

**Calais Selectboard Meeting Minutes  
Special Meeting  
Monday, November 28, 2016  
7 p.m, Calais Town Office**

**Unapproved**

**Present:** Selectboard Members Denise Wheeler, Rose Pelchuck, Scott Bassage, Toby Talbot

**Others Present:** Jan Ohlsson, Lisa Stoudt, Board Recording Secretary, Steve Gray (left at 7:25), Peggy Bowen, Karin McNeill, Gary Root

**Administrative work and changes or additions to the agenda:** no changes to the agenda

**Public Comment:** Ms. Ohlson shared that the 2016 Calais maps are now available; she shared the book of maps with the Board.

**Review & Sign Town Invoices, Highway Orders and Budget Update**

**Appointments**

Scott Bassage moved to approve the minutes from November 14, 2016. Seconded by Toby Talbot. Discussion: Denise Wheeler and Rose Pelchuck suggested a few edits for clarity. This motion carried, with noted edits.

**Road Commissioner update:** Alfred Larrabee is not present; Toby Talbot gave an update (see below).

**Operations Manager update:** Toby Talbot reported that the town garage work is still underway. The North Calais project will be complete sometime this week; the project is looking really good.

Interlocal Agreement for sharing equipment and personnel with Woodbury – next steps? Denise Wheeler stated that she had shared this draft agreement with James Barlow, and is waiting to hear back. Mr. Talbot stated that this document is required from FEMA in order to reimburse for expenditures; he feels that the content of the document is already in effect – the towns have a “gentlemen’s agreement” already in place; having this document will be more formal. The Board agreed that creating such a document with Worcester, Woodbury, East Montpelier and Plainfield in the future would be good practice.

Repairs to Town Office roof: Mr. Talbot stated that he has not yet gotten in touch with Beaugard to begin repairs to the town office roof. He would like to get this underway before ice and snow begins to build up.

Mr. Talbot shared a list with the Selectboard – dead end roads in Calais that lead to one or two houses. These are roads that the road crew may not be able to get to after a long day of plowing due to winter storms. He would like the Selectboard to consider whether this list of roads can wait until the next day as possible and necessary, for plowing. He explained the challenge to the road crew during heavy storms. The Board agreed that Mr. Talbot will share a letter with these residents, explaining this plan. They have an opportunity to speak to the Board if they want, about this proposed plan.

**Mtn. Tamers Snowmobile Club road opening request (Steve Gray):**

Mr. Gray shared a memo with the Selectboard regarding *Current Request for Plowed Highway use by snowmobiles 2016-2017 season*, dated November 21, 2016. Rose Pelchuck moved to approve the request for the use of plowed highway by snowmobiles for the 2016-17 season, as presented by Steve Gray. Seconded by Toby Talbot, this motion carried unanimously.

**Proposed Better Connections Grant overview (Jan Ohlsson & Karin**

**McNeill):** Jan Ohlsson explained that several grassroots organizations in the area have been looking at transportation and energy, including the possibility of a Park and Ride location. She noted that the Calais Town Plan includes action steps which involve developing a Park and Ride. Ms. Ohlsson explained that this grant – Better Connections Grant - might be a possibility to use toward a feasibility study, working with East Montpelier, Woodbury, and maybe Hardwick, around developing “traffic calming” as well as creating ride sharing or van pooling areas. Eric Vorwald from the Central Vermont Regional Planning Commission has been helping flesh out the details around the possibility of applying for this grant.

The municipality is expected to match approximately 10% of the grant amount (grant amount = \$25K; 10% being \$2500) there might also be other grants toward the project, including “in kind” grants. Ms. Ohlsson explained that she expects some of the expenses for the feasibility study to require payment before the grant reimbursement is received. The Board may be asked to help in this respect. Some discussion followed around “feasibility”: Is it feasible to do traffic calming measures in Calais? Is it feasible to identify park and ride locations? In addition, the group is hoping for an implementation plan as an outcome of the feasibility study. Ms. McNeill stated that one aspect of the traffic calming is to reduce single driver occupancy along Route 14. Ms. McNeill stated her belief that the more Calais works with other neighboring towns, the more funding might be received, and the more viable a bus route along Route 14 might be.

The Board agreed that this policy does fall under its purview. Ms. McNeill had shared a draft of the scope for the grant, which Eric Vorwald had helped create and revise. Denise Wheeler suggested a survey at Town Meeting to ask how much interest exists in the town for ride share opportunities or a commuter bus on Route 14.

Grant timeline: deadline mid-January; decisions made in February.

Ms. Ohlsson and Ms. McNeill thanked the Board for its interest in this opportunity. They will report back to the Board as this evolves. Ms. Wheeler stated her interest in solar powered speed signs; Gary Root expressed his interest in a bicycle lane along Route 14.

**Review changes to the Calais Land Use & Development Regulations – (Zoning Regulations):** The Board reviewed these regulations. Denise Wheeler pointed out some typos in the draft. Rose Pelchuck asked for clarification around the term “cleared area.” Some discussion followed around this concept, especially through the lens of shoreland. She asked for clarification around “right of way” as stated for transportation. She stated that right of way can refer to other things such as utilities. A suggestion was made to use the term “transportation right of way” or “curb cut right of way.” Ms. Pelchuck thanked Mr. Root and Ms. Ohlsson for the concise summary of changes to these regulations, for the Board to consider. Denise Wheeler is planning for a public hearing on December 19<sup>th</sup>. Mr. Root stated that the Commission will consider any changes to the document, as discussed, around definitions or other means of clarification, at its December 6<sup>th</sup> meeting.

**Review Dupont vicious dog hearing draft decision and Merritt Kennedy’s Evaluation:** Denise Wheeler had shared a draft with the Board for consideration. Scott Bassage moved to approve this decision. Seconded by Scott Bassage. This motion carried, with Toby Talbot abstaining. This signed document will be sent by certified mail to Mr. Dupont.

**Continue discussion of Charter adoption and timeline for Town Meeting Warning:**

Denise Wheeler shared that Janet Ancel had contacted her; she suggested that the Board consider including Cemetery Commission membership in the Town Charter. The Board does not think this is an issue that still needs resolution, but would like Ms. Wheeler to check with the Cemetery Commission. Jan Ohlsson suggested that the Board consider listers in the charter – in the future, might these positions be hired from outside the Calais Town? Denise Wheeler will discuss this with James Barlow as well.

Rose Pelchuck moved to finalize and approve the proposed charter for public hearings for the town of Calais, per the recommended language from James Barlow, dated November 21, 2016. Seconded by Scott Bassage, this motion carried.

**Financial policies:** The Board has adopted some of the VLCT recommended financial policies. Mr. Bassage asked the Board to consider whether there are others that should be adopted.

Rose Pelchuck had researched and discovered that the Board had approved *Cash Receipts, Petty Cash and Returned Check Policy for the Town of Calais, Vermont*, on July 9, 2012.

Scott Bassage suggests that the Board consider the following policies:

*Tax Collection Policy: Small Credits, and*

*Tax Collection Policy: Elimination of Small Amounts Due.*

Mr. Bassage had shared drafts for these policies for the Board to consider.

**Review Town Meeting Warning and sharing of duties/responsibilities:**

Denise Wheeler had offered to help reviewing submissions to include in the warning. She reviewed some of the petitions that will be included in the warning. Denise Wheeler will begin work on the Selectboard report; she will include information about the town charter in the report.

Ms. Wheeler suggested having a two hour Board retreat to discuss Town Clerk/ Treasurer duties and NEMRC; Friday December 9, 10:00 – 12:00. Toby Talbot would like to create an agenda to focus the discussion, to include:

- Long term planning
- Capital planning for the town assets, including major road projects
- Use of space (including the Town Hall)

Denise Wheeler asked Board members to consider any items for discussion at this meeting and to email her so that she can prepare and post an agenda.

**Reports/Updates (as needed or as time permits)**

**Other/New/Old Business that may come before the Board**

**As needed: Zoning enforcement issue(s)**

**Legal/litigation updates**

**Executive Session**

**Adjourn/continue meeting:** Toby Talbot moved to adjourn at 8:48. Seconded by Scott Bassage, this motion carried unanimously.

Respectfully submitted,  
Lisa Stoudt, Board Recording Secretary