

## **Selectboard Meeting Minutes**

Monday, October 23, 2017 at 7pm at the Calais Town Hall

Attendance: Denise Wheeler, Chair; Jon Williams, Selectboard Administrator; Donna Fitch, Treasurer, Pamela DeAndrea, Regional Planning; Larry Bush, Lakes and Streams; Selectboard members: Rose Pelchuck, Clif Emmons; Alfred Larrabee, Road Commissioner; Jacob Earle, new road crew, Selectboard members John Brabant arrived 7:15, Sharon Winn Fannon arrived 7:30. Judy Robert, Town Clerk and minute-taker

**7:05 Denise Wheeler swore Clif Emmons in as the new Selectboard member.**

**Meeting called to order at 7:06 by Denise Wheeler, Chair.**

**Public Comment:** None.

### **Review of Agenda/Correspondence**

- Denise Wheeler discussed a road issue regarding resident Vernon Turner and the discontinuance of town Highway #22. She explained that this road, a spur off Dugar Brook Road, will be removed from the map as a town road, as it was put on in error.
- Lisa Stoudt resigned as minute taker, Judy Robert is filling in. Denise Wheeler is searching for a new minute taker.

### **Selectboard Appointment**

- Clif Emmons is the new Selectboard member, filling in the seat formerly held by Rob Richert. Introductions were made.
- Jacob Earle was introduced to the Selectboard as a new road crew worker.

### **Recurring Items, Presentations, Reports:**

Postponed until full SB attendance: Review, discussion, and approval of minutes: 9/25, 10/11, 10/16

**Warrants** for Payment were passed around.

### **Business Items for Possible Vote:**

#### **Transportation Items:**

Falco Curb Cut Review/Approval #CC04-2017

- Alfred Larrabee presented his review of the Falco curb cut application. It was recommended that a culvert be inserted.
- A motion was made by Rose Pelchuck to approve the curb cut with conditions, seconded, and motion carried.

#### **Road Crew Vacancies**

There is one more position to fill, and Alfred Larrabee reported that he is awaiting an applicant to gain CDL training. Dana Huoppi is still on the crew part-time, although wants to end his position, as he works full time elsewhere. Ed Rowell is retiring in November, but is willing to train new road crew members.

#### **Other transportation updates:**

- Hayden Road bridge work is well underway. Hutch Concrete will be paid by the treasurer in the next orders.
- Apple Hill erosion control grant work is being finished in the coming week.
- Trucks are being prepared for plowing.

#### **Class 4 Roadways Grant Review/Approval**

Alfred Larrabee and Pamela DeAndrea explained aspects of the grant, and described work being done on Apple Hill and future segments of the work to be done on Woodbury Mountain Road. The main purpose of the grant is for preventing erosion and cleaning water on class 4 roads. Road materials were discussed.

- John Brabant moved to approve the grant and authorize the chair as delegate to sign the grant. Motion was seconded and carried.

### **Doug Lilley Road/E911 Coordinator Position**

Denise Wheeler explained that Doug Lilley named and installed the sign for the private “Doug Lilley Road”. Alfred Larrabee said the sign does not meet 9-1-1 requirements for letter size. The private road naming was triggered by having three homes on the road, thus requiring the naming and signage. Donna Fitch, former 9-1-1 officer, explained the 9-1-1 addressing process. John Brabant stated that residents need to know their 9-1-1 addresses. Sharon volunteered to communicate with Doug Lilley that the road name was approved, the sign will be replaced, and the need to inform tenants of the 9-1-1 addresses. The issue of needing to replace Rolf Mueller as e-9-1-1 coordinator was discussed. Denise Wheeler suggested Jon Williams do the work related to the Doug Lilley Rd addresses as an interim.

- Sharon Winn Fannon made the motion to approve the name of the road as Doug Lilley Road, and that the town order a 9-1-1 compliant sign. Motion was seconded. Discussion followed regarding liability, procedures. Motion carried.

### **Lakes and Streams Committee Request**

Larry Bush presented on behalf of the Lakes and Streams Committee. He reviewed the history and status of the committee, which has been functioning for 14 years, but is not an official board or body of the town. The primary responsibilities have been education and producing newsletters. The committee has sponsored or co-sponsored educational programs and is involved in water quality measuring. A survey was recently disseminated and results are available. An effort was made to reach all property owners. Respondents totaled 82, self-selected. Larry described highlights of the survey results, including priorities of protecting water from pollutants and education.

Larry suggested that the committee is helpful to the Conservation Commission as an “arm,” but not an official subcommittee, and enjoys some of the flexibility of not being subject to official requirements, appointments, and statutes. There are two requests:

1. The Lakes and Streams is requesting Selectboard support for seeking a grant from the State for a greeter program to welcome boaters and explain invasive species and other conservation issues. This would require the treasurer to pay people on a seasonal basis. Colleen Bloom volunteered to oversee the grant, hire greeters, reporting, etc. Questions were raised by the Selectboard regarding the greeters as employees and the ensuing paperwork, liability, responsibilities, and additional work for the town. The question was raised if the grant needs to be presented by the Conservation Commission as an official body of the town. Or could this grant be sponsored by a private organization?

It was suggested these questions be addressed and then the grant idea be further discussed.

2. A request in 2018 for \$1200 for another hard copy newsletter also posted on websites and through Front Porch Forum. The newsletter has been mailed to 776 home owners in the past.

John Brabant suggested not mailing the newsletter to save postage costs, and using the money for displays that allow people to pick up the newsletter if interested. Concerns were expressed about newsletters being put in the trash or recycling, and if the glossy paper was recyclable. It was suggested that there be a Lakes and Streams report in the town annual report.

### **Personnel/Conflict of Interest Policies**

Jonathan Williams had reviewed the personnel policy, edited the document, and submitted to the Selectboard for previous meetings. Denise asked the Selectboard to review the policy for approval for the November 13 agenda.

The Conflict of Interest policy will be reviewed by Jonathan Williams and Sharon Winn Fannon. Sharon stated that concerns were addressed regarding this policy at the VLCT town fair attended by Selectboard members. John Brabant suggested policies need to be voted on by the town and there is a contradiction with the VLCT. Sharon said the league staff says the Selectboard has authority to decide how to define this policy with the option of taking it to the voters. Jon Williams will send a link to the Selectboard members of the detailed Conflict of Interest policy and procedures May 24 version provided by the league. Denise suggested a future meeting with Jim Barlow for review of the Conflict of Interest policy, and then prepare for voting on at Town Meeting 2018.

### **Town Hall Maintenance update**

Denise announced that Andrew Felice has been hired as the Gospel Hollow Warden to replace Ernie Parrish. Amy Rowell has been hired to clean the town hall.

### **Review, discussion, and approval of minutes: 9/25, 10/11, 10/16**

- The 9/25: Sharon noted a lack of clarity in the section about Curtis Pond Dam replacement costs. She made changes in GoogleDocs, which will be reviewed by the Selectboard for approval at the next meeting.
- The 10/11: Denise made the motion to approve the minutes, seconded, motion carried.
- The 10/16: Denise made the motion to approve the minutes, seconded, motion carried.

### **Auditors Job Description**

Denise announced that the position of auditor needs to be filled and suggested the position be advertised. There is \$6000 available in the budget.

Donna Fitch reviewed the job description of the auditor and made specific suggestions for revision. Additional revision suggestions were made by Selectboard members. Discussion followed regarding strategies for finding an auditor, either an individual or a firm with a municipal focus.

### **Internal Controls**

Jonathan Williams and Sharon Winn Fannon reported on their work of reviewing the internal controls checklist. Sharon presented her view that the checklist needs to be reviewed to determine if the Selectboard wants to incorporate specifics of the checklists into policies. The charge of the task was to review the document to see if it was a useful tool. The Select Board will continue this discussion at a future meeting.

### **Delinquent Tax Rate Approval**

Denise made the motion that the delinquent tax rate be set at 3.69%, which is 1 percent above the weighted average of the town's loans held during FY17. Motion seconded and carried.

### **Town Office Repairs**

There was a brief update on roof repairs from Jon Williams.

Jon Williams asked that his performance evaluation be reviewed by the Selectboard, in executive session if necessary, at an upcoming meeting.

John Brabant made a motion to adjourn the meeting at 10:04. Approved.

The Special Selectboard meeting of October 30<sup>th</sup> will be at 7 pm at the Town Office.

Agenda item postponed: Budget Meetings/Assignments

### **10:04 Adjournment**

**Respectfully submitted,**

**Judy Robert, Town Clerk**

*Accepted at the 1/8/18 meeting*