

TOWN OF FAIR HAVEN, VERMONT

Selectboard, Water & Sewer Commissioners, Liquor Commissioners, Cemetery Commissioners
REGULAR MEETING -- Tuesday, March 21, 2023 -- 7:00 PM

Zoom Meeting Link: <https://us02web.zoom.us/j/85646551688>

Phone: 1 929 205 6099 | Meeting ID: 8564 655 1688

UNAPPROVED MINUTES

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

Members Absent: Jason Coupal

Others Present: Town Manager Joe Gunter, Recording Secretary Claire Stanley, PEG-TV, Charles Delaney, Lillian Billewicz, Rod Holzworth, II, Edward Clark, Police Chief, William Humphries

Call to Order: Town Manager Joe Gunter called the meeting to order at 7:00 p.m. and led the assembly in reciting the Pledge of Allegiance to the Flag.

Board Reorganization: Mr. Traverse nominated Bob Richards for Board Chair; seconded by Mr. Greenough. There being no more nominations, Mr. Richards will serve as Board Chairman.

Mr. Greenough nominated Mr. Glen Traverse for Board Clerk; seconded by Mr. Richards. There being no other nominations, Mr. Traverse will serve as Board Clerk.

Manager Gunter congratulated Mr. Richards and Mr. Traverse on their elections.

Set Day and Time for Meetings: Mr. Viger **made a motion** to set every other Tuesday at 7:00 P.M. for Select Board meeting day and time; seconded by Mr. Greenough and passed.

Adopt Board Rules: Mr. Traverse **made a motion** to accept Board rules as written; seconded by Mr. Viger and passed. Members noted they had read the rules.

Designate Paper of Record: Mr. Traverse **made a motion to** designate the Lakes Region Free Press as the Paper of Record; seconded by Mr. Greenough and passed.

Amendments to the Agenda: Mr. Traverse **made a motion to** add "Appoint Health Officer" to New Business; seconded by Mr. Viger and passed.

Meeting with Ed Clark, Town Hall Architect: Manager Gunter reported that with the previous engineer, a wall was mistakenly removed that was intended to stay. It was found to contain asbestos. The State was contacted; it was corrected. Mr. Clark noted that once asbestos issues are remediated, the project will be back on track. The elevator is installed; finishing details upstairs; checking for asbestos; change some doors; will install Snap Lock vinyl floor tiles (wood

lookalike) on this floor. The boiler will be replaced; electrical work is done downstairs. At chairman Richard timeline inquiry, expect to be done by end of summer -- dependent on availability of materials. Chairman Richards thanked Mr. Clark for his report.

Manager Gunter reported that the person that told the State about the asbestos, also told them that asbestos was being disturbed at 9 and 11 Union Street. The State was contacted; a study was done; no asbestos was found at either site; both buildings will be demolished.

Approval of Minutes: Mr. Traverse **made a motion to approve** the minutes of the February 21, 2023, meeting as written; seconded by Mr. Greenough and passed.

Five Minutes for Public Comment: The Board heard from Mr. Delaney who inquires what is going on with the Trailer Park. Manager Gunter reported he has a meeting to petition the Court to remove Debbie Eddy as Administrator of the Green Mountain Mobil Home Park. The Court has appointed Constance Pell, attorney from Carroll, Bow, Pell and Kite as Administrator for the Park. Mr. Delaney feels that is a conflict of interest since she does work for the Town. Also, that it is not fair for the Town to say the Park is not paying. Ms. Eddy has made payments to the Town, but some Park tenants are not paying her -- she is making an effort. Chairman Richards noted that is not enough, no taxes have been paid; the Town is trying to move forward; the Board has a responsibility to other people in Town that are subsidizing non-paying customers.

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

- * There were 99 traffic/municipal violations issued (441 yr. to date)
- * 26 written warnings (124 yr. to date)
- * 2 parking violations (17 yr. to date)
- * 3 car crashes (13 yr. to date)
- * 7 overweight permits
- * Completed 21 sets of civilian fingerprints (121 yr. to date)
- * 197 calls for service (968 yr. to date), we have been busy

Manager Gunter reported: **Dept. of Public Works**

- * Have been cutting brush
- * Done "a ton" of wood on Green Road
- * Have been cold patching potholes -- contact the office if you find potholes
- * There was an incident of lost (run away) children in Town -- were reunited with home

Town Manager Report & Communication

- * Manager Gunter recognized Eileen Richards, Municipal Assistant/Accounts Receivable for her alertness and careful scrutiny. She noticed some "weird" traffic on the Town website and had the presence of mind to call security. The website security was then beefed up and made stronger to thwart such activity.
- * Manager Gunter recognized Liz Ambuhl, Town Accountant for thinking ahead, knowing the change of Treasurers would involve time. Liz had all the paperwork ready for Sharon Adams to start work immediately upon being elected.

* Manager Gunter said the office has a great staff; they are a joy to work with. The Board thanked Ms. Richards and Ms. Ambuhl for their diligence and attention to detail.

OLD BUSINESS –

Electric Vehicle (EV) Charging Stations: Manager Gunter presented a diagram of EV charging stations placement in the upgraded Park and Ride

NEW BUSINESS

Paving Bids: Manager Gunter received and reviewed two bids:

Wilk, \$163,668; Pike, \$173,915.75

Manager Gunter noted the difference is mostly in the Park and Ride. The paving project includes, Union and Adams Streets, West Park Place and the Park and Ride. Mr. Viger **made a motion to accept** the Wilk bid of \$163,668 as recommended by the Town Manager; seconded by Mr. Greenough. Mr. Greenough noted that some of the recently paved streets (Pleasant St.) are breaking up. The \$50,000 petition appropriation should be used to make these repairs. The motion carried.

Park Lights/Park & Ride Bid: One bid was received: Belden Construction, \$978,070 -- is 64% over budget. The State was contacted and reported that estimates were overpriced and recommends rejecting the bid. Mr. Greenough **made a motion to reject** the Belden bid as recommended by Manager Gunter. Discussion was that the two projects could be separated; possible reasons the bidder overestimated the project. Another bid will be sent out next week. The motion carried.

Tobacco and Liquor Licenses: Mr. Traverse **made a motion to approve a tobacco license** as requested by Cloud 9, located at 87 Main Street, Fair Haven; seconded by Mr. Greenough and passed.

Mr. Traverse **made a motion to approve a tobacco license** as requested by R.L. Vallee; seconded by Mr. Greenough and passed.

Mr. Traverse **made a motion to approve a tobacco substitute endorsement** as requested by R.L. Vallee; seconded by Mr. Greenough and passed.

Mr. Traverse **made a motion to approve a tobacco endorsement** as requested by Walgreens; seconded by Mr. Greenough and passed.

Mr. Traverse **made a motion to approve** a First-Class liquor license as requested by Jeckyl & Hyde; seconded by Mr. Greenough and passed unanimously.

Mr. Traverse **made a motion to approve** a Third-Class liquor license as requested by Jeckyl & Hyde; seconded by Mr. Greenough and passed unanimously.

Mr. Traverse **made a motion to approve** a Second-Class liquor license as requested by R.L. Vallee Inc; seconded by Mr. Greenough and passed unanimously.

Mr. Traverse **made a motion to approve** an Outside Consumption liquor license as requested by Fall Mountain Wine, LLC; seconded by Mr. Greenough and passed unanimously.

Bond Bank Project Completion Form: Tabled

State Revolving Loan Document: Mr. Traverse **made a motion to sign** the State Revolving Loan Document and to authorize Town Manager Joe Gunter to act as the Authorized Representative. This document is for the downtown water line replacement project. The motion carried. Members signed the document.

New Website -- An Overview: Manager Gunter presented a Power Point demonstration of the new website briefly explaining the content that is much like the old web site. He showed the departments, explaining how to get to the information and how the overall site works. They are working the bugs out; will be updated periodically.

Appoint Health Officer: Received an e-mail from Sarah Trombley requesting to resign her position as Assistant Health Officer, and submitting her name for Health Officer. Mr. Greenough **made a motion to offer the Health Officer position** to Ms. Sarah Trombley as requested; seconded by Mr. Traverse and passed with Mr. Viger abstaining. The position is effective April 1, 2023.

Mr. Traverse **moved to accept** Ms. Trombley's resignation from the Assistant Health Officer position as requested; seconded by Mr. Greenough and passed.

Board Roundtable: Mr. Greenough commented that snow removal will be more difficult in the Park and Ride after the upgrade, wants people to be aware of the changes; may take more time.

Mr. Viger expressed thanks to Eileen Richards and Liz Ambuhl for being alert and watching for anomalies in the everyday work. *He expressed congratulations to Sean Galvin for his 25 years of dedicated service in the Police Dept. *Mr. Viger recognized Sawyer Ramey for being selected the Gater Aid Player of the Year. He expressed strong support for the Fair Haven school system and their sports programs.

Mr. Traverse stated that now that the Parks appropriation was voted in, the Board should start prioritizing projects to be done with the budget.

Chairman Richards inquired if the water shutoff cover at the corner of Mechanic and Second Streets has been replaced. Yes. *Chairman Richards commented that in the past, members brought to the Board, agenda wish lists for discussion with goals to be done in a year. He would like to have that going again.

Manager Gunter stated that he is not the executor of the Trailer Park.

Review of Financial Reports: The **checkbook status** is, \$891,095.28.

Mr. Traverse **moved to pay the 3/9/23 Payroll Warrant, \$33,051.31**; seconded by Mr. Viger and passed unanimously.

Mr. Traverse **moved to pay the 3/9/23 General Fund Warrant, \$807,966.55** seconded by Mr. Viger. This amount includes school payments. The motion passed unanimously.

Mr. Traverse **moved to pay the 3/23/23 Payroll Warrant, \$33,868.75**; seconded by Mr. Viger and passed.

Mr. Traverse **moved to pay the 3/23/23 General Fund Warrant, 121,891.66**; seconded by Mr. Viger and passed.

Executive Session: Mr. Traverse **moved the Board and Town Manager Gunter, into executive session** at 8:20 pm to discuss Attorney communication, 1 VSA 313 (a)(1); Personnel 1 VSA ¶ 313 (a)(3); seconded by Mr. Viger and passed.

The Recording Secretary was excused at this time.

The Board came out of executive session at 9:15.

Mr. Vigeer motioned to **adjourn** at 9:16; seconded by Mr. Greenough.

Respectfully submitted: Claire Stanley

Glen Traverse, Board Clerk