

TOWN OF FAIR HAVEN, VERMONT

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

REGULAR MEETING -- Tuesday, April 18, 2023 -- 6:30 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, Jason Coupal, Rich Greenough

Members Absent: None

Others Present: Town Manager Joe Gunter, Recording Secretary Claire Stanley, PEG-TV, John Lulek, Rose Anne Van Lew, Steffanie Bourque, Rutlan Regional Planning Commission, Brian Breslend, Dubois & King, Mike LaDuke, Police Chief, William Humphries

Call to Order: Chairman Richards called the meeting to order at 6:30 p.m. and led the assembly in reciting the Pledge of Allegiance to the Flag.

Public Hearing: Downtown Pedestrian Improvements: The Board heard from Brian Breslend, Dubois and King Construction, who reviewed the plans for the downtown sidewalk upgrade stating this is the second public information hearing and fulfills the minimum State requirements. He noted the Town may conduct additional meetings if it deems necessary. The project upgrades sidewalks from Liberty Street to Dollar General using Federal funds that require four stages of plans. Mr. Breslend reviewed details including that the sidewalk is 5" deep cement, 8" at driveways; it is 5' wide with the central downtown section approximately 8' wide. Ornamental lighting will be installed approximately where the trees are now, matching those to be installed in the Park. Chairman Richards noted planning must pay attention to existing coal chutes. The project includes a total of 58 downtown parking spaces. The landscaping in the mini park island will include drainage and low growth plantings that do not interfere with store signage. There was lengthy discussion re: losing parking spaces. Ms. Van Lew commented that removing unkempt trees and installing lights is a good idea, need even more lights; Mr. Greenough noted the new lights are LED which are brighter. Ms. Van Lew commented, the mini park island is not a good idea as it causes loss of parking spaces. Chairman Richards explained that the goal is to make the downtown more inviting for pedestrians; this upgrade will also slow down traffic for added safety. It was suggested that store owners use the parking spaces at the back of their buildings; Ms. Van Lew said parking out back is not safe. It is expected that final plans will be submitted late summer or early fall for construction in 2024 ahead of the scheduled State paving project in 2025. It was noted that contractors are very busy and have difficulty hiring workers. The cost is \$770,000. Detailed plans are available for viewing at the Town Office. There will be a link to the plans on the Town website.

The Public Hearing was closed at 7:22 p.m.

Amendments to the Agenda: Mr. Coupal made a motion to add, “*Deposit to Highway Equipment Reserve*”; seconded by Mr. Greenough and passed.

Approval of Minutes: Mr. Traverse made a motion to approve the minutes of the April 4, 2023, meeting; seconded by Mr. Viger. CORRECTIONS. Pg. 2, last bullet under Town Manager Report, remove “*Carrie LaFond*”. Add “*Eli Charlton received wastewater certification*”. Pg. 2, line 3 under Revolving Loan . . . “*housing is 3 years*”. Pg. 5, ¶ 3, add “*Jason Coupal*”. ¶ 8, “*remove Jason Coupal / add Chadd Viger*”. Mr. Coupal moved to approve the minutes of the April 4, 2023 meeting as amended; seconded by Mr. Viger. The motion carried as amended.

Five Minutes for Public Comment: Rose Anne Van Lew inquired when there would be a public meeting re: the Park and Ride. Mr. Traverse noted that there have been three public meetings so far. Construction bids were received “way over budget” and were refused. Bids were resubmitted and are due on the 21st. Plans were to have the Park lighting done in June and Park and Ride by the end of the year. There are no additional lights planned for the Park and Ride; are gaining 3 parking spaces in the Park and Ride

Department Head Reports: Police Chief Humphries reported:

- * Report in members’ packets
- * It has been a quiet two-week period
- * 6 arrests (22 yr. to date)
- * Completed 15 sets of civilian fingerprints (149 yr. to date)
- * 184 calls for service; yr. to date, 1309
- * There is a fire in progress on Prospect Street
- * Received autopsy report -- Griffith Road fire not suspicious
- * Ms. Van Lew reported cannabis smoking on downtown sidewalk; discussion was that this is regulated by the State Cannabis Board; Chief Humphries will try to contact them

Water Department: Chief Operator Mike LaDuke reported:

- * The last meter is installed
- * There are photos of the old and new chemical tanks; received the first delivery; chemical costs have risen from \$3,000/yr. to \$15,000/yr. since Mr. LaDuke started work at the plant
- * Have started repair work on electrical issues; all the work being done by Town employees
- * Starting plans for a new roof
- * Have a new intern; will be going to Norwich in the Fall
- * The Castleton University Hydrology class did a tour of the facility; one student is interested and is returning twice a week for further study
- * Benson School classes K, 1, 2, & 3 came for a tour -- studying environment and clean water
- * Have alert capabilities to detect unknown leaks in individual homes
- * At Mr. Viger’s inquiry re: filling pools, contact the Town office or Water Dept. and they will do a meter reading; will do another reading after pool is filled; will be charged for water used, but not for sewer since water is not going into the sewer system

Town Manager Report & Communication

- * All six month grant reports are done and submitted
- * Scotch Hill grant has been submitted
- * The water line to the new house on South Main Street will be done Wednesday
- * DPW will work the Caernarvon Street and Allen Avenue storm drains this week, weather permitting

OLD BUSINESS –

Liquor and Tobacco Licenses: Mr. Traverse **made a motion to approve a Tobacco License for Global Montello Group dba Jiffy Mart;** seconded by Mr. Greenough and passed.

Mr. Traverse **made a motion to approve a Tobacco Substitute Endorsement for Global Montello Group dba Jiffy Mart;** seconded by Mr. Coupal and passed.

Mr. Traverse **made a motion to approve a 2nd Class Liquor License for Global Montello Group dba Jiffy Mart;** seconded by Mr. Coupal and passed.

NEW BUSINESS

Coin Drop Approval: Manager Gunter explained that each year the Board approves no more than four coin drop fundraisers; organizations are selected by a lottery style drawing. This year, there are five requests. Manager Gunter numbered each request; one number will be drawn for elimination. Ms. Van Lew was asked to do the drawing; number five (5) was drawn, Knights of Columbus is eliminated. The four allowed are Fair Haven Concerned, High School College Prep Class, Fur Haven, Castleton Community Seniors

Local Emergency Management Plan Discussion and Update: Tabled because Jim Heller, the Coordinator is also Fire Chief and currently working at the Prospect Street fire.

Sidewalk Discussion: Information is in members' packets. Manager Gunter suggested to prioritize projects from the 2013 inventory to produce a repair/replacement schedule. Mr. Viger suggested starting with paths children walk to school; Chairman Richards said South Side should be considered; Ms. Stanley suggested the need to repair/finish the sidewalk cuts made for water/sewer pipe repair. Mr. LaDuke noted at some point, the West Street sidewalk should be extended to include This-a-Way and That-a-Way. Chairman Richards noted this will be a long-term project because sidewalks are very expensive. Mr. Traverse inquired, is it time to develop a plan for yearly projects. Manager Gunter will work with Dept. of Public Works to develop a repair/replacement schedule to present to this Board for review and discussion at a later date. Mr. Coupal inquired what is to be done with existing slate. Chairman Richards said to save it; it could be used in certain places where pedestrian traffic is light, for instance, around the Memorial Park.

Assistant Health Officer: Jeremy Coan has submitted his name for the position; he is a member of the Fire Dept. Manager Gunter will research whether there are State requirements and if Mr. Coan meets the criteria (age, training).

Road and Bridge Standards: Manager Gunter explained this document states the Town will comply with State Standards adopted by the Town in 2013. Mr. Traverse **made a motion to sign the State Standards and Network Inventory**; seconded by Mr. Viger and passed unanimously. Members signed the document.

Annual Financial Plan: Mr. Traverse **made a motion to sign the Annual Financial Plan (\$698,698) to maintain Roads and Bridges**; seconded by Mr. Coupal and passed unanimously. Members signed the document.

Deposit: Mr. Greenough **made a motion to deposit \$1280 in the Highway Equipment Reserve fund**; seconded by Mr. Viger. This is from the sale of scrap metal. The motion carried.

Parking Lot: Mr. Traverse proposed adding “salt shed and barn” to continue discussion and research around the issue of need for action on this matter

Chairman Richards reported they are working on Zoning regulations; meeting with Ed Bove and addressing the Town Plan; lost one committee member; discussion of reducing to a five member board. Mr. Traverse said he did reach out re: Downtown Designation.

At Ms. Van Lew’s inquiry, work is still being done re: replacing the Adams Street Bridge; there just is no funding available; the cost would be around \$3 million. Still working on it.

Board Round Table: Mr. Greenough said sidewalks on Grape and Prospect Streets are in need of replacement; he agrees it’s a good idea to start with the school as a hub; suggests looking for grants, using local contractor. Funding is the biggest block. * Mr. Greenough noted the need for ditching on outlying streets; pavement will not hold up without water control/removal.

Ms. Van Lew stated Fair Haven has the best streets of any surrounding Towns, look around. Also, she commented that DPW does a great job, work is done well and in a timely manner. Manager Gunter expressed appreciation for her comments.

Mr. Viger commented on the Fire Dept. quick response to tonight’s fire

Mr. Coupal suggests some kind of acknowledgement, such as a certificate of commendation for things like Eli Charlton earning the Wastewater certification.

Chairman Richards suggests putting together a folder (information packet) containing all necessary documents, permits, relevant ordinances and such for new home owners. Mr. Viger noted this goes along with the marketing conversation; should be included on the website. Manager Gunter noted it is a great idea; could include a dump voucher, local business coupons.

Ms. Van Lew noted there is a new bakery opening in Town.

Review of Financial Reports: The **checkbook status** is \$888,485.66.

Mr. Traverse **moved to pay the Payroll Warrant, \$31,915.05**; seconded by Mr. Viger and passed unanimously.

Mr. Traverse **moved to pay the General Fund Warrant, \$223,384.38** seconded by Mr. Viger. This amount includes a \$67,000 truck for the wastewater Dept. The motion carried unanimously.

Executive Session: Mr. Traverse **moved the Board and Town Manager Gunter into executive session** at 8:46 pm to discuss Personnel 1 VSA 313 (a)(3); seconded by Mr. Coupal and passed.

The Recording Secretary was excused at this time.

Board came out of executive session at 9:11

Mr. Coupal motioned to **adjourn**; seconded by Mr. Viger

Board **adjourned** 9:12

Respectfully submitted: Claire Stanley

Glen Traverse, Board Clerk