

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

**SPECIAL MEETING  
OCTOBER 15, 2013**

At 6:30 p.m., the Selectboard conducted a site visit on River Street at the location of the new sewer pump/ejector station. Jason Booth, PE from Aldrich + Elliott gave a presentation describing the station and its technical components. There was no action taken by the board.

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

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

At 7:06 p.m., Board Chair Cole called the meeting to order and asked everyone to stand for the Pledge of Alliance.

**AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

**APPROVAL OF MINUTES**

Sheldon made a motion to approve the minutes of the September 30, 2013 board meeting as drafted. Second by Stanley. There was no further discussion. All voted aye.

**PUBLIC COMMENT**

There was no public comment.

**DEPARTMENT HEAD REPORTS**

**Holiday Party:** Durfee reported he reserved the Legion on Saturday, December 14 for the annual Holiday Party. He asked board members for any ideas beyond what usually takes place.

**Eloise D. Wemette Memorial:** Durfee said the monetary gifts received in her memory for use at West Street Cemetery were not used to craft the memorial stone installed at the cemetery. The stone was donated by Vermont Structural Slate where she worked for many years and the engraving was accomplished due to an anonymous donation.

**Durfee announced George "Tom" Donovan's mother passed away.** He noted that Town staff signed a card and collected \$70 to donate to the Humane Society in her memory.

**Water Plant:** Durfee passed around some information related to water plant capacity.

**Park:** Durfee announced he is working on installing public "wifi" capability linking the southern end of the Park to the Downtown area. The project is being funded in part from

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a grant from the Vermont Digital Economy project. It's intended to capitalize on travel & tourism, event, and other Park uses with the economic aspect of the downtown. There will be two cable "drops" working in tandem as part of the installation to create the necessary coverage.

**NEW BUSINESS**

**Draft Blasting/Explosive Demolition Notification Ordinance:** Durfee discussed provisions of an ordinance that would require notification of blasting or use of explosives in the Town. This would include the Town, adjacent property owners (including owners of easements and rights-of-way), and the Police Department. After discussion and with additional insight from Steve Wood a local blasting contractor, the board opted not to adopt the ordinance. This was recorded by a motion by Ward to not proceed with a blasting ordinance at this time. Seconded by Sheldon. All voted aye.

**Draft Fee Schedule for Charges:** Durfee updated the board on his effort to draft a fee schedule policy for charges related to public records and to non-governmental service requests. He explained it's unclear what is the Town's policy balanced with the various requests/uses of staff and equipment in the Town Offices. He indicated that some revenue may be getting lost that can be helping offset the cost of equipment and their service contracts. He also said that there is some use of Town equipment for non-governmental services that is hard to control without some policy in place. Durfee indicated he is still working on the draft including some outstanding legal questions he has.

**Appointment of Health Officer:** John Lulek is now serving as Health Officer. Ray Phillips is the Deputy. Durfee indicated the VT Health Department is requiring the Town to appoint a Health Officer since John's term ends soon. Stanley moved to re-appoint John Lulek as Health Officer. Second by Sheldon. All voted aye.

**OLD BUSINESS**

**Efficiency Vermont:** Durfee reported that Efficiency Vermont fixed the contradictory contract language he identified in the Memorandum of Understanding related to changing the street light fixtures to LED's. Once he receives the updated document he said he will recommend the board sign the MOU as a "place marker" in the program for scheduling purposes, since the program already is scheduling out to 2015. In the interim, he would then work with the board to determine whether or not actual a change-over would make financial sense to the Town. If not, Durfee stated the board can back out of the MOU.

**Castleton/ Benson Request**

It was agreed Castleton and Poultney, both having asked about sharing our police chief, need to get together with us for discussion and sharing of information. Manager agreed to get enough information together so the Board can discuss it.

**ROUNDTABLE**

Richards said he does not believe he is getting all of the e-mail Durfee is sending. Durfee does not understand why but he will check into it.

Stanley asked about the replacement trees in the park. There are six and they have been acquired but the public works staff are waiting for the trees to be in a state of dormancy before planting them. The manager reported the County Forester is conducting an

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inventory and assessment of the Park's trees. Also, through David Raphael, LandWorks, a group of UVM students are working on a project to assess the Park as a whole and will create some vision-type of recommendations for the Town of consider. Generally, it is a student project but Durfee hopes that the students will provide something tangible for the Town's use.

**REVIEW OF FINANCE**

**Financial Audit Reports**

Durfee reported he, Jenny, and Suzanne are reviewing the draft FYE 2013 financial audit. When the three finish their review and sign off on the basic content related to technical corrections it will be a public document. At this point, there are some minor items that staff is working on with the Auditor.

**Check Book Status:** The balance in the checkbook is: \$165,980.29.

**Payment of Bills:** Stanley moved to pay the bills as follows: Payroll--\$26,107.85; General Fund--\$167,848.09. Second by Sheldon. All voted aye.

**EXECUTIVE SESSION**

Richards moved to go to Executive Session at 8:15 p.m. with the Town Manager to discuss pending negotiations related to the Union Contract. Second by Sheldon. All voted aye. At 9:50 p.m., Ward moved to come out of Executive Session. Second by Stanley. All voted aye. No action was taken.

Ward moved to go into Executive Session at 9:51 p.m. with the Town Manager to discuss a pending personnel grievance. Second by Sheldon. All voted aye. At 9:32 p.m., Ward made a motion to come out of Executive Session. Second by Richards. All voted aye. No action was taken.

**ADJOURNMENT**

Richards moved to adjourn at 9:32 p.m. Second by Ward. The meeting adjourned.

Respectfully submitted,  
Wilma B. DeSpain

  
Claire Stanley, Clerk