

**TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS
Regular Select Board Meeting
August 4, 2015**

Members Present: Robert Richards, Sean Galvin, Dick Frazier, Jeff Sheldon, Rod Holzworth, II.

Others Present: Town Manager Herb Durfee, Minute Taker Claire Stanley, John Lulek, Emily Cutts, Rutland Herald, Bud Panoushek, Glen Roberts, Faith Lemnotis, Steve Ostermann, Suzanne Wayne.

Call to Order: Chairman 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: Mr. Sheldon made a **motion to add "Cemetery Deed" to New Business**; seconded by Mr. Frazier and passed unanimously.

Approval of Minutes: Mr. Frazier moved to **approve the minutes of the July 21, 2015 meeting**; seconded by Mr. Sheldon. CORRECTION: Pg. 2, ¶ 3, ...charges apply for a reasonable amount of time. The motion passed unanimously.

Five Minutes for Public Comment: Ms. Suzanne Wayne requests abatement of tax payment penalties and to enter into a payment agreement. Per law, Board members indicated any request for abatement can only be granted by the Board of Abatement and such request needs to be made through the Town Clerk's Office. Also, due to policy stipulations and due to recent payment history, entering into another payment plan year requires Board approval. A payment was recently received that caught up through 2013 with new tax bills just out. Ms. Wayne states she has a co-signer that guarantees payment. Mr. Galvin made a **motion to authorize the Town Manager to enter into a tax payment agreement with Ms. Wayne**; seconded by Mr. Sheldon. The plan is not to be open ended; include regular quarterly payment of current taxes; the payment plan is for total delinquent amounts owed, including interest and penalties. The motion carried unanimously.

Mr. Ostermann reported a positive meeting with Town Manager Durfee re: creating a master plan for expanding Park use and making recommendations to the Select Board. He is looking to gather information, support from staff and other Town entities. The Board supports his efforts.

Mr. Lulek reported receiving a communication from the Vermont Department of Health re: landlords of buildings built before 1978 compliance with the "lead law" that requires disclosure

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signed by tenants. Discussion included: how to find out who is/isn't in compliance; is there such a list; does the Town have responsibility or liability.

Department Head & Committee Reports: Public Works Superintendent Bud Panoushek reported:

- The Maple Street water main will be repaired tomorrow.
- The brush hog is running.
- Working on the River Street washout that started to undermine the pavement.
- There are now five projects in the works.
- Vacation time is impacting the work schedule.
- The Town portion of the Electric Vehicle (EV) charging station installation is finished. The GMP supplies have not been received.
- The 550 truck was down last week. Used one is \$49,999; can get a new one for \$15,000 more. Discussion followed re: the status of the DPW truck fleet. The Board requests a priority list and prices.
- The price of salt increased to \$81/ton from \$68/ton.
- The route 30 bridge is open to traffic; will soon be billed for Mahar Road slip ramp.

Town Manager Durfee reported:

- The fire damage insurance agreement for 24 Willard Avenue is \$31,295.15 plus \$1000 deductible. Members feel this is a low amount. The Town was reimbursed approximately \$14,000 for demolition and hauling. The property will now be sold as a vacant lot. Four other properties are up for tax sale.
- A delinquent tax report is in members' packet.
- Content inventory paperwork was given to staff to be completed by end of October.
- Applefest is scheduled for Saturday, September 19th; rain date September 26th. Town staff will provide usual amenities.
- An invitation to Welcome Back to the Slate Valley Day was received from the Poultney Area St. David Society.
- An e-mail was received announcing the Occupational Health Center (the designated entity for work related injuries) is no longer in operation. Staff has been notified of qualified physicians to be seen until a new center is in operation.
- National Night Out is today – going on right now.
- The \$578 scholarship award for Customer Service Skills workshop requires 50% police department involvement.
- As of July 28th, Code Red has 11 businesses and 144 resident sign-ups.
- The VLCT Annual Town Fair is scheduled for October 8 at the Killington Grand Hotel.
- A quarterly budget report sheet was prepared as requested (in packets); can be done more frequently if necessary.

Utility Adjustments Spreadsheet for Frozen Water Pipes: Copies were e-mailed and in packets. Discussion included impact on budget from abatements, billing errors and winter

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freezes. Also the many individual factors impacting equitability. The ordinance will be reviewed for clarification.

Mr. Sheldon made a **motion to approve the schedule of water and sewer rates and fees for FY '16**; seconded by Mr. Holzworth. Rates are those previously approved by the Board. The fees are unchanged. The motion carried unanimously. Members signed the document.

Cemetery Deed: Mr. Sheldon moved to approve a cemetery deed at Cedar Grove Cemetery, lot 136, section 11 as requested by John and Judy Reed. The motion was seconded by Mr. Frazier and passed unanimously. Members signed the document.

2016/2017 Water & Sewer Budget Proposal: Rate Calculation/Methodology Discussion: In members' packets is the latest survey of Vermont communities rates schedules (flat vs variable). It is easier to administer a flat rate schedule; once a year meter reading is a cost saving. There was lengthy discussion re: process and timeline for preparation; preparing both budgets together; the need for a change; public education. Will draft a presentation of options in the near future for public consideration. The first public meeting is planned for September 29th.

Status of Town Office Copier Bids: Manager Durfee reported that all bids received are under the \$7,500 Board approval purchase policy limit. He will make a decision if necessary to buy or repair/rent until next fiscal year for appropriate budgeting.

Board Roundtable Discussion: Mr. Frazier requests demographics of tax payers to determine percentage of those of retirement age, etc. Mr. Durfee noted websites with that information and will prepare a report, subject to Mr. Frazier letting Mr. Durfee have a better understanding of the datasets he seeks.

Mr. Frazier requests a report of cost for roadside mowing. Mr. Panoushek will prepare one.

Mr. Frazier inquires can the trailer on the corner of Academy and Cedar streets be removed. It is both an eyesore and a hazard.

Mr. Holzworth inquired the status of Town Manager Durfee's health. Mr. Durfee expects to be back to full time, with medical clearance beginning September 7th.

At Mr. Holzworth's request, the invoice/payment with Poultney for canine training was explained. In future, bills will be paid by Fair Haven and reimbursed by Poultney via invoicing.

Mr. Galvin inquired re: an employee who was not paid. The contract/salary/payment misunderstanding has been resolved.

Mr. Richards inquires, is there any financial obligation resulting from the recent search for missing youth (responders, helicopter, etc.). Unknown at this time.

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The budget process begins in October.

Mr. Richards inquires, can the transfer station week day hours be changed to accommodate contractors and other members of the public. There was discussion of possible options and union contract restrictions.

The **checkbook status** is \$69,934.82.

Sign Warrants: Mr. Sheldon made a **motion to approve warrants: payroll, \$31,680.58; General Fund, \$40,419.63;** seconded by Mr. Frazier and passed unanimously.

Mr. Frazier moved to **adjourn** at 9:22 p.m.; seconded by Mr. Holzworth and passed unanimously.

Respectfully submitted,
Claire Stanley


Richard Frazier, Board Clerk