

**TOWN OF FAIR HAVEN, VERMONT  
SELECT BOARD  
WATER AND SEWER COMMISSIONERS  
LIQUOR COMMISSIONERS--CEMETERY COMMISSIONERS  
SELECT BOARD SESSION  
MAY 27, 2014**

**Members Present:** Christopher Cole, Rod Holzworth, Bob Richards, Jeff Sheldon, Dave Ward  
**Others Present:** Glen Roberts, John Lulek, Walter Panoushek, Claire Stanley, Greg Marcy, Peter Laramie, Cindy Adams, Brian Ward, Town Manager Herb Durfee, Recorder Wilma DeSpain

**CALL TO ORDER**

Chair Cole called the meeting to order at 7 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag.

**DEPARTMENT HEAD AND COMMITTEE REPORTS**

Town Manager Durfee said reports from the Police Department and Dept, of Public Works were in Board packets. He said the members of the Recreation Committee who were due to attend had notified him they would not be present. He discussed the Monday, June 2 public info meeting, in preparation for the revised budget vote on Tuesday, June 3. A mailing to the residents for clarification and/or emphasis was discussed and met with general approval. The Adams Street Bridge issue has a \$175,000 grant to its credit. Actual cost will likely be closer to \$300,000. He prepared a cash disbursement procedure for better internal controls. He shared cost information related to horse and buggy signage for roadways used most frequently by the Amish. It was noted that typically the carriages have flashing lights warning vehicles of the slower moving carriages. Durfee agreed to try to find a contact and discuss mutual issues of safety. No action was taken. A note of appreciation from the Rutland County Humane Society was read related to donations given in Dick Reid's name.

**NEW BUSINESS**

**Former Recreation Committee Member Discussion:** None present, due to scheduling conflicts expressed by Melinda Eaton earlier in the day via e-mail.

**FY2014-15 Water and Sewer Budget:** Peter Laramie (wastewater), Greg Marcy (water), and Bud Panoushek (Water/Sewer Lines) presented their respective FY 2014-15 budget needs.

**Recreation Fields Ordinance:** Still in preparation.

**Request for Proposals (RFP):**

- **Water tank cleaning/inspection:** Staff has not completed its review. This will be on a future agenda.
- **Mechanic St. Sidewalk Scoping Study:** Durfee summarized the RFP process for scoping analysis along Mechanic St. between 2<sup>nd</sup> Street and the high school. He indicated the date for receiving RFPs was May 16 and there were seven qualified engineering firms that responded to the RFP. As members of the Project Advisory Committee, Ward and Sheldon participated in the evaluation of the proposals. Following review of the committee's recommendation and based on board discussion, Sheldon moved to authorize the Town Manager and the Vermont Agency of Transportation to offer a contract to KAS for the scoping study in an amount not to exceed \$18,530. Second by Ward. All voted aye.

### **OLD BUSINESS**

**FY 2014-15 Budget:** The Board discussed various means by which voters could be given good information regarding the budget. Holzworth moved to mail by bulk rate the budget information prepared by Durfee. Second by Ward. The motion passed 4-1-0 (Richards opposed).

**Policies/Ordinances:** HRA Account reimbursement policy amendment needs to be updated and rewritten. Cemetery/Burial fees were discussed and it was agreed this needs more consideration. Board will get back to this.

**Adams Street Bridge:** Durfee provided a scoping proposal from KAS Engineering to the board. Durfee noted that there are several considerations with the bridge that was constructed circa 1919, including historic context, lead paint, and cost. It was agreed that the scoping study is necessary. Based on a sole source determination, Ward moved to authorize KAS to proceed with the scoping study with KAS at a cost not to exceed \$14,948. Second by Richards. Durfee indicated he would prepare a contract. All voted yes.

### **BOARD ROUNDTABLE**

Based on a couple of photos posted on FaceBook, Richards asked if any new police vehicles had been purchased. Durfee indicated none had been purchased, but he said that he has been working with Chief Humphries on vehicle(s) replacement based on the regular replacement cycle. He expects a memo will be prepared for the board's consideration in the future. Richards also asked about end of year spending by departments. Durfee said everyone had been advised not to spend more money than necessary.

### **REVIEW OF FINANCE REPORTS**

Finance reports were prepared for Board review. The checkbook has a balance of \$273,446.69.

### **SIGN WARRANT**

Motion by Sheldon to sign the warrant as follows: Payroll--\$29,360.69; General Fund--\$544,556.24 Second by Holzworth. All voted aye.

### **EXECUTIVE SESSION**

Richards moved to go into Executive Session with the Town Manager to discuss contract negotiations. Second by Holzworth. All voted aye.

Holzworth moved to come out of Executive Session at 10:26 p.m. Second by Richards. No action taken.

### **ADJOURN**

Richards moved to adjourn at 10:27 p.m. Second by Holzworth. Meeting adjourned.

Respectfully submitted,  
Wilma B. DeSpain, Recorder

  
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Jeff Sheldon, Clerk