

TOWN OF FAIR HAVEN, VERMONT

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

Zoom Meeting Link: <https://us02web.zoom.us/j/83090599280>

Phone: 1 929 205 6099 | Meeting ID: 830 9059 9280

APPROVED MINUTES

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

**Others Present:** Town Manager Joseph Gunter, Recording Secretary Eileen Richards, Jim Britt, Peg TV, Health Officer John Lulek, Police Chief William Humphries, Cecelia Hunt, Clay Williams, JoAnn Riley, Castleton Community Services, Hilary Solomon, Poultney Mettowee NRCD, Don Proctor

**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.

**Health Order Hearing:** Health Officer, John Lulek reported on the property at 10/12 Adams Street seeking a Health Order if the debris (farm machinery, garbage on back porch, steer heads) are not removed. He reported that he has been working on the property for the last 1-1/2 years. Police Chief William Humphries stated he has been issuing violations of the Junk Ordinance Since May and continued issuing violations through October. Neighbor Mr. Clay Williams voiced his concerns regarding the garbage, vehicles in the yard, yelling and profanity. He also noted that another neighbor had found a dead rat in the road. Town Manager, Joe Gunter read the Health Order. If the owners do not comply Mr. Gunter stated that the issue would have to move to the State courts. **Mr. Traverse made a motion to issue the Health Order;** seconded by Mr. Holzworth passed unanimously.

Mr. Gunter stated that the owners will be given until November 30, 2021 to comply. **Mr. Traverse motioned to make an amendment to move forward with Mr. Lulek having the ability to sign and move forward with paperwork concerning this order;** seconded by Mr. Holzworth, passed unanimously.

The Regular Meeting was called to order at 7:15 p.m.

**Amendments to the Agenda:** Mr. Traverse **moved to add Real Estate Discussion to Executive Session;** seconded by Mr. Holzworth passed unanimously.

Approval of Minutes of October 12, 2021: Mr. Traverse **moved to approve the minutes of the October 12, 2021 meeting** as written; seconded by Mr. Holzworth and passed unanimously.

**Five Minutes for Public Comment:** No comments.

**Department Heads Reports:**

**Chief of Police William Humphries** reported:

- No problems on Halloween
- Craig Watrous was hired for fill-in
- Car break-ins
  - Have a suspect
  - Working on tying the person to each one
- Officers working road construction with Lydell Brothers for this week and next

**Supt. Of Public Works, Aaron Kerber** reported:

- Road salt bid went to the lowest bid
- Two manholes were paved on North Main Street
  - Mr. Gunter left a message to the homeowner has not received a response
  - The third one was left open for flushing
- Street sweeping will continue to keep drains clear
- The MGB Gant was completed
  - 80% reimbursement from the State
- Bathrooms have been winterized at the Recreation Department and the Airport
- Work is being done on ditching
- Sewer flushing started today
- Training for snow and ice took place last week
- Water tanks have been inspected by Robert
- The two knew tanks at the water department will be tested this week
- Adams Street bridge – RFP
  - Should have numbers by the 16<sup>th</sup>
- Sewer is experiencing the same issues as the past meeting
- Adams Street
- Sewer Training

**Town Manager, Joe Gunter** reported:

- Communicated with VTRANS regarding a flashing light at the Prospect Street and 22A intersection
  - They suggested signage and clearing brush but no red light
  - Possibly a light similar to the one at Brown’s Corners on Route 30
- Training
  - ICOMP – working with them
- Registered with the National Opioid settlement
- Playground equipment
  - Some damage
  - It has been blocked off
  - No quotes as of yet
- Payroll Analysis
  - Overall jump in pay not significant
  - Minimum wage has gone up
  - Some staff will receive raises
- Clark Property, 20 South Main Street will for up for auction on November 9, 2021 at 10:00 a.m.
  - Not a tax sale, going through Probate
- Salt shed Bids
  - Low bid was over \$58,000
    - Expected around \$20,000 and \$30,000
      - Mostly the cost is in materials
  - Working with the engineer to possibly scale back the design
  - Will need to reject the two bids received
  - Will rebid in the Spring

- The town manager noted that the budgets should be 34% spend down by this time of year. Water, sewer, Highway and general budget are all underbudget at this point.

**Old Business:** There was no old business

### **New Business**

**PMNRCD – Hilary Solomon – stormwater discussion:** Ms. Solomon presented a map of potential storm water related projects in Fair Haven. There are four to five projects around the park if the town is interested. Was letting the town know what is available in funding. Mr. Traverse asked out what was available for funding/grants. Ms. Solomon stated that the project would be 100% funded by the State. They are currently forming a committee and have invited Mr. Gunter to be part of the committee. Discussion followed as to what might be funded. Mr. Cole thanked Ms. Solomon for her presentation.

**Municipal Resolution for Bylaw Modernization – match request:** Mr. Traverse presented for a Region grant be submitted for updated zoning. The match will come from the grant match capital reserve fund and not exceed \$3,000.00. Mr. Traverse motioned not to exceed \$3,000.00; seconded by Mrs. Egan and passed unanimously,

**Petition Signatures for Appropriation Requests:** JoAnn Riley from Castleton Community Services, Cecelia Hunt from Fair Haven Concerned, and a representative from RSVP are requesting to not have signatures again this year due to ongoing COVID concerns. Ms. Riley asked if Fair Haven could consider a format like Castleton that would not require signatures if they were on the ballot in the previous year and have not asked for an increase in funding. They are finding it harder to get signatures because of reduced events and are concerned because many of volunteers are considered to be at-risk for Covid. After discussion it was decided that the matter would be tabled until the next meeting when a draft policy could be presented. Mr. Sheldon would like to see more specific information from the organizations of where the money goes to Fair Haven residents.

**ARPA Funds:** Mr. Traverse stated the key element is outreach to the community to find out what people want. The key dates are May 30, 2022 with progress reports and priorities, obligate to projects in 2024 and spend in 2026. It is important when spending to make sure the town financial policies are not in place. The main purpose is to replace revenues, replacing water/sewer, broadband. Mr. Cole thanked Mr. Traverse for the presentation.

**Final Water/Sewer Allocations – Stewart’s:** Mr. Cole recused himself. Stewart’s has paid for the allocation. There is a form for the Board Chairman to sign. Mr. Traverse is authorized to sign. Mr. Holzworth made a motion for Mr. Traverse be authorized to sign the form; seconded by Mrs. Egan and passed unanimously.

**Waterline tapping permit - National Guard building:** The paperwork is in and paid for. Mr. Holzworth motioned for the Board Chair to sign the permit; seconded by Mrs. Egan and passed unanimously.

### **Budget Review:**

- a. Select Board

Mr. Traverse made a request for more money for an EDC Director. It was questioned as to whether or not funding for that position could be funded by ARPA funds. Mr. Holzworth suggested that if the position worked out then the funding could be justified after the the three years of ARPA funding ran out. It was decided to circle the \$10,000 until the ARPA funding could be checked on.

b. Police Department

- The Administrative Assistant line should be \$16,115
- Is asking for a 2.25% raise for the part time officers. They are having a hard time filling the positions. The part time line was increased by \$2,000
- Board members questions if this would cause problems at the contract negotiations for the full time officers. Mr. Humphries stated that would not be the case because the full time officers understand the need for the part time officers.

c. Constables

- There is a need to update the communications. When the new system is put in place their radios will not work. An additional \$1,700 was added to the budget for this purpose

d. Street Lights

- Mr. Gunter stated a little was added for the playground restroom.

e. Cemetery Expenses

- Mr. Gunter stated the salary has gone down

f. Air Park

- Mr. Gunter stated that the budget has increased a little bit for maintenance of the dog park.

g. Animal Control

- Mr. Gunter stated that the officer has been very active. Mr. Humphries stated that with a responsive person In the position, calls will go up.

**Parking Lot:** Mr. Traverse asked if the Declaration of Inclusion Statement should be added as a parking lot item. It was agreed that it would be added.

**Board Meeting Round Table:** Nothing to discuss

**Review of Financial Reports:** Checkbook Status: \$33,226.18

Mr. Sheldon motion to approve the Payroll corrections warrant for \$449.27; seconded by Mr. Traverse and passed unanimously.

Mr. Sheldon motion to approve the Payroll warrant for \$33,039.30; seconded by Mr. Traverse and passed unanimously.

Mr. Sheldon motion to approve the General Fund corrections warrant for \$121.58; seconded by Mr. Traverse and passed unanimously.

Mr. Sheldon motion to approve the General Fund warrant for \$103,895.22; seconded by Mr. Traverse and passed unanimously.

Executive Session: Mr. Traverse motioned to enter Executive Session; seconded by Mr. Holzworth passed unanimously.

The recording secretary as excused at this time.

The board came out of executive session at 10:06 p.m.

Mr. Traverse motioned to adjourn; Ms. Egan seconded. Meeting adjourned at 10:07 p.m

Respectfully submitted,

Eileen Richards

---

Jeff Sheldon, Board Clerk