TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS
Special Meeting
March 22, 2016

Members Present: Robert Richards, Rod Holzworth, II, Richard Frazier, Chris Cole and Jeff Sheldon.

Others Present: George Stannard, Planning Commission; Donna Sbardella; Karl Sbardella; Glen Roberts; Phil Adams, Zoning Administrator; Dani Roberts, Planning Commission; Paul Jardine, Planning Commission; Herb Durfee, Town Manager.

Call to Order: Chair Bob Richards called the meeting to order at 6:00 p.m. and led the assembly in the Pledge of Allegiance.

Amendments to the Agenda: None.

Five Minutes for Public Comment: None.

New Business:
Town Plan – Joint Work Session with the Planning Commission and the Zoning Administrator. Board reviewed suggestions sent to them via email from Paul Jardine in regards to the Plan. Karl and Donna Sbardella questioned zoning and their property line. It was explained that the land use designation on the Future Land Use Map as proposed corrects the error. That is, the area should be designated in Industrial. Town Plan needs to be approved and in place prior to any zoning changes. Map presented with Town Plan should reflect future zoning plans. Phil Adams explained past and proposed zoning areas and the reasoning for each. The following changes were agreed upon: create a recreation district to include the park which is currently incorrectly designated as commercial, Industrial B is actually Industrial 2, the area proposed for Industrial B needs to be returned to Rural so, ultimately, there is Industrial 1 (generally in the southeastern area of Town) and Industrial 2 (generally the area north of Route 4 at Exit 1).

Based on the Recommendations for Possible Additions provided by the Town Manager (see attached):

Housing Action Items: #1: Include statement, remove "*and overall property cleanliness.*" #2, #3, and #4: are to be added as appendices.
Utility & Facility Action Items: #1, #3 to be included as written. #2 and #4 omitted. #5 is to be added as an appendix.
Natural Resources Goals: #1 to be included. #2 omitted.
Natural Resources Action Items: #1, #3 and #4 to be added as written. #2 is to be added but change "*American*" to "*Eastern.*"
Parks & Recreation Action Items: #2, #4, and #6 to be added as an appendix. #1 to be included in Plan but remove, "*consider hiring a 20 hr/wk Recreation Director and administer.*" Insert "*promote*" recreational programs and activities for residents of all ages. #3 to be included in Plan, but remove "*and*

any hired Recreation Director." #5 to be included in Plan but remove: *"are considered."* #6 to be included as an appendix with *"as grant opportunities become available"* added at end of statement.
Culture Action Items: All statements to be included as written.
Historic Sites & Features Action Items: #1 and #2 to be included in Plan as written. #3 and #4 are to be included as appendices. Durfee will develop wording for #4.
Energy Action Items: #1 Omitted. #2 is to be included in Plan as written. #3 is to be included in Plan with changes: Remove *"Efficiency VT as."* Insert *"organizations between applicable and to."* Add wording to include P.A.C.E. #4 and #5 are to be included as appendices. #6 to be included in Plan and replacing *"the Beaverwood biomass facility at its proposed Exit 1 location, especially after November 2016 when there will be a change in the Administration"* with *"a biomass and other renewable energy facility in the Industrial 2 district."*
Transportation Action Items: Omit #1; has already been carried out. #2 is to be included in the Plan but replace *"two lanes of travel"* with *"motor vehicles."* #3 is to be included in Plan as written. #4 omitted.
Flood Resiliency Action Items: To be included in Plan as written.

Cole questioned wording in Plan for Biomass category. Durfee will work on the wording.

Board will continue to review possible additions to the Plan on March 29, 2016, should extra time be available between the public hearing at 6:00 pm and the regular meeting at 7: pm.

Old Business:
a. **FYE 2017 Water/Wastewater Budget Development Discussion**. Tabled.

Review of Finance Reports:
a. Approve & Sign Revised Warrant (from 3/15/2016): Payroll Warrant: $24,874.80; General Fund Warrant: $116,504.88. **Motion by Cole to approve the revised warrants**. Second by Sheldon. Motion carries 5-0-0.
b. Durfee asked Board members to sign corrected Memorandum of Understanding for Town Clerk.

Motion by Frazier to adjourn at 9:50 pm. Second by Cole. Motion carries 5-0-0.

Respectfully submitted,
Beverly Fedolfi
Substitute Recorder

Richard Frazier, Board Clerk

2016 Draft Town Plan
Recommendations for Possible Additions

Housing Action Items:

1. Where feasible and applicable, foster incentive for businesses and homeowners to carry out building façade, safety, accessibility, and overall property cleanliness.
    a. Apply for VT Community Development Program funds.
    b. Re-obtain a Village Designation or, if possible, obtain a Downtown Designation
    c. Collaborate with existing entities to help identify other incentives (e.g., Housing Authority of Rutland County, VT Department of Housing & Community Affairs).
2. Work with regional and state entities to identify ways to promote affordable, senior and first-time home buyer housing.
3. Consider adopting an unsafe building ordinance.
4. Consider adopting public works specifications for new development (e.g., driveway dimensions, water/sewer line specifications, etc.)

Utility & Facility Action Items:

1. Pursuant to 24 VSA Section 4430 & 4443, adopt a capital budget & program, and amend it annually thereafter.
2. Consider the adoption of an impact fee ordinance to help with offsetting the cost of capital projects identified in the Town Plan and/or capital budget & program.
3. The Town Reserve Funds ought to be reviewed to determine what baseline level of funds are needed for each fund. Thereafter, each fund should be maintained based on the identified need (i.e., based on an annual amount of growth to reach a specified amount or based on replenishment of an existing level already attained and only added to when a portion of the funds are drawn down for a specified purpose).
4. Better collaboration between the Selectboard, the Fire Department, and the Hose Company is needed so the Town can adequately plan for the capital and operational needs of the department.
5. The town needs to continue to seek non-residential property tax based sources of funding to help with infrastructure improvements (e.g., Transportation Alternatives Grants, VT Community Development Program, Class 2 Paving Grants, etc.)

Natural Resources Goals:

1. Generate a Town open space, significant features, recreation/open space, and natural resource plan.
2. Provide Townspeople with information about environmentally sound management of land and ways individuals can assist in protecting natural resources.

Natural Resources Action Items:

1. Generate a Town open space and natural resource plan that identifies and protects significant farm and forest land, watersheds and water quality, wildlife, including aquatic species, rare and endangered species, and exotic/invasive species.
2. Support efforts that protect the American Timber Rattlesnake.
3. Apply to applicable agencies for planning and implementation funding to inventory the natural resources information necessary to create the open space and natural resource plan in 1. above.

4. Use the services of the RRPC to help with the inventory, planning, and mapping of the Town's important natural resources.

Parks & Recreation Action Items:

1. Consider hiring a 20-hr/wk Recreation Director to create and administer recreational programs and activities for residents of all ages.
2. Establish a system/way to engage the community's youth, especially middle school and high school aged youth, to learn about, understand, and provide activities, facilities, and programs that are well-maintained, change according to on-going interaction/engagement, and are fun.
3. Restructure the Recreation Committee to identify the community's needs for residents of all ages, to make policy and program recommendations to the Selectboard, the Town Manager, and any hired Recreation Director.
4. The Selectboard ought to examine whether a realistic, self-sufficient recreation fee schedule is feasible for the Town's overall recreation program (i.e., program expenses are offset 100% by program fees).
5. Include park & recreation facilities are considered as part of an updated capital budget & program.
6. Consider Park pathway and downtown sidewalk lighting that is aesthetically pleasing, is tourism-friendly, offers pedestrian safety during evening hours, and does not detract from the area's historic character.

Culture Action Items:

1. Continue to support Concerts in the Park, Spring Fling, Apple Fest, and other cultural events that promote Fair Haven and its viability as a sub-regional cultural hub to the greater Rutland County and eastern Washington County, New York regions.
2. Foster possible collaboration with the owner of the Opera House to help realize re-opening of the venue for additional value-added cultural opportunity.
3. At least through membership support, help promote local and regional chamber of commerce efforts, especially related to cultural events benefiting Fair Haven.
4. Support on-going activities and special events sponsored by the Fair Haven Historical Society.
5. Work to re-obtain the Village Center Designation or, if possible, obtain a Downtown Designation.
6. Make sure the Library is included for consideration in the capital budget & program.

Historic Sites & Features Action Items:

1. Support on-going activities and special events sponsored by the Fair Haven Historical Society.
2. Apply for historic grants (e.g., Historic Preservation of Vermont, Vermont Community Development Program) to carry out Town-identified projects of historic consequence
3. Work to create a historic-cultural/recreational destination facility as part of the Town's effort to create a small-scale hydroelectric facility at the dam nearest the Depot Street bridge and the former train depot, especially since this site serves as the earliest historic center of Fair Haven's commerce and industry.
4. [What opportunity could Fair Haven avail themselves of related to the slate industry in town?]

Energy Action Items:

1. Continue to support the location of an EV station in the downtown area.

2. Where possible and financially feasible, make Town-owned buildings as energy efficient as possible, especially as existing buildings are rehabbed or updated. When new buildings are proposed, the design of such buildings should incorporate energy efficiency.
3. Work with Efficiency VT, as applicable, to help promote energy efficiency in existing/new residential, commercial, and industrial buildings.
4. While the Town supports renewable energy facilities, proper regulations should be adopted to help guide their development.
5. The Town should collaborate with the Vermont League of Cities & Towns to ensure municipalities have a greater say in state regulatory proceedings (Act 250 and Section 248) related to renewable energy projects (e.g., solar, wind, biomass, etc.)
6. Where possible, the Town should help with efforts to realize the Beaverwood biomass facility at its proposed Exit 1 location, especially after November 2016 when there will be a change in the Administration.

Transportation Action Items:

1. [Strike, "Replace streetlight bulbs with LED fixtures throughout the town." This has already been carried out.]
2. As financially feasible, replace the Adams Street bridge with a new bridge that accommodates two lanes of travel, pedestrian traffic, and the utility infrastructure.
3. Adopt a capital budget & program and, thereafter, update it annually, to address the transportation needs of the Town.
4. For purposes of attracting tourism and supporting area businesses, determine financially how the Town can be included in the Slate Valley Byway, including designating a "loop" through Fair Haven and related signage.

Flood Resiliency Action Items:

1. Review current zoning bylaws, existing emergency plans, and other plans and regulations, to ensure they adequately address the flood resiliency goals of Act 16. Then, if necessary, amend those documents applicably.

Education:

1. Any adopted capital budget & program needs to include consideration for school facilities.
2. Periodically, the Selectboard and the School Board ought to hold joint sessions to discuss items of mutual concern (e.g., pedestrian safety, recreation programming, capital budgeting, energy efficiency, etc.)
3. The Town's overall recreational "program" should be created in sync with the school districts and their athletic and extra-curricular programs. Where possible, joint use of facilities should be improved upon.
4. As applicable, the Town School District needs to be included in any effort to re-obtain a Village Center Designation or to obtain a Downtown Designation.
5. Continue to participate in activities of Impact Fair Haven, especially when the informal group is involved in programs and activities that involve the growth and development of our children (e.g., youth dances).

Child Care Action Items:

1. Where possible and feasible, support any school district effort to maintain and bring-on accredited pre-Kindergarten programs and other school readiness activities.

2. Given opportunity, support the school district's requirement to ensure "universal access to pre-Kindergarten" programs and activities.
3. Offer Town Office conference rooms to training entities that specialize in courses and training opportunities for day care providers and accredited pre-Kindergarten programs.

Economic Development Text:

The Park and Downtown remain the heart and pride of the community, serving as the central business district. The area has a good mix of single and multi-story historic buildings and uses, including retail, office, restaurants, services, governmental, churches, library, residential (elderly, rental, and single-family), a second story opera house, a beautiful green space, and recreation. It is fully serviced by water, sewer, public transportation, a state designated park and ride, LED converted street lighting, free public wifi, and even an electric vehicle (EV) charging station. In addition, the local grade school, Police Department, and Fire Department are located in the area. In other words, the area serves as the epitome of a traditional Vermont downtown surrounding a well cared for town green. Besides buildings surrounding the Park, the Park itself is on the National Register of Historic Places.

The broad land use pattern in downtown is fairly well established, but there are opportunities for redevelopment, façade improvements, and rehabilitation. To support the downtown's viability and livability, in the past, the Town participated in the state's Downtown Program via a Village Center Designation. The designation allowed Fair Haven to receive grants for improvements within the identified area, gave priority designation for some state-funded grants, and allowed property owners some eligibility to receive tax credits for building improvements. Unfortunately, with expiration of the Town Plan, the town lost its designation. Once the plan herein is adopted (and approved by the RRPC), the Town intends to re-apply for at least a Village Center Designation, if not a Downtown Designation, so the area's businesses, property owners, and the Town can once again benefit from the Downtown Program. The boundaries of the original designation are shown in Figure XX.

Re-obtaining at least the Village Center Designation will allow the Town to further the intent of the Future Land Use and other sections of the plan herein. It will better allow public and private physical improvements in this all-important mixed-use area of Town. The designation will allow focused resources to help this area have a better opportunity to thrive. Having access to historic tax credits will support redevelopment/rehabilitation of older and historic properties while preserving the historic character of the designated center. In addition, the Town could benefit from downtown transportation funds intended to improve pedestrian and other public safety.

Economic Development Action Items:

1. Re-obtain the Town's Village Center Designation or, if possible, obtain a Downtown Designation, in an effort to revitalize and to attract business and visitors to the downtown area.
2. Continue to promote linking the Park with the downtown and other activities surrounding the Park (other businesses, Library, Town Offices, churches, grade school, elderly and other housing).
3. Participate in activities and continue to support membership in the Rutland Region Chamber of Commerce and the Rutland Economic Development Corporation. In addition, the Town needs to be ever-vigilant to remind those organizations to be more inclusive of western Rutland County municipalities in carrying out their respective missions.

4. Create public/private partnerships that maintain, expand, and attract local business (e.g., apply for public infrastructure funding to help with fire code safety and pedestrian accessibility to the 2nd floor Opera House above Kokomo's Laundry).
5. Partner with the high school and area colleges, especially on school-to-work type of activities and "first career" employment positions and incentives to obtain those positions in Town/region rather than out of state.
6. Consider installing pedestrian-friendly street lighting in the Park and in the Downtown area that maintains historic integrity while being aesthetically attractive and providing pedestrian safety.
7. Plan for and carry out infrastructure improvements as needed. This can be best accomplished with updating and annually maintaining a capital budget & program.
8. Improve the Town's recreational programs so that people of all ages benefit, and, thus, helping to make Fair Haven even more desirable to live and work in.
9. Carry out activities that result in building façade improvements (e.g., apply for Vermont Community Development Program funding, especially that helps low/moderate income earning households).
10. Examine the Zoning Ordinance and other regulations to ensure they are appropriately business-friendly, including for the creative economy, green industry, IT/computer-based technology business, start-up and footloose business, adaptive re-use of existing buildings (e.g., former Skyline building), and businesses that foster high level multiplier effects.

Land Use Goals:

1. Preserve the historical and cultural aspects of Fair Haven, especially the Downtown and the Park.
2. Improve the Downtown as a sub-regional growth center for western Rutland County and for eastern Washington County, NY.
3. Wisely manage the intersecting elements (built, natural, and social environments) that define the Town's quality of life.
4. As applicable, work to rehabilitate existing structures and business façades.

Land Use Action Items:

1. Work with the RRPC to prepare a "build-out" analysis based on existing zoning regulations.
2. Upgrade water and wastewater systems as necessary, as identified via applicable engineering analysis, and within the bounds of fiscal responsibility.
3. As applicable, apply for Vermont Community Development Program funds that especially benefits low/moderate income earning households.
4. Carry out other action items in other sections of the plan herein, which are inextricably linked to existing and future land use considerations.

Future Land Use Action Items:

1. Amend the Zoning Ordinance to add two districts:
   a. Industrial 2 District (in two sections) – designed to host new businesses in Town and boost employment.
   b. Downtown Commercial District – intended to be a concentrated commercial district featuring our several-story 19th Century commercial buildings and the environs.
2. Re-obtain the state Village Center Designation or, if possible, obtain a state Downtown Designation.
3. Participate actively in the formulation and implementation of the RRPC Regional Plan to ensure the regional functions of the area's municipalities are represented.

4. As applicable, consider amendments to land use regulations that foster Downtown growth (i.e., the Town's growth center).
5. Work with other communities to ensure land use compatibility across municipal boundaries while protecting Fair Haven's role as a sub-regional center.
6. Adopt a capital budget & program and amend it annually thereafter to help ensure that an acceptable rate of growth can be accommodated by the Town without overburdening Town facilities, utilities, and services.