

**Calais Selectboard Meeting Minutes**  
**Monday, June 27, 2016**  
**Approved**

**11:00 am: Site Visit at Curtis Pond Dam to view and discuss beaver situation**

**Attendance:** Denise Wheeler, Toby Talbot, John Brabant, Tyler Brown, Furbearer Project Technician; Chris Miller, Larry Bush, Stephanie Kaplan, Alfred Larrabee, and Betsy Parah

**Call to order:** Denise called the meeting to order at 11:03 a.m.

**Discussion of options:** Beaver baffle not appropriate; Tyler will check out the option of a beaver “fence”; trapping in the fall. Tyler thought the fence might work further out in the bay but he needs to check w/ Steve Bushman, ANR, Dam Safety Engineer and his supervisor Chris Bernier who is on vacation for the next two weeks. A fence can be configured in an odd pattern/layout which he said confuses the beavers, and they tend to not build in the area. The cost of the fence is around \$200 and could be partially paid for by the State from the Duck Fund.

Clearing materials from the dam spillway is a daily maintenance task that will need to be done by the surrounding landowners, Lakes and Streams and Conservation Commission members. Stephanie Kaplan and Larry Bush will work out a schedule and contact members and landowners.

**Adjourn:** At 11:25 a.m., the meeting adjourned by consensus.

**7:00 p.m.: Regularly Scheduled Selectboard Meeting:**

**Present:** Selectboard Members Denise Wheeler, Rose Pelchuck, Toby Talbot, John Brabant.

**Absent:** Scott Bassage

**Others Present:** Alfred Larrabee, Road Commissioner; Reed Cherington, Jan Ohlsson, Donna Fitch, Town Clerk; Rich Larow, Joni Larow, Peter Backman, Colin Doolittle (arrived at 7:05 and stayed until 7:15), Richard Kehne (arrived at 7:57)

**Call to Order:** Denise Wheeler called the meeting to order at 7:04 p.m.

Denise reported that the site visit today was useful. The recommendation is a type of fence, as opposed to a “baffle.” Please see the notes above from the meeting. She asked, if the town puts in money toward the fence, does that mean the town has any type of endorsement or liability? Toby Talbot and John Brabant do not think so.

**Appointed Officials**

● Colin Doolittle, Calais Roads Advisory Committee – appointment (to replace Peter Harvey). John Brabant moved to appoint Colin Doolittle. Seconded by Rose Pelchuck, this motion carried unanimously.

- Jan Ohlsson, CVRPC alternate – appointment (to replace John Brabant). Toby Talbot moved to appoint Jan Ohlsson to finish out John’s position as CVRPC alternate. Seconded by Rose Pelchuck, this motion carried unanimously.
- Greg Pelchuck, Forest Fire Warden and Chris Tuller, Assistant Forest Fire Warden – reappointment to five-year terms. Toby moved to appoint Greg Pelchuck. Seconded by Denise Wheeler, this motion carried. Rose Pelchuck abstained from the vote.
- Rolf Mueller, E911 Coordinator – appointment (to replace John McCullough). Toby moved to appoint Rolf Mueller as E911 Coordinator. Seconded by Denise Wheeler, this motion carried unanimously.

**Approve Minutes:** Toby Talbot moved minutes of June 13, 2016. Seconded by Rose Pelchuck. Rose and Denise suggested a few edits for clarity. This motion carried with noted edits.

**Road Commissioner Update:** Alfred reported that road work on culverts is underway (Center Road and Jack Hill). He will be meeting tomorrow to consult about permits regarding Rt. 14 right-of-way work. Denise asked Rose to draft a letter to Patrick Smith about the end of his employment with the road crew. (The position was part time as needed.) The new truck has arrived with the former truck (130K miles on the odometer) traded in as planned. Rose asked whether all of the culvert replacement information is going into the database. Alfred is meeting next week with the Planning Commission, and they will be taking stock/ inventory of the culverts.

**Operations Manager Update:**

Toby reported the grant agreement has been received for the North Calais retaining wall. The job cost is estimated at \$194K; the grant amount is \$174,685K. The Request for Proposals (RFP) is not ready to go out yet; DeWolfe Engineering is assisting with the RFP and information for the pre-construction meeting.

**Proposed Change to Traffic Ordinance - Marshfield Road:** Toby discussed putting a stop sign at the intersection of Back Street and Marshfield Road. Toby moved the following changes to the Town of Calais Traffic Ordinance.

Under “Article 5 Stop Intersections”: The following intersection shall be designated as a stop intersection, and shall be so signed:

Town Highway 4 (Marshfield Rd) at the intersection with Town Highway 67 (Back St).

Town Highway 67 (Back St) entering Town Highway 4 (Marshfield Rd).

Seconded by Denise Wheeler, this motion carried unanimously.

Donna Fitch will follow up with processing this ordinance change.

**Laqueur Curb Cut (Robinson Hill Rd.):** Toby moved to approve the permit with no conditions. Seconded by John Brabant, this motion carried unanimously. Reed Cherington has been in touch with Mr. Laqueur about this project; he will report back to him about the Board’s discussion tonight with suggestions regarding culvert size and storm water management.

**East Calais Revitalization Committee (ECRC) update:** Joni Larow asked the town to fill out an online application (July 15<sup>th</sup> deadline) for the VTRAN Bicycling and Pedestrian Program for safety improvements in East Calais Village. The application must indicate whether the request is for scoping, large scale or small scale construction (\$40K). Some discussion followed around “scoping” as part of the application, i.e., planning should happen before requesting money for construction. Toby suggested figuring out the scope of the project before applying for a grant and fundraising toward the project. John Brabant will complete the application online, for scoping, which is estimated at about \$10K. Toby moved that the Town apply for a feasibility or scoping grant as identified by ECRC. Seconded by Denise Wheeler, this motion carried unanimously. John Brabant will be the “point person” and will get in touch with parties related to this grant that might provide some clarification about the process. Richard Kehne explained that he believes a feasibility study happens before scoping.

The Board discussed speeding on Rt. 14 through the village. Denise had drafted a letter to send to trucking companies, but the Board agreed to first do a traffic study before a letter is sent.

**ROW Fees:** The Board discussed this practice and whether it is pertinent to have the associated fees and application process. The Board agreed the intent of this permit is for structures in the ROW (not work in the ROW) and decided to retain the permit fee but eliminate the recording fee as ROW permits are not recorded in the permanent land records.

**Process for Removal of Hazardous Trees in Town ROW:** Denise wonder how the town deals with this issue. Alfred explained the highway crew removes them.

**Scheduling Joint Selectboard and Planning Commission Meeting** with Amy Picotte, Lakeshore Manager, ANR, Watershed Management Division: Denise would like to coordinate this with the scheduled July 19<sup>th</sup> Planning Commission meeting; however, she will update Board members when the date is scheduled for certain. Jan Ohlsson, Planning Commission member, stated she believes it is important to include Elmore and Greensboro in the discussions around coordination of services.

**Reports/Updates (as needed or as time permits):** Denise asked whether Board members had questions about the budget report. The Board briefly reviewed this report. Some discussion followed around the role of the listers, including the fact that currently the listers are working more hours than had been anticipated to keep up with state requirements and mandates and reappraisal follow-ups. Toby explained the importance of the listers to monitor sales in the town for property tax appraisal. Denise requested another FY16 budget review at the July 11<sup>th</sup> Selectboard meeting. This will depend on whether the auditors’ report is ready.

**Executive Session:** At 8:45, John Brabant moved to go into executive session to discuss a personnel issue pursuant to Title 1 V.S.A. § 313 (a)(3). The Board invited Richard Kehne to join them. Seconded by Toby Talbot, this motion carried unanimously. At ? the Board came out of executive session with nothing to report. The meeting adjourned at ?

Respectfully submitted,  
Lisa Stoudt, Board Recording Secretary