

## TOWN OF FAIR HAVEN, VERMONT

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

**REGULAR MEETING -- Tuesday, October 15, 2024 -- 7:00 PM**

**Zoom Meeting Link:** <http://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, Michael Doran, Rich Greenough

**Others Present:** Town Manager Joe Gunter, Recording Secretary Claire Stanley, Peg TV Keith Whitcomb, Dave Hazel, Free Point, Reed Wills, Free Point, Johnathan Billewicz, Chris Lawrence, Rose Anne VanLew, Danielle Roberts, Maggie O'Brien, RRPC, Jason Coupal, Nate Saxton

**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.

**Town Clerk -- Contracts Discussion:** Town Clerk Danielle Roberts reported it is time to renew the Recording computer system contract. Fair Haven uses the Co-File system; we are missing 8 years of images; Co-File said the images have been found; still trying to get the images uploaded. Most of the State is using the Cott system. The initial cost to switch to Cott is \$20,000; then \$315/mo. after that; Co-File is \$457/mo. Mr. Greenough **made a motion to use money not to exceed \$25,000** from the Records Restoration account for the initial cost to switch to the Cott Recording Computer System; seconded by Mr. Doran. Mr. Greenough said to make sure we recoup all the Co-File documents. The motion carried unanimously.

**RRPC Regional Plan Update / Feedback:** The Board heard from Maggie O'brien who reported that Phase 1 of the Rutland Regional 8-year plan (2026 – 2034) was completed between January and April, 2024. Presentations were made to the 27 Rutland Region towns and canvassed for input to guide writing the Phase 2 Plan policies. 1200 responses to the survey were received. She reported they are mid-point in the Plan development and continue to need Town engagement to finalize the draft policies. She presented a handout of the process so far and goals. The handout includes the website address, [rutlandrpc.org/plan2026](http://rutlandrpc.org/plan2026), for more information. Ms. O'brien was thanked for her time and work.

**Solar Project and Setback on Munger Road -- Dave Hazel, (Free Point):** Mr. Hazel thanked the Board for the opportunity to speak. They have filed for Act 248 permit; have gone through the Town, State and Development agencies permitting process; have an online platform for information; all agencies comment on the plan ex: historic preservation. Mr. Hazel noted the Town has worked with them; GMP has done an upgrade; they have made improvements to Munger Road; have necessary property titles; they request a 50 foot setback on Munger Road, noting that no trees will come down. Mr. Greenough said this project is a good thing. Mr. Traverse **made a motion to support the 50-foot setback** as requested, with Bob Richards as the

Duly Authorized Agent; seconded by Mr. Doran. A copy of the Setback Agreement was given to members along with a site map. Mr. Viger said he appreciates the attention to details on the project. Mr. Hazel reported the solar array can be seen from one section of Scotch Hill. With permission from the landowner, trees will be planted to obstruct that view. He noted a good experience working with the Sheldon family. The motion carried unanimously.

**Amendment to the Agenda:** None

**Approval of Minutes of October 1, 2024:** Mr. Traverse **made a motion to approve** the Minutes of the October 1, 2024 meeting; seconded by Mr. Doran. CORRECTIONS. Pg. 1, House of Hope – . . . State “or” Feds. Pg. 2, . . . made a motion to not “write a letter of” support for transitional housing. The motion “passed”. The minutes were approved as corrected.

**Five Minutes for Public Comment:** Mr. Billewicz said he was arrested on Sept 30<sup>th</sup>; all charges were dropped. He said he intends to sue the Police Dept. (false arrest) and the Town. Members did not accept the handout from Mr. Billewicz.

Mr. Lawrence asked that the public be warned if the Transitional Housing project goes ahead.

Ms. Van Lew asked, how soon can we expect the upstairs to be ready. Chairman Richards said we are dealing with staffing shortages, waiting for heating.

**Department Head Reports:** Manager Gunter reported:

- \* The Rec Dept. held a Roundup at Aubuchon’s that realized \$2000.
- \* The Rec soccer program has been expanded -- better equipment, new balls and jerseys; also, more games
- \* Information was found that a previous Board had done the work to make Munger Road Class 4; need a history survey. It was suggested that the solar company may have done that
- \* The Park fountain will be removed before frost
- \* Water will be shut off at the cemetery
- \* DPW has started street sweeping -- continue cleanup

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

- \* Town Accountant Darcy Van Noort has sent FY 23-24 information to the Auditor
- \* Have received a Certificate of Completion on the Park and Ride and Lights in the Park project
- \* The Bigelow Road culvert project is complete; paving that section is done
- \* The MOU with the school has been reviewed and is with legal. Needed to include language to ensure student privacy re: camera images.
- \* The River Street property was sold today; have received the check
- \* The Pickle Ball courts are being used; have heard good feedback

**OLD BUSINESS**

**NEW BUSINESS**

**Budget Review Begins -- DPW:** Manager Gunter prepared a handout, Labor Cost Per Line, showing 6 years average of distribution of the total DPW labor salaries. The DPW draft budget is down 2.49%. Mr. Traverse noted the budget is really hurting in reserves; need to add money in reserve accounts. He is looking to find places to cut and use those amounts to add to reserves. Members reviewed the DPW budget line by line noting that the current year's summer work is over budget by \$4800; is it due to the Airport Road water main break? Mr. Saxton said calcium chloride is used in summer for dirt road dust control and winter on ice. There was lengthy discussion including, repair and maintenance, gravel used on shoulders and water/sewer work, ditching. Ms. Van Lew suggested to budget a little each year so as not to have a huge bill when issues occur. Mr. Viger noted the need to be transparent with the process of how the Board arrives at budget line item amounts, and when planning for the future. Mr. Saxon said they plan to replace hydrants (\$3500 each). Mr. Doran feels hydrants belong in the Water Dept. Mr. Greenough noted hydrants are a public safety matter and may be a good place to outsource the work. At the end of this first review, \$12,000 has been moved to include in reserves.

**Parking Lot:** No discussion

**Board Roundtable:** Mr. Doran reported he is currently in the VT Rural Water Apprentice Program, a 250-hour online training (\$3000 over 2 years). He suggests this program for Jeff Higgins. Mr. Traverse said there is need to involve Mike LaDuke, Water Plant Chief Operator.

**Review of Financial Reports:** The **checkbook status is \$388,436.46**

Mr. Traverse **moved to pay the Payroll Warrant, \$36,665.05**; seconded by Mr. Greenough and passed unanimously.

Mr. Traverse **moved to pay the General Fund Warrant, \$96,040.13** seconded by Mr. Viger and passed unanimously.

**Executive Session:** Mr. Traverse **made a motion to enter into Executive Session** at 9:13 p.m. to discuss personnel (1 VSA 313 (a)(1)); seconded by Mr. Viger and passed unanimously.

The Recording Secretary was excused at this time.

The Board came out of executive session at 9:58

Mr. Traverse motioned to adjourn; Mr. Viger seconded. Meeting **adjourned** at 10:00 pm; no action taken

Respectfully submitted: Claire Stanley

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Glen Traverse, Board Clerk