

TOWN OF FAIR HAVEN, VERMONT
SELECTBOARD; Water and Sewer Commissioners; Liquor Commissioners;
Cemetery Commissioners
REGULAR Select Board Meeting
Municipal Building, Fair Haven, VT -- July 28, 2020 -- 7:00 P.M.

UNAPPROVED MINUTES

Members Present: Jeff Sheldon (via conference call), Jay Brown, Glen Traverse, Carol Egan

Members Absent: Bob Richards

Others Present: Town Manager Joseph Gunter, Recording Secretary Claire Stanley, John Lulek, Nate Saxton (via conference call), Patrick Frazier, Supt. of Public Works (DPW) Aaron Kerber, Police Chief William Humphries

Call to Order: The meeting was called to order at 7:00 p.m.; the Pledge of Allegiance to the Flag was recited.

Mr. Sheldon **made a motion to appoint Mr. Traverse Acting Chairman**; seconded by Mr. Brown and passed.

Amendments to the Agenda: Mr. Sheldon **moved to remove “Adams St. Pump Station Discussion”** from New Business; seconded by Ms. Egan and passed.

Approval of Minutes: Mr. Sheldon made a **motion to approve the minutes of the July 14, 2020 meeting**; seconded by Ms. Egan. Mr. Brown stated he is opposed to the purchase of a truck; were told in February there would be no more purchases. The motion passed.

Five Minutes for Public Comment: Mr. Lulek, Health Officer, reminded that the Covid-19 regulations start August 1st. * No smoking anywhere on Municipal grounds; masks to be worn if two people in a vehicle; no smoking within 25’ of a public building doorway. * Mr. Lulek inquired, where would the fire truck / equipment be stored while the beam is installed. Manager Gunter noted that would be addressed when work commences.

Department Head Reports: Aaron Kerber started the position of Superintendent of Public Works on Monday. Board members welcomed him; are looking forward to working with him. He reported:

- * The brush hog was tried out yesterday; it is operational; still has issues
- * Mr. Brown commented need to cut brush on Green and Bolger Roads
- * Mr. Brown commented there are two huge holes (manholes) on Second Street
- * Sewer flushing is going well; Mr. Brown commented there needs to be flaggers / signage when that truck is in the middle of the road

Police Chief Humphries reported:

- * There was a house fire; total loss; apparent accident
- * There was a home invasion; second entry while we were at the hospital with victim; suspect is in jail; good job done by Officer Galvin
- * The Dept. has a good supply of personal protective equipment (PPE)
- * The E-Ticket grant is re-imbursed
- * The Airport Road Trailer Park is looking better; they have been doing a cleanup
- * Will start mask enforcement August 1st; brief discussion followed; stores/businesses face fines if not enforcing; reminded not to confront a person who is not wearing a mask
- * With the new paving, there has been a significant increase in speeding complaints
- * Have not been working the Highway Safety Grant; not enough personnel at this time
- * There was a complaint Saturday of noise at the Eagles Club; interviewed neighbors; working to address the problem
- * Working on Adams Street junk and non-registered barking dogs problem
- * There is a black truck (no plates) parked on N. Main St.
- * Addressing the issue of the camper parked at South Park Place
- * Received vests; they don't fit; payment is withheld

Town Manager Report & Communications: Manager Gunter reported:

- * Received a letter from Ray Pentkowski stating there is a manhole on North Main St. where passing traffic shakes his house. Cannot find anything wrong with it; will ask Engineer Wayne Elliott to check it out when he is here for other work
- * Drafted a **project sheet**, a spreadsheet list of on-going and to do work (in members' packets)
- * Letters were sent to businesses re; available **grants**; received one reply
- * Working on addressing the removal of the **dead tree** on Marble Street
- * Mrs. Stanley and I met with Tom Sagan of Carpenter & Costin re: replacing the **Park Maple tree**. She reported having reached out to Phil Stannard who stated trees do well when there are other trees around; causes them to grow straight. Mr. Sagan will prepare a cost estimate for the next Board meeting. There followed discussion re: several trees causing a hazard around Town, both on Town and private property.
- * Will be meeting with Dave Calvi later this week re: **downtown trees**. * Also, he and Mike Morris are interested in cutting a **bike path** at the Air Park and around Inman Pond
- * Received the **construction permit** for the Municipal Building; USDA has allowed an extra \$50,000 on that grant
- * There is an overhead photo in members' packet showing the proposed siting for the Air Park **salt shed** and future planned Town garage
- * There is a \$20,000 match grant(s) available for **facilities improvement**; food for thought -- could be used for sprinkler system, Firehouse beam work
- * There is \$20,000 left on the **Rec Grant**. Could allow for purchase of a concession trailer
- * Mr. Brown cautioned to make sure the beam is installed before any major construction is done on the Municipal Building
- * **Fuel tank** work scheduled to be done in September; materials are ordered

OLD BUSINESS:

Slate Sidewalk Sales: The slate was advertised in all the usual places; no interest yet

Pedestrian Grant Option 4 -- Second Review -- Possible Approval: The matter was tabled to the next meeting when the full Board is present for discussion

Personnel Policy Review: Members reviewed the remaining document pages (pgs. 20 – 27) line by line with lengthy discussion re: sexual harassment -- has there ever been or are there plans for training in this field -- what is the definition of the term? Procedure for reporting a complaint; disciplinary process. This policy does not override Union contract. The document will be “cleaned up”, reviewed again at the next meeting for possible adoption.

NEW BUSINESS

Ordinance Discussion with Patrick Frazier: Mr. Frazier inquired, what is the policy re: **burning late at night** causing smoke and foul odor and how to proceed with complaint(s). Mr. Lulek said he can be contacted as Health Officer; also the Police Dept. * He inquired re: **fireworks**. Discussion was re: size, materials used are legal or illegal. Chief Humphries reported it is hard to track down as by the time officers get to the location the problem does not exist anymore. * Mr. Frazier stated he is a Zoning Board alternate and inquires if it is legal for him to investigate a property that is/has built a structure without permit. He was reminded that all permits are displayed at the Town Office.

Police Car Donation: Chief Humphries reported that his Department has pooled available and personal money, purchased a car (2009 Ford) from the Manchester Police Department at a very reasonable price, and donated it to the Town. Mr. Brown **made a motion to accept the car donation from the Police Dept. personnel**; seconded by Ms. Egan and passed. The Board thanked the Police Department for their generosity.

Liquor License: Mr. Brown made a **motion to grant a Class 1 and Class 3 Liquor License(s)** as requested by **Fair Haven Inn**; seconded by Mr. Sheldon and passed unanimously.

Parking Lot: The **local options tax** flyer is ready for Board review; **personnel policy update** was addressed tonight; still working on **Lewis Lane ownership**.

Board Roundtable: At Mr. Brown’s inquiry, paving is due to start August 10th; all but Caernarvon Streets are scheduled for shim and overlay. * Mr. Brown commented that the 22A paving crew left “messes”: Piles of dirt/gravel; intersection sidewalk left without perimeter grass planting and piles of gravel.

Manager Gunter reported very few comments have been received re: tax bills.

Review of Financial Reports: The checkbook status is \$11,550.00

Mr. Sheldon **moved to approve payment of the Payroll warrant for \$32,792.85**; seconded by Mr. Mr. Brown and passed.

Mr. Sheldon **moved to approve payment of the General Fund Warrants of \$239,398.31**; seconded by Mr. Brown and passed.

Executive Session: Mr. Brown made a **motion to enter into executive session**, to include the Town Manager, at 8:40 p.m. under 1 V.S.A. 313 (a)(1) to discuss contract negotiations; seconded by Ms. Egan and passed.

The Recording Secretary was excused at this time.

Out of executive session at 9:05.

Mr. Brown moved to **adjourn**; seconded by Ms. Egan and passed.

Respectfully submitted,
Claire L. Stanley

Jeff Sheldon, Board Clerk