

**TOWN OF FAIR HAVEN, VERMONT  
SELECTBOARD  
WATER AND SEWER COMMISSIONERS  
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS  
Regular Select Board Meeting  
April 26, 2016**

**Members Present:** Robert Richards, Jeff Sheldon, Dick Frazier, Chris Cole, Rod Holzworth, II.

**Others Present:** Town Manager Herb Durfee, Minute Taker Claire Stanley, John Lulek, Glen Roberts, Jeremiah Behnken, PEG TV, Katina Brown, Wayne Elliott, Nathan Pion, Town Clerk Susanne Dechame.

**Call to Order:** Chair Bob Richards called the meeting to order at 7:00 p.m. and led the assembly in the Pledge of Allegiance.

**Amendments to the Agenda:** Since Mary Ann Hanson opted not to attend since her utility bill has been straightened out, remove Acct. #637 -- Utility Bill Hearing from agenda.

**Five Minutes for Public Comment:** There was no public comment.

**Katina Brown, Acct. # 51 – Utility Bill Hearing.** There is a delinquent balance; Ms. Brown requests relief and to enter into a payment agreement; US Bank National Assoc. is owner of record; policy allows payment agreements only with property owners; Manager cannot authorize agreement; Board has authority. Mr. Frazier made a **motion to accept half payment on May 6, 2016 and half payment on May 15, 2016 as requested;** seconded by Mr. Sheldon. Ms. Brown stated she has been through complicated court proceeding and assures that water bills will be kept up to date. The motion carried 5-0-0.

**Approval of Minutes:** Mr. Frazier made a **motion to approve the Minutes of the April 12, 2016 Meeting;** seconded by Mr. Sheldon and passed 5-0-0.

Mr. Lulek remarked that culverting at Airport Road is doable. Manager Durfee reiterated the elevation issues. Discussion followed. Work is on-going; getting aerial photos of the area; may need engineering input. Board asked that a solution be reported at the May 10 meeting.

**Department Heads and Committee Reports:** Town Manager Durfee reported:

- Will send in the Water Treatment Plant Asset Management application this week
- May 3<sup>rd</sup> agenda is in packets -- will update the expenses report for that meeting
- Will Dodge asked to check the gazebo -- the skirting is in need of repair
- Did get the PACIF equipment grant for the Waste Water Plant
- PACIF agrees there was no negligence at the recent Adams House incident
- "Big disappointment" that some Vermont Structural Slate easement issues remain
- Solid Waste Alliance Communities (SWAC) meeting is May 19<sup>th</sup>, 6:00 p.m.

## **Town of Fair Haven, VT, Selectboard Meeting Minutes, 04/26/16**

- Manager Durfee noted the Downtown and Village Center Tax Credit benefits (over \$20 million) in VT tax credits to businesses that qualify. The application deadline is July 1, 2016.
- Senator Leahy's representative Chris Saunders recently made a visit
- A copy of the draft Future Land Use Map is in members' packets
- The Fair Haven Fire Department joined the Poultney and Castleton Depts. to purchase a roll and rack hose management system. Purchase and maintenance costs are shared between the three towns.
- The Transfer Station scale decking is worn down showing holes. A scale repair estimate from Farnham Scale System is \$22,600 (not in the budget). A new scale is approximately \$50,000 not including possible need for foundation work. Working on finding local repair.
- The arbitration with former employee is on-going. The cost for the arbitrator starts at about \$1,700 plus travel from MA. (Shared with union).

**Step II Drinking Water RLF Final Design Application (re: Water Line Improvements):** A handout outlining the Step II final design engineering project costs was given to members. Step II final design bridge loan is \$105,000; Total project cost is \$2,120,000. The next step is acquiring permits and contracts to prepare for the bid process. Mr. Sheldon made a **motion to approve the Final Design Planning Loan Application up to \$105,000 (included in the original bond authorization); and designate Town Manager Durfee as the contact person;** seconded by Mr. Holzworth. Signatures are required; monthly invoices will be submitted for State re-imbursement (same for future Step III process); State or USDA loan option is not decided; expect to start construction Spring/Summer 2017; first payment due Fall 2017; there is need to discuss budgeting process. The motion carried 4-1-0 with **Mr. Frazier dissenting**. Members signed the loan document.

A handout of Step II **basic services contract** was distributed. Basic services include: prepare drawings; field survey; archeological survey and railroad right of way. The contract is for \$99,800. The anticipated loan amount approved earlier for \$105,000 would cover the contract amount. Expected start date is June 2017 with bids out the beginning of 2017; construction Spring/Summer 2017. Mr. Sheldon made a **motion to designate Town Manager Durfee to serve as contract manager for Aldrich and Elliott Scope of Services contingent on State approval of the contract not to exceed \$99,800;** seconded by Mr. Holzworth. The motion carried 4-1-0 with **Mr. Frazier dissenting**.

**2<sup>nd</sup> Class Liquor License -- SW Wolk Corp. (d/b/a Liberty Street Market):** Mr. Frazier moved to approve the license as requested; seconded by Mr. Cole and carried 5-0-0.

**Town Officials Policy & Expectations -- 1<sup>st</sup> Reading:** Mr. Holzworth suggests an oversight group (perhaps elected auditors) rather than an individual. Mr. Cole feels this policy is unnecessary; that items listed are covered by existing policies. Discussion: a policy sets expectations guidelines for future Select Board members (elected officials); some existing policies are rooted in employees and transcend to appointed/elected officials. (Ex.) no smoking, can't use Town tools/equipment for personal use; how/who can enforce; existing elected officials compensation policy. Need further review and add to the next regular meeting agenda for 2<sup>nd</sup> Reading and possible action.

**Coin Drops -- Approve 2016 Requests (According to Policy):** Mr. Frazier moved to approve coin drops for Catholic Daughters, Knights of Columbus, Fair Haven Concerned, and FHUHS Cheer Team as requested; seconded by Mr. Cole and carried 5-0-0.

**Town of Fair Haven, VT, Selectboard Meeting Minutes, 04/26/16**

**Highway Department Dump Truck with Wing Plow -- Authorize Town Manager to Solicit Bids:** Two estimates have been prepared, both in the \$125,000 range, including trade in. The Board asked for review of the specification sheet before authorizing bid solicitation. Durfee said he'd try to have the specification sheet for the next regular meeting.

**Town Plan Review & Schedule 2<sup>nd</sup>/Final Public Hearing:** Manager Durfee pointed out land use (zoning) designation changes on the draft Future Land Use Map including: the park is now recreational; industrial is labeled 1 & 2; and industrial correction on and near the Sbardella parcel. There was general discussion regarding the map changes/corrections. The Board agreed there is a potential change to the Wood parcels (from Commercial to Residential) that would be included in the public hearing warning. Mr. Frazier made a **motion to schedule the 2<sup>nd</sup>/final Town Plan public hearing (with potential change to the future land use map) for May 24, 2016 at 7:00 p.m.;** seconded by Mr. Cole and carried 5-0-0.

**Town Manager End of Month Follow-Up:** Mr. Holzworth noted seeing, in general, positive improvement working toward the three items; directionally correct. Time sheets are being filled out; the P.O. issue has been addressed with staff. Mr. Richards noted his appreciation of sheet reminding board members of his time off. Mr. Durfee stated the personal/family time off should be ending soon, and he is working on timely agenda information. Mr. Sheldon noted disappointment in the Rose Ann Van Lew situation.

**Board Roundtable Discussion:** Mr. Frazier reported an employee came to his home to inform them that their water service would be shut off. The overdue bill was for another account with Mr. Frazier's address on it. He asked that bills be better checked for errors before being delivered to doors. Durfee noted the request.

Mr. Cole requested clarification re: smoking. Not allowed in recreational area (playground) but, currently, allowed in the park. A survey of Town citizens will be done.

Mr. Sheldon discussed items in the over-budget report. Have not recently received report from DPW.

Mr. Richards requests the airpark gate be opened. He will be absent at the May 3<sup>rd</sup> meeting. He noted the Police Department seems to be doing more ticketing and handling the substantially lesser fines here. Make sure the funds are correctly accounted for. Durfee agreed to have Chief Humphries at a future meeting clarify ticketing revenue.

The **checkbook status** is: \$221,228.89.

Mr. Sheldon moved to **approve payment of the Warrant: Payroll, \$26,607.01; General Fund, \$81,284.07;** seconded by Mr. Frazier and passed 5-0-0.

Mr. Frazier moved to **adjourn** at 9:50; seconded by Mr. Cole and passed 5-0-0.

Respectfully submitted,  
Claire Stanley

  
Richard Frazier, Board Clerk