

TOWN OF FAIR HAVEN, VERMONT

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

REGULAR MEETING -- Tuesday, May 2, 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, Jason Coupal, Rich Greenough, Bob Richards (on Zoom)

Members Absent: Chadd Viger,

Others Present: Town Manager Joe Gunter, Recording Secretary Claire Stanley, PEG-TV, Jeremy Coan, Alexandra Foley-Bowen, Police Chief William Humphries

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

Meeting with the Representative from the CUD – Tracy Richards: The Board heard from Tracy Richards representing the Communication’s Ottercreek Union District (CUD) who reviewed the make up of the district. There is an oversight board that is monitoring bills in the legislature. Towns in the district will not be asked to use ARPA funds; the district qualifies for USDA grants and Northern Border grants. Fidium is responsible for building the broadband infrastructure; Vermont Technical College will train people at no cost; the legislature will determine how to set rates (how much); grid mapping is upgraded; grants have been applied for; working on finishing regulations; working on installing land lines. There is no cost to district municipalities. Members thanked Ms. Richards for her time and efforts -- good job.

Amendments to the Agenda: Mr. Coupal **made a motion to add, “Tree Cutting” to New Business;** seconded by Mr. Greenough and passed. Mr. Coupal **made a motion to add, “Labor Relations, 1 VSA 313 (a)(1)” to Executive Session;** seconded by Mr. Greenough and passed.

Approval of Minutes: Mr. Greenough **made a motion to approve** the minutes of the April 18, 2023, meeting; seconded by Mr. Coupal and passed.

Five Minutes for Public Comment: The Board heard from Alexandra Foley-Bowen who introduced herself and is interested in the open position on the Rescue Squad Board. She stated her credentials as a 14 year registered nurse working as a school nurse. She said she has been familiar with and staying in touch with the Squad for some time, is proud of their work and wants to support their needs. Members thanked Ms. Bowen for volunteering and will warn her appointment for vote on the next agenda.

Department Head Reports: Police Chief Humphries reported:

- * Report in members' packets
- * 3 arrests (30 yr. to date)
- * 2 car crashes (6 yr. to date)
- * 70 traffic/municipal violations (640 yr. to date)
- * Completed 20 sets of civilian fingerprints (184 yr. to date)
- * 171 calls for service; (1480 yr. to date)
- * The Dept. continues to monitor a dog issue on Scotch Hill
- * A dog that was formerly issued a muzzle order living at Appletree and moved away is back; will monitor this situation
- * Chief Humphries would like to review the "Nuisance/Vicious Dog" ordinance
- * Ptl./ACO Mark Gutel begins his 3rd year with the Town
- * Police Chief William Humphries begins his 26th year with the Police Department

Town Manager Report & Communication: Manager Gunter reported:

- * There is water over the road on Scotch Hill -- the culvert is crushed and will be replaced. Mr. Richards inquires, have we investigated emergency State funding? Manager Gunter said he has received a grant application. Mr. Greenough said the situation is dangerous and needs to be repaired now and cannot wait for a grant three years out. Mr. Richards said he is willing to contact the State about funding, noting the State uses Scotch Hill a lot as a route to the lake.
- * Worked at the High School Career Fair; students showed interest in the wastewater plant
- * Joe and Caroline Laramie received their Wine Business Improvement grant and have started work on their building
- * Cedar Grove Cemetery is open; the water is on
- * DPW is doing hydrant flushing
- * DPW is doing some roadside mowing
- * Property taxes are due May 10th
- * Manager Gunter recognized the Fire Department thanking them for their work. There have been nine (9) structure fires so far this year where they put their life on the line protecting homes and families. Thank you
- * Chief Humphries begins his 26th year with the Police Dept.
- * Water/Sewer Budget will be ready for next meeting
- * Received two bids for the Lights in the Park project; they are being reviewed for content and will be awarded next meeting
- * Eileen has started work to prepare permitting packets for new homeowners

OLD BUSINESS

Sidewalk Discussion: Using the existing inventory, Manager Gunter prepared a rough draft for cost of total sidewalk replacement. The cost for replacing all sidewalks (using current pricing) is estimated at \$4,361,770. Discussion included: how best to proceed; financing; prioritizing streets; budgeting to determine what can be done yearly; not all streets need complete replacement. Suggestions include: starting with those streets that students walk back and forth to school (Pine Street); there is \$100,000 in the Sidewalk Reserve fund that can be used now; need to budget some amount yearly to replenish the fund. Mr. Greenough suggested using DPW to remove the sections – use local

contractor to replace the sidewalk. Members feel it is important to do something this year – it would be appreciated that the Town is making an effort – and then continue to do some section(s) each year. Mr. Richards notes the sidewalk around the Veterans’ Memorial is a great place to showcase historic slate sidewalks. Mr. Traverse noted the ordinance needs to be reviewed to make sure it does not say replaced sidewalks are to be cement. Safe Routes to School grant can be done, but funding is three years out. Mr. Traverse feels there would be a need to have information meetings. Manager Gunter will look at Pine Street and the Veterans’ Memorial working his way up to \$50,000, and report back to the Board.

Assistant Health Officer Appointment: Jeremy Coan introduced himself stating he is a high school senior; studying Criminal Justice; is a firefighter working on Fire and EMT Certification. He is 18 and interested in the Assistant Health Officer position. Mr. Greenough **made a motion to approve the appointment of Jeremy Coan as Assistant Health Officer;** seconded by Mr. Coupal and passed. The paperwork will be filled out and sent to the State as required.

NEW BUSINESS

Engineering Study for the Town Garage: Manager Gunter inquired, is the Board interested in having an engineering cost study done. Yes. Mr. Greenough noted that such a study needs to include the condition of subgrade soil base study – we are talking about at the Air Park - there are areas where there would be less soil base issues. Manager Gunter said he will reach out to some engineers to get rough numbers to start the process. There is \$67,000 in the Town Garage Reserve fund that can be used for the study.

Letter of Intent for Grants in Aid Program: Mr. Coupal **made a motion to send a letter of Intent** allowing the Town to stay in the Grants in Aid program; seconded by Mr. Greenough and passed.

Tree Cutting: Mr. Coupal reported trees in the South section of the West Street Cemetery need to be removed. One case is a homeowner’s tree has fallen over the fence – can the homeowner be asked to share in the cost of removal. This tree removal work has started. Members discussed cost share past practice noting that the Town usually uses their insurance, and they then look to recoup cost. Mr. Traverse asked are there other trees looking dangerous.

Local Emergency Management Plan Discussion and Update: Information copies are in members’ packets. Mr. Heller explained that the Emergency Plan is updated annually to meet State, County and local authorities’ criteria. Ashley McBride continues to be the shelter coordinator, even though she no longer is with Fair Haven Concerned. Mr. Richards said what he was looking for was a more specific detailed information form to use in the event of a “worst case scenario” -- such as, what is the criteria for opening the shelter; who has the keys; who’s in charge; who is incident command. Mr. Heller stated he will follow through on that; reach out to find existing forms. Mr. Coupal **made a motion to accept the Local Emergency Management Plan;** seconded by Mr. Greenough and passed.

Mr. Greenough **made a motion to adopt the National Incident Management System (NIMS);** seconded by Mr. Coupal and passed.

Mr. Greenough **made a motion to accept the Emergency Mutual Aid Agreement for Public Works Depts.**; seconded by Mr. Coupal. Mr. Heller said Fair Haven and surrounding Towns already exercise mutual aid, noting there are just not enough people to do the work. The motion carried.

Members again recognized the Fire Dept. and expressed thanks and appreciation for their dedicated work to protect families. Mr. Heller said they appreciate the Board's support.

Parking Lot: No discussion

Board Round Table: Mr. Greenough commented just to continue the sidewalk and Town garage conversations.

Review of Financial Reports: The **checkbook status** is \$1,093,533.10.

Mr. Coupal **moved to satisfy the Payroll Warrant, \$33,432.67**; seconded by Mr. Greenough and passed.

Mr. Greenough **moved to pay the General Fund Warrant, \$84,255.17** seconded by Mr. Coupal and passed.

Mr. Coupal **moved to pay the truck warrant, \$34,990**; seconded by Mr. Greenough and passed.

Executive Session: Mr. Coupal **moved the Board and Town Manager Gunter into executive session** at 8:30 pm to discuss Personnel 1 VSA 313 (a)(3); and Labor Relations 1 VSA 313 (a)(1); seconded by Mr. Mr. Greenough and passed.

The Recording Secretary was excused at this time.

The Board came out of executive session at 9:26 pm

Mr. Richards motioned to approve the Union contract; seconded by Mr. Greenough. Passed 4/0

Mr. Coupal motioned to **adjourn**; Mr. Greenough seconded. Meeting **adjourned** at 9:32 p.m.

Respectfully submitted: Claire Stanley

Glen Traverse, Board Clerk