

Town of New Haven Selectboard Meeting
7:00 pm Town Offices
Tuesday, November 18, 2008

Present: Keith Hall, Roger Boise, Pam Marsh, Lowell Nottingham, Pat Paquette and Pam Kingman

Visitors: Jim Walsh, Pam VanDeursen, Jeff Everest, Neil Allen, Bruce Many, Barb Torian

AGENDA RESULTS:

VISITORS BUSINESS:

1. **Planning Commission member, Jim Walsh:** The Planning Commission is in the beginning phase of rewriting the Town Plan. Some adjustments may need to be made to allow zoning to fit the Town Plan. Mr. Walsh is here to request the Selectboard grant the DRB interim zoning, based on what is called the "Quechee Analysis." (See attached) Currently, the DRB has a problem of not being able to look at a project and see if it fits into the town plan and follows the zoning regulations. Interim zoning would allow some flexibility for the DRB. The Selectboard has time to consider the matter and opted to not take action at this time.
2. **VAST members, Neil Allen and Bruce Many: Trail entrance on James Schaefer's property** – The trail that runs between Pearson Rd. and Otter Creek Hwy. was changed from a Class 4 road into a trail in 2001 and VAST was granted permission to use the trail for snowmobiling. Property owner James Schaefer is leasing a portion of the land to the Dupoise farm; they are using the trail for their farm vehicles to gain access the land. The Dupoises have compromised the trail by hauling in roughly 6/10ths of a mile of large stone, making the trail entrance dangerous for snowmobiles. VAST is asking the Selectboard to assist them in getting the trail back to its former condition. The stones need to be removed or smoothed out, along with several deep ruts that need to be repaired. Neil Allen said the snowmobile trails officially open on December 15, 2008; he would like to see the entrance repaired before that. Mr. Allen asked the Selectboard if it would be ok to install a rock barrier, or a gate to keep people from driving on the trail. He would leave access to one side for snowmobiles, hikers, etc. Roger Boise made a motion to notify James Schaefer in writing that where any fill was hauled in, it needs to be removed or smoothed out by December 15, 2008. This must be done to the satisfaction of the Town. Seconded by Pat Paquette. 5 yes / 0 no
3. **VLCT Rep. – Pam VanDeursen** went over **health insurance benefits** and the changes in plans and cost. She will email more information on the break down of each plan for the Selectboard. No action taken.

NEW BUSINESS:

1. **Personnel Policy** – The policy has been edited and the Selectboard would like to act on it. Discussion about section 6: It was decided to keep as written that work hours will be determined by the Road foreman subject to approval of the Selectboard. The Selectboard will meet with each individual employee, and have them sign the Personnel Acknowledgement page. The Selectboard will retain a copy of the signed acknowledgement page to be placed in each employee's Personnel file. Pam Marsh made a motion to adopt the Personnel Policy. To be effective January 1, 2009. Seconded by Lowell Nottingham. 5 yes / 0 no
Pam Kingman will deliver Selectboard signature copies to all employees and Elected Officials.
2. **Petition from Steve Dupoise – Property on Route 7** – Town Clerk, Claire Van Buren received the petition from Steve Dupoise on Tuesday, November 4, 2008. This is to reconsider zoning his property as highway commercial. The Planning Commission is considering the petition now. No action taken.
3. **CVPS** – Power line between Middlebury, Weybridge and New Haven – Roger Boise attended the meeting held at the Addison County Regional Planning to discuss the possible upgrade between the three towns. Town Hill Road may see poles that are 15' higher. CVPS is not sure if they will use Town Hill Road or try to secure a R.O.W. to run the new line to the Weybridge substation. This proposal is in the first phase, it will go for approval to the PSB in 2010.
4. **Michelle Moyer** – Water line into the New Haven River. Pam Kingman received a phone call from Mrs. Moyer regarding a water line that runs into the river from their house. She wanted to replace it because it had gotten damaged in one of the floods. Pam Kingman advised Mrs. Moyer to come and talk to the Selectboard, but she declined. Pam Kingman said she was unclear about what Mrs. Moyer wanted to do. Keith Hall suggested Pam Kingman call Health Officer, Steve Dupoise to have him look into it.
5. **Suzy Roorda** – Request for funds for **Winterfest** of \$300. Keith Hall made a motion to approve the request, seconded by Pat Paquette. 5 yes / 0 no
Town Hall Application – For **fencing practice** for Suzy Roorda and her son. It will be held in the gym, when it is available (they will work around basketball season) between the hours of 6 – 10 pm. Mrs. Roorda has provided a copy of her insurance. Pam Marsh made a motion to approve the application, seconded by Roger Boise. 5 yes / 0 no
Pole for sign on the Village Green – In the summer the sign is hidden by plantings, Suzy Roorda is requesting a 4' x 4' pole to raise the sign. There was some confusion on the original purchase of an identical pole that may or may not have been used by the road crew to repair a mailbox. Roger Boise made a motion to purchase the pole, seconded by Pat Paquette. 5

- yes / 0 no Roger Boise he will pick up the pole from Martins hardware in Bristol. The money will come out of the Park Committee Fund.
6. **Bills** – Several bills the Town incurred from incarcerating the Liberio dog. Another from Allen Swain for work done on the Village Green.
 7. **Linda Sleeper** – Submitted a letter of interest for cleaning and maintaining the new Town Office / Library building. The Selectboard will hold onto the letter. Keith Hall said he heard that Mrs. Sleeper may be interested in selling some of her land that is adjacent to the town's property. He will talk to her about a possible land purchase.
 8. **Jake Brake signs on Rt. 17 (Main St.)** – Keith Hall called the State Shed and inquired about the Town putting up signs about not using Jake brakes within the village. The guy at the State shed said since the State maintains the road, any signage the Town puts up, the State will take down.
 9. **Budget Meetings in December & January** – Set for Thursday December 4th and 18th, Town Offices, 7 pm. Will discuss January meetings at a later date.
 10. **Calendar year to Fiscal year** – Currently the Town operates on a Calendar year. The Selectboard is considering changing to a Fiscal year, like the school system. Changing it requires voter approval; possibly put in on the Warning for discussion at Town Meeting. The Town Auditors are on the agenda for the December 18, 2008 Selectboard meeting to discuss what it entails to make the change. The Selectboard likes the idea of switching to a fiscal year. This would allow better budgeting, and make sure we aren't already several months into the fiscal year when the budget is approved by the voters. It would also allow the Town to provide for installment payment of taxes more easily. State rebates will remain the same; they are applied on July 15th and September 15th. Barb Torian said she has spoken with NEMRC about software that would allow an ACH transfer. The cost for the software costs \$1,000. She is concerned the people in town will have a hard time with the change to a fiscal year, it will be difficult to budget one year in advance. No action taken at this time, will discuss with the auditors in December. The Board will also discuss with the Auditors about their wishes for clearer information regarding accounting functions in the Town Report. They will also discuss the Beeman school report within the Town report.
 11. **Change orders for new Town Office / Library building:** Trench for extra water run off and fill in the well. Lowell said the change orders will come from Naylor & Breen. They will be approved by Peter Morris first, then forwarded to Lowell Nottingham. He will sign off on them when they come into the office.
 12. **Funding source RE:** Addition to run – in shed at Town Garage (Board approval) this was never voted on as to what fund the money should be used from. Roger Boise made a motion to pay for the addition with money from the Building Fund, seconded by Pat Paquette. 5 yes / 0 no
 13. **VLCT** – Board sets FYDues – This is due in June. VLCT will send a bill prior to the due date. No action taken.

14. **Vermont Trails & Greenways Council** – Request for funds from the Selectboard budget of \$30.00. The Selectboard will discuss at one of the budget meetings in December.
15. **Otter Creek Natural Resources Conservation District** – Request for funds from the Selectboard budget of \$169.13. The Selectboard will discuss at one of the budget meeting in December.
16. **Mary Johnson After School Program** – Breaking ceiling tiles in the gym. Pam Kingman will talk with the program teacher and let her know kids should not be kicking balls in the gym. Ask them to replace ceiling tiles.
17. **Census Bureau** – Update Town boundary: New Haven’s boundary lines have not changed. Pam Kingman will complete paperwork, and send it back to the Census Bureau.
18. **Lighting for parking at new Town Office / Library** - At the last DRB meeting, they were concerned about the entrance to the new building and the location of the CVPS pole that is currently just north of the existing entrance. The DRB feels it would be difficult for buses to turn in coming from the north. They would like the pole moved exactly 8’ to the north.
Update – CVPS can move the pole to the new location in about a week. However it may take up to two weeks to remove the old one.
19. **Ruth Penfield’s email in regard to the New Haven Community Library** – “The New Haven Community Library plans to be actively involved and work with the Town of New Haven to make sure NHCL needs are met beginning with the Construction phase of the new Town Office building, through Move-in day and finally celebrating Opening Day of the new facility. Our primary contact person who will consult with Lowell Nottingham (or the Clerk of the Works, if one is appointed) will be Ruth Penfield, NHCL Trustee & NHCL Building Subcommittee.”

REGULAR BUSINESS:

1. Approve the minutes from 11-3-08 and 11-8-08. Roger Boise made a motion to approve the minutes from 11-3-08 and 11-8-08, seconded by Pat Paquette. 5 yes / 0 no

TREASURER’S REPORT:

2. **Payroll** – Lowell Nottingham made a motion to approve payroll, seconded by Pam Marsh. 5 yes / 0 no
3. **Pay bills** – Lowell Nottingham made a motion to approve pay bills, seconded by Pam Marsh. 5 yes / 0 no

MISC. CORRESPONDENCE:

1. Vt. Center for Independent Living – Thank you for funds

OTHER BUSINESS:

Adjourn: 9:35 pm
Respectfully submitted:
Pam Kingman
Approved:

Keith Hall, Chair

Roger Boise

Pam Marsh

Lowell Nottingham

Pat Paquette