

**TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS
Regular Select Board Meeting
October 11, 2016**

~~MEETING NOTES -- COMMITTEE OF THE WHOLE
UNAPPROVED MINUTES~~

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

Others Present: Town Manager Herb Durfee III, Minute Taker Claire Stanley, Glen Roberts, Jeff, PEG TV, Jack Eaton, John Lulek, Police Chief, William Humphries.

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: None

Approval of Minutes: Mr. Holzworth made a motion to approve the Minutes of the September 27, 2016 Meeting; seconded by Mr. Frazier. The motion passed 3-0-1 with Mr. Cole abstaining (he was absent).

Mr. Frazier made a motion to approve the Minutes of the October 4, 2016 Special Meeting; seconded by Mr. Holzworth. CORRECTION. Pg. 2, ¶12, . . . by the "elected" auditors. The motion carried 4-0-0.

Five Minutes for Public Comment: Mr. Roberts inquired about the progress on Bolger Road. There was lengthy discussion re: frustration with slow progress, including mechanical problems with the truck; short staffing; Manager authorized the purchase of \$1000 worth of low grade gravel; Doug Wood has been hired to work on shoulders.

Mr. Frazier inquired as to the legality of this meeting because it appears that it was not warned. After discussion that the agenda was not posted in any of the usual places including in the Municipal Building hallway, it was determined that the meeting is not legal. Discussion of agenda items can occur, but no action can be taken. There is concern about signing the payroll warrant. The motions to approve minutes will be re-done at a later meeting. Town Manager Durfee will warn an **Emergency Special Meeting** where at least three Board members can come in to sign the payroll warrant.

Mr. Sheldon asked to review agenda items to become familiar with information.

Department Heads and Committee Reports: Town Manager Durfee reported:

Town of Fair Haven, VT, Selectboard Meeting Minutes, 10/11/16

- Three heating oil bids were received; are in members' packets
- Farmers Market request to extend the policy period to hang their banner through October
- Have received a preliminary draft of the plan for lighting in the park as first requested by the Concerts in the Park Committee. Grant application will follow after a final plan from the consultant is received
- Brad Stevens is fine with the purchase and sale agreement
- Consulted with Dave Birmingham, GMP; identified changes that can be made re: lighting at bus stop corner crosswalk
- Budget draft appears on all agendas for review. Scheduled meetings are: Special budget meetings, October 17 & 18 at 7:00 p.m.; Oct. 24 at 6:00 p.m.; regular meeting, Oct. 25. Special budget meeting, Nov. 1; Public information meeting, Nov. 7 (utility rates petition article); General Election, Nov. 8, voting at American Legion hall, 10:00 a.m. to 7:00 p.m. Regular meetings Nov. 8 & 22; Special budget meetings, Nov. 15 & 29
- Members financial report (in packets) does not show revenues (Genny is on vacation)
- Manager's report is in packets
- The Health Officer appointment will be on the next agenda – term expires Oct. 31. The position will be advertised
- The phase II water line project archeological study is done (without field work; not necessary as work is being done on existing right of way)
- The SRO contract special events information is in members' packets
- Public Safety "Paper #3" is in packets
- Slight changes to the Transfer Station fees info is in packets
- Will investigate further re: Green Building loan (\$109,500) from the Town to be paid upon sale. So far have not found paperwork; will look in archives upstairs
- In packets, information re: zoning violation from Phil Adams of failed septic system of building behind the Legion building -- has past requested variance; the owner has been formally notified (regular and certified mail); Town attorney has been contacted.
- REDC annual meeting is October 20th at Castleton University Casella Theater
- Sales agreement with Brad Stevens in packets
- As requested by Mr. Frazier, DPW work schedule detail is in packets. There was discussion re: what format to receive the information

Police Chief Humphries reported:

- The Department will be working with DEA on October 22nd on a Drug Take Back project. Last year 20 pounds of old/unused drugs were received
- Will do a food drive on November 12th working with Fair Haven Concerned. Their donations have diminished and are buying food. Last year's food drive realized about 2000 pounds of food.
- Picked up the Speed Cart today. It was paid by the Highway Safety Grant. Chief gave a brief explanation of how it works
- The Highway Safety Grant will be awarded to the Sheriffs Department and allocated from there. Allocation process is different than in the past
- Received a complaint re: Scotch Hill quarry. Made a visit; a letter was sent noting that the "place needs to be cleaned up"

Town of Fair Haven, VT, Selectboard Meeting Minutes, 10/11/16

- Received a complaint re: Union Street residence. A letter was sent
- Money was stolen last Saturday from ATM; waiting for that video
- The suspect in last year's armed robbery is in custody for an unrelated offense

Acting DPW Superintendent Jack Eaton reported:

- A-1 will be doing sewer flushing November 2,3,4 & Nov. 7,8,9

Town Manager Durfee will not be in the office (on sick leave) on Oct. 13 & 14; at meetings on Oct. 20 & 21.

An **Emergency Special Meeting** will be warned for 4:00 p.m. tomorrow (October 12, 2016) for the purpose of signing the payroll warrant. Members' agreed to come to the Town Office for that purpose. The other agenda items will be taken up at Monday's (Oct. 17th) meeting.

Chairman Richards declared the meeting adjourned at 8:14 p.m.

Respectfully submitted,
Claire Stanley


Richard Frazier, Board Clerk