

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

**November 17, 2014
SPECIAL SELECT BOARD SESSION**

Members Present: Chris Cole (late), Rod Holzworth, Bob Richards, Jeff Sheldon, Dave Ward
Others Present: Don Proctor, John Lulek, Jim Heller, Glen Roberts, Mary McNeil, Jay Riehl, Police Chief William Humphries, Town Manager Herb Durfee, Recorder Wilma DeSpain

CALL TO ORDER

Sheldon (due to Cole arriving late) called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

The November 3, 2014 meeting minutes were **unanimously** approved on **motion** by Richards with **second** by Holzworth.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FYE 2016 budget preparation

- **Emergency Management:** Jim Heller, Emergency Management Coordinator, summarized the Emergency Management line items which included proposed fuel costs for the generator at the Grade School and the its related service contract.
- **Fire Department:** Dave Ward (as Fire Chief, not as Selectboard member) with assistance of Heller presented and answered board member's questions. Much of the board's general discussion related to clarity of line item budget proposals (e.g., cost and number of pagers/radios, in-building rated turn-out gear and hoses, and air pak replacement cylinders). In addition, there was considerable discussion about the department budget and what the fire company might be able to offset. Holzworth and Richards indicated that it would be helpful if the fire company would be more "transparent" in their financial reporting/status as balanced with the budgetary needs outlined in the fire department's line items.
- **Constables:** Don Proctor described his budget proposals. He noted several corrections that needed to be made to the budget forms that he said affected his original submittal. He is proposing an increase of \$1,000 to \$3,500 in salaries to at least cover his time and some time for the second Constable, depending on whether or not he will want to continue forward with police certification. Proctor did indicate he would be okay with a level fund in salary, if necessary. He spoke of a possible radio changeover, and he clarified the Machinery & Equipment line item should be \$600 instead of \$700 as his proposal. There also was some general discussion related to the proper procedure for submitting invoices balanced with end of fiscal year and audit requirements.

- **Police Department:** During discussion of the Police Department, the Board and Chief Humphries discussed full and part time salaries, including what liability the Town currently holds concerning accrued comp time and existing budget amounts as it would overtime. They discussed the need to better understand Communications and its make-up, along with the Gasoline line item.

Signing of Water System Letter. Based on previous board discussion, Durfee prepared a letter to send to the Town's water system ratepayers explaining why an abatement to all ratepayers could not satisfactorily address the time the Town was under the "boil water" advisory in October. **Motion** by Holzworth, **seconded** by Sheldon, to sign the letter affirming the board's previous decision to prepare and send such letter to the ratepayers. **All voted aye.**

ADJOURNMENT

Holzworth **moved** to adjourn at 9:44 p.m. **Seconded** by Ward. Meeting adjourned.

Respectfully submitted,
Wilma B. DeSpain, Recorder



Jeff Sheldon, Clerk