

Town of Fair Haven

Board of Selectmen Water and Sewer Commissioners Liquor Commissioners – Cemetery Commissioners

December 28, 2010

Board Members Present: Ron Adams, Claire Stanley, Julie Ellis, Jeff Sheldon

Board Member Absent: Ray Bunker

Others Present: Serena Williams- Town Manager; Rod Holzworth-Interim Town Manager;
Jack Eaton- Superintendent of Public Works; William Humphries-Chief of Police, Ken
Jones, John Lulek, Allen Bowen, Fred Capron, Larry Hughes, Randy Dapron, Brett
Patterson, Neil Robinson, Karen Close, Robert Richards, Tim Lnglois, Bob Spaulding,
David Ward-Fire Chief, Ray Phillips, Suzanne Dechame-Town Treasurer; Bonnie Rosati

C ALL TO ORDER

Ron Adams, Chair, called meeting to order at 7:00 pm.

APPROVAL OF MINUTES

Julie Ellis moved the Board to approve the minutes of the December 14, 2010 regular meeting. Claire Stanley seconded. Discussion: Page 1, Members Present change Jeff Stanley to Jeff Sheldon; Others Present add Karen Close, David Ward and Suzanne Dechame; page 2 paragraph 1, line 9 add "not" before "resentful", Page 2 paragraph 2, line 4 change "Karen Close" to "Bonnie Rosati", change "No Parking" to "cross-walk" change "the sidewalk side" to "ARSU" side; line 6 remove "Bonnie Rosati before mentioned". Page 3 add "Suzanne Dechame agreed to accept a 1.9% salary increase and the new health insurance as Town Clerk and to further discuss the Town Treasurer salary. ; Page 3, under Beaver Wood Add "grant" before "deadline". Motion carried.

Julie Ellis moved the Board to approve the minutes of the December 20, 2010 special meeting. Jeff Sheldon seconded. Discussion: Under members present change "Jeff Stanley" To Jeff Sheldon". Motion carried.

APPOINTMENTS WITH INDIVIDUALS

Tim Langlois spoke with the Board regarding the transfer station bids discussed at the previous meeting indicating that it looked like the Board had approved a contract costing \$10,000 more than the low bid.

After lengthily discussion the Chair indicated that a bid policy was needed. The policy would be to open the bids at one meeting and act on the bids at the next meeting after the Board and Department Heads have had an opportunity to review the bids

The Board discussed tabling the issue until the next meeting to give the Board the opportunity to break down all the numbers and meet with the Spaulding and Casella representatives.

Bob Spaulding questioned the numbers he was given in the specs. Both bidders received the same numbers.

Chairman Adams recommended that the Interim Town Manager break down the numbers and meet with

each bidder.

Bob Spaulding indicated that he did not include box rental in his bid.

Jeff Sheldon moved the Board to table the transfer station issue until the next meeting. Julie Ellis seconded. Motion carried.

PUBLIC COMMENT

Bob Richards asked what was wrong with the loader, what was the cost to fix it and where did the money come from. The head gasket and turbo needed to be fixed, parts cost about \$1,200 for the turbo and about \$200 for the gasket, the money came from the equipment line.

Neil Robinson asked if there had been any decision on the energy audit. This will be put off until spring.

Karen Closed asked if the Board was reviewing contracts and asked if they were looking into a contract with the bookkeeper.

The accountant was hired as a salaried employee and is not a member of the union. All contract employees received the same COLA as the Union members receive.

The current accountant was hired at a higher rate than the previous accountant.

DEPARTMENT HEAD REPORTS

Police Chief Humphries reported that the third meeting for a Neighborhood Watch would be held January 13, 2011 at 6:30pm in the Band Room at the high school. The group has now elected a secretary to begin taking minutes.

Fire Chief Ward reported that a propane tank had ruptured north of town but was taken care of before people started heading for work.

NEW BUSINESS

Town Report Printing

There were two bids received. Chairman Adams opened the bids.
The bid spec called for 850 books with two size books

CMC Graphics

5 ½ by 8 ½ , 84 pages and cover \$1,179 or for 96 pages \$1,285

8 ½ by 11, 84 pages and cover \$1,704 or for 96 pages \$1,863

Ruby Printing

5 ½ by 8 ½ , 88 pages \$1,555

8 ½ by 11, 88 pages \$2,898

There is a \$1 per page cost to reduce the pages.

Jeff Sheldon moved the Board to accept the bid of Ruby Printing for the 5 ½ by 8 ½ book at \$1,555 for 850 books. Claire Stanley seconded. Motion carried.

Dedication of Annual Town Report

Andy Brown was suggested for the dedication.

Julie Ellis moved the Board to dedicate the Town Report to Andy Brown. Jeff Sheldon seconded. Motion carried.

Claire Stanley will handle the writing of the dedication.

Beaver Wood Energy Update

Chairman Adams reported that the Board had received three packets since the last meeting that their motions were being denied by the Public Service board. This information is available in the Town Office. He also reported that Fair Haven is scheduled ahead of Pownal.

OLD BUSINESS

FY11/12 Budget

The Town Clerk's salary will increase to \$45,000 plus a 1/9% cost of living increase for a total of \$45,855.

Town Treasurer

Fair Haven Grade School pays half of the Treasurer's salary.

Town Treasurer Suzanne Dechame reported that other Treasurer's receive more than she does and reported the salary of bordering towns. The salaries were for treasurer only, they are not also the Town Clerk. Mrs. Dechame indicated that \$1,500 for the position is not enough for the responsibly of the position.

Chairman Adams asked Mrs. Dechame what she was looking at for a total salary.

Mrs. Dechame was asked what the revenue would be. Mrs. Dechame indicated that at the end of December it would be about \$12,000 and \$14,000. The final amount may be higher depending on the fees collected.

Mrs. Stanley asked if the job description had changed because of the audit. Mrs. Dechame reported it had not. Revenue is turned into the town on a quarterly basis.

The FY 10/11 budget was \$42,000 for Town Clerk and \$3,000 for Treasurer.

The FY 11/12 budget increase \$3,000 to \$45,000 plus 1.9% COLA for Town Clerk and \$3,000 for Treasurer. The \$3,000 Treasurer's salary is what is being negotiated.

Chairman Adams indicated that if this area of the budget goes up the money will need to be found by reducing someone else's budget.

Mrs. Dechame indicated that her \$48,000 was just a couple of thousand dollars more than the accountant after more than 20 years of service she brings revenue into the town.

Mrs. Stanley indicated that salaries should not be set based on someone else's salary. They should be based on education and experience.

Both the Town Clerk and Town Treasurer are elected positions. The contract is with Suzanne Dechame.

Anyone new to the position would need to negotiate with the Select Board regarding the salary.

The Board took a break from 8:42pm to 8:50pm.

Discussion of the Treasurer's salary continued with Suzanne Dechame agreeing to a 1.9% cost of living increase across the board.

Julie Ellis moved the Board to approve an amendment to the Suzanne Dechame's Town Clerk's salary to \$45,855 which includes the 1.9% cost of living effective a day after the March 2012 election and Suzanne Dechame's Town Treasurer salary of \$3,057 including the 1.9% cost of living with the HRA insurance beginning 1/1/11 which is the same insurance the union agreed to, with the Treasurer salary effective the day after the March 2012 election. Jeff Sheldon seconded. Discussion: the Treasurer's contract will not be signed until after Town Meeting. Suzanne Dechame agreed to the above amounts. Both contracts run from election to election. Motion carried.

Suzanne Dechame's amendment to the Town Clerk's current contract was signed by the Board and Suzanne Dechame.

Public Works

The Superintendent of Public Works, Jack Eaton agreed to the 1.9% salary increase and the same health insurance as the union. Salary as of 7/1/11 would be \$47,325. Mr. Eaton agreed to pay insurance premiums of 6.67% in year one as of 7/1/2011, 13% in year two as of 7/1/2012 and 20% in year three as of 7/1/2013.

Julie Ellis moved the Board to approve the amended three year contract, which began 7/1/2010 for Jack Eaton, Superintendent of Public Works as stated. The amendments to the current contract shall take effect on 7/1/2011. Claire Stanley seconded. Motion carried.

The Board and Jack Eaton signed the contract.

The formal union contract will be signed at the next meeting George Lovell will be invited to the next meeting and all paperwork, including job descriptions, will be needed at that meeting

Public Works Budget

The Public Works budget increased by \$25,484. The Board discussed what lines could be cut. Any increase in this budget would require a cut somewhere else.

During this discussion Ken Jones recommended cutting the Christmas fund to \$1,500 which would be more than enough.

There is \$144,468 in unreserved (surplus) funds.

General Fund

Mrs. Williams reported on what revenue to expect and distributed copies for the Board to review.

The General Fund increased by about \$21,000. The Board discussed where cuts could be made.

Several options were suggested as to how the unreserved amount should be used.

Financial Reports

The Board received the financial reports.

REPORTS OF THE BOARD

Interim Town Manager Rod Holzworth reported on a Town Vehicle Policy that appears to go back to 2004 and has not been updated to include the Water Department van. Mr. Holzworth asked if the van should be included in the policy as John Root takes the van home. The policy will be amended and brought back to the Board.

Mr. Holzworth reported that a request had been received by the Historical Society to use the town web site. He expressed concern that others may request to use the Town website as there is no policy. A policy will be developed and brought to the Board.

Mr. Holzworth asked about the West Haven Transfer Station fee and whether or not it would remain the same as last year. The Board determined that the fee would remain the same and that West Haven could be notified.

Mr. Holzworth mentioned the cost of the insurance at \$17,500 for 2 to 4 months which is on the warrant. This will be put on the next agenda.

Claire Stanley asked if Cedar Grove Cemetery could be plowed so people could walk in the cemetery.

Jeff Sheldon and Julie Ellis had nothing to report.

Ron Adams asked Claire Stanley to read a thank you from the Board to Ken Jones and Dennis Reed for the Christmas dinner.

Claire Stanley read a thank you from the Board to Jeff Sheldon and Julie Ellis for negotiating the new union contract.

Warrant

Claire Stanley moved the Board to sign the warrant with payroll of \$28,573.91 and general fund expenses of \$90,476.28. Julie Ellis seconded. Motion carried.

Claire Stanley read a thank you from the Board to Serena Willaims and presented her with a gift of the Fair Haven sweat shirt.

Jeff Sheldon moved the Board to enter executive session for a personnel matter with the Town Manager and Interim Town Manager included. Julie Ellis seconded. Motion carried.

Entered executive session at 10:40pm. Out of Executive session at 10:53pm. The town Manager will address the personnel matter.

Julie Ellis moved the Board to adjourn.

Meeting adjourned at 10:53pm.

Respectfully submitted,
Bonnie Rosati

Clerk of the Board

Date