireworks on a person's own property and was told they must have a permit. He also asked who is liable if a day care child is injured while playing in the park. He was advised to discuss his concerns with the day care operators.

Neil Robinson had comments about the minutes of the June 1 meeting. He believes there was an oversight in that there was no mention in Ms. Schneider's agreement (in behalf of the Teen Center) to not petition the Town of Fair Haven relative to the tax roll. This could become an issue in future years. Regarding the Town providing utilities for the Teen Center--information from the Sec. of State considers this to be a monetary issue that must go before the voters. He says he loves to see kids playing in the park.

John Lulek reported his wife donated and planted flowers around the grandstand in the park. He also mentioned the need for roadside mowing and brush cutting.

Larry Hughes raised concerns about roadside maintenance also. Town Manager will discuss with Jack. He asked about the Fourth Street sidewalk. Town Manager advised it will not likely happen this year. Among other things, they are now saying we have to have an archeological study. The Town is still waiting for the State's final approval. They have had the plans since April 1. He also mentioned concerns regarding Cedar Grove Cemetery.

APPOINTMENTS WITH INDIVIDUALS

No appointments.

DEPARTMENT HEAD REPORTS

No Department Head reports.

NEW BUSINESS

Executive Session--Town Clerk/Treasurer: Claire Stanley made a motion to go into Executive Session at 7:20 p.m., with the Select Board and the Town Clerk/Treasurer. Second by Julie Ellis. Motion carried with a 5-0 vote. At 8:08 p.m. motion by Julie Ellis, second by Jeff Sheldon, to come out of Executive Session. Motion carried with a 5-0 vote. Claire Stanley made a motion to approve a Memorandum of Mutual Understanding between Suzanne Dechame, Town Clerk, and the Town of Fair Haven, for a term beginning July 1, 2010 and extending for the elected term in office ending March 5, 2013. The Town agrees to pay her a salary of \$42,000 in by-weekly installments. Also, to pay the cost of single health care insurance plus 80% of the difference to a two-person or family plan if so selected. Second by Ray Bunker. The Chair wished to make it known this took place with the mutual cooperation of the Town Clerk and the Board. The motion carried with a 5-0 vote. Claire Stanley made a motion to approve a Memorandum of Mutual Understanding between Suzanne Dechame, Town Treasurer, and the Town of Fair Haven, for the period beginning July 1, 2010 and ending March 1, 2011, with an annual salary of \$3,000 to be paid in bi-weekly installments. Second by Ray Bunker. The Chair noted VLCT had been very helpful with this process. Original copies of the agreement will be placed in the personnel file of Ms. Dechame. The motion carried with a 5-0 vote. Discussion indicated a misunderstanding about salary negotiation, re: elected term vs. fiscal year. Julie Ellis made a motion to return to Executive Session. Second by Claire Stanley. Motion carried with a 5-0 vote. At 8:45 Julie Ellis made a motion to return to open session. Second by Jeff Sheldon. Motion carried with a 5-0 vote. Claire Stanley made a motion to correct the Memorandum of Mutual Understanding to show the annual salary for the Town Clerk is \$45,000. Second by Ray Bunker. The annual salary for the Treasurer remains \$3,000. It was pointed out her anniversary is election day to election day, not the fiscal year. The motion carried with a 5-0 vote. The Chair stated this was negotiated with the full cooperation and understanding of all parties.

New Fire Truck Proposals: Speaking for the Fire Department, Jim Heller noted four proposals had been received for the new fire truck to be purchased. These had been reviewed by the committee and it was determined the submittals of E-One and KME did not meet the specifications. Of the other two, Toyne and KME, KME was rated the highest. At that point they reviewed previously unseen pricing and determined the cost was \$449,657. (KME is offering a \$11,500 discount for the Town's willingness to have a 2007 engine installed. The committee recommended to the Board that the KME truck be purchased. Julie Ellis made a motion authorizing the Town Manager to enter into a contract with KME, based on the specs provided by Jim Heller, for \$449,657, payment to be due upon delivery. Second by Jeff Sheldon. Motion carried with a 5-0 vote.

Health Insurance-Premium Options: Board members were provided with information

related to the VLCT Health Insurance rates. Board members Ellis and Sheldon met with the insurance people, discussing coverage and cost. Fair Haven employees actually have two plans. One is for the eight people hired before 1987, the other is for those hired since. Plans selected must be accepted by the union. Advantages within plans were discussed. It seems the High Deductible Plan is the best choice. Jeff Sheldon made a motion to have an insurance representative from VLCT come and talk with the employees about the High Deductible Health Plan. Second by Julie Ellis. Motion carried with a 5-0 vote.

Fuel Bids: Bids were received from Max and from Local Fuel. Max bid \$2.39 a gallon on a one time delivery. Local Fuel bid \$2.38 a gallon, one time, and subsequent quantities not to exceed 17 cents over cost. Jeff Sheldon made a motion to go with Local Fuel. Second by Ray Bunker. The motion carried with a 4-0 vote. Claire Stanley abstained as her son works for Local Fuel.

(Board took a break at 9:45 p.m.; returned to session at 9:50 p.m.)

West Street water line: There is a question, based on checking several Board minutes, beginning in 1970, if Phil Stannard has anything in writing regarding the West Street water line. The Town Clerk is to question him regarding this.

Warning-West Street line: Jeff Sheldon moved to proceed with the Warning presented by the Town Manager related to the West Street water line (authorizing the Select Board to borrow up to \$150,000 for the replacement of up to 700 linear feet of water line) with an informational meeting August 23 and a vote August 24. Second by Claire Stanley. Motion carried with a 5-0 vote.

FA & A engineering services: A proposal from the engineers relative to the West Street water line project was reviewed. They agree to do the Environmental Report for no more than \$1000 and the Bond Assistance for no more than \$2000. Motion to accept the proposal was made by Claire Stanley. Second by Ray Bunker. Payment will come from the Sinking Fund. Motion carried with a 5-0 vote.

Spaulding/Scrap Metal and Tire Hauling Contracts: Claire Stanley moved to table action on the bid, specifically signing of contract, and have Mr. Spaulding come to the next meeting of the Select Board. Second by Jeff Sheldon. Motion carried with a 5-0 vote.

Executive Session--Personnel: Julie Ellis made a motion to go into an executive session at 10:20 p.m. with the Board and Town Manager to discuss personnel. Second by Jeff Sheldon. Motion carried with a 5-0 vote. Julie Ellis made a motion to come out of Executive Session at 10:40 p.m. Second by Ray Bunker. Motion carried with a 5-0 vote. No action was taken.

OLD BUSINESS

No Old Business.

REVIEW OF FINANCE REPORTS

The Town Manager presented Finance Reports for the Board's review. She reported that at the end of the fiscal year the General Fund is in the black, Water and Sewer is in the red. The latter is due largely to people conserving water. The result is, rates will have to be raised. Town Manager said we need to have a Special Meeting to set Town tax rate and water and sewer rates. Date of meeting is July 6, 7 p.m.

REPORTS OF BOARDS

Town Manager Serena Williams discussed with the Board creating a new "payment station" on the counter in the front office at a cost of about \$1500. Board members were not supportive of this as the means of solving any problems. She reported we have received a \$13,000 Land and Water Conservation Grant. It still requires Federal approval through the Federal Parks system. This is for playground equipment. The work on South Main Street is scheduled for July 7-23. Necessary "Detour" signs will be posted, it has been advertised and notices posted. There was discussion regarding a request for a permit for outside liquor and food consumption at Heritage Family Credit Union. She has been contacted regarding a circus that wants to come to town August 6 and looking for a place. It will be a one day event. She will put it on the agenda for the next meeting. Brad Stevens wants to donate a maple tree for the park if the stump is removed. Jack Eaton has a proposal for a chain link fence for the West Street Cemetery. He has a bid for \$7250. Board not ready to do this now but they are in favor of a chain link fence. State of Vermont, Environment Dept contacted her regarding sewer grant money that was not reimbursed to the Town in 2000. The Town will receive \$2300 and listed under revenue for FY1011 sewer.

Claire Stanley reminded the Board it is time to begin again on the evaluation process and she provided forms. They will be discussed at the July 13 meeting. The Town Manager is in favor of starting now on this process. She asked if some of the left over park funds could be used to trim bushes at the Veterans' Park. They need professional trimming. She also mentioned some park benches needing attention. Manager will contact Brad Stevens.

Julie Ellis asked if there was any news regarding the reward money for information on break-ins. Police are working on it.

Jeff Sheldon wanted to express appreciation to the Historical Society for their exhibit at the Welcome Center during the recent celebration. He also asked if there is a policy on culverts. He was told this is covered by the driveway permit process. The land owner is responsible for maintenance.

SIGNING OF WARRANT

Claire Stanley made a motion to pay the warrant as follows: Payroll (regular) \$19,521.71, (end of year) \$10,502.35, (new fiscal year) \$7,726.40. General Fund (regular end of year) \$154,017.38, (new fiscal year) \$59,901.38. Second by Julie Ellis. Motion carried with a 5-0 vote.

ADJOURNMENT

The meeting was adjourned at 11:25 p.m. on motion by Julie Ellis and ordered by the Chair.

Fair Haven Select Board, June 30, 2010

Respectfully submitted,
Wilma B. DeSpain

Claire Stanley, Clerk