

SELECTBOARD MEETING
Approved Minutes

February 28, 2011

7pm Calais Elementary School

Attending: Denise Wheeler, Cy Lamberton, Scott Bassage, Peter Harvey, Dot Naylor, Alfred Larrabee, Bill Davis, Jason Fielder, Gus Seelig, Jeff Fothergill and Rose Pelchuck.

Absent: Mike Garand and John Brabant

Actions:

Approval of the February 14th Meeting Minutes – The Selectboard reviewed the Minutes. Scott Bassage made a motion to approve the Minutes as written. The motion was seconded, voted on and carried 3-0.

Town Invoices and Road Commissioner's Orders of the Day - The Selectboard reviewed and processed the invoices and orders of the day as per usual protocol.

Cemetery Commission Request for Endowment Funds – Cy Lamberton, on behalf of John Simanskas, requested the town trustees of public funds obtain \$3,300.00 from the cemetery fund endowment to be used in FY' 12. Cy Lamberton made a motion to approve the above funding request from the cemetery endowment. The motion was seconded, voted on and carried 3-0.

Road Commissioner Update – Alfred Larrabee sought out price quotes from the following truck dealerships for the best trade-in price on the 1997 truck to be traded against a new 10-wheeler:

Clark's Truck Center offered \$3,000.00 trade-in value with a new truck quoted at \$106,225.00,

JB International offered \$7,500.00 trade-in value with a new truck quoted at \$101,500.00, and

Charlebois offered \$6,000.00 trade-in value with a new truck quoted at \$106,000.00.

Alfred spoke to each dealership about a lease option and if the add-on equipment necessary for snowplowing and sanding, could be included in such a lease. Each dealership is able to offer that service. Now we have to see if the townspeople approve the expenditure at Town Meeting. Alfred plans to shop around for the add-on equipment purchase as well. In other highway department news, Alfred and Kevin attended a workshop on improving communication and listening skills. Bob signed up for a class to obtain "flagger" certification. Alfred and Kevin are already flagger certified.

Access to the VAST Trail: Jason Fielder, local club president, recommends amending the current list of approved highway use by snowmobiles to allow access for Sean Pecue on Sand Hill Road and John Brabant on Singleton Road to get to the VAST trail or have people travel to their respective residences. Jason sees no issues with these accesses and they will be added to the annual request next year. Cy Lamberton made a motion to approve this request to amend the previously approved list. The motion was seconded, voted and carried 3-0.

Town Meeting Prep with Town Moderator – Gus Seelig met with the Selectboard this evening to review the Warning for town meeting tomorrow. Gus noted the Warning looks pretty straightforward. Scott Bassage reported Charlotte Bassage would speak about the social service organizations funding request article. The Selectboard offered sincere appreciation to Gus Seelig in his 10+ years of service as Town Moderator.

New Town Clerk & Treasurer Compensation: Jeff Fothergill, CPA and Calais resident, reported the audit is nearing completion except the tax reconciliation discrepancy (approx. \$19,000.00 difference). He and Toby Talbot have been auditing the records for FY' 10 and need more time. FY 2011 data has been entered into the Quick Books system in the town office that will give the incoming treasurer a few options to track town business. Jeff is optimistic for a smooth transition and spontaneous reporting going forward.

The Selectboard continued discussion about compensation for the incoming town clerk and treasurer. Currently we pay salary plus the town clerk gets the recording fees. Jeff Fothergill reported clerk's fees in FY 2010 were \$20,288.00 and \$22,553.00 in FY 2009. The Delinquent Tax Collector made just under \$9,000.00 in FY 2010 and \$6,000.00 in FY 2009. Unless the town opts out of this system, statute entitles the clerk to the fees

collected. The clerk is obligated to publish the amount of fees collected once a year. Cy Lambertson noted since 1999, the treasurer no longer gets 1% of the taxes collected as done in years past. This changed due to Act 60, the state education-funding plan. Scott Bassage checked with the VLCT for guidance and said the town cannot change the way we compensate until at least next year at town meeting since it needs voter approval or perhaps not until the clerk's term is up for renewal in three years. VLCT recommends another person reviewing the books for a system of checks and balances. Jeff Fothergill noted, as towns get bigger, most towns choose to pay a clerk salary and not compensating with fees. Jeff reported "segregation of duties", having two people, is ideal but not too practical in small towns such as Calais. It would be ideal if an elected auditor did the bank reconciliation monthly. The Selectboard thanked Jeff Fothergill for all his efforts on behalf of the town.

Zoning Administrator, Dot Naylor, Exit Interview – Dorothy Naylor has served two terms, six years, as the Calais Zoning Administrator and is stepping down April 1st. Scott Bassage began by saying the zoning enforcement under Dot's watch has been fair-handed and Dot understood what needed to be done. Dot offered a few recommendations to the Selectboard going forward. Firstly, the new ZA needs computer access in the town office. Dot has kept all zoning documents on her personal computer and prints town documents from home. The Internet has made communication with the DRB, Planning Commission and Selectboard go smoothly. Going forward, Dot recommends having another PC in the town office. Secondly, Dot reports no feedback from the listers. Dot thinks the listers find things that are not permitted and they do not want to tell her. Dot noted if someone tries to sell a home, during the title search and work leading up to the sale, people have to make sure a property has all the permits it is suppose to have. Missing permits only delays the process. Dot is willing to help the new ZA transition and become familiar with our regulations. Denise Wheeler told Dot, "You have done the town a great service". *Thanks Dot from all of us!*

Reports and Updates

- e-Vermont is sponsoring a meeting in Calais on March 15th to discuss the kinds of things they can do for Calais residents and to encourage interest in having internet service at home. There will be a table at Town Meeting with more information.
- Calais Energy Committee is looking for members. A sign-up sheet will be at Town Meeting.

Tentative Agenda for the March 14th Meeting

- Reorganizational meeting for the Selectboard
- Plan for town appointed offices
- ROW on Route 14 – Kevin Wells
- Snow shoveling at town office
- Emergency spending authority
- Flag pole at town office

Cy Lambertson was thanked for his many years of dedicated service to the town as Selectboard member for 13 years and for all the behind the scenes things that just quietly get taken care of. We owe you a huge debt of gratitude and are inspired by your service to our community. *Thank you very much Cy!*

Cy Lambertson made a motion to adjourn at 9:15pm. The motion was seconded, voted on and carried 3-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Secretary