

**TOWN OF FAIR HAVEN, VERMONT**

**Selectboard, Water & Sewer Commissioners, Liquor Commissioners, Cemetery Commissioners**

**Tuesday, November 1, 2022 – 7:00 PM Agenda**

**Zoom Meeting Link:** <https://us02web.zoom.us/j/87666891274>

**Phone: 1 929 205 6099 | Meeting ID: 876 6689 1274**

**UNAPPROVED MINUTES**

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

**Members Absent:** Jay Brown

**Others Present:** Town Bookkeeper Liz Ambuhl, Recording Secretary Claire Stanley, Supt. of Public Works (DPW) Aaron Kerber, John Lulek, John Seighman, John Dorian, Rod Holzworth, II, Cindy Pritchard, Judi Sutherland, Jessica Stannard, Chris Stannard, Alicia Lyons, Lyle Jepson, Sara Trombley (on phone), Police Chief William Humphries

**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:** Mr. Traverse moved to add “Legal” to executive session; seconded by Mr. Viger and passed

Mr. Traverse introduced Jessica Stannard, dba. Places You’ll Grow, who received a \$12,000 business grant to install a sprinkler system at her daycare. Mr. Traverse reported this is the fourth year Fair Haven has participated in this program where \$72,200 in grants went directly to local businesses. A second grant, \$10,000 was awarded to Joe and Caroline Laramie to install a deck at their wine business on Scotch Hill Road

Mr. Jepson also congratulated Jessica Stannard who was awarded a Rising Star nomination from “Vermont Helping Vermonters”

**Meeting with Chamber & Economic Development Rutland Region (CEDRR):** The Board heard from Lyle Jepson, Ex. Director and Olivia Lyons, Communications & Marketing Manager of CEDRR who expounded on the Marketing activities of the Program. They prepared an extensive handout of marketing initiatives including: the impact of the website, that allows information to reach points far beyond local advertising. Mr. Jepson elaborated on the continuing lobbying efforts to gain funding for rural communities -- the Tax Increment Financing (TIF) program by putting out short videos connecting to other local businesses. The TIF program would allow tax dollars to stay in the community. Ms. Lyons spoke of the Real Rutland Weekend Getaway (RRWG) where some 400 families signed up for a chance to spend a long weekend in Rutland County with planned and paid-for activities including a visit to Fair Haven’s Park, and the Poultney Chile contest, aimed to introduce people to consider moving here. The randomly selected families came in from California, Texas, N. Carolina and NYC; one family made an offer

on a house in Pittsford. Individual Towns support allows continued year-round Concierge Program to attract individuals and families to move to Rutland County. All these activities are expensive, and the hope is that Fair Haven will financially support the efforts in their budgets. Mr. Jepson noted there is need for volunteers, and they will soon be looking for projects to include in the TIF program. Questions can be answered on-line at [realrutland.com](http://realrutland.com). Chairman Richards noted Fair Haven has much to offer, being close to lakes, mountains, trails; downtown businesses are in some instances women owned. The CEDRR Annual Meeting and Grand Opening of The Hub CoWorks is scheduled for November 14, 5:00 TO 7:00 at 67 Merchants Row, Rutland; all are invited. Mr. Jepson noted they can come back if there is a need.

**Meeting with Health Officer Applicants:** There were two applications for this position. Sara Trombley stated she is a registered nurse, has experience with mental health treatment and has a desire to be more involved in the Town and community. John Seighman is the current Deputy Health Officer, stated he is and has always been interested in community involvement, appreciates Fair Haven's commitment, has experience with fire and rescue. Mr. Viget noted he will recuse himself from any decision-making in this issue as he is Ms. Trombley's employer. Outgoing Health Officer John Lulek stated he will work with Mr. Seighman to "tie up" unfinished work. Chairman Richards stated this is a difficult job; Mr. Lulek noted he has worked 28 to 32 hours per week for the last few months -- both candidates stated they are willing to serve as Deputy; there is a State sponsored education opportunity coming up that candidates can attend. Chairman Richards said the Board will discuss this in executive session, make a decision, and notify applicants. He noted expecting to hire both candidates.

**Approval of Minutes:** Mr. Traverse moved to approve the Minutes of the October 18, 2022, meeting; seconded by Mr. Viger and passed

**Five Minutes for Public Comment:** John Lulek commented , the State Fire & Safety Marshall should be notified about the new alarm system installed in the Municipal Building

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

- \* Detailed report is in members' packets
- \* 8 arrests -- same two individuals over and over
- \* 26 Traffic/Municipal violations
- \* 170 calls for service in the past two weeks
- \* It has been very busy
- \* There was a lot of traffic on Halloween night; no problems were reported
- \* Pedestrian crosswalk signs are installed on Washington Street

There was discussion re: Dispatch; Supt. Kerber is on a working group; the Sheriff has applied for grants for financing personnel cost; how to proceed; expect the cost to be well over a million dollars divided among all participating Towns serving fire, police, rescue. No funding is included in this budget. Supt. Kerber said it is expected the study will be completed/finished by the end of this year.

**Water Dept. Mr. LaDuke reported:**

- \* New chemical tanks expected delivery at end of November; using totes to get by
- \* Jeff Higgins is taking classes toward certification
- \* The plant is working well

**Dept. of Public Works (DPW) Supt. Aaron Kerber Reported:**

- \* Please note that Fourth and Furnace Streets paving is complete; have done some patch work on Scotch Hill Road
- \* Yellow striping to be done; planning to center stripe Scotch Hill also
- \* Most crosswalks done; hope to finish tomorrow
- \* Fall grading has started
- \* Salt delivery is started; not much increase in salt price -- trucking price much higher
- \* Have been servicing trucks and equipment, preparing for winter work
- \* Will notify S. Main Street residents when the road work will begin

**Sewer**

- \* The sewer main flushing is done
- \* A couple manholes yet to be upgraded
- \* Since the Plant visit, some finishing work has been done
- \* A meeting is scheduled to review and fine tune equipment

**Town Manager Report and Communication: Manager Joe Gunter is on vacation. Chairman Richards introduced Bookkeeper Liz Ambuhl who reported in his stead:**

- \* Notice has been sent that the Salt Shed Grant is returned. There is a chance that a \$16,000 administrative fee will be charged
- \* The audit is expected to be finished and delivered early December
- \* All grant reporting is done
- \* There is a mistake in the Traffic Ordinance wording; will need to re-visit the vote
- \* Because of the proposed downtown sidewalk upgrade and paving, the Electric Vehicle (EV) charging station(s) will be installed in the Park and Ride area
- \* Entering the design phase with Dubois & King (D&K) for the downtown sidewalk upgrade project
- \* Are looking for volunteers to do planning for the Memorial Day Parade; someone to make calls/decisions; line up participants; contact attractions
- \* There was a \$1600 charge to do the cemetery survey

**OLD BUSINESS:** None

**NEW BUSINESS**

**Highway Safety Grant:** Chief Humphries reported the Police Dept. has received safety equipment with funds from participating in this grant project. The grant pays for the time police staff work the highway. The Chief reports it is primarily speed enforcement; DUI checkpoints; Click it or Ticket; would like to continue participation in the program; feels it is beneficial to both the Dept. and the public. Mr. Traverse noted this Board has not always unanimously supported the program; he is fully in support, has heard no citizen negative

comments. Mr. Traverse **made a motion to approve** participation in the Highway Safety Grant Project; seconded by Mr. Greenough. Mr. Greenough stated he feels it is a beneficial program. Chairman Richards stated that Mr. Brown's concern is to stay as close to Town as possible. The motion carried.

**EV Charging Station Right of Way:** Mr. Traverse **made a motion to approve** the easement for Green Mountain Power (GMP) on the South side of the Town Park for the installation of Electric Vehicle (EV) Charging Stations and to allow Elizabeth Ambule to sign the agreement. The motion was seconded by Mr. Viget and passed. An abandonment clause is included in the agreement.

**Budget Review Begins:** Board members and Supt. Kerber reviewed the **DPW budget** line by line. Supt. Kerber presented a handout and explained the salary breakdown followed by lengthy discussion re: how salaries are coded in different categories and does the breakdown need to be so finely separated. The overall DPW budget increase at this first reading is 3.9%. Supt. Kerber noted that the cost of anything he has to purchase for the Dept. has increased more than 3.9%. Further discussion included: using permanent paint for street marking; purchase of safety equipment; high cost of delivery for materials; outsourcing roadside mowing and 2 yearly street sweeping; use of brine with salt -- have applied for a grant to purchase a salt-brine making machine to reduce brine cost; unknown cost increase for fuel/diesel. Mr. Holzworth reported hearing comments that with the cost of fuel so high, why are trucks seen idling; there is need to develop an idling policy.

**Parking Lot:** No action taken

**Board Roundtable:** Mr. Greenough reported receiving comments that it is very dark at Stewarts crosswalk areas. Both he and Mr. Traverse noted experiencing no issues; there is a stop sign and blinking red stoplight.

Mr. Viget stated appreciation for what Lyle Jepson of CEDRR brought to the table and inquires how can we, Fair Haven welcome families that are invited by them; ways to show folks around; how can we better leverage Fair Haven's assets for marketing the Town; believes the new website will make a difference; need for housing; sprucing up homes will make a difference.

\* Chairman Richards reported receipt of a memo from the Town Clerk re: need to prepare in the event there is a challenge at the voting polls, next Tuesday. He advised members to be aware that such a challenge would require the Board of Civil Authority (CVA) to convene immediately.

\* Chairman Richards reported that Manager Gunter has purchased a roadside mower for rent to other Towns, offered with or without operator. Is it a conflict of interest for Fair Haven to rent it? Mr. Traverse stated we should stay away from any appearance of conflict.

\* Chairman Richards inquired of Ms. Ambuhl, how safe is it to have funds in an account, the Town checking account, so far over the Federal Deposit Insurance Corp. (FDIC) limit. Ms. Ambuhl will contact the bank for information.

**Review of Financial Reports:** The checkbook status is, \$2,119,880.20.

Mr. Traverse moved to pay the Payroll Warrant, \$34,789.09; seconded by Mr. Greenough and passed.

Mr. Traverse moved to pay the General Fund Warrant, \$86,261.08; seconded by Mr. Viger and passed.

**Executive Session:** Mr. Traverse moved the Board into executive session at 9:40 pm to discuss Public Officer Appointment, 1 VSA ¶ 313 (a)(3); and Legal, 1 VSA ¶ 313 (a)(1); seconded by Mr. Greenough and passed

The Recording Secretary was excused at this time.

The Board came out of executive session at 10:00 p.m.

Mr. Traverse made a motion to appoint John Seighman for the Health Officer position and Sara Trombley as Deputy Health Officer; seconded by Mr. Greenough. The motion carried with Mr. Viger recusing himself.

The meeting was adjourned at 10:05 p.m.

Respectfully submitted: Claire Stanley

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Glen Traverse, Board Clerk