

**TOWN OF FAIR HAVEN, VERMONT
SELECT BOARD
WATER AND SEWER COMMISSIONERS
CEMETERY COMMISSIONERS--LIQUOR COMMISSIONERS
SELECT BOARD SESSION
JANUARY 5, 2015**

Members Attending: Chris Cole, Bob Richards, Jeff Sheldon, Dave Ward, Rod Holzworth.

Others Attending: Ray Phillips, Greg Marcy, Chief Bill Humphries, Wayne Elliott, Nate Pion, Glen Roberts, John Lulek, Town Manager Herb Durfee, Recorder Wilma DeSpain.

CALL TO ORDER

Chair Cole called the meeting to order at 7:05 p.m. and asked everyone to stand for the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

At Durfee's request, Holzworth made a **motion** to add a Transfer Station business credit application for Fair Haven Concerned to the agenda. **Seconded** by Sheldon. The **motion carried 5-0-0.**

APPROVAL OF MINUTES FOR 12/22/2014 AND 12/29/2014

Motion by Sheldon to approve the minutes of 12/22/2014. **Seconded** by Holzworth. No additions or corrections. **Motion carries 5-0-0.** **Motion** by Sheldon to approve the minutes of 12/29/2014. **Seconded** by Holzworth. Discussion: Holzworth requests clarification on two cemetery deeds. Change the wording from "*transferred*" to "*sold.*" Under budget preparation, clarification needed under "*HRA-Delete \$16,000 due to recent trends in expenditures.*" Need to add, "*also with caveat that the Emergency Reserve Fund will pay for any additional amount required by Employee contract*". Sheldon and Holzworth agreed to add those amendments to the motion. **Motion carried as amended 5-0-0.**

PUBLIC COMMENT

Lulek commented that DPW did an excellent job during last storm. Glen Roberts, Elected Auditor, acknowledged that the auditors need to issue a letter regarding Selectboard stipends. He wondered if it's possible to get a ball park figure of comparable winter maintenance costs per mile along with towns' similar costs. Durfee reminded Roberts that the auditor's meeting needed to be warned following Open Meeting Laws. Herb will assist, if need be. Auditors will tell Selectboard what the stipend will be and Selectboard will input this amount into the proposed budget for FYE 2016. The Selectboard may not reinstate an amount into the budget without action by the auditors.

NEW BUSINESS

Water System Hydraulic Study, Phase I Report Presentation - Aldrich+Elliott: Wayne Elliott and Nate Pion gave a brief presentation. They reported Phase I is complete and Phase II has started. The following has been completed:

- An updated water system map has been developed and copies distributed both on paper and

electronically. Goal is to get all upgrades that have been made to the system over the past 10-12 years onto the map to ensure its accuracy.

- Have been through existing conditions and updated the water demands which were needed to set up a computer model of the hydraulic model.
- Worked in the field to gather data on flow and pressures and to do flow testing for water line improvement.
- Once the computer model was set up, did calibrations and included this information with the updated water system map.
- Identified the deficient areas based on the hydraulic constraints and what is required by the State's Water Supply Division to maintain minimum flow and pressures.

Will now list deficiencies and put together costs to fold into future planning and telemetry upgrades. The State is trying to encourage communities to be proactive and set aside reserve funds; worried that may be made to be a regulatory item by the State. If have an asset management plan in place, State more apt to offer incentives which may include reduced loan subsidies and granting higher priority status to projects.

Pion distributed copies of a report which detailed work that has been done to the current system since 2007 and explained the Town's water system as displayed on a map that was displayed. In October of 2014, the Drinking Water Protection Division came out with a sanitary survey and found:

- An operation maintenance manual needs to be provided.
 - There is inadequate back flow protection.
 - Water mains are undersized for fire hydrants. Mains should be a minimum of 8" in diameter.
- Pion reviewed the report detailing how data was retrieved, examined, means, and how it pertains to the goals of the project. Currently, Fair Haven treats 23% more water than what is used. Goal is to lower this to 10-15% by correcting deficiencies found. Phase II will be to evaluate the recommended improvements and to address the deficiencies identified in Phase I, evaluate the airport control valve (currently on a timer, not on demand). These findings all have a direct correlation with water quality: types of lines, size of lines, lines that contain dead ends. The model will help to identify and correct these areas. This phase should be completed in the spring. Water line work will coincide with specific road projects to decrease costs.

Class 4 Roadway Maintenance: Durfee provided a list of Class 4 roads currently in the Town. Because of recent phone calls regarding maintenance of town highways, needs feedback from the Board as to how they would like maintenance to continue. Town is not required to maintain Class 4 roads except as necessary or as otherwise decided by the Selectboard. Holzworth believed that if a road was maintained for a certain period of time, cannot stop but can pull back on the level of maintenance. Two of the highways in question have full time residents. Subject needs to be revisited at a subsequent meeting.

Mechanic Street Bike/Pedestrian Path Study Report Status: A copy of the internal document is in Board packets. Aware of one correction needed. The report states there will be curbing on Fourth Street. This is inaccurate. In the preferred alternative, there will be no curbing on Fourth Street. Durfee will be scheduling a meeting with the Advisory Committee followed by a Selectboard public hearing. There has been a slight delay in the process due to the availability of quality up-to-date digital maps.

Transfer Station Credit Application: Received an application from Fair Haven Concerned for a business credit account at the Transfer Station. Their references have been checked and are positive. Durfee recommended application approval. **Motion** to approve the application made by Sheldon. **Seconded** by Ward. **Motion carried 5-0-0.**

DEPARTMENT HEAD AND COMMITTEE REPORTS

Town Manager. Durfee noted the December PD activities report is included in Board packets. Delinquent Tax Report in Board packets. Received Certification of Highway Miles in the mail today. Jim Heller is processing and then it will be forwarded to either you or myself for signatures. Five bids have been received for printing of the Town Report. The recommendation is to accept the bid of \$1,500.00 proposed by Minuteman Press from Hinesburg, VT. The next closest bid was CMC Printing with a bid of \$1,800.00. Have received final comments on the water monitoring plan process. Greg is here to answer any questions. This is the first project of its kind in the State. The state is being flexible especially in times required to obtain samples. Fair Haven is being used as a model/leader in this effort. Concern would be if guidelines or requirements by the State would change if a change in staff at the State level. In constant contact with the State with updates and to make sure they are comfortable/aware of what we are doing and why. Town attorney has been trying to contact the attorney for the First National Bank of Orwell regarding their suit. Bank can redeem the properties in question, but have not done so. Bloomer may need to file a motion if unable to reach the attorney. This could be expensive. Recommended he continue to reach the attorney, file the motion if necessary, it can be withdrawn. After five months and after having to have the Town's retainer labor relations attorney contact the Union, we finally received a response. They are not interested in re-opening a discussion regarding in-lieu days. Response time frame is concerning regarding future contract negotiations probably starting late this year. Jim Heller is looking into options for thermal painting. No answer at this time. The latest FYE 2016 budget is in Board packets including revenue, but this will be discussed later tonight. Because reappraisal questions have come up, an explanation of CLA and COD are included in Board packets. Lister Judy Reed has a meeting this Thursday with her District Advisor. We are now at around 17%, 3% points closer to the 20% mark that can trigger mandatory reappraisal. Reed will review sales to see if the Town should appeal the COD percentage. The sales are not representative of the true situation because many are family/estate sales and/or are singular or few in the sales categories. Selectboard has 30 days to appeal. The letter was provided during the last meeting. Reed will keep the board up-to-date. There are two estimates for a 20' x 40' x 6" cement pad for electronic e-waste at the Transfer Station: Tolin & Sons = \$4,750.00 and Ellis Inc. = \$4,800.00. Both bids are based on a spring pour which would be less expensive. Have contacted Pam Clapp of SWAC to see if any temporary "impervious" surface, such as plywood or sheet metal, may be used so that e-waste drop-off may continue. If the pour is completed this fiscal year, Durfee will ask Board's permission for payment through reserve funds..

Chief Humphries. 3,200 calls for service in 2014 calendar year. Of those, 1,817 required further follow-up/investigation. Department wrote approximately 800 traffic tickets. The past two weeks have been fairly quiet except for a recent stabbing. We have made one arrest to date in this case and expect to make another. We have been in contact with the State's Attorney regarding this case/arrest. The investigation should be completed within the next two days.

Should have a response regarding an available cruiser by Wednesday morning as to its availability.

Recreation Committee. John Lulek reported that the committee has not met.

Fire Department: Chief Dave Ward stated that it has been very quiet. There were 97 calls in 2014.

OLD BUSINESS

Affirm Town Manager's Decision NOT to Accept Cash at the Transfer Station (tabled from last meeting). Durfee reported that he had Bev research local establishments regarding sale of punch cards in their stores. Found that larger, chain-type stores were not interested. Liberty Street Market and the West Haven Town Clerk are willing to sell the punch cards. To better accommodate the public, the Fair Haven Town Office is open later on Wednesdays, Liberty Street Market is open evenings and on Saturdays. The West Haven Town Clerk will be available for West Haven residents. If the Board affirms the Manager's decision, target date to begin will be March 10, 2015. Richards asked to have alternate denomination punch cards available, if possible. Will be researched. Richards **moved** to affirm the Town Manager's decision. **Seconded** by Holzworth. **Motion carries 5-0-0.**

Public Sand & Municipal Salt Policy. Durfee reported a draft of the proposed revised policy was in Board packets. Public may take 5 gal pails of sand only, not salt. Goal of policy is to prevent large amounts of sand from being taken and to prevent commercial and non-residents from taking sand. It's operated on an honor system with minimal oversight by the Highway Department. Oversight options may need to be studied. Holzworth **moved** to adopt the policy amendments as presented by the Manager. **Seconded** by Richards. **Motion carries 5-0-0.**

Transitional Return to Work Program Policy, Draft. Policy was introduced at the last meeting. No changes to policy. Added RRMC Occupational Health Facility to the necessary form as the designated health care facility. If health services are required after hours or if an emergency, other choices are available. **Motion** to approve by Sheldon. **Seconded** by Richards. **Motion carries 5-0-0.**

Incident Reporting, Medical Treatment & Accident Investigation Policy, Draft. No changes. Correction: this is policy with designated facility, not Transitional Return to Work Policy. **Motion** to approve by Sheldon. **Seconded** by Richards. **Motion carries 5-0-0.**

Set January 12, 2015 Meeting Time. By consensus, board members agreed to start the January 12 meeting at 6:00 pm, pending outcome of budget discussions tonight.

BOARD ROUNDTABLE DISCUSSION

Richards reported that after an informal permit inspection on Saturday at the Transfer Station, only two 2014 stickers were seen (his car and one other) and it is the end of the year. Richards was not reminded or asked about purchasing his 2015 permit. Questioned whether permits will be available for purchase at other locations. Richards asked what the policy is on water meter

replacement in the event of breakage. Marcy responded that the meter is not always replaced with a new meter. It depends on the location of the meter, gallons used on a used replacement meter, and whether replacement parts available for broken meter.

Sheldon asked whether sidewalk sander was now working. Durfee responded yes, as of today.

FYE 2016 Budget Preparation.

- \$0 Legal in Planning and Zoning. All legal to Selectboard \$6,000.00.
- Appropriations: RSVP up \$25.00 to \$975.00. Included in current budget report.
- Sheldon asked about a cost for reappraisal. Listers currently working on. Last reappraisal, professional did commercial, farms and outside of village.
- Placeholder of \$3,500.00 for Selectboard Stipend with statement, "Pending elected auditors decision, in order to show overall budget expenditures."
- 030-5360-21.00 Diesel: Down \$1,000.00.
- 030-5310-21.00 Fuel: Level funded.
- 030-5110-56.80 Line Striping: Already taken out \$12,500.00. Still investigating.
- Recreation Department: Leave as budgeted. Durfee reported oo lack of communication with committee. Two programs did not run but fees covered historically through fundraising: fall soccer and winter basketball. Need volunteer, committee or staff person to set up and run program. Town Office staff not an option. Should establish a fee per activity to cover costs with knowledge of need for some subsidy. Further discussion necessary to include part-time Recreation Director instead of committee overseeing program.
- Recycling income: Level funded.
- User Fees-decreased by \$50,000. Estimated difference to come in as punch card revenue due to change to no cash policy.

With appropriations, budget is up 1.55%. Without appropriations, up 1.43%. Currently below 2% range which was Board goal. \$20,000 increase equals about \$0.01 tax rate increase. Holzworth commented, in the future, he would like to see same process done for legal fees to be done with salaries. DPW shows overall increase of 3.2%. General Fund shows increase 0.8%.

Durfee reported that Transfer Station revenue was budgeted at \$7,000 for FYE 2015. As of today, the Town already has received \$12,000 and it's only halfway through the year. Difference due to change in hauler and making sure weigh in and out figures match. Revenue for Solid Waste Permits expected to go up as a result of enforcement. Currently, working with Attendants to follow current and new Town policy. Some progress made. Budget will be finalized at January 12, 2015 meeting.

REVIEW OF FINANCE REPORTS.

Board members were provided with expenditure and revenue reports for their review. The checkbook balance is \$432,454.92. Sheldon **moved** to sign the warrants as follows: Payroll-\$25,841.40; General Fund-\$55,593.77. **Seconded** by Holzworth. Holzworth questioned an invoice from Castleton State College to Castleton Elementary School for use of the pool. Invoice pulled. Sheldon and Holzworth agreed to **amend the motion** to pay the General Fund amount less the CSC \$800.00 invoice, \$54,793.77. **Motion carries 5-0-0.**

Holzworth questioned what the charges from Dan Gray Electric were for and if it was for the Municipal Building and generator. Durfee responded that the charges covered a site visit to

prepare the estimate, which included the building's electric service fix and generator hook-up. A follow-up invoice for the generator has still not been received.

ADJOURN

Sheldon **moved** to adjourn at 9:55 p.m. **Seconded** by Ward. **Meeting adjourned.**

Respectively submitted,
Beverly Fedolfi, Substitute Recorder



~~Jeff Sheldon, Clerk~~
Rod Holzworth, Acting Clerk