

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

**SELECT BOARDSESSION
DECEMBER 22, 2014**

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

Others Present: John Lulek, Glen Roberts, Bud Panoushek, Neil Robinson, Larry Hughes, George Stannard, Gene Bortsche (American Clean Energy), Christopher Stanton, Kevin Durkee, Ray Phillips, Mike Stannard, Dave Eighmey, Police Chief William Humphries, Town Manager Herb Durfee, Recorder Wilma DeSpain

CALL TO ORDER

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

APPROVAL OF MINUTES

Holzworth **moved** to approve the minutes of the December 8, 2014. **Seconded** by Ward. **Motion passed 4-0-1** (Sheldon abstained).

PUBLIC COMMENT

Neil Robinson and Larry Hughes asked about seasonal staffing levels at the cemetery. They questioned whether they will have increased hours next year and who will fill those positions. Durfee explained the DPW Superintendent would like to increase the hours for one of the seasonal positions to 40 hours weekly instead of 20 hours, and that is a board decision to make during the budget process. He also stated there are personnel issues that he would only talk about in Executive Session.

Larry Hughes also asked about the care/condition of Cedar Grove Cemetery, stating that it is in good condition and, thus, it further raised the question of why the seasonal positions were being looked at for increased hours. Durfee explained that at times throughout the summer there are full-time Highway crew members helping out. The goal is to provide more hours for the care of the cemetery so the Highway crew members don't have to be used for cemetery upkeep.

DEPARTMENT HEAD AND COMMITTEE REPORTS

Town Manager Herb Durfee reported he's getting cement pad estimates for an area of the Transfer Station to deal with e-waste requirement. The Highway crew is trying to catch up with snow removal from the latest storm, including sidewalks. He also reported that the Town has been taken to Small Claims Court by Vermont Structural Slate and, also, has been named a defendant in a suit filed by the Bank of Orwell related to two of the Billewicz's properties that went to Tax Sale earlier this year. Lastly, Durfee reported that the Town met state submittal deadlines for the water monitoring plan.

Police Chief Humphries indicated there was little to report from his department other than a juvenile report and, possibly, the need to hold a dangerous dog hearing.

M. Stannard indicated there was no Energy Committee report, at this time.

Panoushek indicated nothing to report from DPW, other than what was included on the agenda.

NEW BUSINESS

Joint Session with the Planning Commission, with Invitation to the Energy Committee, on Projects Are/Possibly Before the Public Service Board (PSB):

- New England Clean Power Link. Durfee showed the board the application filed with the PSB. At this time, there were no additional issues raised beyond those raised in the Selectboard's letter moving to Intervene. The main issue agreed upon was if indeed the Town would be receiving local property tax revenue from the project and how much.
- Solar projects, including Renewable Energy, LLC and American Clean Energy Supply's projects off Prospect Street. In addition to board/committee discussion on possible tax revenue, Bortsche offered perspective from the developer's side of solar energy related to power "credits" and how he often will "donate" such credits to municipalities which he described as the preferred method of municipal "revenue."
- Beaverwood. Durfee reported that Beaverwood completed its updated economic analysis including consideration for a scaled down version of the plant. He indicated that with the completion of the report, Beaverwood is probably in discussions with the utility company he cited when Tom Emero last updated the board on the project's status.

ZBA Membership. Richards moved to appoint Kevin Durkee to the Zoning Board of Adjustment to fill the vacant position. Seconded by Ward. All voted aye.

Transfer Station Acceptance of Cash. Durfee asked for the board's affirmation of his decision to not accept cash at the Transfer Station beginning February 24, 2015. This comes at the recommendation of the Town's auditing firm (RHR Smith & Assocs.) via several of the most recent Management Letters. There was some discussion regarding use of credit cards but this was not favorable. Board members indicated their preference to have "punch cards" available in additional locations besides at the Town Offices. The board agreed to table its affirmation until the January 5, 2015 meeting.

Public Sand Policy. Panoushek reported that the current policy allowing public access some winter sand is not working. Persons, and it seems contractors and even non-residents, are taking sand in excess of the policy established limits. For instance, this year for one storm six yards of sand has been taken. Panoushek recommended that the board amend the policy to revert back to the original policy whereby only 5 gallon pails could be taken per storm event. Richards **moved** to limit the amount to be taken in each visit to a five gallon bucket full. **Seconded** by Holzworth. **All voted aye.** Durfee said he redo the policy and get a copy to the board for signature.

Transitional Return to Work Policy, Draft. Durfee introduced the draft policy summarizing that it is a policy recommended by VLCT-PACIF as it pertains to work related injuries. He asked for Board members to share their insight, and said it would be on an upcoming agenda should they wish to proceed with the policy.

Incident Reporting, Medical Treatment and Accident Investigation Policy, Draft. For matching reasons as the Transitional Return to Work Policy, Durfee asked for board insight, etc. The board agreed to proceed forward with both policies.

BOARD ROUND TABLE

Holzworth asked board members what their goal is for the budget. There was general consensus

that a budget in the range of 2% to 2.5% would be a reasonable expectation. As part of the discussion, Sheldon said he'd be willing to go to 3%, Richards stated he'd prefer to be at the 2% level or lower, and Holzworth indicated he would prefer a level fund budget. The board agreed to reschedule its December 29 meeting for a 6:00 p.m. start instead of the usual 7:00 p.m.

FINANCE REPORTS

The balance in the checkbook is \$444,479.81

The Manager provided finance reports for Board review.

There was discussion on the need for a Town credit card to be used only by the Town Treasurer and Town Manager, when necessary and according to adopted policy. Durfee explained there is the occasional need to use a credit card (e.g., renewing software accounts where the normal PO system can't be used). After discussion, Holzworth **moved** to obtain the card with a \$1000 limit in the name of Town of Fair Haven with the Treasurer as the named user. **Seconded** by Richards. **All voted aye.**

SIGN WARRANTS

Sheldon made a **motion** to pay the warrants as follows: Payroll Fund-\$26,478.92; General Fund-\$98,718.73. **Seconded** by Holzworth. **All voted aye.**

EXECUTIVE SESSION

At 9:45 p.m., Holzworth made a **motion** to enter Executive Session with the Town Manager and Police Chief to discuss Personnel. **Seconded** by Ward. **All voted aye.**

At 10:10 p.m., Sheldon **moved** to exit Executive Session. **Seconded** by Holzworth. **All voted aye.**

At 10:10 p.m., Holzworth **moved** to authorize the Town Manager to make updated changes to the Police Chief's contract and to execute the updated contract. **Seconded** by Sheldon. **All voted aye.**

ADJOURNMENT

At 10:11 p.m., Holzworth **moved** to adjourn. **Seconded** by Sheldon. Meeting adjourned.

Respectively submitted,
Wilma B. DeSpain, Recorder



Jeff Sheldon, Clerk