

**TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS
Regular Select Board Meeting
November 10, 2015**

Members Present: Dick Frazier, Rod Holzworth, II, Robert Richards.

Others Present: Town Manager Herb Durfee, John Lulek, Glen Roberts, Wendy Foltman, Mary Ann Bird, Emily Cutts, David Ward, William Humphries (8:30 pm).

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: Durfee indicated the agenda item for the Howard's should read 118 Airport Rd not 154. Richards asked to have a personnel matter added to the Executive Session. Frazier **moved to amend the agenda to include the personnel matter under Executive Session.** Seconded by Holzworth. No discussion. **Motion passed 3-0-0.**

Approval of Minutes: Frazier **moved to approve the 10/27/2015 minutes as drafted.** Seconded by Holzworth. No discussion. **Motion passed 3-0-0.** Frazier **moved to approve the 11/3/2015 minutes as drafted.** Holzworth seconded the motion. No discussion. **Motion passed 3-0-0.**

Public Comment: None.

Department Head/Committee Reports:

- There were no committee reports.
- Dave Ward, Fire Chief provided a quick update indicating that everything related to the department was going pretty well.
- Due to an arrest, William Humphries could not make a report. Durfee passed out the Police Department's monthly statistical report.
- Durfee reported on:
 - Discussion with ANR re: solar panels on the old, capped landfill. He reported ANR stated the agency did not have jurisdiction since the landfill was closed and capped prior to Act 78. ANR, however, did forward their policy on the matter and indicated its willingness to provide technical assistance, if requested.
 - A request by "Property Assessed Clean Energy" (PACE) to allow a Warrant article at Town Meeting asking voters to allow the Town's participation in the PACE financing program, which allows residents to help pay for energy improvements to homes. Holzworth asked that a representative of the program come to a future board meeting to discuss the program's logistics, especially why the Town has to be involved.

Town of Fair Haven, VT, Special Select Board Meeting Minutes, 11/10/15

- VT Structural Slate agreement is moving forward. Schedule A of the agreement had been forwarded to board members. Based on several questions, Durfee said he would schedule Bill Bloomer, Town Attorney to attend a future board meeting.
- The latest monthly delinquent taxes report.
- A Castleton University student has a Fair Haven Community Survey on the Town's Facebook page.
- eWaste statewide contract will end in less than 30 days. At this point, the Town can continue to collect eWaste from residents and local businesses only without having to collect from other communities. Durfee will be having more discussion with Pam Clapp, SWAC.

Hearing – Steven & Tammy Howard, Acct. No. 947 re: Possible Filing of Lien on or Tax Sale of Property at 118 Airport Rd.: Durfee reported based on a telephone conversation Bev Fedolfi, Office Assistant had with Steven Howard that the Howard's were not interested in attending tonight's meeting to be heard as the statute requires they be given an opportunity. Durfee stated that he would be proceeding with the filing of a lien or a tax sale, based upon discussion with the Town Attorney. Durfee added that he already spoke with DPW to have a new service installed at the property with its own meter, as opposed to the current set up where there is one meter and two services. This will allow the Town to have better control of the water without having to affect the neighboring service.

Hampton Fire Protection Contract Renewal: After clarifying with Ward that the contract service area is for Hampton's Fire District #2 only, Frazier **moved to authorize the Chair to sign the Hampton Fire Protection renewal contract on behalf of the Town in the amount of \$5,196 for the 2017 calendar year.** Holzworth seconded the motion. With no further discussion, the motion passed 3-0-0.

FYE 2017 Budget Distribution & Schedule: Durfee handed out the FYE 2017 draft budget covering 010-General Fund; 020-Water/Wastewater; and, 030-DPW/Highways. Members discussed methods and information for examining labor/personnel costs and its allocation throughout the budget segments. The Board also established a schedule for review that, besides regular meetings between now and January 19, 2016, includes special meetings as follows:

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| Tues., Nov. 17 – 7:30 p.m. | Wed., Nov. 18 – 6:30 p.m. | Tues., Dec. 1 – 7:00 p.m. |
| Tues., Dec. 15 – 7:00 p.m. | Tues., Dec. 29 – 7:00 p.m. | Tues., Jan. 12, 2016 – 7:00 p.m. |

The meetings on 11/17 and 11/18 are for presentation by department heads/officers along with questions of clarity by Board members. Thereafter, the Board will begin its formal review with the goal of recommending a budget and signing the Warrant no later than Tuesday, January 19, 2016.

FYE 2015 Audit & Management Letter: Durfee handed out the FYE 2015 audit and reported that he distributed the management letter at an earlier meeting. In reply to Frazier's question,

Town of Fair Haven, VT, Special Select Board Meeting Minutes, 11/10/15

he indicated that he was not yet looking for acceptance of the audit by the Board, since it needed one last look through by Staff. However, he indicated he didn't think there were any remaining issues. Holzworth suggested that any acceptance be done at the 12/8 meeting when the Auditor is scheduled to meet with the Board on the audit. All agreed.

Board Roundtable: Frazier had no issues. Holzworth suggested moving the Fair Haven Rescue discussion to the next regular meeting when Sean Galvin can be present, since he received the citizen complaint. Richards indicated his issue was the personnel one that would be discussed in Executive Session.

Review of Finance Reports: Checkbook balance is \$223,830.44. Holzworth moved to pay bills and sign the warrants as follows: Payroll - \$27,036.72 and General Fund - \$55,057.81. Seconded by Frazier. No discussion. Motion passed 3-0-0.

Executive Session: At 8:30 p.m., Frazier moved to enter Executive Session with the Town Manager (and later, the Police Chief) to discuss Union Contract negotiations and the Personnel Matter raised by Richards. Holzworth seconded by motion. Motion passed 3-0-0. At 8:57 p.m., Holzworth moved to exit Executive Session. Frazier seconded the motion. Motion passed 3-0-0. No action taken.

Adjourn: At 8:57 p.m., Frazier moved to adjourn. Holzworth seconded the motion. Motion passed 3-0-0.

Respectfully submitted,
Herbert A. Durfee, III


Richard Frazier, Board Clerk