

Selectboard Meeting Minutes

Monday, August 26, 2019 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Jerome Lipani (ORCA), Katie Lane-Karnas (Recording Secretary), Sandra Ferver (Town Treasurer), Alfred Larrabee (Road Commissioner), Richard Hyde, Brian Lane-Karnas, David Delcore, Mack Gardener-Morse, John Lens

Absent: John Brabant (Vice Chair)

1. Call to Order: Denise Wheeler called the meeting to order at 7:04 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports
 - a) Delinquent Tax Collector (DTC): The DTC reported that the Town is down to 14 delinquent taxpayers. Of the seven parcels the Board motioned be sent to the lawyer for collection, five paid in full (the Board and DTC reviewed an itemized list with the status of each parcel). The Board thanked the DTC for her excellent work.
 - b) Treasurer: The Town Treasurer reported regarding the Board's directive to maintain a \$10,000 balance in the Town Hall Reserve Fund (the Selectboard previously authorized the Fund to be used for Town Hall renovation project expenses but for \$10,000). \$10,807 is the current Fund account balance. Bills will continue to come in, which the Town Treasurer will post against the renovation project expense line (currently at -\$6,494). Grant reimbursement monies are expected to be received around the end of October at approximately \$30,000. The expectation is for the Town Hall project to utilize the Fund balance to cover expenditures until the Town gets reimbursed (as described above). The Chair pointed out that the untimely death of Ernie Parrish, owner of Green Line Builders (Town Hall renovation contractors), has resulted in an unexpected transition for Green Line. The Board planned to talk with the Town Hall Renovation Committee (THRC) at their next meeting about clarifying budget and tolerance for overspending, and the Town Treasurer will keep the Board apprised of grant income and expense balance activity. Work continues on the renovation, led by John McCullough; the Chair will invite the THRC to attend the September 9 meeting, and they will have coordinated with Green Line Builders by that point in time. Clif Emmons shared that the THRC continues to be very sensitive to the budget and managing the project extremely conscientiously.

The Town Treasurer shared the positive impact of the configuration changes to the Town Office space (approved by the Board at the previous meeting). rB Tech came in to rewire, and the changes made were tidy, efficient and a positive experience. Office computers will

need upgrades from Windows 7 to 10 before the end of the year (2025 will be the when Windows 10 will be obsolete). The Chair reviewed a list of employee computers that will require replacement in the future. If additional funds exist after hiring the IT contractor, the needed Windows 10 computers/laptop may be able to be replaced from that budget line item. Use of a laptop for a public user space is a matter of convenience and office space efficiency (over a desktop, which may cost approximately \$500 less). The group discussed the benefits and drawbacks for public computer setups.

The Town's tax process with respect to mailing of the tax bills was not impacted much as a result of the Act 46 forced merger, with tax bills going out within five days of last year's bill mailing. The Treasurer described the Auditor's efforts this year at the Town Office as a nice working partnership.

- c) Road Commissioner and Operations Manager: The side arm mower (rented at a cost of \$3,000 per week, with the fourth week of the month at no cost, delivered at no cost) is in use this month. Doug Grout is interested in mowing 2-3 days per week but is no longer a contractor and would therefore be considered an employee. The Road Commissioner is working on scheduling required employee screenings for Doug Grout. He discussed the use of the side arm mower, and considered renting it for an additional month (it could be listed under line item "equipment hired"; in any case, this change in mowing plans results in an increased cost for 2019 mowing). The new truck is still expected to be working in Town by November. The Road Commissioner purchased a heavier duty trailer to carry the hydroseeder (which holds 3,000 gallons of water) and plans to sell the old trailer. The Chair shared positive feedback from recent mulching. Culvert replacement continues; George Road work continues to be planned for; ditching on Batten Road has been done to slow water down.

5. Winter Road Maintenance Discussion with Prof. John Lens, UVM: John Lens, UVM Civil and Environmental Engineering Professor with the Senior Capstone Design Project, introduced himself. The Chair provided background on Calais' winter roads challenges. Last winter's weather patterns brought stressors to the forefront. As a result, the Board hosted three public information forums in early spring about winter roads. One suggestion, provided by Mack Gardner-Morse, connected the Board with the UVM Capstone Project as a potential resource.

UVM civil engineering students spend two years doing community service projects, with support from faculty and sometimes outside advisors, on efforts that contribute to a community and provide students with boots-on-the-ground experience. John Lens felt a project should not be counted on to give an answer, but perhaps student effort could be relied on to do research, speak with faculty, and compile information that the Town may not have time to do, perhaps ultimately helping create guidelines. John Lens explained the process: pitch to students, students bid on the projects pitched, assign teams, notify selected projects. The group considered how a potential project may be approached. Brian Lane-Karnas, Civil Engineer, mentioned that the mapping and presentation end (color coded truck routes, time domain mapping) may be a useful contribution. Rose Pelchuck commented that the Roads Advisory Committee had created a hard copy map with color coding (indicating main connector roads, secondary roads, and low volume roads). The group discussed outcomes of this partnership such as some documentation and hard facts that the Town may publish, possibly a study,

identification of a few solutions and elimination of useless ones. The project would certainly involve significant learning for students in working with the public and the results would be applicable to other towns. Richard Hyde commented that the increased rain during the winter contributed to water staying on his road, penned in by very tall snowbanks on either side; students may investigate weather impact. John Lens reviewed the expectations of the program, reporting and feedback.

6. Revised Traffic Ordinance: The intersection of Dugar Brook Road and North Calais Road was added as a location for a stop sign (the Board has been discussing a sign at the intersection of Kent Hill Road and Pekin Brook Road as well). The process for an ordinance is that the Board adopts it, and there is then a period of 45 days for the public to raise concerns before it is officially enacted. The Board and Road Commissioner reviewed updates. Sharon Winn Fannon made a motion to put a stop sign at Kent Hill Road where it meets Pekin Brook and North Calais Road, and put a stop sign where Dugar Brook Road enters North Calais Road. Denise Wheeler seconded, and the motion passed 4-0.
7. Petition 19-27, IBEW Local 300 and Town of Calais: The Selectboard has reviewed the letter and Petition. The Board again noted that the Road Commissioner is considered management and would not be eligible to be a member of the bargaining unit, and that the other three road crew members would become union members if they decide to move forward and join the union. The Board reviewed the 3 options identified in the letter attached to the Petition. The Board identified Option 1 as being the most appropriate as set forth in 21 VSA Sec. 1724(c). The Board did note that it does not know if "...no rival employee organization seeks to represent the employees,..." With that said the Board agreed to Option 1.
8. Chair Update
 - 9/9/2019 will include a meeting with CVRPC, RCT & GMTA regarding a Vt. Rte. 14 commuter bus.
 - The chair will be scheduling a meeting with surrounding towns and legislators to revise animal control statutory language.
 - There will be a BCA meeting 9/9/19 at 6:15 pm (the voter checklist will be reviewed ahead of upcoming elections).
 - Clif Emmons notified all potential vendors who provided IT proposals that the Board was still working through review and scheduling.
9. Review and approve minutes, warrants
 - a) The Board reviewed the invoices and orders were processed for payment.
 - b) Clif Emmons moved and Rose Pelchuck seconded to approve the minutes of the 7/22/2019 meeting, with the changes as noted; the motion passed 4-0.
Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 8/8/2019 meeting, with the changes as noted; the motion passed 3-0 (Sharon Winn Fannon abstained).
Denise Wheeler moved and Sharon Winn Fannon seconded to approve the minutes of the 8/12/2019 meeting, with the changes as noted; the motion passed 4-0.

10. Other Business/Old Business/New Business: The Board is saddened at the loss of community member Richard Purchase and recognized his valuable contributions to the Town of Calais.
11. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 9:40 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 4-0. The Board resumed Regular Session at 10:05 pm. The Chair had nothing to report publicly.
12. Adjournment: The meeting was adjourned at 10:10 pm.

Date: 8/28/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 9/9/2019 meeting

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https://drive.google.com/open?id=1oJ3AsbIJm1RC_G7EpFAbb1FwNqJq3BF0