

**TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS-CEMETERY COMMISSIONERS
October 25, 2016**

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

Others Present: Chief Operator-Water Plant George T. Donovan, Chief Operator-Wastewater Peter Laramie, John Lulek, Town Manager Herb Durfee, Jeff DeJarnette (PegTV), Glen Roberts, Elmer Jones, Fred Capron, Scott Lobdell, Jenifer Doner, Laura Woods, Devin McCauligh

Call to Order: Chair 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 requested that the following be added:

1. Health Officer appointment.
2. Request by ARSU to have interest removed from water bill.
3. Request for tenants to be heard regarding water bills.

Motion by Holzworth **to add the three agenda items.** Second by Frazier. Motion carries 5-0-0.

Approval of Minutes: 10/11/2016; Motion by Frazier **to accept the minutes as written.** Second by Holzworth. Motion carries 5-0-0. 10/12/2016; Motion by Frazier **to accept the minutes as written.** Second by Holzworth. Motion carried 5-0-0. 10/17/2016; Motion by Frazier **to accept the minutes as written.** Second by Holzworth. Motion carried 5-0-0. 10/18/2016; Motion by Frazier **to accept the minutes as written.** Second by Holzworth. Motion carried 5-0-0. 10/24/2016; Motion by Frazier **to accept the minutes as written.** Second by Holzworth. Motion carried 5-0-0.

Five Minutes for Public Comment: None.

Department Head & Committee Reports: Town Manager, Herb Durfee:

- Provided requested information regarding copier counts for PD copier
- Last action paper from VLCT regarding water quality is in folders
- Update regarding employee previously discussed last night during Executive Session is available. Can be discussed later in the evening in Executive Session.
- Updated revised fees for transfer station provided. New rates in effect November 1, 2016. Permits for 2017 will be \$10.00.
- Chief Humphries included his report in Board member's packets.

- Information on 60-day rule as it relates to revenue, accounts receivable and tax bill generation provided. For expenditures, not so much a rule, but what the Town establishes. Is a footnote in the audit.
- A copy of the draft settlement agreement re: 7 Union St. provided to Board. Negotiated between legal parties. Will be discussed at 11/8/2016 regular meeting. Will later look for Board to allow Durfee to execute. Please review.
- Work associated with Asset Management Grant at water plant is progressing. For each piece of equipment providing a spreadsheet and picture of each. Will later aid in capital management plan. If there are more funds available later for wastewater, will apply.
- SWAC provided spreadsheet of covered e-waste vs. not covered; Fair Haven collects 62% of entire covered e-waste in the district and 14% of non-covered e-waste.
- Looking ahead, Hazardous Waste Disposal dates have been set for April 22 and September 16 of next year.
- Energy Committee met. Looking forward to moving ahead and recommend moving ahead with the hydro project. Jay Boeri will update his study, after meeting with the Board. Will take approximately one day for this at a cost of approximately \$1,000-\$1,500.
- Received grant in the amount of \$3,193.50 for eight bulletproof vests. The grant pays 50%. Durfee to confirm with Chief how remainder is paid and by whom.
- At next meeting will be discussing Hampton, New York fire protection contract. Same as in previous years.
- Highway Department work report in packets.
- Open enrollment coming up for health care benefit. Will provide numbers at a later date. Will have a new employee that may be added and possibility of current employees changing coverage.
- Dale Whittemore hired to fill vacant position at wastewater plant.
- Professional certification for water and wastewater operators has been taken over by Office of Professional Regulation.

Concerts in the Park: Fred Capron thanked the Town for their support of the Concerts in the Park. The committee donated \$1,000.00 from 50/50 raffles to Dodge House. A thank you note from Dodge House was read. Capron voiced his concerns regarding lighting and safety to those attending the concerts.

New Business:

- a. Draft Park Lighting Plan: Board previously agreed to hire a lighting consultant with Concerts Committee paying half of these expenses. Provided diagram indication where lights are recommended and illumination of each. Style of lights and bulbs discussed. Plan includes removal of security lights in surrounding areas of park. Cost of entire project \$125,000.00. Price based on basic lights and poles with GFI outlets for activities in the park and option to add sensors at a later date or ability to expand public Wi-Fi. Durfee to investigate if any grants available for the project.
- b. Request for Vicious Dog Hearing by Edward & Laura Woods: Information regarding the attack and reports included in packets. Motion by Frazier **to warn a vicious dog hearing on**

- November 8, 2016 at 7:00 PM.** Second by Sheldon. Motion carries 5-0-0. Durfee reviewed the process/procedures for the hearing.
- c. **FYE 2016 General Audit Draft:** Draft Town and Gov's Highway Safety audits presented. Town audit has been signed off by Jenny Bertrum, Suzanne Dechame, and Durfee. There were no internal control deficiencies/findings for management. Ron Smith will attend December 6, 2016 meeting to answer any questions you may have. General Fund Balance = \$179,014.00; Highway Fund Balance = \$94,588.00. 60-day rule addressed within Revenue Recognition in response to Frazier's question. Holzworth questioned audit involving Governor's Highway Safety Grant. Durfee stated that an audit had been completed of the DUI grant with several findings. After providing documentation and explanation to the auditors, only one finding remained. The remaining finding was inadvertent supplanting of an officer's time. DUI hours may only be scheduled before or after normal shift hours, not in between. Department was not aware scheduling in this manner was considered supplanting and scheduling in this manner will no longer be done. It was also noted that conversations with grant personnel, conflicting information was provided to Chief Humphries regarding this practice. Richards questioned the hiring of extra officers in order to cover DUI shifts and the timeline for receiving the audit information regarding this grant. Durfee explained that he provided the grant audit with the delivery of the general audit. In addition, Durfee, Humphries and Bertrum were working closely with auditors regarding findings; the same process for the general audit. Presented to Board when final. Richards questioned accuracy of the information provided to the Board by Chief Humphries regarding the DUI grant funds. Durfee clarified that information provided at the time was accurate and explained the audit process. Sheldon felt information was accurate and had been explained to Board members at a prior meeting by Chief Humphries.
- d. **Health Officer Appointment:** Motion by Sheldon **to appoint John Lulek as Health Officer.** Second by Frazier. Motion carries 5-0-0.
- e. **Water Hearings:** Renee Clark, tenant of Bernardo Valente. Email correspondence presented to the Board. Motion by Frazier **to authorize the Town Manager to work with the tenant for the resolution of the debt.** Seconded by Sheldon. Motion carries 5-0-0. Matthew Grenier, tenant of Kevin Grenier. A brief history was provided to the Board. Motion by Sheldon **to work with Kevin Grenier, owner of the property to resolve the delinquent account. If this not successful, bring back to the Board.** Seconded by Cole. Motion carries 5-0-0. Letter presented to the Board from ARSE requesting to have interest removed from Fair Haven Grade School account for late payment of bill. Motion by Frazier **to deny the request.** Seconded by Holzworth. Motion carries 4-0-1 with Cole abstaining.
- f. Chair Richards recognized five years of service by Tom Donovan to the Town of Fair Haven. A certificate was presented.

FYE 2018 Budget: By consensus, the board preliminarily agreed to the following changes and/or follow-up to the draft FYE 2018 Budget (for 020-Water and Sewer):

- 020-6300-56.00 – Other Purchased Services: Had been higher due to grievance which is now over.
- 020-6310-82.00 – Operating Permit Fees: \$200.00 per dam; three dams.

- 020-6320-56.00 – Other Purchased Services: Further discussion necessary in light of this past summer.
- 020-6340-56.00 – Other Purchased Services: Based on past actual.
- 020-6380-10.00 – Water Salary: 100% Chief Operator and Assistant.
- 020-6380-21.00 – Operating Supplies - W: Add \$200.00-vouchers, no longer need polymer; reduced and removed items listed by previous Chief Operator.
- 020-6380-68.00 – Repairs and Maintenance: Reminder, van is getting old.
- 020-6390-10.00 – WW Salary: 100% Chief Operator and Assistant; 50% J. Heller.
- 020-9700 – Benefits: Wait until have more definite numbers under salaries.
- Go out to bid for propane next year.
- Need new WW plant. Last major upgrade to plant was in 2000. Plant had major overhaul in 1989-1990. Normal life of plant is 20 years.
- All other items discussed are as proposed by staff/Town Manager, at this time.

Roundtable: Cole notified Board that he will miss a few upcoming meetings due to Act 46 meetings.

Financials: Motion by Sheldon to **sign payroll warrant for \$24,291.68**. Seconded by Frazier. Motion carries 5-0-0. Frazier had to leave at this time. Motion by Sheldon to **pay General Fund warrants for \$342,148.43**. Seconded by Cole. Motion carries 4-0-0. Checkbook balance = \$70,385.68.

The Board asked for an update on injured personnel. At 10:30 p.m., Mr. Sheldon moved to **enter executive session for discussing personnel matters and to include the Town Manager**; seconded by Mr. Holzworth and passed 4-0-0. At 10:43 p.m. Sheldon moved to **exit executive session**; seconded by Mr. Holzworth and passed 4-0-0. No action taken.

Sheldon **moved to adjourn** at 10:43 p.m.; seconded by Holzworth and passed 4-0-0. Meeting adjourned.

Respectfully submitted,
Beverly S. Fedolfi


Richard Frazier, Board Clerk