

Selectboard Special Meeting Minutes

Monday, May 4, 2020 at 4 pm via recorded Zoom conference call

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member, joining at 5:18 pm), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary)

1. Call to Order: Denise Wheeler called the meeting to order at 4:07 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Review and approve minutes
 - a) Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 2/10/20 meeting, with the changes as noted; the motion passed 4-0.
 - b) Clif Emmons moved and Denise Wheeler seconded to approve the minutes of the 2/24/20 meeting, with the changes as noted; the motion passed 3-0 (Sharon Winn Fannon abstained).
 - c) Clif Emmons moved and Denise Wheeler seconded to approve the minutes of the 3/9/20 meeting, with the changes as noted; the motion passed 3-0 (Sharon Winn Fannon abstained).
 - d) Sharon Winn Fannon moved and Clif Emmons seconded to approve the minutes of the 3/30/20 meeting, with the changes as noted; the motion passed 4-0.
 - e) Sharon Winn Fannon moved and Clif Emmons seconded to approve the minutes of the 3/30/20 meeting, with the changes as noted; the motion passed 4-0.
 - f) Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 4/13/20 meeting, with the changes as noted; the motion passed 4-0.
 - g) Clif Emmons moved and Sharon Winn Fannon seconded to approve the minutes of the 4/27/20 meeting, with the changes as noted; the motion passed 4-0.
5. Plan to Approve Warrants: Normally, the full Board reviews and signs warrants at each meeting. In the context of virtual meetings, the Board made plans for each member to review the physical warrants, and then drive them to drop off at the next member's house (the order being Clif, John, Rose, Sharon). The handoff protocol includes an email to notify the next member.
6. Review FY 21 Budget: The Vermont House passed S.344, an act relating to temporary municipal tax rate provisions in response to COVID-19. The Board reviewed each line of the approved FY21 budget to identify potential areas for reduction (to accomplish this tax rate relief). Some budget expenses are required by law or already under contract, such as the

digitization of land records; that particular contract has proven to be invaluable during shutdown. Sharon Winn Fannon noted that being able to get records from the Town is a huge asset at this time. Not all towns are offering that and it makes it impossible to do any work related to land transactions.

Amending the budget formally, i.e. to reduce the budget, reduces the tax rate. In contrast, leaving the line item in and hoping or planning not to utilize it, does not reduce the tax rate. Budget reduction suggestions will be discussed with stakeholders. The Listers and Treasurer may be asked to join the Board in the close future to align planning. The group noted that FY21 is the final loan payment (\$56,358 and interest \$4148) and will provide excellent relief next FY.

The Board discussed the idea of no summer overtime for the highway department for the remainder of FY 20 and all of FY 21. The tractor has been purchased for roadside mowing; the budget includes funds for paying a person to mow. The Board will draft a memo to communicate with the Road Commissioner and Operations Manager, directing them to take a hard look at the Highway Budget and provide feedback on areas that will or can be reduced. Clif Emmons reported that the Friends of the Town Hall are aware that the Town will move forward with the exterior paint RFP, but will slightly alter by asking for two quotes: the first a quote for having all the work done at once, and the second a quote for completing the work in phases. John Brabant pointed out workable “triage” solutions (paint the newer installed clapboards, and leave the existing upper painted boards for the future; call on volunteer efforts). Sharon Winn Fannon suggested an edit to the RFP to make clear that the Town retains flexibility to *not* award a contract for painting.

7. Executive Session for Personnel Matters: Sharon Winn Fannon made a motion to go into Executive Session at 5:25 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 5-0. The Board resumed Regular Session at 6:44 pm. The Chair had nothing to report publicly.
8. Other Business/Old Business/New Business: Clif Emmons noted that Calais is moving to the front of the line in terms of towns waiting for internet hot spot installation (it will be at the Town Garage parking lot).
9. Adjournment: Denise Wheeler made a motion to adjourn at 6:44 pm. The motion was seconded, voted on and carried 5-0.

Date: 5/5/2020 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 5/26/2020 meeting

Click on the link below to view documents associated with this agenda:
https://drive.google.com/open?id=1-YybNj7UmyMHR24lJr-Ic_L1B4f1fnrS