

**FAIR HAVEN, VERMONT
SELECT BOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS--CEMETERY COMMISSIONERS
SELECT BOARD SESSION
AUGUST 19, 2013**

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

Others Present: Stephen Taylor, Tammy Taylor, Greg Felica, John Lulek, Glen Roberts, Mary McNeil, Fred Capron, Charlotte Capron, Recorder Wilma DeSpain, Town Manager Herb Durfee, and Police Chief Bill Humphries

CALL TO ORDER

Select Board Chair Christopher Cole called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

Add the Governor's Highway Safety Grant to the agenda under New Business. Moved by Richards. Second by Ward. All voted aye.

APPROVAL OF MINUTES

Richards moved to approve the August 5, 2013 meeting minutes. Second by Ward. All voted aye.

COMMITTEE REPORTS

Cemetery Committee: Mary McNeil reported on the cemetery work that has been done to date. She passed out a 3-ring binder showing photos of the work related to headstone repair, Cedar Grove pond clean-up, the Eaton's donated flagpole restoration and installation, along with many of the volunteers donating their time to help with the upkeep of the Town's cemeteries. They are soon going to have a day for headstone repair work/training. She said their participation during History Day and the tours were well received. Stanley commented on the fantastic job the committee is doing.

Recreation Committee: Fred Capron reported on the Concerts in the Park. He said we had good concerts, but lousy weather. He continues to be very appreciative of the support from the town, merchants, professional people, all those here and in adjoining towns who made up the "supporter list."

Town Manager Durfee: Durfee reported in their packets they have reports from him, the Police Department and Public Works. VLTC meeting is coming up. They have asked for a designated person to vote. He will be attending the meeting. Ward moved to name Town Manager Herb Durfee as the voting person in attendance at the VLTC meeting. Second by Stanley. All voted aye. Durfee reported on the chlorine feed building at the waste water treatment plant. Workers were able to construct a new building for much less than the \$25,000 budgeted for the project. The building still needs some electrical work. Durfee also reported that the Summer Recreation program has done well. He indicated that the Recreation Committee may approach the board during the development of next year's budget to address the committee's

expanded recreational offerings by recommending the hiring of a part-time, year-round staff person.

Police Chief Humphries reported arrests and burglaries are down. The Benson contract is up for renewal. On the vehicle replacement schedule, one car is in need of replacement, and he has been researching that replacement.

NEW BUSINESS

Water and Sewer Connection (Taylor): Stephen and Tammy Taylor plan to build a single-family home on property recently purchased off Route 4a. After discussion, Sheldon moved to approve the Taylor's Final Water/Sewer Capacity Allocation Application/Permit with the condition that their Water/Sewer Connection Permit Application include the application and recording fees missing from the allocation permit application, include the necessary plans required by the Town's water and sewer ordinances, and the state permit(s) required for their water/sewer system. Second by Stanley. All voted aye.

Governor's Highway Safety Grant: Humphries reported the Police Department has been awarded \$23,000 from this grant program. He reported on the purpose of the grant and how the department carries out its duties locally to address the program's statewide goals. He also reported that the program is designed to support interagency cooperation using available off-duty officers separate and apart from normal departmental functions. The funding from the grant offsets the additional cost and effectively extends the abilities of the department while meeting the program's goals.

OLD BUSINESS

Financial Internal Controls: Durfee reported staff and officials are striving to ensure that adequate financial internal controls are in place to ensure appropriate fiscal responsibility. He indicated that once the new Office Assistant / Accounts Receivable position is filled, the Town Treasurer has agreed to meet with he, the Town Accountant and the new staff person to develop consensus on statutory responsibilities, policy implementation, and protocol review. He hopes by the end of the month to have addressed some of the issue since the auditor will be visiting during the last week of August.

BOARD ROUNDTABLE

Sheldon indicated there is brush on Green Road needing attention.

Richards said he believes the police department has still not answered his questions.

Stanley thanked the Manager and the Superintendent for beginning to address tree replacement in the Park.

REVIEW OF FINANCE REPORTS

Checkbook Status: The Town Manager provided finance reports for the Board to review. The checkbook balance is \$740,445.71.

Sign Warrants: Stanley moved to sign the warrants as follows: Payroll--\$27,362.95; General Fund--\$222,036.71. Second by Ward. All voted aye.

EXECUTIVE SESSION

Union Contract: At 8:38 p.m., Stanley moved to go into Executive Session with the Town Manager to discuss the Union Contract. Second by Richards. All voted aye. At

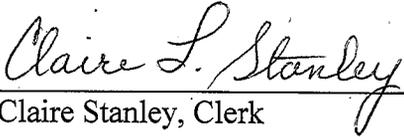
9:03 P.M. Stanley moved to return to Open Session. Second by Ward. All voted aye.

Personnel Issue: At 9:03 p.m., Richards moved to go into Executive Session with the Town Manager to discuss a Personnel Issue. Second by Sheldon. All voted aye. At 9:20 p.m., Richards moved to return to Open Session. Second by Ward. All voted aye. Richards moved to hold a Grievance Hearing on Tuesday, September 3, 2013 during the board's special meeting. Second by Ward. All voted aye.

ADJOURNMENT

At 9:31 p.m., Stanley made a motion to adjourn. Second by Sheldon. The meeting adjourned.

Wilma B. DeSpain
Recording Secretary



Claire Stanley, Clerk