

SELECTBOARD MEETING
Approved Minutes

July 9, 2012

7:00pm Calais Town Hall

Attending: Denise Wheeler, John Brabant, Mike Garand, Toby Talbot, Scott Bassage, Alfred Larrabee, Donna Fitch, Peter Harvey, Jim Buckley, Warner Shedd and Rose Pelchuck.

Actions:

Denise Wheeler, Chair, asked those in attendance to pause and observe a moment of silence in honor of John Connell, Calais resident and School Board member, who died unexpectedly.

Approval of the June 25th Meeting Minutes – Toby Talbot made a motion to approve the Minutes as written. The motion was seconded, voted and carried 5-0.

Budget Update – Donna Fitch, Treasurer, presented the end of the fiscal year figures ending June 30, 2012 noting we are about \$20,000.00 over in total. The grader bill for engine and transmission work did come out of FY 2012.

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.

Road Commissioner Update – Alfred Larrabee reported the grader should be back in service next week on Monday or Tuesday. The brakes on the old grader are not good. The hydraulic pump that regulates steering and brakes needs work; repair estimate is \$2,000.00 for a new hydraulic pump and installation. Alfred thinks that repair should be done by Thursday of this week.

Alfred Larrabee reported he has been working with Doug Newton, Engineer, on the culvert project on Singleton Road. The new aluminum culvert costs \$24,500.00, which is less than a box culvert at \$29,000.00. The Selectboard agreed that the aluminum culvert meets the state hydrological study recommendations.

A person on Ballentine Road had to replace the oil pan on their car due to a rock on the road damaging it after grading.

Mike Garand inquired about where the road crew time cards are located and who tracks vacation time for the road crew. The Selectboard agreed from here forward the Town Clerk, Donna Fitch, would track road crew employees anniversary dates, vacation time and sick days. No motion was made; all Selectboard members agreed.

Alfred Larrabee reported according to his fuel records, there is approximately 83 gallons of fuel missing. Mike Garand made a motion for the road commissioner to buy a lock for the fuel tank and get a motion sensor light installed at the town garage near the fuel tank. The motion was seconded, voted and carried 5-0. Alfred will talk to the neighbors about seeing anything suspicious. Alfred will also call the State Police tomorrow.

Zoning Violations, Appeals, Litigation, and Personnel Matters – Mike Garand made a motion to go into Executive Session at 8:13pm to discuss personnel matters at first without Alfred Larrabee and then with Alfred Larrabee, in accordance with 1 V.S.A. subsection 313 (a) (1). The motion was seconded, voted and carried 5-0. The Selectboard resumed the regular session at 9:10pm. Denise Wheeler stated the Selectboard is not taking any action on raises for the road crew at this time. The Selectboard needs to do some research on raises.

Hutch Crane Insurance Claim with VLCT - nothing.

Set the Tax Rate – Donna Fitch recommends the town tax rate 0.63 per \$100.00 of property assessed value. After discussion, Toby Talbot made a motion to set the tax rate at 0.63 per \$100.00 of property assessed value. The motion was seconded, voted and carried 5-0. Part of the discussion focused on the town's portion of

a structures grant for the Singleton Road culverts project. The state grant for both culverts is \$175,000.00 but the overall exact amount is not known. Toby Talbot said, "The opportunity is now to maximize the state match."

Recycling Center Categorical Certification – The Selectboard has received a notice from ANR for recertification of the depot permit. John Brabant has submitted the recertification for our depot on Moscow Woods Road requesting a ten-year permit instead of a five-year permit.

Vandalism at Fairview Cemetery - Judy Roberts, Assistant Town Clerk, notified the Selectboard of an act of vandalism in Fairview Cemetery. VSP have been notified.

Curb Cut Permit Application – The Selectboard reviewed the Curb Cut Permit Application from Suzy Shedd on 1058 Sand Hill Road. Toby Talbot made a motion to approve the curb cut application with the following condition: applicant must install a 15-inch culvert at the driveway entrance. The motion was seconded, voted and carried 5-0.

TH 8 Relocation of Entrance - The Selectboard received a letter from Pat Malone agreeing to relocating TH 8 on his property contingent on the town discontinuing TH 64 that is Pat Malone's driveway. Denise Wheeler called Paul Gillies, attorney for Weisbarts, during the meeting to clarify the issue and try to move forward. Denise decided to get a list of questions via email from the other Selectboard members and forward them to Paul Gillies. Scott Bassage summarized by saying it comes down to establishing a town highway over private property and the town needs proper documentation to do that.

Draft Financial Policy – The Selectboard reviewed the Draft Cash Receipts, Petty Cash and Returned Check Policy for the Town of Calais, Vermont. Toby Talbot made a motion to approve the policy as written. The motion was seconded, voted and carried 5-0. [The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.]

Dog Complaint Issues: Review Draft VLCT model dog ordinance – Denise Wheeler and John Brabant met with the Erica Gongloff, dog owner, and the beagle in question. Erica stated she didn't know the dog got out twice. Denise and John then met with Renee Fair as well. Denise Wheeler circulated a draft model dog ordinance from VLCT. Toby suggested having Wilson Hughes review the model dog ordinance from VLCT, make changes pertinent to Calais, and have it for review at the next meeting.

Other Business – Rose Pelchuck announced the Quarterly Financial Review Meeting with EMFD would be held Thursday, July 19th at 7:00pm at Station 2 in East Montpelier Village.

Tentative Agenda for the July 30th Meeting:

- Joint meeting East Montpelier Selectboard re: Interlocal Agreement with EMFD
- CVRPC
- TH 8 process to relocate entrance
- Dog ordinance revisions with Wilson Hughes
- Curb cut on Pekin Brook Road

Toby Talbot made a motion at 9:50pm to continue this meeting to Thursday, July 19th at 7pm at EMFD Station 2. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Administrative Assistant

