

TOWN OF FAIR HAVEN, VERMONT

**Selectboard, Water & Sewer Commissioners, Liquor Commissioners, Cemetery Commissioners
Tuesday, September 6, 2022 – 7:00 PM Agenda**

Zoom Meeting Link: <https://us02web.zoom.us/j/86734988090>

Phone: 1 929 205 6099 | Meeting ID: 867 3498 8090

UNAPPROVED MINUTES

Members Present: Glen Traverse, Bob Richards, Chadd Viger, Jay Brown, Rich Greenough

Others Present: Town Manager Joe Gunter, Recording Secretary Claire Stanley, Jim Britt (PEG TV), Police Chief William Humphries, Ceil Hunt, Lorraine Brown, Judi Southerland

Call to Order: Chairman Bob Richards called the meeting to order at 7:00 p.m. and led the assembly in reciting the Pledge of Allegiance to the Flag.

Amendments to the Agenda: None

Approval of Minutes: Mr. Brown moved to **approve the Minutes of the August 23, 2022,** meeting; seconded by Mr. Greenough and passed

Five Minutes for Public Comment: Ms. Ceil Hunt, member of the Concerts in the Park committee, reported a very successful season, hosting very large crowds at each concert except one with ominous weather conditions. We enjoyed a fun summer she said and contracts are in the mail for next year when there will be nine concerts. She thanked the Dept. of Public Works for their careful attention to Park conditions, trimming trees and making sure mowing was done in a timely manner. She also thanked the Police Dept. for their presence at each concert.

Ms. Lorraine Brown stated the park fence needs a guarantee to be done next year. The Itty Bitty committee has tried to find ways to get the job done without hiring someone. Last year, the bid was \$7000. In the past the fence was mostly maintained by volunteers. The Historical Society takes care of the posts. Mr. Brown suggests using some ARPA funds. Mr. Greenough noted the fence is in serious need of cleaning and paint; there are other needs in the Park, tree maintenance and grounds care. Judi Southerland stated the Park is Fair Haven's Crown Jewel and it should get the attention it deserves.

Department Head Reports: **Police Chief Humphries reported:**

- * Two-week report in members' packets
- * There were 8 arrests (66 for 2022)
- * 4 retail thefts
- * 132 Traffic/Municipal violations issued
- * 27 Parking violations
- * 1 Car crash
- * 39 civilian fingerprints done @ \$25.

- * Total calls for service, year to date = 2698
- * Police Clerk Bonnie Rosati has begun her 21st year with the Dept.
- * Part time Officer Chris Devito is beginning his 2nd year -- currently deployed to Europe with the US Army

Town Manager Report and Communication: Manager Joe Gunter reported:

- * **DPW** Continuing to paint crosswalks -- did not paint Fourth St. crosswalk -- waiting for pavement shim coat to be done
- * Are ditching Sheldon Road and Scotch Hill -- doing culvert work there at the same time
- * Are doing pothole patching
- * Traffic cones are received, bought with the \$5000 grant
- * Crack sealing starts this week in an effort to keep good roads good
- * The **Water Dept.** has been calm; received the final chemical tank drawings
- * Water line flushing will be the week of Sept. 19th
- * The **Sewer** garage storage work is on-going -- otherwise the plant is running very well
- * Purchased a cabinet for hazardous storage
- * The Pacif insurance inspection found only a few minor items of concern that were dealt with
- * Manager Gunter met with a surveyor re: the requested burial plat; have not heard back yet
- * Testing work is on-going with the audit
- * The project agency working with the Trailer Park ends in December; they will pay 70% of water bills through Oct.
- * Lights in the Park bids are due this month for work in the Spring
- * The Police Dept. is holding meetings working to update their policies
- * College students are working, cleaning the upstairs at the Municipal Building
- * Have met the \$750,000 threshold for federal funding; they will do a single audit paid by the sewer grant
- * The Town audit is on schedule; they are very pleased with Bookkeeper Liz Ambuhl's work
- * Budget input sheets are due to Manager Gunter Sept. 23rd
- * The local business grants have been sent
- * The Trailer Park tax sale will occur in October
- * Other tax sales are imminent

OLD BUSINESS:

Traffic Ordinance Discussion: Manager Gunter met with the High School. They oppose a 4-way stop at Mechanic Street -- it would cause too much traffic congestion. They have no opinion re: a 25 MPH speed limit on Fourth Street. Discussion included: the ordinance has Pine and Mechanic Streets at 25 MPH, but they are not posted; the presence of police is very helpful on Fourth St.; Chief Humphries suggested that a 4-way stop might be better at Caernarvon and Appletree; post 25 MPH restriction during school hours only (clearly marked); notify the school before posting and have handouts for students. The matter is tabled for final motion at the next meeting.

NEW BUSINESS

Support for Places You'll Grow Day Care Grant: Mr. Brown **made a motion** to approve a letter of support as requested by Places You'll Grow Day Care for their application for a \$12,000 grant; seconded by Mr. Viger. The grant is for installing a sprinkler on their second floor. The motion carried unanimously.

Bid Approval -- Sand and Gravel: Mr. Brown **made a motion to award the Winter Sand contract to Pike Industries** for 675 tons, delivered; total \$11,441.25; seconded by Mr. Traverse and passed unanimously.

Mr. Brown **made a motion to award the Surface Gravel bid to Casella Construction, Inc.** for 1400 tons, delivered; total \$19,502; seconded by Mr. Traverse and passed unanimously.

Bid Approval -- Tractor Sale: Mr. Brown **made a motion to sell the mower tractor to Joe Dayton for \$2500;** seconded by Mr. Viger and passed unanimously.

Mr. Greenough **made a motion to transfer the funds received from the mower tractor sale to the Highway Equipment Reserve fund;** seconded by Mr. Brown and passed unanimously.

Bid Approval -- Fuel Oil: Mr. Brown **made a motion to award the fuel oil contract to Champlain Valley Fuels** for \$3.70/gal fixed price; seconded by Mr. Traverse and passed.

New Website Discussion: Mr. Traverse reported the Economic Development Committee (EDC) met with Karen Monroe who is interested in developing a new Town website; seemed quite enthusiastic. She did the Scotch Hill Brewery website. The cost would be \$1800 plus \$300 yearly for management (\$25/hr. He commented that the website is a major marketing tool and that the website is in need for improvement. The funds are in the budget. Mr. Brown **made a motion to offer a contract to S2R Studios for \$1800. plus \$300 maintenance to develop a new Town Website;** seconded by Mr. Viger and passed unanimously.

Mr. Greenough **made a motion to join FairHavenVermont.gov;** seconded by Mr. Traverse. This site gives the Town more legitimacy and there is no cost. The motion carried.

FY 24 Budget Guidance: As in the past, Manager Gunter is looking to the Board for guidance on what is expected for the next budget increase or decrease. The first draft budget he will present to the Board will include only basic operating costs. The A La Carte list will be updated so the Board can decide which "special items" to include in the next budget. Mr. Greenough commented there is a need to include a Park maintenance item in the budget every year; there is enough going on in the Park to warrant upkeep; no revenue is received by the Town from most Park activities; the more features included in the Park, lights, picnic tables, etc., require more maintenance. There was lengthy discussion re: how best to proceed to arrive at a realistic budget increase including that a significant amount is saved in the website line. Manager Gunter stated the last budget ending June 30th was spent to zero. Chief Humphries commented that "park" now includes the Air Park, dog park and new playground. It was suggested that an increase of 3.5% is a realistic budget increase goal.

Around Town (New Addition) -- What is This: Manager Gunter explained that with PEGTV at Board meetings, it is a good opportunity to let people know of activities going on in Fair Haven. * On September 25th, Historian Polly Allen will present at an event held at the Legion re: the history of the “little Red House”, on Capitol Hill. * Applefest will take place on September 17th in the Park; rain date on the 18th. * There will be a POW WOW September 10th and 11th on Sharon Drive.

Parking Lot: Manager Gunter reported receipt of a grant rejection letter for the **Adams Street Bridge replacement**. Mr. Traverse reported no change to the **Town Plan**; will meet with Regional on the 21st. Chairman Richards reported there is a suggestion to lower setbacks in the **Zoning Regulations**.

Board Roundtable: Mr. Greenough stated he would like to * pursue grants to repair sidewalks on some streets; * to pursue listing Town owned properties for sale with intent to build thus expanding the tax base; * there are several places in Town where fences are very close to sidewalks making it difficult to maintain (snowplowing); * there is a property on Grape Street left to neglect. Chief Humphries said he has spoken to the property manager -- so far with no result.

Mr. Brown noted there is * brush in the road at the Baptist Church on Adams Street; * return the picnic table from the Brewery to across the street

Mr. Viger inquired re: possibly mounting a marketing campaign to attract young professional families -- what can we do? Ideas were “Made in Fair Haven” stickers; market that people make “stuff” in Fair Haven; many businesses are women owned (Durfees; Wooden Soldier); the school system is strong, has recently gone through a significant improvement phase; biking, sports teams are strong.

Chairman Richards discussed process/cost to automate payroll and cost for GPS ing water shutoff locations; * he spoke re: a proposed (large) solar array north end of the Air Park with an expected 20 year life expectancy; then the technology is obsolete and would be replaced; with the cooperation of GMP, would build a new sub-station at that location. The benefit to the Town is that it is taxable; expect more information in November; might buy the Bischoff property. * The Champlain Electric line -- using Rte. 22A and running through Fair Haven is being considered again -- that too taxable; * the solar array at the Transfer Station is stalled due to not being able to receive panels.

Mr. Greenough commented giving thought to purchasing the Young property to use for Town garage.

Liz Ambuhl will attend Town Fair and will be asked to vote representing the Town

Review of Financial Reports: Mr. Traverse **moved to pay the Payroll Warrant, \$33,132.80**; seconded by Mr. Brown and passed unanimously.

Mr. Traverse **moved to pay the General Fund Warrant, \$205,430.39**; seconded by Mr. Viger: carried unanimously.

The **checkbook status** is, \$239,480.56

Executive Session: Mr. Traverse **moved the Board and Town Manager into executive session** at 8:55 pm to discuss Personnel: Attorney/Client Communication, 1 VSA ¶ 313 (a)(1); seconded by Mr. Greenough and passed.

The Recording Secretary was excused at this time.

Mr. Brown **moved the Board out of executive session** at 9:35 pm; no action taken. The motion carried unanimously

Mr. Brown **moved to adjourn** at 9:36 pm; seconded by Mr. Viger and passed unanimously

Respectfully submitted: Claire Stanley

Glen Traverse, Board Clerk