

**FAIR HAVEN, VERMONT
SELECT BOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS--CEMETERY COMMISSIONERS
SELECT BOARD SESSION
SEPTEMBER 29, 2014**

Members Present: Christopher Cole, Rod Holzworth, Bob Richards, Jeff Sheldon, Dave Ward

Others Present: Brad Kendall, Mary McNeil, Lorraine Brown, Bud Panoushek, John Lulek, Michelle Murray, Greg Marcy, Traci Mattison, Ray Phillips, Mike Stannard, Brian Ward, Police Chief William Humphries, Town Manager Herb Durfee, Recorder Wilma DeSpain

CALL TO ORDER

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

AMENDMENTS TO THE AGENDA

Sheldon moved to amend the agenda to include a possible Executive Session on a matter of personnel. Seconded by Holzworth. All voted aye.

APPROVAL OF MINUTES

Sheldon moved to approve the September 15, 2014 minutes. Seconded by Richards. All voted aye.

FIVE MINUTES FOR PUBLIC COMMENT

No public comment.

DEPARTMENT HEAD AND COMMITTEE REPORTS

Recreation Committee. Brad Kendall reported they have been working on reorganization and a budget. They are asking for direction from the Selectboard and would appreciate some time at the next meeting. He said he wanted to ensure good communication with the Town Manager and the Selectboard. There was agreement on having a budget in time for the next Board meeting. They are looking for a fifth member of the Recreation Committee, again, since Karyn Stannard reconsidered her recent appointment. Durfee explained his recent activity to get the Rec Committee back up to speed, including re-organization and budgetary issues.

Police. Chief William Humphries reported it has been relatively quiet for the past two weeks. He has been talking with the family of the young man involved in the recent Park incident. He has been working on the police car situation but has nothing definite to report just now.

Concerts in the Park. Michael Stannard reported the committee is planning a Christmas tree lighting in the Park on Friday, November 28, 5:15 p.m. As details become available, the committee will let the Town know.

Energy Committee. Stannard reported that one observation from their street light inventory was that very little light is actually reaching the sidewalk. He hopes the town will have LED street lights by next winter.

Town Manager. Durfee was apologetic about having to talk about a second boil water advisory in such a short time. He said there is no connection between the two incidents, except that the state is linking the two due to the presence of Total Coliform in one of the follow samples required from the E. coli incident last month. He indicated his appreciation of the supervisory union's willingness to use their mass notification system to let residents know of the boil water order. Durfee also gave credit to staff for the extra work they performed to address the issue in a timely fashion. He reported the Friday samples were "clear" but the results from Sunday and today's samples were not yet available. Bud Panoushek said the National Guard offered water buffaloes if needed.

NEW BUSINESS

FY 15 Municipal Planning Grant: Applying for the grant requires a match. Jenny has said the reserve fund for match amounts has enough funds for the required amount. The total project cost would be \$26,000 with the town share being \$6,000, if fully funded. With a grant award, the town would hire a consultant to work with the Planning Commission and the Selectboard to finish preparing the Town Plan and carry out a public participation effort. Sheldon moved to approve the resolution required for the Municipal Planning Grant application and as prepared by Durfee. Seconded by Holzworth. All voted aye.

Transfer Station Compactor/Hopper: The main cylinder on the transfer station compactor is out of service. This is equipment with many years of service. The Board agreed with Durfee's recommendation to let an RFP to replace the compactor and the hopper with new equipment. Durfee also reported he is reviewing the Transfer Station fee schedule for update and including a fee for using the scale for non-Transfer Station related weighs.

Water/Wastewater Facilities Maintenance Technician Job Description Update: Due to Peter Root's impending retirement, Durfee reported the position's job description requires update. He is working with Panoushek and Peter Laramie to finish an update before asking the board to approve of the update. Durfee said he is targeting January 1 or thereafter for bringing the new staff person on board.

Education Property Tax Rate Cap Resolution: Durfee is not yet convinced the draft resolution accomplishes its intended goal of stabilizing Education property taxes. He recommends additional analysis be completed before the board sign on to the resolution. He also said leadership should come from the School District.

Union Contract: Durfee generally summarized the issue relates to "in lieu" days, given the recent grievance. The board opted to table the discussion to the next meeting.

OLD BUSINESS

Records Management Policy & Procedure: Based on Sheldon's query, Durfee indicated that most of the policy's make up is rooted in statutory reference and the real reason for the policy is to be able to continue cleaning the Town Office's upstairs, older records. Sheldon moved to adopt the policy as presented. Seconded by Holzworth. All voted aye.

Coin Drop Policy: Based on the discussion at the last meeting, Durfee presented possible amendments to the current policy, including technical corrections, directly benefiting Fair Haven residents, reducing the number of annual coin drops from four to three, no person younger than 16 would participate in the street portion of a coin drop, and addition of provisions better relating to safety and adherence to the policy (i.e., the Town Manger's ability to immediately cancel a coin drop in progress if not adhered to). The board opted to table the discussion until the next

meeting.

ROUNDTABLE

Greg Marcy, Water Plant Operator, was presented with a certificate in recognition of 25 years of continuous service to the Town.

Panoushek reported he has been advised by a local truck dealer that a "650" truck is classified as "medium duty" and is not enough truck for what the town needs.

Richards expressed concern over the Town Manager not being in the office last Friday in view of the boil water order. Durfee said he stayed late Thursday to be sure everything was under control before leaving. Panoushek added he knew how to get hold of Durfee, if necessary. To the Board, Bud affirmed there was nothing more the Manager could do at that point. Durfee also said in addition to believing everything was under control, he had family matters to attend to on Friday. Twelve applications were received for the Equipment Operator job and about five of the applicants will be interviewed.

REVIEW OF FINANCE REPORTS

The Manager provided finance reports for Board review. The balance in the checking account is \$383,639.09.

SIGN WARRANTS

Sheldon moved to approve Warrants as follows: General Fund--\$57,154.33; Payroll--\$27,096.28. Seconded by Holzworth. All voted aye.

EXECUTIVE SESSION

Sheldon moved to enter Executive Session for a matter of personnel and to include the Town Manager. Seconded by Ward. All voted aye.

At 9:46 p.m., Sheldon moved to exit Executive Session. Seconded by Richards. All voted aye. No action taken.

ADJOURNMENT

Holzworth made a motion to adjourn at 9:47 p.m. Seconded by Ward. Meeting adjourned.

Respectfully submitted,
Wilma B. DeSpain, Recorder



Jeff Sheldon, Clerk