

**Town of New Haven Selectboard Meeting****7:00 pm****Town Offices****Tuesday, March 23, 2010**

Present: Pam Marsh, Chair, Kathleen Ready, Kathy Barrett, Roger Boise,  
Treasurer, Barb Torian and Clerk, Pam Kingman

Absent: Pat Paquette

Visitors: Alan Mayer, Mark Livingston, Suzy Roorda, Cris Messerle, Tim Bouton  
and Earl Bessette

**AGENDA RESULTS:****VISITORS BUSINESS:**

- 1. New Haven Fire Department Chief, Alan Mayer and member Mark Livingston: Key Lock Box Ordinance:** Discussion of implementing this Ordinance. This Ordinance will allow the Fire Department to gain access into buildings in the event of an emergency. This will affect all new commercial and public buildings, as well as existing ones; to include apartment buildings with 3 or more units. The owner of the building will be required to pay for and install the Lock Box according to the Fire Departments specifications. The Fire Dept. Chiefs will be the only ones with the master keys to said Lock Boxes. After much discussion and several amendments to the Ordinance, Kathleen Ready made a motion to pass the ordinance requiring structures to have a key lock box seconded by Kathy Barrett. 4 yes / 0 no  
Once the Ordinance has been amended and approved by the Selectboard and New Haven Fire Department Chief; it will be published in a local paper according to 24 V.S.A §1972. \*\*see attached\*\*  
**Alan Mayer** – Fire Dept. insurance: The Addison County Fire Fighters Assoc. Advisory Board has formed a committee to invite representatives from VLCT and VFIS to discuss available coverage for Addison County Fire Depts. Perhaps by working together they can all get the coverage that each department needs.

**TOWN OFFICE BUSINESS:**

- 2. Cris Messerle – Zoning Administrator job description:** Pam Marsh gave a brief overview of the various job descriptions for town employees that were previously approved by the Board. Cris Messerle, Tim Bouton and Pam Marsh have been collaborating on the job description for the Zoning Administrator and DRB Clerk. Cris Messerle handed out the state statute as a guideline for the Selectboard while writing up the job description(s). After some thought, Mr. Messerle suggested it would be better to have an Assistant Zoning Administrator that could be trained to do some of the duties of the ZA if he was absent for any length of time. Tim Bouton for the DRB and the Selectboard generally seemed to prefer

- Mr. Messerle's suggestion that the position be revised to that of Assistant Zoning Administrator. Originally the hours were budgeted to be about 10 per week, sometimes less, depending on the need. It is hoped that the position would still fall within the budgetary guidelines. Pam Marsh will redraft the job descriptions, and re-circulate them.
3. Pam Marsh asked Cris Messerle and Tim Bouton about the **time frame for the Sleeper property** once the survey is done. They explained the survey goes to Cris Messerle, it is warned for the DRB in the newspaper for 15 days. Then it goes before the DRB for approval, there is a 30 day appeal period from the date of their approval. It could be as little as 52 days up to as much as 60 days.
  4. **State of Vermont Program Development – High Risk Rural Road Projects** – The State will be taking over the placement of road signs. Roger Boise made a motion to sign the document, seconded by Kathy Barrett. 4 yes / 0 no
  5. **Sign Personnel Policy – Amended copy from December 28, 2010.** This was previously approved on December 28, 2009; but never signed. I was signed by the Selectboard.
  6. **Website – This is still a work in progress.** Kathy Barrett approached Mt. Abraham to inquire about any student who would be qualified and willing to work on the Town's website. She was given the name of James Buchwald who lives in New Haven. Pam Marsh said it would be nice to pay James something for his time; he would need to understand that he has to meet with each employee about what they want on the site and complete the work in a timely fashion. Discussion of the time frame. Kathy Barrett suggested paying James Buchwald \$1,000. Kathleen Ready thought that was a lot of money, and suggested \$500 to start and then they could negotiate after they see his progress. Pam Kingman said she thought the Board ought to just have Barb Torian do it, as she is already in the office. Barb Torian's original proposal was misunderstood by most of the Board as they thought she was asking for about \$4,000. She said she never would have asked for that amount. Tim Bouton suggested that both James Buchwald and Barb Torian submit new proposals comparing how long it will take, cost, what will get done in said time frame and accessibility. The Board will revisit this in the near future.
  7. **Parks Committee** – In need of some direction. Kathleen Ready and Pam Marsh will form the subcommittee to address this.
  8. **Constable Training Seminar** – Kathleen Ready made a motion to approve of \$12.00 for Constable Training, seconded by Roger Boise. 4 yes / 0 no
  9. **Kathy Barrett** made a motion to appoint Wayne Marcelle as Constable and Dog Warden, seconded by Roger Boise. 4 yes / 0 no

## TREASURER'S REPORT:

1. Payroll – Kathy Barrett made a motion to approve payroll, week ending 3/20/10, in the amount of \$3,684.53. Seconded by Roger Boise. 4 yes / 0 no
2. Payroll – Kathy Barrett made a motion to approve payroll, week ending 3/13/10, in the amount of \$4,362.36. Seconded by Roger Boise. 4 yes / 0 no
3. Pay Orders – Kathy Barrett made a motion to approve the pay orders for the week ending 3/23/10, in the amount of \$8,609.78. Seconded by Roger Boise. 4 yes / 0 no
4. Insurance and Tax Deposit – Kathleen Ready made a motion to approve the insurance and tax deposit for the week ending 3/15/10, in the amount of \$1,298.65. Seconded by Kathy Barrett. 4 yes / 0 no
5. Summit Engineering Contract - Change Order to allow for an additional \$5,000 to allow for engineering services and extending the date to September 30, 2010 for the sidewalk project. Kathleen Ready made a motion to approve of the Change Order from Summit Engineering in the amount of \$5,000. Seconded by Pam Marsh. 3 yes / 1 no
6. Selectboard pay – Pam Marsh wrote up a pay order to pay the Board the full amount according to the 2009 budget; Pam Marsh declined her calculated pay.

#### **NEW BUSINESS:**

1. State of Vermont Department of Economic, Housing & Community Development – Village Center Designations: State Statute requires each town to renew every 5 years; New Haven is due by July 2010. Pam Kingman will write the required letters and seek help from the Planning Commission as well as the Regional Planning Commission.
2. Accessibility Systems – Quote for upgrading lift (elevator) in Town Hall for \$15,759.00. This is something the Town will need to consider in the future, but there is no need to act at this point as the lift is working.
3. Donald Johnston – Has graciously volunteered to do the survey of Linda Sleepers property. He also knows of someone who would volunteer an engineering system if needed. Kathy Barrett made a motion to accept Donald Johnston's offer to volunteer to do the survey for Linda Sleepers property, seconded by Roger Boise. 4 yes / 0 no as there is no signed contract, this will need to be done with Mrs. Sleepers permission.

#### **REGULAR BUSINESS:**

1. Approve minutes: Pam Marsh made a motion to approve minutes from 12/14/09, seconded by Kathleen Ready. 3 yes / 1 abstention  
Kathleen Ready made a motion to approve the minutes from 1/26/10 and 2/16/10, seconded by Roger Boise. 4 yes / 0 no

#### **OTHER BUSINESS:**

2. Kathleen Ready made a motion to move into executive session at 9:35 pm to discuss a contractual matter, seconded by Roger Boise. 4 yes / 0 no

Kathy Barrett made a motion to come out of executive session, seconded by Kathleen Ready. 4 yes / 0 no

Kathy Barrett made a motion to authorize Chair, Pam Marsh to sign the Purchase and Sale Agreement for the Sleeper property, after further revisions by the Town Attorney, seconded by Roger Boise. 4 yes / 0 no

**MISC. CORRESPONDENCE:**

1. Brook Field Service – Generator reports
2. VLCT – Legislative Action Alerts - Listers
3. Vermont Municipal Bond Bank – 2009 Financial Audit Verification
4. Counseling Service of Addison County, Inc. – Thank you
5. Vt. Transco – Petition for a Certificate of Public Good
6. Green Mtn. Power – LED Streetlights

Adjourn: 10:15 pm  
Respectfully submitted:  
Pam Kingman  
Approved:

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Pam Marsh, Chair

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Kathy Barrett

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Roger Boise

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Kathleen Ready