

**TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS
Regular Select Board Meeting
July 5, 2016**

Members Present: Robert Richards, Jeff Sheldon, Chris Cole, Rod Holzworth II, Dick Frazier
(8:07 p.m.)

Others Present: Town Manager Herb Durfee, Minute Taker Claire Stanley, Glen Roberts, Jeremiah Behnken, PEG TV, John Lulek, Fred Capron.

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 moved to add: School Resource Officer (SRO) Contract; Request for Outside Consumption Permit for Contemplating Life Café, LLC; seconded by Mr. Cole and passed 4-0-0.

Approval of Minutes: Mr. Sheldon made a motion to approve the Minutes of the June 21, 2016 Meeting; seconded by Mr. Holzworth. The motion passed 4-0-0.

Mr. Sheldon made a motion to approve the Minutes of the June 28, 2016 Meeting; seconded by Mr. Holzworth. The motion passed 4-0-0.

Five Minutes for Public Comment: Mr. Capron reported the Concerts in the Park are going very well; there were approximately 800 in attendance last Thursday; expecting 2,000 this week for the 40th Army Band concert. He thanked Town Manager Durfee for his help in building the program; the Concert Committee determined that there is too much traffic on concert night for folks (children) to cross the street for a helicopter viewing from FHGS playground (only site the helicopter can safely land); hoping instead for a helicopter fly-over. The Legion Auxiliary will serve dinner for the Army Band members; Legion Auxiliary members will provide the concert color guard. Mr. Capron noted and thanked the immeasurable support from the Legion, the Town and businesses that provide food for the visiting entertainers and workers every week. He reported that the Committee has already been asked if there will be a Christmas tree lighting. Mr. Capron will meet with Police Chief Humphries to request extra police presence this week.

Department Heads and Committee Reports: Town Manager Durfee reported:

- There was a retirement congratulations card for Poultney Town Manager Jonas Rosenthal for members' signature

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- Manager's written report was in members' packet
- Water Plant grant asset management report in members' packet
- The Financial Report cover sheet with checkbook balance was not prepared. The Checkbook balance has more than sufficient funds in it, similar to last meeting's amount. It is a busy end-of-year time for Jenny, especially with Bev on medical leave
- All Points Animal Care did a second evaluation of the Pearo dog
- VLCT opinion that there would be no impact on notices of publication with the Rutland Herald's reduced print circulation
- The Vermont Municipal Employment Retirement System needs more information from the Attorney General's office before rendering an opinion re: the part time retirement payment issue. Mr. Durfee reviewed the matter that triggered an inquiry
- The Regional Planning Commission (RRPC) has been helping with the Mechanic Street Bike and Pedestrian Program grant application. The intent is to have this work coincide with the water line improvement work on that street
- The Division of Historic Preservation informally reported that restoring the Air Park hangar is not feasible. Once a report is received, a notice for a public hearing and then a separate notice thereafter for salvage will be put out
- Prepared and expounded on the analysis comparing Fair Haven and Springfield water/sewer rates. Discussion re: unknown variables; benefits from the prison system; different rate structure
- There is a water leak in the landscaped median in front of Mac's Truck Stop; a water leak also reported today on Cedar Street

Request for Outside Consumption Permit (Contemplating Life Café, LLC): Mr. Sheldon made a motion to grant, as requested, an Outside Consumption Permit to Contemplating Life Café, LLC; seconded by Mr. Cole. The permit is for year round use, 8:00 a.m. to 11:00 p.m. The motion carried 4-0-0.

SRO Contract: Members signed the School Resource Officer (SRO) contract approved at their last meeting.

Set FYE 2016-17 Tax Rate: Mr. Sheldon made a motion to set the FYE 2017 Homestead Tax Rate at 2.1110 and the Non-Residential Tax Rate at 2.2062. The motion was seconded by Mr. Cole. Mr. Durfee reported the following information for clarification:

	<u>16/17</u>	<u>15/16</u>	
Homestead:	2.1110	2.0707	+1.94%
Non-Residential:	2.2062	2.2105	- 0.20%

The motion carried 4-0-0.

Sewer Abatement Request: Acct #157, 4 Third St., Tara Briggs-Carvey: Mr. Cole made a motion to grant, as requested, sewer abatement of \$42.84; seconded by Mr. Sheldon. There

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was no grievance, only a one time abatement request due to a hot water tank malfunction causing a basement flooding. The motion carried 4-0-0.

Paving Bids -- Select Bidder: Manager Durfee prepared a summary of bids for members' review. Wilk: \$214,909.60 (21' wide reclamation); Pike: \$218,054.60 (22' wide reclamation); Fuller: \$220,478. (22' wide reclamation); Peckham: incomplete. Mr. Cole **made a motion to offer the Bolger Road paving contract to Pike, not to exceed \$218,054.60;** seconded by Mr. Sheldon. There is \$95,000 in the paving budget; have received \$175,000 paving grant. The motion carried 4-0-0.

Intent to Apply for 2016 Bike & Pedestrian Program Grant Funds for Mechanic St. Path Project: This item is on the agenda to satisfy the application program criteria for public notice. The grant application is due the middle of July; RRPC has been helpful in the preparation. Would have the final Aldrich & Elliott engineering done at the same time as the water line construction expected to start next spring.

Approve 2.0% Salary Raise for FYE 2017 for Non-Union, Full-Time Employees: The budget reflects 2.5% across the board; non-union employees affected are: Town Manager Durfee, Superintendent of Public Works Bud Panoushek, FHPD Admin. Assistant Bonnie Rosati, Town Accountant Jenny Burtram, Listers Judy Reed and Sharon Adams, Town Clerk/Treasurer Suzanne Deshame, Police Chief William Humphries, and Zoning Administrator Phil Adams. Last raise was 7/1/15. Mr. Holzworth **made a motion to approve a 2% salary increase for non-union employees, excluding the Town Manager (in midst of negotiations);** seconded by Mr. Cole and passed 4-0-0.

Cancel July 19 Meeting & Authorize the Chair to Approve Warrants for that Pay Period: Mr. Sheldon moved to **cancel the July 19, 2016 meeting & authorize the Chair to approve Warrants for that pay period;** seconded by Mr. Cole. Manager Durfee will be on vacation that week. The motion carried 4-0-0.

The checkbook status is unavailable. (Mr. Frazier arrived at 8:07 p.m.)

Mr. Sheldon moved to **approve payment of Warrants: Payroll, \$14,633; General Fund (2015/16), \$32,582.98; General Fund (2016/17), \$108,905.16;** seconded by Mr. Cole and passed 5-0-0.

Mr. Cole **made a motion to authorize the Chair to sign the Financial Management Questionnaire on behalf of the Board.** The motion was seconded by Mr. Holzworth who requests a comparison with last year. The motion carried 4-0-1 with **Mr. Frazier abstaining.**

Board Roundtable Discussion: Mr. Frazier noted that Cedar Grove cemetery was left unlocked two nights last week. It is a lot to ask Alan Way to lock the cemetery every night and members commend him for his attention to that task.

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Mr. Holzworth inquired what is the amount left in encumbrance and list of outstanding bills. Mr. Durfee reported the May deadline was helpful; hoping all major items were in by July 31st but payables continue to come in.

Mr. Frazier commented that Jenny has put in extra effort getting the end-of-year accounting done, but also doing extra with Bev on medical leave. He noted appreciation for her efforts. Manager Durfee will enter the Board's appreciation into Jenny's personnel file.

At Mr. Sheldon's inquiry, the Pearo protective order has been met; Mr. Pearo continues working with Mr. Pollinger for dog training; a second evaluation of the dog(s) has been done.

The Bolger Road culvert and shoulder work is on-going in preparation for paving.

Mr. Richards asked that now with the Town Plan in place is there any movement toward grants for the Adams Street bridge. Research to find a grant is on-going. Durfee also reminded the Board that KAS indicated the Town needed to put additional funds in reserve for several years since that may be the best source of funds to replace the bridge besides VTrans allocating some structural grant funds already.

Mr. Richards stated he is upset that DPW Supt. Bud Panoushek was not here for the paving bid opening where his expertise would have helped.

Mr. Cole **made a motion to enter into executive session** with the Town Manager at 8:22 p.m. to discuss the Town Manager contract; seconded by Mr. Frazier and passed 5-0-0.

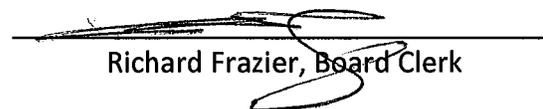
The recording secretary was excused at this time.

At 9:25 pm, Mr. Frazier moved to **exit executive session**. Mr. Cole seconded the motion and motion passed 5-0-0.

At 9:25 pm, Mr. Cole moved to **offer the Town Manager a 1-year contract, with a 2.0% raise, and to sign the finalized contract at the August 2, 2016 meeting**. Mr. Cole noted there is one issue/agreement remaining that requires research before the signing can occur. Mr. Holzworth seconded the motion and motion passed 5-0-0.

At 9:26 pm, Mr. Frazier **moved to adjourn**. Mr. Cole seconded the motion and the motion passed 5-0-0. Meeting adjourned.

Respectfully submitted,
Claire Stanley


Richard Frazier, Board Clerk