

SELECTBOARD MEETING

Approved Minutes

Monday, March 14, 2016

7:00 pm Calais Town Office

Present: Denise Wheeler, Selectboard Chair; Scott Bassage, Rose Pelchuck, Toby Talbot; Donna Fitch, Town Clerk; Lou Cherry, Administrative Assistant; Alfred Larrabee
John Brabant was not present.

OATH OF OFFICE: Rose Pelchuck, re-elected to a three year term on the Selectboard, was sworn in by Denise Wheeler, Chair at 7:04 pm.

ORGANIZATION OF SELECTBOARD: Denise Wheeler indicated that because this is the first meeting since Town Meeting, the Selectboard Officers need to be elected. Scott Bassage nominated Denise Wheeler for Chair, John Brabant for Co-Chair and Donna Fitch for Clerk. Rose Pelchuck seconded and the motion passed 4-0. Denise Wheeler set the official schedule of meetings including dates, time and location for ensuing year. Selectboard meetings will be on the 2nd and 4th Mondays of the month at 7:00 pm. From May through October at the Town Hall and from November through April at the Town Office. Official posting places for Minutes and agendas continue to be at the Town Office, East Calais Store, Maple Corner Store and electronically on Front Porch Forum. Draft Minutes need to be available to the public within five days of any meeting per the Open Meeting Law. Rose Pelchuck moved that meetings be conducted according to Roberts Rules of Order for Small Boards. Scott Bassage seconded, motion passed 4-0.

PUBLIC COMMENT ON NON-AGENDA ITEMS: On behalf of the Selectboard, Denise Wheeler expressed thanks to Donna Fitch and Judy Roberts and everybody who helped make the Town Meeting function so smoothly.

REVIEW & SIGN TOWN INVOICES AND HIGHWAY ORDERS

Orders were circulated for Selectboard review and signatures. Rose Pelchuck was concerned that we were paying for dispatching. It was her understanding that that was going to stop. Toby Talbot reported that that starts on July 1, 2016.

APPOINTED OFFICIALS (MAKE APPOINTMENTS OR REAPPOINTMENTS AS NEEDED) Denise Wheeler suggested that townspeople who were interested in reappointment to a town position, might be invited in to discuss their interest. Toby Talbot pointed out that there were quite a few re-appointments, which would result in a long meeting. Rose Pelchuck suggested that incumbents be called and asked to send the Board an email indicating why they would like reappointment. Denise Wheeler agreed and suggested she and Rose Pelchuck get together to work that out.

APPROVE MINUTES: Approval of Minutes of February 8, 2016 meeting. Toby Talbot moved to approve the Minutes. Scott Bassage seconded. Rose Pelchuck will make a few changes. Motion passed 4-0.

Approval of Minutes of November 23, 2015 meeting. Toby Talbot moved to approve the Minutes. Scott Bassage seconded. Lou Cherry to make corrections as discussed. The motion passed 4-0.

Approval of Minutes of December 7, 2015: Toby Talbot moved, Scott Bassage seconded. Motion passed 4-0.

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Approval of December 28, 2015 meeting minutes: Donna Fitch and Rose Pelchuck will review and make corrections – not approved at this meeting.

Approval of January 5, 2016 meeting minutes: Toby Talbot moved, Scott Bassage seconded. Motioned passed 4-0.

Approval of January 25, 2016 meeting minutes: Lou Cherry to make corrections – not approved at this meeting.

Approval of February 1, 2016 meeting minutes: Toby Talbot moved, Scott Bassage seconded. Lou Cherry to make corrections as agreed upon this evening. Motion passed 4-0.

Approval of February 8, 2016 meeting minutes: Toby Talbot moved, Scott Bassage seconded. Rose Pelchuck to send corrections to Lou Cherry. Motion passed 4-0.

ROAD COMMISSIONER UPDATE – Alfred Larrabee said that Thursday mud was bad. They have put down 826 yards of gravel to date. Denise Wheeler asked about the capacity of the trucks. Alfred Larrabee said the 10-wheeler has 14-yard capacity, the 6-wheeler hauls 7 yards. Alfred Larrabee pointed that where they worked on Worcester Road last year, they used 10 loads of gravel. This year, none. Alfred Larrabee reported that he has received emails and phone calls from a woman on Pekin Brook Rd, the sharp curve being dangerous, especially during mud season. She requested that a mirror be placed to alert cars to oncoming traffic. Toby Talbot expressed his concern that a mirror would not be effective. He suggested that putting up a couple of warning signs would be much more effective than the mirror.

Denise Wheeler reported that Steve Gladczuk wished to get together with Denise Wheeler, Toby Talbot, Alfred Larrabee and anyone else who could meet during the day to discuss the Regional Planning Commission of VTrans identification of Pekin Brook as a high-risk road. Denise Wheeler will arrange a meeting. Meanwhile, there is no reason not to put up warning signs. Toby Talbot indicated that the signs would be a temporary fix. A long term solution would be to straighten out the curve. Alfred Larrabee pointed out that bank is all sand. Toby indicated that in that case, an improved line of sight, removing the blind curve would be easy to accomplish.

Alfred Larrabee said he would be ordering the new truck soon. The truck would be a Western Star. He said that there are two dealers he works with to get the best quote. Alfred Larrabee reported that Bruce was out with a routine operation; his part-time worker, Patrick, is filling in. Scott Bassage asked if there were plans for doing some work in North Calais.

OPERATIONS MANAGER UPDATE

Denise Wheeler asked about the Center Road Culvert RFP's. Toby Talbot reported that bids were due by Friday at 4:00 pm. We have three bidders so far. He distributed a spreadsheet detailing the bids. Next meeting's agenda should include making a selection. Toby Talbot said he was just finishing up the grant for this project. Toby Talbot said we have until April 15th to apply for a structures grant. We learn about the grant request in May and can start the work in July. Toby Talbot listed that grants we have already received: Center Road grant and a Better Backroads grant for Mirror Lake Road. Toby Talbot said they were putting in for a North Calais retaining wall grant. There are three other projects from the study Dan Currier from CVRPC did that we will be applying for Better Back Roads grants for. He said then there is a culvert on Apple Hill Road that is in bad shape. If that repair qualifies for Better Back Roads, then Toby Talbot will apply for that.

Toby Talbot submitted the Annual Town Highway Plan, which gets submitted to the State, showing what Calais is planning to do in the coming year. Toby Talbot moved that we approve the Annual Town Highway Plan as presented. Scott Bassage seconded. The motion passed 4-0.

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CERTIFICATE OF HIGHWAY MILEAGE –Denise Wheeler indicated that before signing the annual Certificate of Highway Mileage, there needs to be clarification of Longmeadow Hill Road on the town highway map. Toby Talbot explained Reed Cherington had noticed only a portion of TH 43 was discontinued and a portion was unused. Toby Talbot spoke with the Keatings who owned the property. They said that in 1979 the Selectboard quit claimed, abandoned and discontinued a half mile section of that road starting at the Worcester-Calais line for a half mile toward the County Road. Toby Talbot said that’s exactly what the Town Map shows. Denise Wheeler asked for a motion to approve the Certificate of Highway Mileage for the year ending February 10, 2016. Toby Talbot made the motion and Scott Bassage seconded. Motion carried 4-0.

REQUEST FROM HISTORIC PRESERVATION COMMISSION -Scott Bassage reported that \$10,000 left over from a grant obtained in 2014 was used to fix the Town Hall windows and repair a shutter, using volunteer labor. However, one window was so badly damaged that it needed extensive work. Scott Bassage asked the Board to authorize the spending of up to \$500.00 to complete work on the Town Hall windows project. Toby Talbot moved that the expenditure of \$500.00 be authorized. Rose Pelchuck seconded. Motion passes 4-0.

UPDATE 2016 LOCAL EMERGENCY OPERATIONS PLAN (LEOP)

Denise Wheeler reported that we need to update the Plan. Laura Ranker wants to meet with us. Toby Talbot indicated that he didn’t think it was necessary; he would update the Plan and have it ready for the Board approval.

LONG RANGE PLANNING FUTURE AGENDA ITEMS? Denise Wheeler asked for the members of the Board to identify any goals and suggested issues for the new year. She would also like to distribute to all Boards, Commissions, Committees, etc. information about Open Meeting Law compliance and expectations (including posting of agendas and minutes). Scott Bassage said he would like to see three issues addressed in the coming year. Better cell phone service, the development of a Town-owned source of gravel and a source of jobs such as an industrial park. Toby Talbot suggested that there might be Town policies and procedures and financial operations that might need to be reviewed. Scott Bassage said that he and Rose Pelchuck will be attending the Town Officers Training in April and will be returning with lots of new ideas. Rose Pelchuck pointed out that she’ll be attending the ICS training. Toby Talbot pointed out that it was important that they attend as at this point, he was the only Board member certified to sign off. Denise Wheeler said there was to be a Road Foreman’s meeting at the East Montpelier Fire Department that she plans to attend

JOINT EMFD SELECTBOARDS QUARTERLY MEETING Denise Wheeler said that Bruce Johnson had asked her about changing the quarterly meeting from 4/21/16 to 4/14/16. There was no problem with the change.

ADJOURN/CONTINUE MEETING – At 8:45 pm, Denise Wheeler said the meeting will be continued on March 21st at 7:00 regarding the Natural Resources Inventory Phase 2 funding request and description with Drew Lamb, Eric Sorenson & Matt Peters.

Respectfully Submitted,

Lou Cherry, Administrative Assistant