

**CALAIS SELECTBOARD
Approved Minutes**

LOCATION: TOWN OFFICE

MONDAY, April 24, 2017 @ 7:00 P.M.

Approved 5-8-17

Present: Selectboard Members Denise Wheeler, Rose Pelchuck, John Brabant, Sharon Winn Fannon, Rob Richert

Others Present: Lisa Stoudt, Board Recording Secretary; Donna Fitch, Town Treasurer; Judith Robert, Town Clerk; James Barlow, Esq., Jan Ohlsson, John McCullough, Scott Bassage, Will Walters: Hardwick Gazette Reporter, Alfred Larrabee, Peter Brough, Jamie Moorby, David Schutz

Call to Order: Denise Wheeler called the meeting to order at 7:06 p.m.

• Administrative work and changes or additions to the agenda:

Rose Pelchuck shared a bill for annual training for the fire warden and assistant fire warden. Donna Fitch will put this in the board order for the next Selectboard meeting. Chris Tuller is Deputy Fire Warden for Calais; Rose Pelchuck shared a document that is needed to verify this in an annual report; Selectboard members signed this.

• Review & Sign Town Invoices, Highway Orders and Budget Update: Selectboard members circulated and signed these invoices.

• Approve Minutes:

Rob Richert moved to approve the minutes of March 31, 2017 (special meeting).

Seconded by John Brabant, this motion carried unanimously.

Sharon Winn Fannon moved to approve the minutes of April 10, 2017. Seconded by Rose Pelchuck. John Brabant pointed out one typo. This motion carried. Rob Richert abstained from this vote as he was not present on April 10th.

• Announcements: Green Up Day & Green Up Week: Alfred Larrabee shared some updates on Green Up Day and Green Up Week in Calais. Rob Richert offered to provide his dump truck for the Green Up Day drop site. Some discussion followed about where to post information, especially updated information intended to be shared, about handling needles and ticks. Board members reminded those present that any found needles are supposed to be reported. This information will be posted in the community as well as shared on Front Porch Forum.

Denise Wheeler shared information about a meeting on Thursday April 27th (7 p.m.), about Historic Kents' Corner. At least 3 Selectboard members intend to attend this meeting, so Ms. Wheeler will create an agenda and post official minutes as required by

open meeting law.

The Board was reminded: beginning in May, Selectboard meetings will be at the Town Hall.

- **Road Commissioner update:**

Mr. Larrabee spoke about some mud-season-related road issues, including a clay boil near Moscow Woods.

- **Brough Curb Cut application:** Alfred Larrabee had visited this site and had provided some information to Peter Brough about moving the location 150 feet south to accommodate sight distance. Some discussion followed about a culvert: if possible, a 15 inch culvert will be needed (unless ledge prohibits this.) Denise Wheeler made notes on the Curb Cut application.

Rose Pelchuck moved to approve the Curb Cut application for Peter Brough, with the conditions as noted. Seconded by John Brabant, this motion carried; Rob Richert recused himself from this vote. Board members (with the exception of Rob Richert) and Alfred Larrabee signed this document.

- **Review Highway Dept. overtime for CY2017:** The Selectboard had asked to review overtime at the end of each winter. Donna Fitch asked how the board would like this information to be presented. Selectboard members discussed the purposes for reviewing this data: to assess distribution of hours/ staff, and for budget oversight.

- **Roadside mowing:** Alfred Larrabee reported that someone had approached him expressing interest in roadside mowing. Denise Wheeler provided background information to new Board members, that this had been put out to bid each year with only one response. The Selectboard asked Alfred Larrabee to put this out to bid; roadside mowing usually begins around July. John Brabant noted that the wild parsnip should be mowed before it goes to seed. He suggested that the bid document designate certain areas and time frames to mow.

Sharon suggested that the Selectboard discuss this further at a future meeting, to talk about the topic of invasive species. Denise suggested that we may want to have a special meeting and presentation such as E. Mont. is having on 5/1.

- **Operations Manager update**

Review and sign Town Highway – Annual Financial Plan: Selectboard members reviewed this document.

Sharon moved to approve the Annual Highway Financial Plan as presented. Seconded by John Brabant, this motion carried unanimously. Selectboard members signed this document.

The Selectboard will review the Highway Budget projection at the May 8th meeting.

- **Town Clerk update:** Judith thanked Donna Fitch for covering in her absence. She reported that the radon mitigation had turned out to be a much larger task than had been expected. The project is now complete, though. Donna Fitch reviewed the retention schedule for documents and items, as this was brought to light when the storage facility was emptied for radon mitigation. Some discussion followed around

re-testing for radon, to follow up.

- **Town Treasurer update:** Donna Fitch reported that the Workman's Compensation audit takes place tomorrow (April 25th).

Culvert Installation agreement - on next agenda

Sheriff reimbursement: Donna Fitch shared that the reimbursement rate has changed. Calais is now receiving less of a percentage from traffic violations. Denise Wheeler will contact the Sheriff's office for clarification.

Donna Fitch noted, regarding education cash flow from the school - the school currently owes approximately \$60,000 to the town.

Donna Fitch noted that a rebate (approximately \$900) had been received from Efficiency Vermont.

- **Sign Merchant's Bank equipment loan paperwork (excavator)**

Rose Pelchuck moved to approve signing the loan document for \$100,000, first (annual) payment due in April 2018. Seconded by John Brabant, this motion carried unanimously. Selectboard members signed this document.

Donna Fitch noted that she has emailed the Vermont League of Cities and Towns, to inquire about insurance for the trailer and the excavator.

- **Planning Commission update (Jan Ohlsson & John McCullough):** Jan Ohlsson shared that a recent request had been made to change the ridgeline map. John McCullough stated that the commission is now working on clarifying the process of making amendments to maps or town plans. Ms. Ohlsson shared that a schedule and a plan is being created, for discussing and delineating procedure around such change requests, and the commission will keep the Selectboard apprised.

- **CVRPC update (John Brabant & Jan Ohlsson):** Ms. Ohlsson shared briefly that the commission is seeking a line of credit; she shared that they are currently facing staff shortages.

- **Historic Preservation Commission update:** David Schutz and Scott Bassage shared *Calais Town Hall Rehabilitation Plan 2-6-17*. Some discussion followed about the location of the town hall building relative to a flood plain. Rob Richert asked whether the insurance rate would change as a result of these planned changes. Denise Wheeler asked about the need for updating the septic system if the building use increases. Brief discussion followed.

Mr. Schutz reported that consultants had advised the Calais Historical Preservation Commission (CHPC) to prepare an RFP for biddable documents. The 2017 CLG grant money is intended to be used toward this endeavor. (Currently a grant of approximately \$12,000 has been received, which could go toward creating biddable documents.) Mr. Schutz reported that the next step for the CHPC is to refine the document and to put together a funding plan. John Brabant suggested that Peter Harvey might be able to provide information about preserving historic character by using veneer. John Brabant also shared about the recent radon mitigation at the Town Office, and suggested that this might be relevant to the Town Hall location as well.

Mr. Schutz shared plans to enlist the Historic Kents' Corner, Inc., for fundraising. He noted the meeting this Thursday, April 27th.

Jamie Moorby spoke to the Selectboard about the possibility of planting some trees on the public land by the Town Hall. A more developed plan will be forthcoming.

Some discussion followed around where to plant in the field by the Town Hall, being mindful of aesthetics, as well as future construction on the property.

Some discussion followed around haying in that area, and the need to coordinate in light of various factors such as future construction and haying.

● **Review and sign McCullough Crushing Surety Agreement:**

John Brabant moved to authorize Denise Wheeler to sign off on the agreement. Seconded by Rose Pelchuck. Discussion: Sharon Winn Fannon stated that she will abstain from the vote. A vote was called; this motion carried. Sharon Winn Fannon and Rob Richert abstained.

Executive Session:

John Brabant moved that Executive Session is needed, for the purpose of discussing delinquent tax penalty, where premature general public knowledge would put the Town at a disadvantage. Seconded by Sharon Winn Fannon, this motion carried unanimously.

Sharon Winn Fannon moved to go into Executive Session at 8:46 p.m., and to invite the Donna Fitch, Town Treasurer, and James Barlow, Esq., Town Attorney. Seconded by Rose Pelchuck, this motion carried, and the Board entered Executive Session.

Adjourn/continue meeting: John Brabant made a motion to resume Regular Session at 9:58 pm. Denise Wheeler stated there was nothing to publicly report. Rose Pelchuck made a motion to adjourn at 9:59 pm. The motion was seconded, voted on and carried 5-0.

Respectfully submitted, Lisa Stoudt, Board Recording Secretary

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