

## TOWN OF FAIR HAVEN, VERMONT

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

**REGULAR MEETING -- Tuesday, November 28, 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:** Bob Richards, Jason Coupal, Rich Greenough, Chadd Viger

**Members Absent:** Glen Traverse

**Others Present:** Town Manager Joe Gunter, Recording Secretary Claire Stanley, PEGTV, Rose Anne VanLew, Jeffrey Lewis, Aldrich & Elliott, Jason Booth, Aldrich & Elliott, Jim Heller, Police Chief William Humphries, Wayne Charlton

**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. Coupal **made a motion to add:** *Waterline Improvement Project, Aldrich & Elliott* to the agenda; and *Legal Communication* to Executive Session; seconded by Mr. Viger and passed unanimously.

**The Waterline Improvement Project, Aldrich & Elliott:** Mr. Jason Booth reported that the Waterline Improvement Project is entering the third phase, moving into construction. The project involves work on Washington Street by McDonalds; and Prospect and Main Streets up to Liberty Street. Step 3 is to apply for a low interest loan requesting the full bonded amount (\$1.2 million), that allows the State to release funds. Mr. Booth and Mr. Lewis reviewed what services are included along with construction ex. engineering services, onsite manager. The loan is for 30 years; first payment due one (1) year after completion of the project. Expect bids to be opened in January 2024 for Spring construction start; expect a four-month construction period ending in September with State to be paving the following year. Mr. Coupal **made a motion to authorize the Waterline Improvement Project Completion Loan Application;** seconded by Mr. Viger and passed unanimously. The application was signed by Board members and Manager Gunter; needs to be signed by the Clerk.

**Approval of Minutes:** Mr. Viger **made a motion to approve the minutes** of the November 14, 2023, meeting as written; seconded by Mr. Greenough and passed unanimously.

**Five Minutes for Public Comment:** Ms. Rose Anne VanLew stated she had discussed with Manager Gunter trying to find some way to clean the entrances (both ends) of the crosswalk from the bus stop to Main Street sidewalk during/after snow event(s), piled up snow has caused injury. Suggested using the small sidewalk plow.

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

- \* There were 226 calls for service in the last two-week period
- \* 113 Traffic/Municipal violations (1607 yr. to date)
- \* 27 Written warnings (530 yr. to date)
- \* 1 Parking violation (4 yr. to date)
- \* 3 Car crashes (39 yr. to date)
- \* Completed 7 sets of civilian fingerprints for employment purposes (442 yr. to date)
- \* The Dept. was awarded a State grant, not yet received, to purchase body cameras (\$380 each) for all staff members. This includes a computer server (\$5,000) for video storage.

Ms. Van Lew thanked and commended both Chief Humphries and Manager Gunter for their active work in acquiring grants. Their work has afforded many projects and equipment that would otherwise be out of the Town's financial reach.

**Town Manager Report & Communication: Manager Gunter reported:**

- \* There is no **Dept. of Public Works (DPW)** report this evening
- \* The waterline improvement project is entering phase 3 for construction in the spring
- \* Have completed a "cold patch" repair on Third Street water leak
- \* The last \$20,000 loader payment will be made in December
- \* Did a walk through with VT Arts Council re: bathroom (grant) in Municipal Building; They are looking to do more murals and/or arts projects in Fair Haven
- \* All Board members attended to welcome Santa in the Park on Saturday. Approximately 100 families attended.
- \* Newly hired Town Accountant Darcy Van Noordt started work this week
- \* Need to remove fuel tanks at 5 & 7 Union Street; Demolition will be in the spring
- \* Insurance open enrollment for employees is wrapping up
- \* Probate court hearing was held re: Green Mtn. Mobil Home Park. The administrator is moving to close and sell the Park. At chairman Richard's inquiry, about half of the homes are owned by the estate. All funds from the sale of the property and those homes goes to the Town. Unsure how privately owned homes will be handled. It is expected that the property will not be used as a trailer park after the sale.
- \* Manager Gunter will get the amount to pay back on the grant if the Downtown project is not done.

**OLD BUSINESS**

**NEW BUSINESS**

**Zoning Ordinance Update:** Chairman Richards presented a list of State mandated items received from Rutland Regional that are to be incorporated into the Town document. He highlighted some of the items and noted there cannot be any terminology referencing the character of a neighborhood. Mr. Coupal **made a motion to adopt the State mandates** and include them in the Zoning Regulations, and **approve the Town revised Zoning Regulations;** seconded by Mr. Viger. There will be a public hearing warned for December 12, 2023. All ordinances require a 20-day waiting period. The motion carried unanimously.

**Rutland Regional Emergency Management Committee Reappointment:** Mr. Coupal **made a motion to reappoint** Jim Heller Emergency Management Director; and Chief William Humphries Services Voter; seconded by Mr. Greenough and passed unanimously.

**Grant Application Approval Letter:** Mr. Viger **made a motion to approve** the grant writer application for the \$398,420 Transportation Alternative Grant; seconded by Mr. Coupal. This is the first of several applications for supplemental funding for the Lights in the Park and Park and Ride improvement projects. This grant would reduce the Town's cost by about \$300,000. The motion carried unanimously.

**FY 2025 Budget Review:** Members reviewed selected sections of the budget line by line focusing on Fire Dept. and Police Dept. **Legal** services was reinstated at \$20,000; slight reduction in **Emergency Management**; increase of 9+% to **Police Dept.** owing to repairs and maintenance and increase in parttime help. Slight changes in Police training and vehicle section; **Constable** show an 8.57% increase in salaries. There was lengthy discussion re: **Fire Dept. vehicle(s)**. Members will re-visit this section after receiving a written proposal. **Animal Control** shows an 11.63% reduction. Discussion included, are there State funds available to help rural area Towns with Fire equipment. Mr. Heller reported this is a very competitive field as there are lots of rural Fire Departments with the same needs.

**Parking Lot:** Chairman Richards said, Zoning Regulation Updates can be removed soon.

**Board Round Table:** Mr. Coupal reported having been approached by several folks at the Greet Santa event reporting vandalism in the Park. There is an ordinance in place stating no one in the Park after a certain time (9:00 pm). Questions are can one walk through? Or does it apply only if hanging out? How to police? Will the lights help the situation? Mr. Viger noted the need to offer alternative activities for those doing the vandalism.

Mr. Coupal reported being struck by an on-line feed complaining about the credit offered to water/sewer customers after the recent water main break on Airport Road. Mr. Greenough reported most people are/were very appreciative.

Mr. Viger asks to include on the next agenda recognition, acknowledgement of school and student accomplishments.

Chairman Richards reported a very ominous tree branch ready to fall at 19 West Street. Mr. Greenough reported a like problem at the intersection of Prospect and Grove Streets.

Members congratulated Manager Gunter for his extraordinary tour of duty at the Welcome Santa in the Park last Saturday. Well done.

**Review of Financial Reports:** The **checkbook status is \$1,562,724.73.**

Mr. Viger **moved to pay the Payroll Warrant, \$35,871.51**; seconded by Mr. Greenough and passed unanimously.

Mr. Viger **moved to pay the General Fund Warrant, \$69,134.60**; seconded by Mr. Coupal and passed unanimously.

**Executive Session:** Mr. Coupal **made a motion to go into executive** session, including the Town Manager at 9:00 p.m. to discuss a legal matter, 1 V.S.A. ¶ 313 (a)(1); seconded by Mr. Greenough and passed unanimously.

The recording secretary was excused at this time.

Board came out of executive session at 9:45; No action taken.

Mr. Viger moved to **adjourn** at 9:46; seconded by Mr. Coupal and passed.

Respectfully submitted: Claire Stanley

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Glen Traverse, Board Clerk