

SELECTBOARD MEETING

Approved Minutes

January 31, 2011

7pm Calais Elementary School

Attending: Denise Wheeler, John Brabant, Cy Lamberton, Mike Garand, Scott Bassage, Peter Harvey, Dot Naylor, Toby Talbot, Alfred Larrabee, Jody Bayne, Mary Ormsby and Rose Pelchuck.

Actions:

Approval of the December 27th Meeting Minutes – The Selectboard reviewed the Minutes and corrections were made. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

Approval of the January 10th Meeting Minutes – The Selectboard reviewed the Minutes and corrections were made. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 4-0-1. John Brabant abstained from the vote.

Approval of the January 17th Meeting Minutes – The Selectboard reviewed the Minutes and corrections were made. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

Approval of the January 20th Meeting Minutes – The Selectboard reviewed the Minutes and corrections were made. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

Approval of the January 24th Meeting Minutes - The Selectboard reviewed the Minutes and corrections were made. John Brabant made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

Annual Highway Mileage Certificate – The Selectboard reviewed the road mileage data, which is unchanged from last year as follows:

Class 2 roads	18.45 miles
Class 3 roads	54.76 miles
Class 4 roads	12.54 miles
<u>State highway</u>	<u>6.902 miles</u>
Total miles	80.112 miles of roads in Calais

Note: Wayne Morse requested in a letter dated February 6, 2010 that the additional amount from the improperly discontinued portion of TH 44, Wheeler Road be included and has since been confirmed by John Klesch, Esq. as detailed in his letter to the Selectboard dated October 15, 2010. Since then, John Klesch has been working with Wayne Morse and Chuck Storrow to finally resolve this ancient road discrepancy. Cy Lamberton said, “When the matter is settled that amount can be added on to the mileage certificate or discontinued.” Cy Lamberton made a motion to approve the annual highway mileage report as presented and submit it to the State Agency of Transportation. The motion was seconded, voted on and carried 5-0.

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.

Public Comment – Jody Bayne presented a petition signed by 118 Calais taxpayers to the Selectboard to have the in-town gravel pit be reinstated now. The Selectboard advised him that there is not a permit to reinstate. The zoning regulations are what they are and making changes to the zoning regulations requires a lengthy process. The Development Review Board issues permits. The McCullough Crushing permit for expansion has been denied and the appeal is being heard in Environmental Court. The petition states, “We the taxpayers of Calais request the permit for the in-town gravel pit to be reinstated now.” The petition was given back to Jody Bayne and he was encouraged to bring it to the Planning Commission for their attention.

Basic Emergency Operation Plan for the Town of Calais– Toby Talbot, Emergency Plan Coordinator, presented the plan for approval. The plan includes a list of contacts, substitute contacts, procedures of how you handle things in an emergency and a questionnaire of how you go through the process. Scott Bassage made a

motion to approve the revised Basic Emergency Operation Plan for the Town of Calais to send to the state with some changes. The motion was seconded, voted on and carried 5-0.

Pre-Disaster Mitigation Plan – The town's current five-year plan ended in December. Toby Talbot is in the process of writing a narrative to see how the town met the goals outlined five years ago and to come up with new goals. Toby discussed pre-approving authority in the event of a disaster. If no one is around, who makes that decision? Toby said the Selectboard needs to set spending authority in an emergency as a board policy. It should be documented on paper if ever the issue comes up. Alfred Larrabee, Road Commissioner, asked if he has the authority to spend money in the event of an emergency. The Selectboard said if he overruns the highway budget then he needs to come back to the Selectboard for approval.

Response to Letter from Doug Lilley – The town received a letter from Doug Lilley saying in lieu of the court decision, he wants \$700.00 for his time to prepare his small claims court case and interest on the \$2,715.66 judgment he received. The Selectboard noted Doug Lilley did not bring this up in court, this is not his profession and he did not hire an attorney. The judge issued a decision and the Selectboard will follow that decision. Cy Lambertson made a motion that the town has abided by the court's decision by fully reimbursing Mr. Lilley in the amounts laid out in the court's decision. The motion was seconded, voted and carried 4-0-1. Scott abstained from the vote.

Process to Hire and Wages for the Zoning Administrator Position – The Planning Commission advertised for the position; Jack Russell would like the hourly rate increased. Dot Naylor, current Zoning Administrator, averages about \$2,000.00 annually. Dot reported each month the Zoning Administrator works 10 hours in the office plus copying, phone calls, meetings, etc. The Selectboard discussed zoning revenues from fees collected. Expenses of the Zoning Administrator are paid from the fees revenue: copies, postage and Zoning Administrator salary. The Selectboard discussed what amount should the new hire be paid. Mike Garand made a motion to recommend not more than \$15.00 per hour for the incoming Zoning Administrator. The motion was seconded, voted on and carried 5-0.

Finalize Selectboard Annual Report – Denise Wheeler circulated a draft report; comments were offered. Denise will revise the document based on comments and send it around again and then to Eva for publication.

Various Brief Updates:

Curtis Pond Dam – John Brabant has been talking to Steve Bushman, State Dam Safety Engineer, about pursuing WRDA money that is overseen by the Army Corp of Engineers. John corresponded with Jeff Tucker, Professional Engineer, and according to Jeff Tucker, if we get accepted to receive WRDA money, despite increases in the overall cost to build the dam, we come out with a sizable financial gain. John noted the Army Corp of Engineers has some very good people assigned to this WRDA project.

Website Design – Scott Bassage reported professional help from the Snelling Institute is available for website design thanks to the recent grant received. Anyone interested let Scott know. Rolf Mueller is interested.

Posting Collar Hill Road – The Worcester Selectboard will meet on February 7, 2011 to discuss redirecting truck traffic away from Collar Hill Road. John Brabant has been following this issue and will report back after their meeting.

Other Business:

Sign Post Hole Digger – Mike Garand is pursuing the purchase of this tool with East Montpelier Highway Department to share jointly to make road sign installation safe and quick. (Mike Garand is also the E.M. Road Foreman.)

Town Clerk's Salary and Fees – After the last meeting, John Brabant called the VLCT to get more information about town clerk's salary and fees since Calais is transitioning to a new town clerk soon. According to Title 32, town clerks are entitled to fees, in the past that is how town clerks were paid. As duties were expanded, many

towns decided to pay town clerks a salary in addition to fees and/or instead of fees. John Brabant cited the Town of Cabot for example: town clerk - \$27,302.00 salary and all fees go to the town; assistant town clerk - \$30,800.00 salary; fees collected for 2009 in Cabot were \$18,537.00. John spoke to Jeff Fothergill to further clarify what he said at the last meeting. Jeff suggested we don't need to reduce the amount that goes to the town clerk, if we are interested in going that route, the Selectboard should just clarify the process of how the new town clerk will be paid. Jeff noted last year Calais fees were around \$19,000.00. John urged an open book, not seeing salary get reduced necessarily but that everything is in the "red book". Denise Wheeler agreed the goal is to have the info easily found in the annual town report. Dot Naylor said, "Transparency is excellent." Rose Pelchuck is in favor of paying a good wage to the new town clerk and have the fees collected go to the town.

Old Road - Cy Lamberton spoke about Bessie Benjamin wanting an old road that was thrown up removed from the state highway map because it still appears on the Google map. Cy agreed that it needs to get off the state highway map as shown as a thrown up road. Cy will follow up with Jonathan Croft to get it taken off the state highway map.

Amendment to Request for Plowed Highways to be used by Snowmobiles - Jason Fielder from Mountain Tamers Snowmobile Club would like to obtain permission for Roy & Lori Scott to access the trail from their home on Justa Road for approximately 100 yards to Olivia Gay's property. It will be put on the next agenda.

Tentative Agenda for February 14th Meeting

- Snowmobile access for Roy & Lori Scott
- Right-of-Way on Route 14 – traffic concerns by Kevin Wells
- Worcester Selectboard decision re: posting Collar Hill update

Cy made a motion to adjourn at 9:22pm. The motion was seconded, voted on and carried.5-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Secretary