

**SELECTBOARD SPECIAL MEETING MINUTES**  
**LOCATION: Calais Town Office**  
**MONDAY, DECEMBER 19, 2016 @ 7:00 P.M.**

*Approved 1-2-17*

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

**Others Present:** Lisa Stoudt, Board Recording Secretary; John McCullough (left at 7:15); Judith Robert; Donna Fitch (arrived at 7:30 p.m.)  
Woodbury Fire Department members Paul Cerutti, Stephen Morse, Tim Neill (arrived at 7:30 p.m.)

**Call to Order:** Denise Wheeler called the meeting to order at 7:02 p.m.

**Public Hearing on proposed changes to the Calais Land Use & Development Regulations (Zoning):**

Denise Wheeler noted that the public hearing portion of the meeting is now in session at 7:03 p.m. John McCullough invited any questions or comments or concerns. He stated that no one attended the Planning Commission meeting for public comment/ input. This will be on the Town Warning for Australian ballot vote.

John McCullough stated that the Planning Commission has approximately \$700 or \$800 in reserve and would like to purchase a laptop. He also noted that a large monitor purchase is suggested – it would be wall mounted. The Selectboard is in support of this purchase. Mr. McCullough suggested that the Planning Commission and the Selectboard share the expenses to purchase these items.

Judith Robert stated that she plans to run for Town Clerk. The Board thanked her.

**Review & Sign Town Invoices, Highway Orders and Budget Update:** Town Invoices and Board orders were reviewed and processed for payment. Budget update discussion will follow during FY18 budget development.

**Review and Approve Minutes**

December 9, 2016 and December 16, 2016: Toby Talbot moved to approve both minutes: 12-9-16 and 12-16-16, as presented. Seconded by Scott Bassage, this motion carried unanimously.

Dec 12, 2016: Toby Talbot moved to approve these minutes. Seconded by Scott Bassage, this motion carried unanimously.

Denise Wheeler briefly discussed some of the highlights from the year to include in the annual Selectboard report. Board members provided input to create this list. Rose Pelchuck will review the minutes from the year to help generate the highlights to include in the annual Selectboard report. Scott Bassage asked for Toby Talbot to provide an updated photo of the Road Crew, for the website.

**Woodbury Volunteer Fire Department FY 2018 budget request and**

**Discussion:**

Mr. Morse had prepared an updated memo, requesting a contribution to the truck fund as well as appropriation for Fire Services Contract.

Some discussion followed around the purchase or lease payments, regarding trucks. Mr. Cerutti stated that the 1998 truck is the one that has required repairs over this past year and will be next on the list for replacement.

Discussion followed around state police providing free dispatching to some areas of the state (and not to others), including the issue of dispatching from remote areas. Paul Cerutti explained his role on the Dispatch Committee.

The Board discussed the complexity of being between two town Fire Departments: East Montpelier and Woodbury.

Denise Wheeler asked about the prospect of a new fire station in Woodbury. Mr. Cerutti stated that this is currently “on hold” – a tentative plan is being made but no progress has been made yet. Ms. Wheeler asked about call volume data. This will be provided at a later date.

Toby Talbot moved to approve the request of \$14,000 for the truck replacement fund, and \$28,650 for 2017-18 fire services contract, for Woodbury Fire Department. Seconded by Scott Bassage, this motion carried unanimously.

Mr. Cerutti explained the process that Woodbury followed in 2011 when they purchased a new truck. He explained, from his perspective, the tradeoff when a “demo” is purchased. The Board and the Woodbury Fire Department discussed different specifications of fire trucks. Mr. Cerutti stated that he will provide a Chief’s Report and an Annual Call Volume report (for 2016) within the next week.

**Continue discussion for development of FY 2018 Budget:** The Board considered the most recent budget draft. The Board discussed the proposed pay rates for the road crew, including overtime hours. Brief discussion followed around health insurance and retirement benefits. Denise Wheeler stated that at some point the Board might consider requiring employees to contribute a higher percentage toward health insurance and retirement.

Ms. Wheeler asked whether Board members see any areas in this budget draft where cuts might be made. Mr. Talbot reported that the Highway budget ended this past year approximately 3% over budget. Some discussion followed around grant opportunities for purchasing some items such as office furniture. Toby Talbot explained that he is currently working on a capital plan; he suggested that the highway equipment line item be increased to \$85K, and to eliminate the separate article request for \$25K (to roll that into the \$85K).

Scott Bassage suggested that Ms. Wheeler speak to Wilson Hughes about his receiving payment as Town Constable and Animal Control Officer, before Town Meeting Day, if this is to be on the agenda.

Some discussion followed about the Reserve Fund. Donna Fitch had noted a request for a computer to be included in the budget, to come from Technology Reserve. Donna Fitch shared the capital plan from RBTechnologies. An additional computer will be purchased for a proposed administrative assistant position; this will be built into the

budget, however, rather than from reserve fund. Some discussion followed around internet speed. Scott Bassage will look into an offer he had received regarding increasing internet speed.

Scott Bassage spoke briefly about Town Hall budget line items. He stated for the record, that as he understands the intention of the Board, new computers that are replacements for computers that are already owned by the town should be paid for from the technology reserve fund. Computers purchased for new purposes in the office, should be paid for from the Selectboard budget. In addition, we should increase the technology reserve fund whenever we add computers purchased for new purposes in the office.

**Continue discussion for development of FY 2018 Town Meeting Warning:**

The Board considered at length the articles on this latest draft of the Town Meeting Warning.

Toby Talbot provided details for an article requesting \$100K to purchase an excavator and an additional amount for purchase of a trailer to haul the bigger machine.

**Continue discussion of Charter adoption and timeline**

The Board discussed some proposed figures for Town Office positions. Some discussion followed around a job description for Selectboard Administrator. The Board discussed the concept: these positions represent the work that is currently being done/ getting done as required; however, this configuration of staff plans for a more sustainable and realistic model, and it accounts for many of the responsibilities that have been carried out over the past, without fair or adequate payment.

The Board discussed the positions of assistant town clerk and/ or office administrative assistant. Toby Talbot stated that the Board will need to create job descriptions including how many hours per week are expected and then calculate the cost of each position, especially the positions of: Assistant Town Clerk and Auditor.

Judy Robert will work on some job description work; Toby Talbot will work on job description for Operations Manager.

John Brabant moved that the Selectboard approve the proposed town charter and set public hearings on the proposed charter for Monday, January 23, 2017 at 7 PM and Monday, January 30, 2017 at 7PM. Seconded by Toby Talbot, this motion carried.

**Adjourn/continue meeting:** The meeting adjourned by consensus at 9:30 p.m.

Respectfully submitted,  
Lisa Stoudt, Board Recording Secretary

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