

**TOWN OF FAIR HAVEN, VERMONT**

**SELECTBOARD; Water and Sewer Commissioners; Liquor Commissioners; Cemetery Commissioners  
Municipal Building, Fair Haven, VT – March 23, 2021 -- 7:00 P.M. -- REGULAR Meeting**

**Zoom Meeting Link: <https://us02web.zoom.us/j/89969578971>**

**Phone: 1 929 205 6099 | Meeting ID: 899 6957 8971**

**UNAPPROVED MINUTES**

**Members Present:** Glen Traverse Chris Cole, Jeff Sheldon, Rod Holzworth, II, Carol Egan

**Others Present:** Town Manager Joseph Gunter, Recording Secretary Claire Stanley, William Chmielewski, Peg TV, Dept. of Public Works (DPW) Supt. Aaron Kerber, John Lulek, Scott Lobdell, Fred Capron, Deborah Fallon, Sean Galvin; (On phone) Ceil Hunt, Melissa Knapp, Jason Booth of Aldrich and Elliott, Jacob MacArthur, Hunter Smith, Linda Barker, Deirdra

**Call to Order:** Chairman Chris Cole called the meeting to order at 7:00 p.m. and led the assembly in the Pledge of Allegiance to the Flag.

**Amendments to the Agenda:** None

**Appointment: Fred Capron, Concerts in the Park:** Mr. Capron presented a handout of proposed accommodations made to comply with COVID guidelines. He reported a current balance of \$7500 in the account, unspent because no concerts were held last summer; a \$7500 allocation is expected on July 1<sup>st</sup>. The committee is considering not soliciting sponsorships; there will be no ice cream or door prizes, to lessen physical contact. Masks (donated) will be available; masks and gloves are required by all concert staff. Mr. Capron described the placement of food and 50/50 tables with retractable Belt Barriers for crowd control. Hand sanitizer and trash receptacles will be available. Concert goers will be encouraged to wear masks and to practice social distancing. There was a list of Concert bands expected for the eight (8) concerts beginning July 1<sup>st</sup>. Mr. Capron requests Board approval to proceed with concert plans. The consensus of the Board is to proceed. There was brief discussion of State pandemic guidelines and how best to enforce for safety.

As spokesman for the Rutland County RC Fliers, Mr. Capron requests permission to use the Air Park for their activities. He noted they donate \$500 to Fair Haven Concerned every year; and \$250 to the Police Dept., Fire Dept., or Fair Haven Rescue on a rotating basis. He also noted he is willing to work with the Dog Park committee for best results. Board members thanked Mr. Capron for the time and effort.

**Approval of Minutes:** Mr. Traverse **moved to approve the minutes of the March 9, 2021 meeting;** seconded by Ms. Egan. **CORRECTIONS.** Pg. 1, ¶ 4, Ms. Egan (name spelled incorrectly); Pg. 2, ¶ 3, Public Comment: *Ms. Barker stated that the result of an on-line poll to name the proposed dog park favored "FUR HAVEN"; delete Manager evaluation from Executive Session.* The motion passed unanimously.

**Five Minutes for Public Comment:** Mr. Lulek reported a ceiling tile and some insulation on the floor upstairs in the Fire Dept.

Ms. Ceil Hunt reported the Itty Bitty Committee is back to work. They have been decorating the Park gazebo (Christmas, Valentine Day, St. Patrick's Day) and now are planning to ask downtown businesses to decorate for Memorial Day.

At Melissa Knapp's inquiry, the folks at 28 South Main Street have been contacted and are in the process of cleaning up the mess.

**Department Head Reports:** DPW Supt. Aaron Kerber reported:

- \* Taking advantage of good weather, cutting back brush; patching potholes
- \* Taking care of mud issues on dirt roads
- \* Preparing winter equipment to be put away; painting plows, cleaning, lubricating, etc. to be ready for next season
- \* Water Dept. is running smoothly; have placed an in-house ad for Tom Donovan's replacement; the State has been notified of Mr. Donovan's departure; Mike LaDuke and Mr. Kerber are working together, rotating weekends
- \* Expecting Adams Street sewer pump station upgrade bids April 2<sup>nd</sup>
- \* Aldrich & Elliott has come over to review the specs for the sewer station upgrade; the plant is running well
- \* There were minor issues at the River Street sewer pump station

**Town Manager Joe Gunter** reported:

- \* Police Dept. has started second round of violation notifications at the Airport Road Mobil Home Park; are working to proceed step by step legally
- \* There was vandalism at the playground; broken windows in the trailer; the cameras are doing their work
- \* Cited two drivers without license
- \* Continue foot patrol(s)
- \* Rob Bresee is starting his fourth year with the Fair Haven Police Dept.
- \* Received a letter from Fair Haven Rescue, thanking the Dept. for their quick response to a medical emergency
- \* Mr. Beebe has paid his outstanding Transfer Station bill
- \* Dubois and King have re-scheduled the Park and Ride survey
- \* Have been very aggressive with delinquent taxes; collected one large bill
- \* The pump causing a leak in the Fire Dept. was repaired
- \* Have received no State guidance yet re: the expected \$252,000 COVID relief
- \* The AARP \$10,000 no match dog park grant is done

## **OLD BUSINESS**

**Dog Park and Fence Bids:** Information is in members' packets. Manager Gunter reported four bids were received for five feet high galvanized chain link fence. He stated he mistakenly

placed the order to Pratico, \$12,818 (low bid). The proposed dog park area is 214' x 76'; it is advisable to locate the park a fair distance from the pavilion and in consideration to neighbors (no complaints have been received). There followed lengthy discussion re: location and the designation of wetlands. Ms. Fallon described what is being considered that includes a 10' graveled entry to minimize mud, with benches and (maybe) trees; she indicated the planned location on a map of the area. Everybody is in favor of a dog park; Mr. Traverse stated it will be a permanent thing and should be well thought out before building, so as not to have regrets or need to remove it. Ms. Egan suggests a field trip where members and interested parties can see the area first hand and consider where exactly is the wetland. Manager Gunter stated the State has maps showing wetlands; all find it hard to believe that any of the Air Park is wetland as designated. Mr. Holzworth noted the wetland designation was flagged when the Town applied for a Town Garage permit. On a phone call with an ecologist, Manager Gunter was told it is now under an agricultural variance; can put up a fence, but cannot mow the area. The designation stands because there are two other suitable dry spots -- on the runway and also at the North end. Could drive the runway or Munger Road to reach the North end site (where Ms. Fallon stated she saw a large rattle snake). Mr. Holzworth noted at present, there is no flagged line showing where the wetland starts. He suggests getting someone, on site, to re-assess and place stakes on the wetland line and explain the difference from one side to the other. Mr. Traverse and Ms. Egan will attend along with any interested parties. Manager Gunter will reach out to have the current delineation clarified; Mr. Traverse **made a motion to accept the fence bid from Pratico for \$12,818**; seconded by Mr. Holzworth and passed unanimously.

**Parade and Spring Fling:** The Board heard from Sean Galvin, American Legion Post 49 Sargent at Arms who reported the Legion elected not to participate in a Memorial Day Parade, noting it is too soon. He suggests when the Pandemic is over, targeting for a large Town event, combining Spring Fling and Memorial Day, celebrating all that was missed. The Legion is planning a celebration, late summer to include a BBQ and a variety of activities. He also noted there is an existing step by step set of plans for a Memorial Day Parade that can be made available for use by anyone.

Next Monday, March 29<sup>th</sup>, at 4:00 p.m., Post 49 will host a **RED SHOES event** with photographer. Red shoes will be provided for the event to raise awareness to **domestic abuse**. Any and all are invited to attend.

**Water Ordinance Review and Approval:** Information in members' packets. Members reviewed the suggested changes that included definition(s) of Independent Meter and Board. Mr. Traverse **made a motion to accept the changes and to warn the new Water Ordinance**; seconded by Ms. Egan and passed unanimously. The ordinance goes into effect after 60 days without challenge.

**Sewer Ordinance Review and Approval:** Information in members' packets. Members reviewed the suggested changes including definition of pool filling. Mr. Traverse **made a motion to accept the changes and to warn the new Sewer Ordinance**; seconded by Ms. Egan and passed unanimously. The ordinance goes into effect after 60 days without challenge.

**Wastewater Treatment Facility Bid Award:** Information in members' packets. Jason Booth of Aldrich & Elliott reported four bids were received ranging from \$4,747,072 to \$6,576,000. Mr. Booth reviewed the bid analyses and recommends (low bidder) Naylor and Breen Builders, Inc. He stated they checked out the company and found them sound and with good references. There is \$6.7 million available funding for the project. Mr. Traverse **made a motion to accept the low bid of \$4,967,072 and award the Wastewater Treatment Facility upgrade contract to Naylor and Breen Builders, Inc.** as recommended. It is noted this amount includes a 5% contingency of \$220,000. The motion carried unanimously.

**Approve Town Manager to Sign Wastewater Plant Upgrade Documents:** Mr. Holzworth **made a motion to authorize Town Manager Gunter as representative to sign wastewater plant upgrade documents;** seconded by Ms. Egan. Mr. Booth stated Aldrich & Elliott will provide detailed monthly project budget reports; Manager Gunter is asked to keep the Board apprised of project status. Mr. Gunter noted that Mr. Booth and Mr. Elliott have been wonderful to work with. The motion carried unanimously.

## **NEW BUSINESS**

**Generator Bids:** DPW Supt. Kerber presented a handout of detailed bid specifications from the three bids received. He reported proposals were carefully inspected and meet RFP requirements; are all less than the projected \$40,000 cost. After consideration and input from wastewater dept., he recommends Long Trail Electrical Contractors bid of \$25,600. Mr. Kerber noted the Adams Street pump station handles 75% of the wastewater processed at the plant, and detailed a history of the station and its issues. Mr. Traverse **made a motion to accept the bid of \$25,600 and award the Adams Street Pump Station Generator upgrade contract to Long Trail Electrical Contractors** as recommended. The motion was seconded by Mr. Holzworth and passed.

**Electric Vehicle (EV) Charging Station:** Currently, Green Mountain Power charges the Town \$69/month for their two stations. Blink Co. has plans for three EV charging stations at no cost to the Town; they offer profit sharing and request a non-binding letter of intent. Mr. Holzworth asked, can the Town swap from GMP to Blink and use the same location; even if there is no profit, it is a \$69/month savings. Mr. Traverse **made a motion to accept and sign the Blink Co. non-binding letter of intent for three EV charging stations;** seconded by Ms. Egan. Mr. Holzworth cautioned to make sure this does not infringe in any way with Economic Development plans and to get references. The motion carried unanimously.

**Liquor Licenses:** All requests are in good standing; taxes and fees paid. Mr. Travers **moved to approve a 1<sup>st</sup> Class Liquor License** to Jekyll and Hyde Inc.; seconded by Mr. Sheldon and passed.

Mr. Travers **moved to approve a 1<sup>st</sup> Class Liquor License** to Ieremias Family Enterprises, Ltd, DBA Fair Haven Inn; seconded by Mr. Sheldon and passed.

Mr. Travers **moved to approve a 2nd Class Liquor License** to Sherman V. Allen, Inc., DBA Mac's Convenience Store/Truck Stop #20; seconded by Mr. Holzworth and passed.

Mr. Travers **moved to approve a 2nd Class Liquor License** to DG Retail, LLC, DBA Dollar General Store #11660; seconded by Mr. Sheldon and passed.

Mr. Travers **moved to approve a 3rd Class Liquor License** to Jekyll and Hyde Inc.; seconded by Mr. Holzworth and passed.

**Broom Repair, Equipment Reserve Use:** Manager Gunter reported the front loader mounted sweeper was damaged last year; the damage was not found until now. The request is to use equipment reserve funds for the repair; if there is budget funds left on July 1<sup>st</sup>, the reserve fund would be re-imbursed. The consensus of the Board is to pay the repair from this year's budget and use the reserve only if necessary. Also check with the Insurance Co. to see if it's covered.

At Ms. Egan's inquiry, Supt. Kerber stated they plan to have materials ready to paint downtown crosswalks this spring.

**Planning Commission member Adjustment:** Manager Gunter reported three people have resigned from the Planning Commission; even after advertising, only five people are interested. Mr. Traverse made a **motion to re-adjust the number of members on the Planning Commission** from 7 to 5; seconded by Mr. Holzworth and passed.

**Community Project Funding Ideas for Mr. Welch:** Discussion was which project do we want to put forward that we can convince is worthy among the thousands that will be presented from throughout the State. Mr. Traverse suggested the Economic Development downtown sidewalks upgrade, citing the pandemic closed businesses and sidewalk improvement would go a long way to attract folks to downtown causing businesses to re-open; even attract new business. Also suggested was improved ventilation in the Municipal Building -- self contained A/C units. It is suggested to invite Representative Welch to Fair Haven at some time. The Town has one year to spend any funds received.

**Parking Lot:** There has been little movement to these items. Ms. Egan inquired re: Adams St. Bridge. Manager Gunter stated it has been reduced to low priority because with both the Wastewater Treatment upgrade project and the Municipal Building project, he does not have the capacity/time to write the very complicated grant and take on another large project. The last grant for the Adams St. Bridge was denied because they could not see a need due to increased traffic. When the Municipal Building project is done, this can be re-visited.

**Board Roundtable:** Mr. Holzworth reported he was asked by a couple of people to discuss re-activating the Airport.

**Review of Financial Reports:** The checkbook status is \$260,792.34

Mr. Sheldon **moved to approve payment of the Payroll warrant for \$29,770.89;** seconded by Mr. Traverse and passed.

Mr. Sheldon **moved to approve payment of the General Fund Warrants of \$109,811.76**; seconded by Mr. Holzworth and passed.

Mr. Traverse moved the Board and Town Manager into **executive session** at 9:29 p.m. to discuss -- 1 VSA 313(a)(2) Real Estate Lease; seconded by Mr. Holzworth and passed.

The Recording Secretary was excused at this time.

The Board came out of executive session at 10:00pm

Mr. Traverse motioned to **adjourn**; seconded by Mr. Sheldon.

Meeting adjourned at 10:01

Respectfully submitted,  
Claire L. Stanley

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Jeff Sheldon, Board Clerk