

**Town of New Haven Selectboard Meeting
7:00 pm Town Offices
Tuesday, December 2, 2008**

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

Visitors: Jeff Everest, Barb Torian

AGENDA RESULTS:

VISITORS BUSINESS:

NEW BUSINESS:

1. **Letter of resignation for cleaning the Town Office from Michelle Litch** effective December 5, 2008. Mrs. Litch has a full time job and no longer has the time. Linda Sleeper has shown an interest in the position. Pam Kingman will invite her to the budget meeting on Thursday, December 4, 2008 to discuss her interest in the position. Roger Boise made a motion to accept the letter of resignation. Seconded by Pat Paquette. 5 yes / 0 no
2. **Brook Field Service** – Offering a maintenance contract for the **Kohler generator**. Pam Kingman will check with Tim Bouton about this as he was instrumental in helping the town get the grant for the generator. Pat Paquette said there should be a regular maintenance schedule, and the road crew should not be the ones who service it. *Pam Kingman spoke with Barb Torian who said the Town has never had a contract with anyone to do the maintenance; the road crew has done some of the maintenance in the past.*
3. **Phelps Engineering** invoice in the amount of \$3,712.61; for their services on Pearson Road from October 26, 2008 – November 25, 2008. This was approved for the next pay orders.
4. **Addison County Regional Planning Commission** – Progress Report and an Invoice for the **Sidewalk Project** – Invoice amount is \$960. The update is in regards to Beeman School approving the sidewalk project as planned with some minor revisions. The invoice will be approved in the pay orders.
5. **Central Vermont Public Service** - Petition for Pole and Wire Location to perform work on Pearson Rd. This is to install underground utilities for the Bolduc property. Pam Marsh made a motion to approve the request, seconded by Keith Hall. 5 yes / 0 no
6. **Mary Johnson After School Program** – Willing to pay for the light that was damaged in the gym. Pam Kingman will supply the teacher of the program with a copy of the invoice from Bolduc Electric for repair.

7. **Basketball** – Request for funds for supplies: Beth Bemis has brought in two invoices from Fourth n Goal. The amount will come out of the sports fund.
8. **Bond Bank** – Barb Torian has received word from the municipal bond bank that because of the economy, they will not be selling the bonds in December; we will have to wait until the summer. Ms. Torian has called several banks. Chittenden Bank offered the best rate at 2.85% for straight note, or a line of credit at 2.75 %. Pam Marsh made a motion to go with Chittenden Bank at 2.75%, provided it doesn't create a cash flow problem. Seconded by Lowell Nottingham. 5 yes / 0 no

REGULAR BUSINESS:

1. Sign minutes from November 11, 2008. No one had a chance to proof the minutes, they will be signed at the next meeting.

TREASURER'S REPORT:

2. Sign payroll – Lowell Nottingham made a motion to sign payroll, seconded by Roger Boise. 5 yes / 0 no
3. Sign pay orders – Lowell Nottingham made a motion to sign pay orders, seconded by Roger Boise. 5 yes / 0 no

MISC. CORRESPONDENCE:

1. Minutes from meetings with Naylor & Breen, PMA & Town of New Haven: They have been consistently meeting once a week to go over details. *For more detailed info. Please come into the Town Office for a copy of Naylor & Breen's minutes.*
2. Comcast – digital and internet information: Comcast offers courtesy cable TV and high speed internet service; it may help to cut expenses in the new building if the Town Office and Library could share. Lowell Nottingham will call Comcast to get more details.
3. Vermont State Police – Personal information regarding the person who struck a sign pole at Lime Kiln Rd. *Follow up – This is a State sign and does not require any action by the Town.*
4. Addison County Regional Planning Commission – Hosting a meeting on Wednesday, December 10, 2008 from 10:30 – 12:00; on ways to improve preventative maintenance and transportation infrastructure.
5. Blue Cross Blue Shield of Vermont – Health Care information: Keith Hall said he will call them to get additional information.
6. Vermont Rural Fire Protection Task Force – Dry Hydrant Program: Pam Kingman will forward to the Fire Dept.
7. Copy of letter to James Schaefer regarding the clean up of the Town trail on his property. Pam Kingman misunderstood what the Selectboard intended. She will write another letter to Mr. Schaefer apologizing for the

- mistake and let him know it is ok to use the trail as a farm vehicle access but that the farmers need to make sure it is safe for others to use, such as snowmobiling come winter.
8. Deppman & Foley – RE: Newton-Elithorpe Holdings, LLC – Notice of Appeal. This is in regards to the Phoenix Feeds operation at the old OMYA Plant at the Junction.
 9. Change Order for the new Town Office / Library for 1) Drainage pipe thru the ball field. 2) Fill & cap the stone lined well.
 10. Law Office of Cindy Hill – Offering legal services to the Town. Pam Marsh suggested writing letters to the following lawyers who practice municipal law to get quotes for hourly rates and flat rates for municipalities to see if the Town can save money on legal fees: Cindy Hill, Jim Carroll and Jim Ouimette.
 11. Criminal Justice Training Council, Vermont Police Academy – RE: Certification on Constables – Pam Marsh suggested voting on this issue at Town Meeting about having a Constable with no law authority.

OTHER BUSINESS:

1. The new truck will need to be added to the Towns insurance while it waits to have dump body put on it. Pam Kingman will call VLCT tomorrow to add the new truck.
2. Budget Meetings – Pam Marsh suggested having one meeting for discussion of new health insurance plan. This meeting will be held on Wednesday, December 10, 2008 @ 7pm. Barb Torian asked if the Selectboard would consider honoring the previous Boards decision to give the Treasurer and Clerk insurance for the remainder of their terms? Lowell Nottingham said he would like to see all the minutes and correspondence from last year in regards to budget talks and insurance for the Clerk and Treasurer. [**Note:** meeting moved to December 9, as Pat Paquette will be unavailable on December 10th.]
3. Consider a security system for the New Town Office - Barb Torian said she had recently spoken with the Clerk from Starksboro. They have to put their computers in the vault each night for security. Lowell Nottingham said he will look into whether we should have a security system for the new building.
4. Barb Torian - Contemplating getting a cash register for the new office. It would make it easier for transactions. Now there is simply a cash box in the vault. A cash register could be programmed for each item and then she could balance the books with the register receipt.

Adjourn: 8:46 pm
Respectfully submitted:
Pam Kingman
Approved:

Keith Hall, Chair

Roger Boise

Pam Marsh

Lowell Nottingham

Pat Paquette