

SELECTBOARD MEETING

Approved Minutes

July 25, 2011

7pm Calais Town Hall

Attending: Denise Wheeler, Mike Garand, Toby Talbot, John Brabant, Scott Bassage, Donna Fitch, Rolf Mueller, Rick DeWolfe, Alfred Larrabee, Jim Buckley, Tim Gochey, Jennifer Gochey, Bob Belisle, Wayne Morse, Geraldine Gilman, Chuck Storrow and Rose Pelchuck.

Actions:

Approval of June 27th Meeting Minutes – The Selectboard reviewed the Minutes and offered corrections. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 4-0-1. Toby Talbot abstained from the vote.

Approval of the July 11th Meeting Minutes – The Selectboard reviewed the Minutes and offered corrections. Toby Talbot made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 4-0-1. Scott Bassage abstained from the vote.

Bid Opening for North Calais Culvert Job -Rick DeWolfe, P.E., announced the low bid was Lamoille Construction, Inc. at \$112,000.00. The other two bids came in at \$147,250.00 and \$164,000.00. Toby Talbot made a motion to accept the bid from Lamoille Construction, Inc. for the North Calais culvert project. The motion was seconded, voted and carried 5-0. Toby Talbot made a motion to authorize Denise Wheeler to sign the contract with the contractor if it is prior to the next regular Selectboard meeting. The motion was seconded, voted and carried 5-0.

Town Invoices and Orders of the Day – Scott Bassage thoroughly reviewed the checks and orders prior to the meeting. The full Selectboard reviewed and processed the invoices and orders of the day as per usual protocol.

Washington County Sheriff's Department Contract – The Selectboard reviewed the Law Enforcement Contract between the Town of Calais and Washington County Sheriff's Department for July 1, 2011 through June 30, 2012. We do get some reimbursement from tickets issued in town. Denise Wheeler spoke to Sam Hill, Washington County Sheriff, and reported they receive \$28.00 per hour verses the Vermont State Police who receive \$54.00-\$55.00 per hour. Toby Talbot made a motion to contract with the Washington County Sheriff's Department for law enforcement services for \$3,000.00 for FY 2011-2012. The motion was seconded, voted on and carried 5-0.

Set the Town Tax Rate – Donna Fitch, Treasurer, calculated two tax rates to consider in order to generate necessary funds to pay town expenses. Voters on Town Meeting Day approved the rate of \$0.59 per \$100.00 of assessed property value. After some discussion, the Selectboard agreed to a rate. John Brabant made a motion to set the town tax rate at 56.1 cents per \$100.00 of assessed property value for fiscal year 2011-2012, which is less than approved by the voters at Town Meeting, unless a town cannot have a tax rate in small increments. The motion was seconded, voted and carried 5-0.

Public Comment- The Board of Civil Authority met prior to the meeting tonight to discuss redistricting the state legislative district. The BCA agreed to request the current district remain the same.

Wayne Morse spoke about the new pavement on the County Road and the lack of an apron on to Wheeler Road. On the next contract it should be defined what an apron is and how long it should extend; contracts should contain detail to know what is expected Wayne Morse stated. John Brabant acknowledged it wasn't in the current contract between the Town of Calais and Pike Industries. Mike Garand made a motion to be sure the contract to pave the next mile on the County Road next year includes paving aprons on Wheeler Road, Bliss Pond Road, and Longmeadow Road. The motion was seconded, voted and carried 5-0. Alfred Larrabee was present for the discussion and is aware of this motion.

Andrew Merrill was alleging that Jennifer and Tim Gochey cut some trees on his land. Denise Wheeler checked with the VLCT about this and was informed it is not a town matter for the Selectboard or Tree Warden. Denise Wheeler has spoken to Fred Bushway, Town Constable, regarding this matter.

Bob Belisle enjoys reading Peter Harvey's comments on the Front Porch Forum and would like the Official Minutes posted somewhere in a timely manner for public viewing. Bob did not know that the town had a website with the official Selectboard Minutes posted on it. (Website address is: www.calaisvermont.gov)

Geraldine Gilman spoke about erosion on Sand Hill Road washing down into her yard. The culvert by her driveway is half full of road debris. Alfred Larrabee knows it needs ditching and went on to say, "When we get the excavator, we'll get over there". Mike Garand spoke about stone-lined ditches as a possible solution that will slow the rate of water flow. Gravel migration occurs. Mike suggested Geraldine speak with Alfred to work it out.

Road Commissioner Update – Following up on Mike Garand's suggestion from the last meeting to figure out how much has been put into the old road grader, Alfred Larrabee reported the following. This will allow the Selectboard to make an informed decision about if it is worth fixing or not:

- it is a 1960's vintage grader
- in 1995 work sleeves, bearings and motor in grader – cost of repair not available
- in 2001, other repairs included cooling system, head gasket and new tires – cost \$14,300.00
- Estimated cost to repair the grader now is between \$16,000.00 to \$20,000.00

Mike Garand is willing to work with Alfred to evaluate options and figure out the best move going forward.

Mike inquired, "How important is a second grader to the town of Calais?" Alfred said, "Very important – have 80 miles of road and can't keep up all the roads." "Need to put twice as much chloride on the roads; down the road if you grade twice as much roads, you need twice as much chloride and need to plan for it in the budget."

Executive Session – Mike Garand made a motion to go into Executive Session with the Road Commissioner, Alfred Larrabee, at 8:12pm in accordance with 1 V.S.A. subsection 313 (a) (1) for the purpose of discussing personnel matters. The motion was seconded, voted on and carried 5-0. The Selectboard resumed the regular session at 8:47pm. Denise Wheeler reported they spoke about road issues with the Road Commissioner. The Selectboard agreed to pay Ed Rowell, who recently quit after 25 years, three weeks of pay along with a letter of recognition for his years of service to the town. The Selectboard also informed those present the Road Commissioner's hourly rate will be increased up to \$21.50 per hour and the other road crew members will receive raises divided up for the 3% increase that was approved for payroll increases. Mike Garand made the above two actions a motion. The motion was seconded, voted and carried 5-0.

VLCT – The town's insurance carrier through the League has changed. Hitcock and Boardman will help with finding which carrier is best for the town. Toby Talbot made a motion to authorize Denise to sign the form. The motion was seconded, voted and carried 5-0.

Weisbart Curb Cut Application on Worcester Road – Jim Buckley represented the Weisbarts at the meeting. After little discussion, Toby Talbot made a motion to issue the curb cut permit with no conditions. The motion was seconded, voted and carried 5-0.

Certification of 1992 Traffic Ordinance for Washington County Sheriff Department – Denise Wheeler announced the town needs to re-certify the 1992 Town of Calais Traffic Ordinance in order for the Sheriff to begin patrolling along with proper signage installed correctly according to uniform traffic codes. The ordinance spells out the various speed limits on town roads. Toby Talbot noted this needs to be re-approved by the town every two years to be in compliance. Toby Talbot made a motion to re-certify the 1992 Traffic Ordinance for the Town of Calais. The motion was seconded, voted and carried 5-0.

Curtis Pond Dam – Dubois & King years ago put together a cost estimate for a concrete dam behind the existing dam on Curtis Pond. John Brabant has been in contact with Jeff Tucker at Dubois & King who reported this dam is similar to the Nichols Pond Dam, same engineering design and same price. The Army Corp of Engineers said they would not exert jurisdictional power per Jeff Tucker. John Brabant said, "We have

\$40,000.00 plus or minus in two pots to get us to the engineering point; \$29,600.00 includes design plans to bring to the state and feds to get approved and what is necessary to put this out to bid". The time line is yet to be determined. John Brabant made a motion to approve the contract from Dubois & King for engineering design work on the Curtis Pond Dam and authorize the chair to sign the contract on behalf of the town. The motion was seconded, voted and carried 5-0.

EMFD transfer of contingency funds – Denise Wheeler explained the summary from last Thursday's joint meeting. Denise asked for ratification of the vote three members made last Thursday. Scott Bassage made a motion to ratify the vote in approving the transfer of funds from EMFD contingency fund to EMFD fire checking. The motion was seconded, voted and carried 5-0.

Curb Cuts Clarification – Denise Wheeler read an email from VLCT further clarifying when a curb cut permit is needed. Rolf Mueller, ZA, is clear about curb cuts. The info will be filed for future reference.

TH 44 Road Discontinuance Process – The Selectboard set the date September 12th for a site visit at 6pm on Wheeler Road followed by a public hearing at 7:00pm at the Town Hall. Meets and bounds are described in the decision for the public notice. Scott Bassage will collaborate with Chuck Storrow adjoining landowner to get the correct data for the Warning.

Personnel Policy Draft – The Selectboard reviewed and discussed a draft personnel policy for the Town of Calais employees (does not pertain to elected officials). The Selectboard agreed to make the policy rather generic in some areas (such as not naming medical benefits provider) and which holidays are paid times off needs to be clarified. This will be a top agenda item at the next meeting. Once the new personnel policy is adopted by the Selectboard, every employee will get a copy, both current employees and upon being hired. Annual employee evaluations will be added to the policy.

Other Business: Roadside mowing has just started. Mike Garand used a good contractor for mowing in East Montpelier and will give the contact information to Alfred Larrabee for future use.

Zoning Administrator needs a computer - Toby Talbot made a motion to purchase a new laptop for the Zoning Administrator not to exceed \$600.00. Rolf Mueller will buy it and get reimbursed by the town. The motion was seconded, voted and carried 5-0.

Tentative Agenda for the August 8th Meeting

- Town of Calais Personnel Policy
- Road Commissioner Update
- TH 44 Discontinuance Process
- Conservation Commission brochure
- Homestead exemptions

Mike Garand made a motion to adjourn at 9:50pm. The motion was seconded, voted and carried 5-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Administrative Assistant