

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

**SELECT BOARD SESSION  
JANUARY 6, 2014**

**Members Present:** Christopher Cole, Bob Richards, Jeff Sheldon, Claire Stanley, Dave Ward

**Others Present:** John Lulek, Glen Roberts, Recorder Wilma DeSpain, Town Manager Herb Durfee

**CALL TO ORDER**

Select Board Chair Christopher Cole called the January 6, 2014 meeting of the Select Board to order at 7:02 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag.

**AMENDMENTS TO THE AGENDA**

No amendments.

**APPROVAL OF MINUTES, 12/23/2013**

Stanley moved to approve the minutes of the December 23, 2013 meeting of the Select Board. Second by Ward. It was pointed out there was an error in the spelling of "Durfee" in the last paragraph on page one. As corrected the minutes were approved.

**PUBLIC COMMENT**

No Public Comment.

**DEPARTMENT HEAD AND COMMITTEE REPORTS**

**Fire Dept.:** Fire Chief Dave Ward happily reported there have been no fires in Fair Haven this year, although the department was called to assist with one in Castleton.

**Town Manager:** Town Manager Durfee reminded the Board he had placed in their mail boxes an updated list of delinquent property taxpayers. He is moving forward with action on about 10 properties. He mentioned an article in the Free Press referring to Fair Haven as a great place to live." He expressed appreciation for the "great job" the DPW staff is doing to keep up with the weather while maintaining regular duties, etc. He noted estimate and insurance discussions regarding replacement of the recreation building destroyed by fire. No decisions have been made. A major consideration comes from the fact the area is in the floodplain. It will be more costly than the insurance will pay and there was no insurance on the lost building's contents. He reported things are going fairly well in the office and they are working to get everything ready for the Town Report. The Transfer Station's recertification is pending.

**Annual Report Printing:** The Town Manager reported he received a number of bids for the printing of the Annual Town Report. The best bid was from the same firm that

printed the report last year. They will print the report this year.

### **OLD BUSINESS**

**a. Fiscal Year 2014-15 Budget (Continued Discussion):** Under the direction of the Town Manager, the board continued discussion of the budget for the coming year. The possibility of tax sale of 10 properties and its impact on the budget was also discussed. The areas of discussion as far as the budget was concerned related to the town hall staff, office supplies and training, also the possibility of the need for professional services in some instances. Finally the Department of Public Works and its needs: salaries, supplies, equipment, services, etc. was discussed.

**b. Draft Credit/Charge Card & Charge Account Policy:** Based on recommendation from RHR Smith & Company (the Town's professional auditor) and upon previous discussion, Durfee indicated the Town needs to limit/eliminate credit/charge cards and have a procedure and limitation on the use of charge accounts, as applicable. Stanley made a motion to approve the credit/charge card policy and the charge account provision as presented. Second by Richards. All voted aye.

### **BOARD ROUNDTABLE DISCUSSION**

**Sheldon** indicated he heard that Benson ran out of sand and asked if we could help with sharing some of ours. Policy on people taking sand from the town supply needs to be revisited.

**Stanley** said the DPW crew really needs to be praised for the work they are doing.

### **REVIEW OF FINANCIAL REPORTS**

**a. Expenditure/Revenue Reports:** The manager provided financial reports for the Board to review.

**b. Checkbook Status:** The checkbook status is \$219,546.45.

**c. Sign Warrants:** Stanley moved to pay the warrants as follows: Payroll--\$25,865.45; General Fund--\$64,747.17. Second by Ward. All voted aye.

### **EXECUTIVE SESSION**

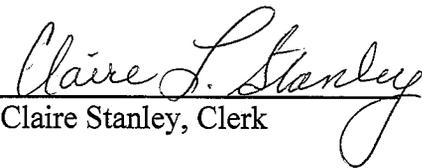
Stanley made a motion at 9:00 p.m. to go into Executive Session with the Town Manager to discuss Union Contract. Second by Richards. Motion carried.

At 10:13 p.m. Stanley moved to exit the Executive Session. Second by Sheldon. All voted aye. No action taken.

### **ADJOURNMENT**

At 10:14 p.m., Ward moved to adjourn. Second by Richards. The meeting adjourned.

Respectfully submitted,  
Wilma B. DeSpain, Recorder

  
Claire Stanley, Clerk