

TOWN OF FAIR HAVEN, VERMONT
Selectboard; Water & Sewer Commissioners, Liquor Commissioners, Cemetery
Commissioners

MUNICIPAL BUILDING

Tuesday, March 22, 2022 - 7:00PM - Regular Meeting
Zoom Meeting Link: <http://us02webzoom.us/j/84589483020>
Phone: 1 929 205 6099 | Meeting ID: 845 89483 020

APPROVED Minutes

Members Present: Chris Cole - Chair, Glen Traverse - Clerk, Robert Richards, Jay Brown, Rich Greenough

Others Present: Town Manager Joseph Gunter, Recording Secretary Jennifer Jackson, Jim Britt of Peg TV, Rod Holzworth, II, Jeff Sheldon (via phone), Police Chief William Humphries, Lorraine Brown, Town Clerk Dani Roberts, Mike LaDuke, Ed Bove with RRPC, Josh Quinn with RHR Smith & Co. (via phone)

- 1. Call to Order and Pledge of Allegiance:** Chairman Cole called the meeting to order at 7:00 p.m. and led the assembly in the Pledge of Allegiance.
- 2. Amendments to the Agenda:** Mr. Traverse **motioned** to amend the agenda to place in New Business: 11f signing bank documents. Seconded by Mr. Brown. All in favor and motion passes.
- 3. Executive session Town Clerk MOU:** Mr. Traverse **motioned** to enter executive session according to 1VSA § 313 a(3) employment. No second, motion failed. Mr. Richards believes the discussion should be held in public session as the Town Clerk position is an elected position. Ms. Roberts believes she can meet in executive session because it would be discussed again outside of executive session. She will come back with the Vermont State Statute to clarify. Mr. Traverse believed that the discussion can happen in executive session, but the decision needs to be made in public. Mr. Brown **motioned** to table the discussion until the next meeting with further clarification from Vermont State Statutes. Seconded by Mr. Richards. All in favor and motion passed.
- 4. Approval of the Minutes of March 8th:** Mr. Richards **motioned** to accept the minutes of March 8th with the spelling error corrections and clerical corrections from Manager Gunter. Mr. Traverse seconded the motion. All were in favor and the motion carried.
- 5. Approval of Edits of Minutes of February 22, 2022:** Mr. Traverse **motioned** to accept the minutes of February 22, 2022 with the two changes missed by manager Gunter in his write up of the meeting.; 1. Discussion with town clerk on page 1 and approval of 108 hours of vacation pay. 2. Munger Rd discussion with selectboard member Mr. Sheldon's abstention

from voting. Mr. Richards seconded the motion. Motion carried with one abstention from Mr. Brown.

6. Appointment with the Auditor: postponed until later in the meeting as the presenter wasn't on the call yet.

7. Five minutes for Public Comment:

Lorraine Brown: On the wish list for ARPA money the IBC asked for a storage area. The bus garage has a small section that the committee would like to utilize and she is asking the board for approval. Mr. Greenough stated he would go look at the spot with her to decide if it really is a good fit, but the board is fine with the IBC using the space if it is adequate.

8. Department Head Reports:

a. Police Chief William Humphries reported:

Chief Humphries asked the Selectboard if they liked the two week reports he was giving and let them know that he put this past two week report in their boxes.

- i. Catalytic Converter thefts investigations; 4 were stolen from Exit 1 RV. There is a suspect, but it is hard to prove. The same people they suspect of the theft are on video in Poultney.

Mr. Richards asked where the converters were being sold. Chief Humphries said they are taking them out of here but can't say exactly. The State Police were in today talking about the thefts. The issue is a multi agency issue.

- ii. Police Department has been doing about 19/20 fingerprints a week
- iii. Overweight permit season; \$10 by state statute.
- iv. 1 car accident on West Street with the town truck.
- v. A couple EMS assists
- vi. 3 arrests

Chairman Cole asked about the glass on the crosswalk side of the Northside parking area of the park. Chief Humphries stated it was the first he had heard of it but would go take a look.

Chief Humphries reported that he spent some time on a call about the county dispatch conversation and left a memo in the selectboard boxes. The memo summarizes the bill which has a section authorizing a study to be conducted on how the county dispatching will function or not function and if it is found to not work the state will continue dispatching. July of 2024 is the "drop dead" date when the state will stop dispatching for the counties and towns. Chief Humphries still sees that funding will be a problem. Without a county tax the Sheriff is not interested in taking on the dispatch centers because there is no guarantee of money in the future to run the centers. Mr. Brown stated that there isn't a place for the Town to go. Chief Humphries stated that the State is trying to force a county to take on dispatch. Killington thinks they may have the ability to do so, but they are looking for grant funding to help support. But after the first \$11 million, who will pay to keep the dispatch center going? Mr. Richards asked about the reported cost of \$53.00 per call. Chief Humphries stated that that figure may be slightly high since it was gathered in 2018 when all calls were counted in the study even overweight permits. Since 2020 the Police Department has been allowed to start their own

cases and not send calls to the State first. \$53.00 a call is expensive for the police department to pay for. It could turn his department into a reactive department rather than a proactive department because they would need to save costs. A problem he sees is there is not a formula to the cost per capita for it to work. Also does each call cost the same; a cat stuck in a tree or a car accident? And gave an example of an incident in town where EMS needed assistance in town and the town police were called in but Benson First Response arrived before them. Who pays the \$53 per call or does each entity pay the money? A meeting is being set up in Rutland at the Rutland Firehouse with delegates from the municipal select boards for a working discussion to see if a county dispatch can even happen. He is looking for the selectboard to be vocal and support the local police department in its needs and will keep the selectboard aware of when the meeting is scheduled.

6. Appointment with the Auditor:

- a. Josh Quinn, Audent Manager in Middlebury, VT with RHR Smith which is a company based in Maine.
- b. They have been doing Fair Haven's audit for 3 or 4 years.
- c. They began the process in late June, familiarizing themselves with Fair Havens procedures. In December 2021 they began their field work.
- d. He then summarized the Audited Financial Statement and Other Financial Information Report that was presented to the Selectboard.
- e. There were a few places where the town wasn't following its own policies and procedures, but Mr. Quinn believed that to be because of absences that happened at the end of the year, not indicative of the town in general.
 - i. He suggests that the town cross-train its employees so that if any absences occur in the future the processes would be easier to handle. There is lots of knowledge built up over many years of work in the town, it should be written down so it doesn't need to be recreated year after year.
 - ii. He also suggested that the selectboard take a look at the purchasing policies and make sure they are still a good fit for how the town handles their purchases. Many of the towns own policies weren't being followed so maybe the policy needs a review to make sure the policies are fitting the expenditure needs.

Mr. Richards asked about the purchasing policy. Is it too tight? How much is too much, how much is not enough? What is good? Mr. Quinn replied that not only if the PO is required but documentation is important. Fair Haven is not compliant with the procedure. Overall desire is to spend taxpayers money efficiently, but at what point is finding two prices excessive. Re-read the policy and decide if it is still good for your town. Fair Haven has a \$2000.00 limit to receive multiple quotes many places the limit is higher; for example the Federal Government. Manager Gunter needs to look the policy over with his staff.

Mr. Traverse stated that cross training is a good action item. Some towns make broader spending policies modeled after VLCT. Have you seen towns with that and would you recommend it? Mr. Quinn responded with, make sure it works for your town. VLCT examples might work for say Rutland, but not Fair Haven. The size of your town is a factor. Policies must be customized and adapted to manage efficiency with selectboard opinion. Mr. Traverse stated we had a period of time without the coverage we needed, what type of tightening is needed?

Mr. Quin stated that staffing is tight all over. Cross training helps with some of the easier slip-ups. Temp help is an easier said than down process, but can be helpful in longer absences.

Mr. Richards asked about the percentage of money carried forward for the town budget. Mr. Quinn stated yes, there are metrics that talk about 30, 60, 90 days of expense but he doesn't think they are best. If the pandemic showed anything it shows that governments do whatever they need to survive. Fair Haven is fine. Human nature is to be conservative in creating budgets surplus is often higher than any of the deficits. Fair Haven has a number of special revenue funds and reserve funds that can help as needed.

Mr. Quin thanked the town for utilizing RHR Smith for the audit and reiterated that the issues in the management letter were just 1 offs, not indicative of how the town functions normally. That the staff has done a fine job and will be able to rebound front eh past year and move forward and he signed off.

Mr. Brown asked about the contract with RHR Smith, Manager Gunter stated that the town had just re-signed the contract for another 3 years of service.

8. Department Head Reports (Continued):

b. Department of Public Works Chief Officer Mike LaDuke reported:

i. Water Department:

1. Continuing with cleaning up from winter but mud is still an issue with major cleaning.
2. Everything is running great at the moment.
3. 1000 gallons of chemicals are being bought at a time because the Department isn't sure what is happening with the tanks. Currently they are buying three times a year rather than the one they could be buying.
4. A few purchases have been made to maintain the laboratory to keep in bounds of State requirements.
5. Bugs in the electronics with the old system. In the old system bugs were fixed economically and with self engineering. These electrical fixes aren't working well with the new system.

Mr. Brown asked if the fixes can be done a section at a time and the cost of the fixes. Manager Gunter explained that electrical work is expensive. CO LaDuke responded that piece by piece is ok. Remember you are fixing 40 year old equipment once you start working with it, it all needs to come up to current code. Mr. Brown then asked if there was a reserve fund for the project. Manager Gunter stated there was a \$281,000 water reserve fund. CO LaDuke stated that the last quote was \$475, 000 for the whole fix, but doesn't have to be done all at one time. Mr. Greenough asked if that should happen though. CO LaDuke stated yes, that is why he had been coming to meetings that discuss the ARPA funding. Mr. Traverse clarified; tanks or electronics, which is higher priority? CO LaDuke stated the tanks.

Mr. Brown asked what the DPW was doing on the southside. CO LaDUke stated they were reading meters to look for alerts. For about the past year they have been reading meters unofficially about once a week. If an issue is found Eileen contacts the owners to let them know something is up. This process has helped the town with not wasting water or chemicals. Townspeople are pleased that they aren't being billed for large amounts of water use.

CO LaDuke reported that three more new meters had been installed since the last meeting but currently the weather is prohibitive of replacing some of the meters. Letters have not gone out to townspeople yet. The job is in the parking lot for future work.

c. Manager Gunter for DPW

i. The Highway Department;

1. 727 tons of salt and 475 yards of sand.
2. Have been cold patching but the freeze thaw cycles still cause some issues.
3. Soft spot on South Main that was dug out finding a thin bit of asphalt and clay underneath.
4. Cleaning sidewalks on North Main
5. Street sweeping will start soon
6. Prepping winter equipment for storage
7. Paving will start in June: Samp Road will be first, the DPW needs to check what was done last year and make sure it is still in good condition.
8. August will start roadside mowing with a budgeted rental mower.

Mr. Brown asked if Samp Road will be completely paved or just spots. Manager Gunter explained that the original plan was just spot paving. But he needs to double check.

ii. Sewer and Water:

1. Equipment on line for rehab.
2. Oxidation ditch will be coming off line, it will be drained down, cleaned and have the material on the bottom shipped out. July time frame to close up project
3. Adams street generator next week will be started. Fuel line has been hooked up. Waiting on the electrician to finish hooking up the electricity to the panel.

Mr. Brown asked that the wings be taken off the trucks. The extra weight is hurting the roads. Mr. Greenough agreed. Manger Gunter stated he would get with Aaron.

9. Town Manager Report & Communication: Joe Gunter reported:

- a.** 4th Quarter is fast approaching for budget.
 - i.** 73% expended rate at this point
 - 1.** DPW, Water and Sewer are under budget
 - 2.** 010 is about 2.5% over sitting at about 75% over; if it continues Manager Gunter will need to shut it down early. Higher because of inflation; fuel costs are higher and legal has been involved. May be able to recuperate some of the funds as the phone company was double dipping for awhile.
- b.** Adams Street Bridge was not funded, but the application did make it to the Secretary of Transportation's desk.
- c.** Cross training for accountant position. Manager Gunter is taking over direct payments for the next two weeks for educational purposes.
- d.** Water and Sewer
 - i.** Moving April 14th Board will get first review
- e.** School invited the town to their career fair on April 22nd.

Mr. Brown asked if the High School program was going well and if it will continue. Manager Gunter stated that the students get high school credits as well as work experience. He reports it is going well. CO LaDUke proudly stated that the student-interns are being trained like staff and will be ready to work with experience once school is over.

10. Old Business:

f. Appointment of MPM for sidewalk grant:

Manger Gunter explained that the Rutland Regional Planning Commission helped write a grant for the sidewalk renovation in the business district. Previous board thought RRPC would manage the program for a fee. The previous manager, Eric Hall, left and this Board needs to appoint a new manager.

Mr. Bove stated that Steffanie Borque is the suggested manager as she has replaced Mr. Hall at RRPC. She used to be the town manager in Proctor and that Fair Haven will be in good hands with her.

Mr. Traverse **motioned to appoint Steffanie Borque to become the municipal project manager for Fair Haven Sidewalk Project.** Mr. Richards seconded the motion. He then asked what the time frame and scope of the overall project was. Mr. Bove stated it won't happen this year. Manager Gunter stated he believes construction won't happen until 2025. The construction is planned to rework the east side of the road from the Library down past the Wooden Soldier. Mr. Bove stated that Ms. Borque would manage the construction but would leave the design up to the town. Chairman Cole held the vote; **All were in favor of the motion and the motion passed.** Mr. Traverse **Motioned to have the Fair Haven Selectboard Chairman sign the contract.** Mr. Greenough seconded the motion. All were in favor and the motion passed. Mr. Bove offered to stay for the ARPA discussion if the Board would like him to. They agreed.

- a. **ARPA Criteria Discussion:** Manager Gunter stated that he had manipulated his rubric for Capital Budget to create the example rubric given to the Board for review. Created 4 bullet points for thought from VLTC on how people may want to consider spending their ARPA funding.
- i. Mr. Traverse gave feedback that on the back page dealing with the Question asking "Will the project complete an existing project" he believed it should not be weighted as 2 because it sounded like it was fitting into a one time funding that says don't do something to increase your taxes. Third bullet point (use will completely cover the cost of the project) should rather be weighted as a 5 not a 2, Because it is truly a take money to get the project funded and not have to worry about it for multiple years.
 - ii. Mr. Traverse would like to see a To DO list:
 1. Ear mark 2 categories
 - a. Small projects
 - b. Major projects
 2. Boil down the list to the items that are more beneficial to town and the money given from those items that can be completed with other money sources.

3. Do big money items or leverage cash
4. Don't add dept to budget because of ARPA

Mr. Traverse suggested the Board do more pre-work; take the list, agree on rubric and have a priority for people.

Mr. Richards stated he had looked at the list and marked items as infrastructure because there will be money coming for infrastructure updates. He wanted to hold off the ARPA money from completing infrastructure projects to better utilize both funds from the government. Mr. Greenough asked if the ARPA money can be used to add to the infrastructure money; can we use it as a grant fund match. Mr. Traverse stated yes we could put money in a grant fund match, he was thinking around \$150, 000.00.

Chairman Cole asked when the money needed to be used by. Manager Gunter stated the money needed to be encumbered by 2025 and out of the bank by 2026. The Feds say the money can't be moved from the bank account until it is pulled for its purpose. Meaning the town can't change which account it is stored in, just earmark if for its purposes.

Chairman Cole suggested that each member individually create their priority list and then bring them together before a public hearing and see if their lists match each other. If not, figure out how to meld them together for a public hearing. Mr. Traverse asked the board to try and use the rubric to see if the rubric works to score the projects as the board would score them. This would help evaluate the rubrics use. Chairman Cole asked Manager Gunter if the public hearings were scheduled yet. Manager Gunter said no but he was planning on adding them to late April early May schedules.

b. Salt Shed discussion: The engineers reassessed the project and gave a figure of \$218, 378.00 for construction. Making the total project come at \$285, 000.00. Mr. Brown expressed his disgust for the cost of the project and asked what is the reason for it costing so much. Mr. Greenough asked what was included with the excavation. Manager Gunter stated that they are planning to take the top out and replace the base and all. He also stated that with State Grants, Watershed Grants and money from ARPA the project would be free to the town. Mr. Richards pointed out there is a \$82, 136.00 gap in money from the grants issued. Mr. Traverse stated that with the grants it is as if we are getting a salt shed for \$82,136.00; could we build a shed for that cost without State help and grants? Chairman Cole summarized the spreadsheets that Manager Gunter gave the Board; without the grants and States help the shed would cost us around \$136, 000.00. Manager Gunter told the board that there is a third option; end the project, but in doing so the town would still owe the State \$15, 000.00.

Mr. Brown asked when the project would be completed. Manager Gunter stated that if the RFP gets out the project could be completed by the end of the year. Mr. Traverse asked where else the town could get the fund for the grant gap without using ARPA funds yet. If the Town used the grant match funds set aside they would use up the grant match funds. He would feel more comfortable using the grant match funds for after July 1 than ARPA because we aren't finished with the ARPA process yet.

Mr. Brown **motioned to not to exceed \$82, 136.00 to be used from ARPA funding towards the salt shed construction project.** Mr. Traverse seconded the motion. Chairman Cole stated that what they have been looking at isn't the official bid.

All were in favor of the motion and the motion carried.

c. Trash Hauling bids:

- i. Hubbard Bros came back with their bid; \$87/ton recycling, disposal rate is lower than Casella, trucking lower, recycling is 20% lower cost .
- ii. Manager Gunter stated the hitch in the bid was that Hubbard won't pay disposal fee and town must pay it. Currently we pay Casella 1 bill and everything is complete. The disposal fee cost per ton by recycling center in Rutland. Mr. Traverse asked if that was because Hubbard picks up and disposes with Casella? Mr. Brown stated that the disposal fee rate isn't controllable. Chairman Cole stated that in his opinion the Hubbard Bros bid should have been thrown out because it was late.
- iii. Mr. Brown **motioned to stay with Casella for disposal of landfill for a three year term with an option of 2 more years at the end of the term.** Mr. Traverse seconded the motion. All were in favor and the motion passed.

d. Water allocation approval:

- i. Sherman V Allan requested an increase in their daily gallon consumption with water and sewer. They have filed all their paperwork and paid their fees.
- ii. Mr. Brown **motioned to authorize the water allocation to Sherman V Allan.** Mr. Traverse seconded the motion, all were in favor and the motion carried.

e. Appointing a Treasurer: No candidate. Was added to the agenda in hopes someone would apply. Tabled until a candidate was found.

11. New Business

a. Bridge Grant - grant match request

- i. Manager Gunter is requesting a matching fund of \$135, 000; \$73, 802 from the bridge account and \$61,198 from grant match fund. The grant application is due April 14th.
- ii. Mr. Traverse asked what that would leave the grant match fund with. Manager Gunter stated \$19, 007.00, but the voters approved a \$96, 809.00 addition to the grant match fund for July.
- iii. Mr. Traverse **motioned to approve a grant match not to exceed \$135, 000.00; \$73, 802 from the Bridge Repair Capital Reserve account and \$61, 198.00 from the Grant Match Reserve fund for the Adams Street Bridge replacement.** Seconded by Mr. Richards. All were in favor and the motion carried.

b. Liquor Licenses: PC Humphries stated there were no concerns from the Police Department about any of the applications for liquor licenses.

- i. First Class liquor Licenses:
 1. Mr. Traverse **motion to approve the 1st class liquor license to Jekyll and Hyde Inc. DBA Tomasi's.** Seconded by Mr. Richards. All in favor and the motion carried.

2. Mr. Traverse **motion to approve the 1st class liquor license to Scotch Hill Brewing Company.** Seconded by Mr. Brown, all in favor and the motion carried.
- ii. Second Class liquor Licenses:
 1. Mr. Traverse **motion to approve the 2nd class liquor license to DG Retail LLC DBA Dollar General store 11660.** Mr. Richards seconded the motion, all were in favor and the motion carried.
 2. Mr. Traverse **motion to approve the 2nd class liquor license to Walgreen Eastern Co. DBA Walgreens store 18354.** Seconded by Mr. Brown, all were in favor and the motion carried.
 3. Mr. Traverse **motion to approve the 2nd class liquor license to Midwayoil DBA Fair Haven mobile.** Seconded by Mr. Richards, all were in favor and the motion carried.
 4. Mr. Traverse **motion to approve the 2nd class liquor license to Global Montello Group DBA Jiffy Mart store #680.** Seconded by Mr. Brown, all were in favor and the motion carried.
 5. Mr. Traverse **motion to approve the 2nd class liquor license to R.L. Valley Inc DBA Maple Fields at Fair Haven.** Seconded by Mr. Greenough, all were in favor and the motion carried.
 6. Mr. Traverse **motion to approve the 2nd class liquor license to Stewart's Shops Corp DBA Stewarts shop #190.** Seconded by Mr. Greenough, all were in favor and the motion carried.
 7. Mr. Traverse **motion to approve the 2nd class liquor license to Brockton Corp DBA Shaw's Beer and wine.** Seconded by Mr. Brown, all were in favor and the motion carried.
 - iii. Third Class liquor Licenses:
 1. Mr. Traverse **motion to approve the 3rd class liquor license to Jekyll and Hyde Inc. DBA Tomasi's.** Seconded by Mr. Brown, all were in favor and the motion carried.
 - iv. Outside consumption Permit - Scotch hill brewing
 1. This is approved by the town clerk.
 2. The board should review.
- c. **Increasing the Size of the Planning Commission discussion**
 - i. The Planning Commission would like to increase their size again from 5 members back to 7 members to allow for the addition of a new member and to reinstate a member whose term had expired.
 - ii. Mr. Traverse **motioned to increase the size of the Planning Commission back to 7 members and to instate Loraine Brown for a three year term.** Seconded by Mr. Richards, all were in favor and the motion carried.
 - d. **Letter for the Bomoseen Watershed**

- i. Chairman Cole shared the letter drafted by Manager Gunter with the board. It was asked to copy the letter to the VT Department of Environmental Conservation and VT Agency of Natural Resources.
 - ii. Mr. Richards **motioned to accept the letter and to send it.** The motion was seconded by Mr. Traverse. All were in favor of the motion and the motion passed.
- e. First right of refusal discussion for Hydro**
- i. Manager Gunter had nothing to report so the agenda item was tabled until the next meeting.
- f. Signing Bank Documents**
- i. Manager Gunter is requesting to remove Suzanne Decharme from the town creditcard and to have a signature to authorize the USDA to take payment for bonds out of the bank account.
 - ii. Mr. Traverse **motioned to add Manger Gunter as the program administrator for the credit card and to remove Suzanne DeCharme from the card.** Seconded by Mr. Richards. Mr. Greenough asked what the card was used for and explained about p-cards which maybe the Board would like to look into for the financial policies. All were in favor of the motion and the motion carried.
 - iii. Mr. Traverse **motioned for the Chairman of the Board to sign to authorize the USDA to withdraw for pre-authorized payments.** Seconded by Mr. Brown. All were in favor and the motion carried.

12. Board Appointments:

<p>Pound Keeper: Mr. Richards motioned to appoint Police Chief William Humphries. Seconded by Mr. Brown, all were in favor and the motion passed.</p>	<p>Energy Committee: Mr. Traverse motioned to appoint; Chris Stanton, Michael Stannard, Neil Robinson, Robert Richards, Bob Dollar, and leave one seat remaining vacant. Mr. Brown seconded the motion, all were in favor and the motion passed.</p>
<p>Rutland Regional Planning Commissioner: Mr. Brown motioned to appoint Mr. Robert Richards. Seconded by Mr. Traverse, all were in favor and the motion passed.</p>	<p>Fence Viewers (Not required by State): Mr. Travers motioned to appoint Robert Richards and Claire Stanley. Motion was seconded by Mr. Brown, all were in favor and the motion passed.</p>
<p>Rutland Regional Planning Comm., Alt.: Motioned by Mr. Brown to appoint Rosanne VanLew. Seconded by Mr. Traverse, all were in favor and the motion passed.</p>	<p>Fire Department Officers: Mr. Traverse motioned to appoint Jim Heller, Chief, Tom Fucile, 1st Assist. Chief, Don Proctor, 2nd Assist. Chief. Mr. Greenough seconded the motion, all were in favor and the motion passed.</p>
<p>Rutland Transportation Council Rep.: Mr. Traverse motioned to appoint Cindy Adams. Seconded by Mr. Richards, all were in favor and the motion passed.</p>	<p>Health Officer: Mr. Traverse motioned to appoint John Lulek. Mr. Richards seconded the motion, all were in favor and the motion passed.</p>

SWAC Rep: Mr. Traverse motioned to appoint Bonnie Rosatie . Mr. Richards seconded the motion, all were in favor and the motion passed.	Health Officer, Assistant: Manger Gunter reported that there was no interest. The position will remain unfilled.
Tree Warden (Required by State): Mr. Brown motioned to appoint Phillip Stannard Jr. Seconded by Mr. Traverse, all were in favor and the motion passed.	Insp. of Lumber (Not required by State): Mr. Traverse motioned to appoint Ray Phillips . Mr. Richards seconded the motion, all were in favor and the motion passed.
Weigher of Coal (Not required by State): Mr. Brown motioned to remove the appointed position. Mr. Traverse seconded the motion, all were in favor and the motion passed.	Planning Commission (3 year Term): Mr. Traverse motioned to appoint Patrick Frazier . Mr. Richards seconded the motion, all were in favor and the motion passed.
Representative to the Otter Creek Communication district: Mr. Traverse motioned to appoint Tracy Richards . Mr. Richards seconded the motion, all were in favor and the motion passed.	Economic Development: Mr. Brown motioned to accept Glen Traverse, Cindy Pritchard, Judy Sutherland, and Joe Gunter . Mr. Richards seconded the motion, all were in favor and the motion passed.
Cemetery Committee: Mr. Traverse motioned to appoint; Mary McNeil, Danielle Roberts, Matthew McNeil, Lorraine Brown, Scott Folmsbee, and Paul Laramie . Mr. Brown seconded the motion, all were in favor and the motion passed.	Emergency Mngmnt. Coordinator: Mr. Traverse motioned to appoint Jim Heller . Mr. Richards seconded the motion, all were in favor and the motion passed.

13. Parking Lot:

Meter Changes	Adams Street Bridge replacement
Downtown Designation	Zoning Regulation Update
Town Plan	

Manager Gunter was hoping the board would set a fee for late meter changes that can be issued like a municipal violation. He will bring a draft late meter change letter to the next board meeting, April 5th.

14. Board Roundtable:

a. Mr. Greenough:

- i.** Dealing with the Hydro project: He looked the area over and sees possibilities. He'd like to review the study. Mr. Richards said the study is on the town website.
- ii.** Road Maintenance and Street Maintenance: We need to look at things that could prolong the life of the black top.
- iii.** Sidewalks on side streets: Some are very old and need upkeep.

b. Mr. Brown:

- i. Trailer Park on Airport Rd. The first tenant has so much stuff. Chief Humphries stated that he has started issuing violations again. The problem person left, but left all his junk behind.
 - ii. The corner of 1st Street and Washington has a pile of stuff.
 - iii. The charger for electric cars? Manager Gunter explained that that is a grant funded project that was slowed a bit, but moved to summer.
 - iv. The North end of the Park needs to be cleaned up and brought back to normal.
- c. Mr. Richards:
 - i. He sent Jenny Bertram a question about medical insurance funds. Does the town have to separate them? Manager Gunter said he would ask Jenny.
- d. Traverse:
 - i. There is a pothole on West Street that needs to be taken care of soon as it is a big one.
 - ii. He received a call from a taxpayer about plowing sidewalks when there was no snow. Manager Gunter explained that the DPW may use the plows if they are clearing snow in the street. It does push snow up onto the sidewalk. There may not be snow in one area but there may be snow just down the road. The team was trying to do a good service and keep the sidewalks clear even though there wasn't much snow to move.
 - iii. John Lulek asked to have two things brought up; 1. Adams Street house is in the court system. 2. Green Mountain Mobile Manor for many things. Manager Gunter stated that GMM do owe the town more than \$30,000. \$9, 000 per quarter plus back taxes on water. Town may have no choice but to sell the property and shut off the water. Chairman Cole stated that ARPA paid \$60, 000 of their delinquent water bill. Mr. Greenough asked if someone had gone to listen for a leak. Manager Gunter stated the town has been very helpful. Manger Gunter also explained that the town has worked with Adams street family, but there are still issues. Once the family is found guilty they will owe the town \$10, 000 a day until they clean up.
- e. Chairman Cole:
 - i. Sent existing union contracts to the full board. Manger Gunter stated that the police would like a zoom meeting if possible. Manager Gunter will set the meeting up at the town offices for the board to attend.

15. Review of Financial Reports:

Chairman Cole reported that Mr. Traverse should not read the warrants as he is the signer of the checks.

a. Expenditure/Revenue Reports:

- i. Mr. Richards **motioned** to approve the payroll warrant for \$33, 384.75; seconded by Mr. Brown. Motion carried with one abstention from Mr. Traverse.
- ii. Mr. Richards **motioned** to pay the general fund warrant for \$466, 716.28; Mr. Richards summarized the parts of the warrant \$254, 806 sewer upgrade, \$34, 000 engineering, \$22, 000 generator, \$35, 645 retirement

funds, \$14, 000 BC. Seconded by Mr. Brown. Motion carried with one abstention from Mr. Traverse.

b. Checkbook status: \$465, 793.05

16. Adjournment: Mr. Traverse **motioned** to adjourn the meeting at 10:20pm. Seconded by Mr. Brown. All in favor and the motion passed.

Upcoming Meeting Schedule: April 5th and 19th

Auxiliary aids and reasonable accommodation shall be made upon request. A two-week notice may be required for some requests.

Respectfully submitted,

Jennifer Jackson
Recording Secretary

Glen Traverse, Board Clerk