

**TOWN OF FAIR HAVEN, VERMONT**  
**SELECTBOARD; Water and Sewer Commissioners; Liquor Commissioners; Cemetery Commissioners**

**Municipal Building, Fair Haven, VT – February 08, 2022 -- 6:00 P.M. -- REGULAR Meeting**

**Zoom Meeting Link: <https://us02web.zoom.us/j/85795889318>**

**Phone: 1 929 205 6099 | Meeting ID: 857 9588 9318**

**UNAPPROVED MINUTES**

**Members Present:** Jeff Sheldon, Rod Holzworth, Glen Traverse,

**Others Present:** Town Manager Joseph Gunter, Police Chief William Humphries, Public Works Superintendent Aaron Kerber, Jim Britt, PEG TV, Health Officer John Lulek, Deborah Laiacona, Arthur Laiacona, Bob Richards, Andrew Goodwin, Rich Greenough, Al Green, Elijah Emerson

**Call to Order:** Acting Chairman Jeff Sheldon called the meeting to order at 6:00 P.M. and led the assembly in the Pledge of Allegiance

**Public Hearing on the Local Option Tax:** Town Manager Gunter noted a correction: Rutland city has a 1% rooms and meals tax and that the city is only *researching* the implementation of the state managed local option tax. The manager also talked about possible uses for the option tax revenue. It was discussed to use the funds to pay down the sewer bond which is now paid with property tax. The remainder of the funds will be deposited into an account and the voters will have an opportunity to vote on projects. Mr. Holzworth noted that the only way to realize revenue from cannabis sales (if the Article passes) is with a Local Option Tax. The Town expects good benefits from the fireworks sales; most of their sales are from out of State customers. Traverse **moved to adjourn the Public Hearing** at 6:27 p.m.; seconded by Mr. Holzworth and passed.

**The regular Selectboard meeting began at 7:00pm**

**Appointment with Bond Council- Paperwork Ratification:**

Attorney Elijah Emerson explained documents that the board were required to sign to finalize the waste water treatment facility bond.

**Mr. Traverse moved to approve and sign the Resolution and Certificate** Seconded by Mr. Holzworth. Passed

**Mr. Traverse moved to approve and sign the Tax Certificate** Seconded by Mr. Holzworth. Passed

**Mr. Traverse moved to approve and sign the Public Bond Document** Seconded by Mr. Holzworth. Passed

**Approval of Minutes:** Mr. Traverse **moved to approve the Minutes of the January 25th, 2022 meeting** as written; seconded by Mr. Holzworth and passed.

**Five Minutes for Public Comment:**

Mr. Bob Richards commented that expanding broadband should be a priority. He stressed the point that we need a volunteer to be the town's representative to the Otter Valley Communication district (CUD). Mr. Richards also stated that funding from the state is being distributed to the CUD and Fair Haven needs a seat at the table. Discussion continued about volunteerism. The manager was asked to advertise the position.

Mr. Arthur Laiacona requested that the town use the sidewalk snowblower to blow snow into dump trucks and haul the snow away instead of putting the snow on lawns. The board discussed the option. Manager Gunter said that he and the Public Works superintendent will continue to search for a solution to sidewalk clearing near Mr. Laiacona's home.

**Department Head Reports:**

The police chief William Humphries reported that:

- The department had two arrests last week;
- He is attending dispatch meeting with the state. He will continue to update the board as new information becomes available;
- The state has designated 11 million dollars to start local dispatching centers. However, this is limited time funding. Once those funds are gone the centers and towns will need to decide how to pay for dispatching services.

Public Works superintendent Aaron Kerber reported that:

- We have had 18 measurable weather events this winter;
- 516 ton of salt has been used;
- The equipment held up well during the last big storm;
- Highway did some pot hole patching during the war spell last week;
- DPW will be installing the new ice rink liner for the winterfest;
- A few more water meters have been replaced;
- There was trouble at the south tank with the radar system but that is repaired and back online;
- Training for the new clarifiers at the wastewater plant was completed;
- We are still waiting for a few items for the WWTF upgrade but the project continues to move forward at a good pace;
- The academy street pump station has the new control panel installed. DPW is waiting for the ground to thaw to do additional wiring;
- The Adams Street pump station is still waiting on the generator. Aaron continues to follow up about the generator delivery date.

Town Manager Joseph Gunter reported that:

- The town has an UVM intern starting this week;
- The manager has investigated the concerns of Tracy Richards from the previous meeting. He mentioned that the town needs a representative for the communications district;
- The town hall renovation will begin construction this month;
- The manager called the playground equipment provider. The confirmed that the equipment would be here in March;
- The first ARPA hearing will be during the next meeting.

### **OLD BUSINESS:**

**Policy Review Class 4 Roads:** Members reviewed the Class 4 Highway Policy discussing maintenance, needs and responsibility re: class 4 roads. Suggested edits were made to the document from the previous meeting. **Mr. Traverse motioned to approve the policy as presented with the approved edits** Mr. Holzworth seconded. Motion passed

**Policy Review Capital Improvement:** The manager introduced a proposed scoring sheet for the Capital Improvement policy. The board discussed the scoring sheet and Mr. Traverse suggested edits to some of the language. Mr. Traverse asked that staff review and have input into the scoring sheet. Mr. Gunter said he will distribute the sheet and ask for input. The manager will bring this to the next meeting.

**Policy Review Reserve Funds:** Members reviewed the Reserve Fund Policy making some changes to minimum and maximum amounts; Mr. Holzworth suggests changing the Emergency fund maximum to \$500,000, the water and sinking funds minimum were both reduced to \$50,000. It was suggested that language be added to the purpose section clarifying that the max and min funding amounts are targets to strive for and are not set in stone. The Manager will make changes and bring a new draft to the Board for review and signature.

**Letter to Agency Secretary Joe Flynn -- Agency of Transportation (AOT):** This letter is a request to gain support and consideration for a 5% match grant to replace the Adams Street Bridge. The Town is working with the Rutland Regional Planning Commission to get our project forwarded to the State Master Priority List which is done in April. **Mr. Traverse motioned to approve and sign the letter** Mr. Holzworth seconded. Motion passed

**Salt Shed Grant:** The tarp system the town has been researching for the salt shed is considerably less expensive than what the State requirements are for an engineered building, about \$50,000 purchased and installed. It could be funded with the received \$51,000 grant with the remainder paid with Town funds. Quotes for the dirt work came back very high. Aaron is reaching out to local contractors to get additional quotes.

## NEW BUSINESS

**Discussion about Munger Rd:** The discussion about Munger Rd. was tabled until all members were present.

**Listers Computer Purchase:** Mr. Gunter introduced the topic. Two of three computers in the listers office had been replaced. The third computer is starting to fail and needs replacing. Mr. Gunter is requesting an amount not to exceed \$1,520 be used from the Listers Equipment reserve fund be used to purchase the computer. Mr. Holzworth asked if that amount included installation, Mr. Gunter responded that yes it does. **Mr. Traverse Motioned to purchase a new computer for the listers office using funds from the Listers equipment fund at a price not to exceed \$1,520.** Mr. Holzworth seconded. Motion passed

**Listers no appeals or lawsuits certification:** The document certifies that there are no appeals or lawsuits against the town concerning taxable values of properties in town. Mr. Traverse **motioned to approve and sign the certification** Mr. Holzworth seconded. Motion passed

**SRO Contract:** This is the contract between the school and town that provides school resource officers to the Slate Valley Unified School District. It is the same contract that was signed in 2019 with the exception that the amount increased for services. The new contract has language to not to exceed \$75,000 for SRO services. Mr. Traverse **motioned to approve and allow the town manager to sign the contract** Mr. Holzworth seconded. Motion passed

**Town Highway 63 Discussion:** The manager said that the homeowner at the corner of TH63 and South Main Street has requested that the town plow the road despite the fact that the road is a class 4 road. Per town policy the town does not plow class 4 roads. Mr. Kerber mentioned that the homeowner's driveway entered her property off of TH63 not off of South Main Street. After discussion it was decided to follow town policy which limits winter maintenance on class 4 roads, including snow removal. Mr. Traverse recommended that the manager supply the homeowner with the policy and processes for changing road classification. The manager said he will get those documents to the homeowner.

**Parking Lot:** Class 4 road policy will be removed from the parking lot since it has been completed.

**Board Roundtable:** None

**Review of Financial Reports:**

**Checkbook Status:** \$1,215,153

Mr. Holzworth **moved to approve payment of the Payroll warrant for \$35,473.00;** seconded by Mr. Traverse and passed unanimously.

Mr. Holzworth **moved to approve payment of the General Fund Warrants of \$84,933.37**; seconded by Mr. Traverse. Included are payments for BC/BS and Naylor & Breen. The motion passed unanimously.

**Executive Session**: Mr. Traverse **made a motion to enter into executive session** at 8:47 p.m. with Town Manager Gunter to discuss town manager contract, 1 V.S.A. 313 (a)(1); seconded by Mr. Holzworth and passed unanimously.

The board came out of executive session at 9:15p.m.

Mr. Holzworth made a motion to **adjourn**, seconded by Mr. Traverse; meeting adjourned.

Respectfully submitted

Joseph Gunter

---

Jeff Sheldon, Board Clerk