

**Selectboard Meeting Minutes  
November 9, 2015**

Approved

Present: Selectboard members Scott Bassage, Rose Pelchuck, Denise Wheeler, Toby Talbot, John Brabant was absent; Donna Fitch, clerk; Road Commissioner Alfred Larrabee, Dot Naylor, Roland Voyer, Doris Voyer, Ian Voyer, Jan Ohlsson, Peter Harvey, Lou Cherry, Cindy Cook, Tammy Leno.

**Nonagenda Items**

Jan Ohlsson reported the Planning Commission will provide the Selectboard with changes to the zoning regulations this week. The changes will be voted on at Town Meeting by Australian ballot. The Selectboard will hold a public meeting to receive input on the changes.

Jan noted that at the October 12th Selectboard meeting the Board gave the Conservation Commission the charge of rewriting the natural resources section of the Town Plan and warning a public meeting, with updates back to the Selectboard by December 1. Jan is worried about timing; the Conservation Commission meeting has not been held and the Planning Commission does not meet again until December 1. She noted this is not a start-over of the statutorily prescribed town plan process. The Selectboard will, however, need to hold another public meeting. Donna Fitch noted that the Conservation Commission meeting is posted to the town web site calendar for Thursday, November 12, but has not been warned. Denise will follow up with the Conservation Commission.

**Generator Contract Annual Renewal**

Scott made a motion to approve the preventative maintenance contracts with Brooks Field Service for the school and town generators for two check-ups annually. Toby seconded the motion. Motion passed 4-0. School cost is \$1,590. The town cost is \$727.

**Selectboard Meetings in East Calais**

Selectboard meetings on November 23 and in December will take place at the East Calais Rec Center (the building with the post office at the intersection of Moscow Woods and Batten Roads). The room can hold more people than the town office. If the space works out well, meetings may continue there and the change will be printed in the town report. Scott will look into a phone.

**Dinner Meeting for Town Committee Members**

Each year the Selectboard hosts a dinner meeting of all the town committees and commissions. Denise will contact chairs to see if a date in January will work.

**Appointments**

Denise made a motion to appoint Tammy Leno to the Planning Commission filling the vacancy which expires in 2019. Rose seconded the motion. Motion passed 4-0.

Rose made a motion to appoint Cindy Cook to the Roads Advisory Committee. Scott seconded. Motion passed 4-0.

**Selectboard Minutes**

Scott moved to approve the minutes of October 12, 2015. Toby seconded the motion. Motion passed 4-0. One correction was made to the October 26, 2015 minutes: Change "continue" to "discontinue" in

Toby's motion to discontinue Dodge Road. Toby moved to approve the minutes. Scott seconded the motion. Motion passed 4-0.

### **Road Commissioner Update**

John Simanskas, Cemetery Commissioner, sent a "thank you" to Alfred and the road crew for creating the curb cut at Hudson Cemetery and for work at Janes Cemetery. Alfred has received two applications for the road crew position.

Denise received comments about the reconfigured intersection in Maple Corner at Worcester and West County Roads regarding the deepness of ditches. There is concern drivers may slide into the ditch in the winter. Dot Naylor said the road isn't wide enough to do the turn coming from Worcester onto the County Road without crossing over the center line. Alfred said that regrading may help; it is a large change that people will have to get used to. The recommendation to reconfigure some "T" intersections in town came from the Calais Roads Advisory Committee.

### **Schoolbus Shelter**

A schoolbus shelter was erected by Roland Voyer on land belonging to Tom and Susannah Blachly at the intersection of Bliss and Old West Church Roads. It was in the town right-of-way. The structure has since been removed. The Voyer family and Peter Harvey attended the meeting to figure out where the shelter could be erected, possibly on Peter Harvey's property. Acting Zoning Administrator Dot Naylor explained a 100-square-foot structure does not need a permit, but it must meet setbacks. The shelter was less than 40 feet from the center line of the road which means a variance from the Development Review Board (DRB) would be required.

Peter said it was a temporary structure so he didn't think it needed a permit. The children are now standing in the road and the shelter would at least take them out of the road. Denise pointed out there is a process for anything in the town ROW and a permit application needs to be submitted. She asked the Voyers to fill out the application, work with landowners, and submit the application to town. There was discussion that this is a school problem and it was suggested that the Voyers first talk to Michelle Ksepka at Washington Central Supervisory Union who coordinates the school bus routes. However, if the ROW application is submitted by Thursday, November 12, a meeting with the DRB can take place at an already-scheduled DRB meeting on December 2. Alfred will see Michelle on Thursday and will discuss this with her.

### **Operations Manager Report**

Toby presented architectural plans drawn by John McCullough for a 12' x 36' addition at the rear of the town garage to accommodate an office, lunch room and a future mechanical room. The current office is a closet containing storage for oil and other items with the furnace sitting on top of it. There is no clean, dry place to eat lunch. The road crew will do the excavating. It will be built on four-foot frost walls and a slab. The request for the money to build will be put on the Warning for a vote at town meeting. The cost is estimated to be \$20,000 to \$25,000. Toby will get more precise bids. Donna asked if her husband was volunteering his time on the drawings, and Toby said, yes.

### **2016 Health Insurance**

Denise made a motion to continue with the current BCBS Platinum Plan in calendar year 2016 to include changing the management of the Health Reimbursement Account from Choice Strategies to Health Equity, the BCBS-affiliated HRA. Toby seconded the motion. Motion passed, 4-0.

### **Social Service Policy**

Scott presented a draft of a new policy for social service agencies requesting an appropriation at town meeting. Rose provided several suggestions. Scott will revise and bring another draft to the Board.

### **Zoning Administrator Applicant**

While the Board was impressed by Earl Schrader, who applied for the zoning administrator position, it was agreed it would not work out if Earl becomes employed fulltime. He would not be able to work during regular business hours when the vault is open and when staff are available to answer questions. Dot said she is willing to continue until the position is filled. Donna will add "must be available during regular business hours" to the job description.

### **Town Meeting Warning**

In preparation for Town Meeting, a first draft of the Warning was put together including: Asking voters to eliminate the positions of town auditors; requesting money for an addition to the town garage; voting on new zoning regulations; appropriating money for the second phase of the natural resources inventory; purchase of a chipper; establishing a cemetery reserve fund for any balance left in the cemetery budget at the end of the fiscal year; establishing a technology reserve fund for future purchases of technology-related equipment; the purchase of a ten-wheeler truck as indicated in the Highway Capital Plan (page 29 Town Report for year ending 6/30/14).

A structures grant will be submitted for the N. Calais retaining wall. Alfred would like to submit a grant for the bridge in North Calais that is currently closed. Toby and Alfred will pursue further details/costs on both projects.

### **Executive Session**

At 9:30 pm Denise made a motion to go into executive session in accordance with Title 1 V.S.A. § 313 (a)(1) for the purpose of discussing a legal matter. The motion was seconded, voted and carried 4-0. The Board came out of executive session at 9:45 pm. Toby made a motion and Scott seconded the motion to authorize the town's attorney to send a letter on behalf of the Board to VTel's attorney reaffirming the town's position relative to this project.

A motion was made by Toby and seconded by Rose to adjourn the meeting. Motion passed, 4-0. The meeting adjourned at 9:50 pm.

Respectfully submitted,

Donna Fitch, Clerk