

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

**SPECIAL SELECTBOARD SESSION  
OCTOBER 14, 2014**

**Members Present:** Chris Cole, Rod Holzworth, Bob Richards, Jeff Sheldon

**Absent:** Dave Ward

**Others Present:** Glen Roberts, Brad Kendall, Michelle Murray, John Lulek, Bud Panoushek, Ashley Bride, Recorder Wilma DeSpain, Town Manager Herb Durfee

**CALL TO ORDER**

Chair Christopher Cole called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag. Cole noted the meeting was called for Tuesday instead of Monday in observance of Columbus Day.

**APPROVAL OF MINUTES**

Sheldon made a motion to approve the September 29, 2014 minutes. Second by Holzworth. All voted aye.

**DEPARTMENT HEADS AND COMMITTEE REPORTS**

**Highway Vehicles:** Cole recessed the meeting so board members could view several of the Highway Garage trucks and receive a brief presentation from Panoushek on their condition related to repair and possible replacement, especially the larger, 2004 dump truck. Afterward, Cole reconvened the meeting in the conference room.

**Recreation Committee:** Brad Kendall, committee Chair, updated the board on their program ideas and anticipated FYE 2016 costs. They understand the need to maintain good contact with the Board. They were advised on the requirement of the state's Open Meeting Law related to meetings and minutes. He indicated that at this point the committee will meet regularly on the 2<sup>nd</sup> Thursday of each month. Necessary buildings were discussed, including secure storage, concessions, and rest rooms for the Recreation Fields. There was considerable discussion regarding what are the Recreation Committee's duties and responsibilities. It was agreed that the committee would be on the next board agenda.

**Public Works:** Panoushek reported he has been getting prices for several trees that need to be cut. He enumerated in detail the various issues he's dealing with especially related to truck repair and or replacement. He also mentioned the vacant Equipment Operator position has been filled and the new employee will start Monday, October 27.

**Town Manager:** Durfee said he just received the update on the Sanitary Survey for the water system. There are three issues: 1) need for the O&M manual, 2) inadequate backflow protection, and 3) undersized water mains for some fire hydrants. These issues need to be addressed as part of the Town's updated state Permit to Operate. He received a letter of interest from Earth Waste & Metal expressing their interest in operating the Transfer Station. The board agreed to have this item on a future agenda for discussion purposes. He provided to the board the updated VT Health Exchange plan spreadsheet. Durfee also indicated that much of his time was taken up with

preparing the FYE 2016 budget. He acknowledged staff's effort to prepare the budget in time for the mid-October request of the board.

### **NEW BUSINESS**

**Sewer Abatement Request:** Motion by Sheldon, second by Richards, to abate \$48.35 from the utility bill of Stephen Cathcart, 5 Mechanic Street, related to pool repairs and water that did not enter the sewer system. All voted aye.

**Cemetery Request:** Sheldon moved to sell two grave sites in Lot 124, Section 11, in Cedar Grove Cemetery to Russell Merwin. Second by Holzworth. All voted aye.

**Budget Preparation:** Durfee handed out FYE 2016 draft budget notebooks, including the FYE 2014 draft audit. He told the Board that his office, the Town Accountant, and the Town Clerk/Treasurer still needed to review the audit and sign-off on it. He also noted that the Management Letter has yet to be forwarded by the Auditor. After discussion, the board agreed to the following budget review schedule:

- October 27: Selectboard, Manager, Elections, Treasurer, Accounting, Auditing, Listers, Delinquent Taxes, Town Clerk.
- November 3: Public Works
- November 10: Planning Commission, Zoning, ZBA, Buildings & Grounds
- November 17: Emergency Management, Police Dept., Constables, Fire Dept., Fire Warden
- November 24: Street Lights, Cemetery, Air Park, Health Inspector, Animal Control
- December 1: Transfer Station, Recreation, Special Events, Memberships, Debt, Intergovernmental, Judgments & Damages, Benefits, Appropriations, FYE 2014 Fund Balances
- December 8 and meetings thereafter: TBD

**Purchase Policy Amendment:** The manager offered an amendment to the Purchasing Policy. This was unanimously approved on motion by Sheldon, seconded by Holzworth.

**Water Plant OM/SOP:** Durfee discussed a written document prepared by Greg Marcy, given a conference call with state officials and Town staff, regarding protocols for addressing recent boil water notices in Town. Items included procedure for water sampling (type of samples, time schedule for collection, location) to establish a chlorine residual baseline level of testing and water turn-over at the South Tank. Durfee iterated that alternatives (solutions) to deal with recent water issues would be addressed once the baseline sampling data was established. He noted any alternatives discussed to date would be expensive to carry out.

**Mass Notification System:** Durfee asked for the board's approval to spend no more than \$3,000 annually to bring on-line a town-wide mass notification system. He cited need for it during the boil water notifications along with other, more day-to-day applications. Generally in support of the system concept, the board asked Durfee to research where the existing budget could handle the cost and agreed to continue the discussion during the budget review process.

**LED Streetlight Conversion:** Motion by Richards to execute the agreement with Efficiency Vermont for the conversion of the Town's streetlights to LED fixtures. Seconded by Sheldon. All voted aye.

### **OLD BUSINESS**

**Coin Drop Policy Amendment:** Postponed discussion and action.

**Chief Operator and Assistant Chief Operator (Wastewater) Job Descriptions:** Durfee explained the need to update the Chief Operator job description for the Wastewater Plant and the need to rewrite the current Water/Wastewater Facilities Maintenance Technician position and rename it Assistant Chief Operator for the Wastewater Plant. The changes are necessary in light of Pete Roots' impending retirement and the need to replace the position but with an updated job description that better "fits" the position and Plant's needs. Durfee noted that Peter Laramie and Bud Panoushek helped draft the updated description. Richards made a motion to adopt the revised job descriptions for Chief Operator and Assistant Chief Operator for the wastewater plant as prepared. Seconded by Sheldon. All voted aye.

**Education Property Tax Rate 2-Year "Capping" Resolution:** At this time, the board opted not to adopt the resolution.

**Union Contract Amendment:** Based on discussion, the board by consensus indicated that Durfee should file with the Union a Notice of Intent to Negotiate a Contract Amendment related to clarifying "in lieu" days.

### **ROUNDTABLE**

Richards asked whether police officers used a time clock and how hours worked accounted for the shift differential, given the change to the Union contract. Durfee explained how timesheets are prepared and reviewed.

### **FINANCIAL REPORTS**

Durfee provided reports for the board's information. The checkbook balance is \$425,371.00. Sheldon made a motion to approve payments as follows: Payroll--\$28,308.72; General Fund--\$26,449.17. Seconded by Holzworth. All voted aye.

### **ADJOURNMENT**

Holzworth moved to adjourn at 10:20 p.m. Seconded by Richards. Meeting adjourned.

Respectfully submitted,  
Wilma B. DeSpain, Recorder

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Jeff Sheldon, Clerk