

SELECTBOARD SPECIAL MEETING
LOCATION: Calais Town Office
MONDAY, JANUARY 2, 2017 @ 7:00 P.M.

Approved 1-9-17

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

Others Present: Lisa Stoudt, Board Recording Secretary, Judith Robert, Donna Fitch, Rob Richert

- Administrative work and changes or additions to the agenda: no changes to the agenda
- Public Comment: none
- Review & Sign Town Invoices, Highway Orders and Budget Update: Invoices and board orders were reviewed and processed for payment. No updates to this year's budget, as next year's budget is under development.
- Review and Approve Minutes:
12-19-16 John Brabant moved to approve the minutes of December 19, 2016. Seconded by Scott Bassage. Discussion: Rose Pelchuck and Scott Bassage suggested a few edits for clarity. This motion carried unanimously.
- Review/update Winter Operations Plan: Toby Talbot had prepared a written proposal to change the winter maintenance policy. This would allow for plowing some low-traveled roads on the following day after a storm. John Brabant would like to add to the policy: "provided there is no greater than six inches of snow on the road." Scott Bassage expressed his support for the changes as presented. Rose Pelchuck expressed that she does have some reservations about this change; she suggested that the Board approve this implementation, but revisit after a certain period of time, for example, on April 1st or later in the spring. The Board will address this at a future meeting, after Mr. Talbot sends the letters to affected residents. The Board will take into consideration any feedback resulting from the letters.
- Continue discussion for development of FY 2018 Budget: Some discussion followed around sheriff income. Toby Talbot explained how traffic fines are distributed. Denise Wheeler suggested that Donna Fitch check with the Sheriff's Department to find out if any changes have been made that would affect income to Calais. The Board discussed some of the items that have been moved from separate articles for vote at Town Meeting, into the Town budget. Some discussion followed around the category "Other Operating Expenses." The Board asked whether any other expenses should be considered, in light of changes in the charter and some reorganization in the office.

Donna Fitch asked whether any expenses will be involved in moving the Veteran Memorial. The Board does not think this will require additional expenses. Toby Talbot stated that he believes this can be managed by the road crew when the time comes.

The Board discussed the Salaries portion of the proposed budget. Some discussion followed around duties and responsibilities of town office positions – town clerk and town treasurer. The Board discussed the Assistant Clerk position. Some discussion followed around the position of Selectboard Assistant. Toby Talbot spoke about statutory responsibilities for the Town Clerk, versus other duties that the Town Clerk has taken on over time. Some discussion followed around the concept of a Selectboard Assistant or a Selectboard Administrator.

Toby Talbot suggested putting \$40K into the budget for the Selectboard Assistant/ Administrator position, and then revisit this issue, for budget development, when the tax impact is calculated.

Donna Fitch will create an updated budget draft for the next meeting in one week, given some of the changes discussed tonight, including salaries and benefits.

- Continue discussion for development of FY 2018 Town Meeting Warning: The Board considered an updated draft. Toby Talbot provided wording for Article 9 regarding an excavator and trailer: “to see if the town will authorize the Selectboard to purchase a used excavator and a new trailer for that excavator at a cost not to exceed \$100K to be financed over a period of ten years. This is to replace the 1997 excavator and trailer which will be sold.” An additional article will be added regarding the bridge in North Calais.

The Board briefly discussed the Conservation Commission article.

Some discussion followed around grants that might be pursued toward Town Hall repairs.

Donna Fitch revisited the topic of Board outreach about the budget. The Board agreed that transparency and community engagement is important. Scott Bassage suggested that the Board more actively invite the public to the January 9th meeting when the budget will be discussed. Donna Fitch will post something on Front Porch Forum.

Agenda items for January 9th meeting:

- Budget
- Winter operations plan
- Town Meeting Warning

Toby Talbot shared the proposed Capital Plan for Highway Department.

Donna Fitch asked whether job descriptions will be updated as the Board continues to fine tune them – and whose responsibility with this be? Updated job descriptions will be needed as the public begins to ask for more information about these positions.

Adjourn/continue meeting: Scott Bassage moved to adjourn the meeting at 8:52. Seconded by John Brabant, this motion carried unanimously.

Respectfully submitted, Lisa Stoudt, Board Recording Secretary

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