

**FAIR HAVEN, VERMONT
SELECT BOARD
WATER AND SEWER COMMISSIONERS
CEMETERY COMMISSIONERS--LIQUORS COMMISSIONERS
SPECIAL SESSION
NOVEMBER 12, 2013**

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

Others Present: Glen Roberts, Roy Lewis, Stephen Taylor, Liz Royer (VRWA), John Lulek, Greg Marcy, Bill Humphries, Recorder Wilma DeSpain, Town Manager Herb Durfee

CALL TO ORDER

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

AMENDMENTS TO THE AGENDA

Request to add to the agenda, Cemetery Lot deed. Motion by Ward. Second by Stanley. All voted aye.

APPROVAL OF MINUTES

Richards moved to approve the minutes of the October 28, 2013 meeting. Second by Sheldon. No omissions or corrections. All voted aye.

SOURCE PROTECTION PLAN UPDATE

Liz Royer, Vermont Rural Water Association, reported to the Board on the Inman Pond Source Protection Plan update she prepared. She worked with Greg Marcy, Water Plant Operator, on developing the plan and preparing related recommendations including her offer to help the Town update its ordinances and policies to further protect the area. She commented on our "great source" of water and the pristine nature of the area. Marcy commented on the apparent existence of beaver. He has not seen the animals but their work is evident. A trapper has been given Town permission to address the issue.

PUBLIC COMMENT

Roy Lewis had some questions regarding water service he is working for Stephen and Tammy Taylor's property. He has connected a 1-inch water line from the curb stop to the house. The Town is providing him with a 5/8-inch water meter. He does not understand this. The application specified the 1-inch meter. There ensued a lengthy discussion related to the Town's explanation for the meter size, the suggestion that an independent engineer be hired to verify information, water flows/pressures nearby and on-site even without a meter connected, allocation granted, whether or not the shed/barn for home occupation (4-bay truck washing facility) was included in the allocation, the significant elevation from the curb stop to the house site, and various suggestions on what may be the solution to the issue. There also was some discussion about the adequacy of the Town's infrastructure in the area. It was suggested that the Taylor's write a detailed letter to the state to determine what options are available to them. To move discussion,

Richards moved to allow Taylor's a 1-inch water meter instead of a 5/8-inch meter for water service. Sheldon seconded the motion for discussion purposes. After additional discussion, the Chair called for a vote. The motion failed on a 2-3-0 vote (Cole, Stanley, and Ward voting nay). There was no more discussion.

DEPARTMENT HEAD AND COMMITTEE REPORTS

The Town Manager stated a report from the Police Chief was in their packets. Chief Humphries indicated the Police Department is issuing about 15 arrests a month. He also said there were no significant Halloween problems.

Greg Marcy reported a couple of improvements were made to the water treatment plant this summer.

Durfee said DPW weekly reports should be in Board member's packets and he will submit a written report shortly.

NEW BUSINESS

Report on Requests for Police Services: Castleton is trying to see if the Police Chief position can be shared between the Castleton and Fair Haven Departments while retaining independent departments. Poultney is not happy with their present situation with the State Police due to the timesheet issue the department had to deal with, not to be confused with their quality of service. As such, Poultney is interested in studying whether signing an intermunicipal contract with Fair Haven could be a solution. Durfee reported he met with the Poultney Manager and asked him to frame some of the parameters involved (e.g., number of hours a week, cost, personnel, equipment purchase, etc.). He also noted that the Town would have to prepare a matrix of information to continue the analysis. Richards stated he was not in favor of either request. Sheldon indicated he believes the Town has enough on its plate for now. Ward and Stanley felt that the FHPD presently is doing a great service for the Town and would be concerned that additional services placed on department might compromise that service. Cole thinks our present arrangement with Benson is fine but feels the other options offered by Poultney and Castleton are not as desirable. Richards also said he feels this would be leading to a regional police force, something he does not favor. Richards made a motion to respectfully decline the two offers. Second by Stanley. All voted aye.

Health Connect Status and HRA Decision: Given the options Gov. Shumlin enabled on October 31, Durfee reported he is trying to determine staying with current employee arrangement negotiated or delaying startup until March 2014 makes sense. Durfee also explained he is trying to obtain information related to Health Reimbursement Accounts (HRA's) and whether the Town has control over the funds designated for deductible/out of pocket expense reimbursement. He explained the financial ramifications as well as the perspective from an employee versus Town side of the matter. As he obtains more information, he'll report back to the Board.

Cemetery Deed: Motion by Sheldon, second by Ward, to deed a lot in Cedar Grove Cemetery to Chad Roberts as follows: Section 11, Lot 160 (single grave). All voted aye.

Draft of Credit/Card Policy: Durfee introduced a draft credit/charge card policy for consideration by the Board that was a recommendation in the Auditor's management letter. The policy is drafted with the basic premise that there is very little to no need for credit/charge cards in Town given the Town's existing Purchase Order and expense reimbursement practices. He said the policy is proposed in the unlikely event that a credit/charge card may be issued that a

policy and procedure will be in place. Durfee also said that the Auditor's management letter probably is trying to address not just credit cards but, also, the policy for charging on business accounts. He noted the policy requires additional drafting to address that issue.

OLD BUSINESS

Draft Town Office Fee Schedule Policy: Durfee noted as reported at the last meeting, this draft policy is intended to try and recoup at least some of the cost involved with the copying/provision of public records and related governmental services (e.g., the cost of purchasing/replacing and maintaining Town Office equipment). Following some discussion, Ward moved to adopt the policy using the schedule of fees calculated by the Secretary of State. Stanley seconded the motion. All voted aye.

BOARD ROUNDTABLE

Richards reported Spaulding suggested the Town may want to look at a new compactor. Questions were raised and this will be looked into.

Stanley made it known that the Upward Bound program at the high school had 40 students who raked the park and Cedar Grove Cemetery. She also noted that even though school was not in session on Veterans' Day, it is noteworthy the high school band played at the service held at the memorial. Stanley also reported that Brad Stevens cut down the evergreen tree that he donated in the Park and replaced it since he believed the tree did not represent the high quality of what he originally intended.

Ward asked if the water tank needs to be cleaned. Marcy explained the new procedure for cleaning water tanks and that the most local contractor is being used.

REVIEW OF FINANCE REPORTS

Expenditure/Revenue Reports: Revenue reports were given to the Board for review.

Checkbook Status: The checkbook shows a balance of \$616,250.41.

Sign Warrants: Stanley moved to pay the warrants as follows: Payroll--\$25,227.62; General Fund--\$101,584.78. Second by Ward. All voted aye

EXECUTIVE SESSION

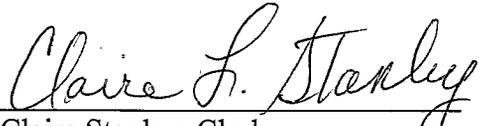
Union Contract: Stanley moved to go into Executive Session with the Manager to discuss the Union Contract at 9:33 p.m. Second by Ward. All voted aye. At 10:06 p.m., Stanley moved to come out of Executive Session. Second by Richards. All voted aye. No action taken.

Personnel Issue: Ward moved to go into Executive Session at 10:07 p.m. with the Manager to discuss a Personnel Issue-Pending Grievance. Second by Sheldon. Motion carried. At 10:21 p.m., Ward moved to come out of Executive Session. Second by Stanley. Motion carried. No action taken.

ADJOURNMENT

Stanley moved to adjourn at 10:22 p.m. Second by Sheldon. Meeting adjourned.

Respectfully submitted,
Wilma B. DeSpain


Claire Stanley, Clerk