

SELECTBOARD MEETING
Approved Minutes

November 11, 2013

7:00pm Calais Town Office

Attending: Denise Wheeler, John Brabant, Scott Bassage, Toby Talbot, Rose Pelchuck, Will Walters, Alfred Larrabee, Stephanie Kaplan, John McCullough, Gary Root, Jack Russell and Peter Brough.

Actions:

The meeting began with observing a moment of silence in honor of all those that made a sacrifice for our country on this Veteran's Day.

Calais United Church Drainage Project was completed today as outlined at the last Selectboard Meeting. Bowen's Excavation donated the pipe and the town donated the drainage stone. Road signs were used as the work was done in the town's right-of-way and all was said and done by 12:30pm.

Approval of the October 7th Meeting Minutes – Scott Bassage made a motion to approve the Minutes as written. The motion was seconded, voted on and carried 4-0-1. Toby Talbot abstained from the vote.

Approval of the October 28th Meeting Minutes – Scott Bassage made a motion to approve the Minutes as written. The motion was seconded, voted on and carried 5-0.

Town Appointments for Vacant Positions - Mike Loignon, Stephanie Kaplan and Jane English expressed interested in serving on the Development Review Board. There is one vacant seat on the board and one vacant alternate position on the DRB. No appointments were made tonight. Denise Wheeler will invite the interested parties to the next meeting.

Selectboard Meetings Schedule for November, December and January was discussed due to the holiday season and planning to work on the budget and Warning for Town Meeting. Donna Fitch outlined items for the town warning that she would like discussed beginning with the next meeting and into the December meetings. This will allow detailed discussion of the budgets in January. The Selectboard made no changes to the regularly scheduled meeting dates in November and December. The Selectboard will meet on each Monday night in January 2014.

Road Commissioner Update – The project to remove the underground fuel tanks and install new above-ground tanks at the town garage is done per Alfred Larrabee. Trucks are ready for winter and have plowed once already. The old fluorescent bulbs and fixtures in the town garage are worn out and should be replaced. Efficiency Vermont sent Denise Wheeler some info on what is available. One truck is down for repairs. Former long-time employee, Ed Rowell, was hired back as a fill in driver (he quit from Woodbury) although the Town of Berlin is also after him as a fill in driver. Tom Frost will be asked to add Microsoft Outlook to the town garage computer for email access.

R-O-W Issue on Bliss Road – The Selectboard reviewed the new Infringement of R-O-W Notice drafted by Donna Fitch. Scott Bassage made a motion to approve the Infringement of R-O-W Notice as presented with minor changes as agreed upon by the Selectboard. The motion was seconded, voted and carried 5-0. The notice will be sent to two landowners in town that have erected structures in the town's right-of-way.

Town Employee's Health Insurance – Donna Fitch reported she had been successful in signing the town up as a business entity on the Vermont Health Connect but was unable to sign up employees, so employees would fill out paper applications.

Change in Disability and Life Insurance Carriers – The Selectboard instructed Donna Fitch to investigate what VLTC has to offer for disability insurance and life insurance and report back to the Selectboard.

Draft Performance Evaluations for Road Crew – The Selectboard received copies of draft performance evaluation forms for the road crew. Denise Wheeler stated it is just a place to get started and we will review and discuss them further.

Parking and Snow Removal Ordinance – The Selectboard discussed the current town ordinance adopted in 1997 and the Town of East Montpelier's Winter Operations Plan. Discussion ensued whether the town ordinance really needed to be changed or not. Alfred Larrabee will review the documents, make any desired changes and bring them back to the Selectboard. Denise Wheeler offered to assist Alfred with typing them up at the town garage.

RFP for painting the exterior of the Town Office – Donna Fitch will write up a Request For Proposal for painting the exterior of the Town Office in FY 2015 (after July 1, 2014) for the Selectboard to review. Insurance is required.

Microphone for Town Moderator – Scott Bassage would like to purchase a wireless microphone for the town moderator with a \$50.00 maximum. Denise Wheeler made a motion to authorize Scott Bassage to purchase a wireless microphone for the town moderator for town meeting not to exceed \$50.00. The motion was seconded, voted and carried 5-0.

Calais Roads Advisory Committee – The Roads Advisory Committee will meet this Thursday to finalize the standards and the Selectboard will be getting it soon. The Committee will be done with its charge soon and some members do not want to continue with the other work.

Zoning Application Fee Schedule – John McCullough was asked to check with Peg Bowen, DRB Chair, at the October 14th Meeting regarding modifying the Calais Permit Fee Schedule as it relates to projects within the Historic District. John reported Peg Bowen does not have an issue with his proposal and brought the revised letter with proposed language. The Selectboard will review it and it will be voted on at the next meeting.

Draft New Time Sheet for Road Crew – Denise Wheeler provided a draft new time sheet for the road crew. Number codes will be used in the boxes to indicate the types of overtime i.e. winter snowplowing, flooding, etc. Scott Bassage will work on the codes. Overtime for attendance at Selectboard Meetings will be granted only for the time actually spent on road issues as designated by the Selectboard. Overtime work for all employees is to be held to a minimum consistent with the efficient and sound management of the Town of Calais. Further review and discussion on the new time sheet will be held at the next meeting.

AOT Change in Route 14 Bridges Replacement – Denise Wheeler received notice that the Vermont Agency of Transportation has changed their plan to close and replace one bridge south of East Calais General Store on Route 14. Instead, they will replace all three bridges on Route 14 in Calais in the same year (possibly 2017) and put up temporary bridges at all three locations. Chris Williams, VTrans Engineer, will be sent a letter from the town expressing the town's displeasure at this costly and disruptive change.

Proposed Changes to Zoning Regulations – Jack Russell and Gary Root from the Planning Commission came before the Selectboard to present the proposed changes to the Land Use & Development Regulations. Denise Wheeler asked Jack Russell to review the process the Planning Commission went through to come up with these changes.

Jack Russell said they took out anything and everything people did not like from the proposed changes that did not go through last year. Jack said they do need to make recommended changes every year because the legislature, courts, CVRPC and regulatory agencies all make changes and citizens offer changes, too. An example cited was impervious surfaces. The Planning Commission was able to listen and respond quickly to come up with a clearer definition that actually came from the state. A lot of thought and consideration goes into everything that goes into the list of changes. Jack said these changes would enable the DRB to make better decisions. According to Jack Russell, the integrity of the Planning Commission requires them to offer these

changes each year as was decided in 2005 when the major rewrite occurred. Jack spoke about the overlay district – it was too subjective but it will happen eventually. Denise Wheeler noted the Conservation Commission applied for a grant to do a natural resources inventory and it makes sense to do that first before the overlay district. Jack said they happen in parallel. Jack Russell said the Zoning Permit Application forms need a major reform to make it more clear to the applicant.

Denise Wheeler asked them to go through the proposed changes. Jack and Gary explained the importance of the purpose statement. The expanded purpose statement is drawn from aligning it to the Town Plan. Rose Pelchuck discussed her concerns that the newly expanded purpose statement for the Rural Residential District lists the many things the regulations are looking to protect with people listed last. The other concern Rose spoke about is the many, many changes in the full text of the document not listed in the two-page proposed changes to zoning document that gives someone the impression that this is all the changes, when in fact there are a lot of proposed changes. John Brabant spoke about the deed restriction on an easement – someone needs to maintain it in perpetuity; it needs to be clarified. John would like it to be accomplished with this round of changes. Gary Root is continuing to research this. John Brabant asked where his language from four years ago went when he, Gary and Darby Bradley went over this.

Scott Bassage asked to have form Title 441 and VPIC report checklist from them as required by law. Denise Wheeler reviewed the rest of the changes. The Planning Commission has officially given the proposed changes to the Zoning Regulations to the Selectboard and the clock starts now for holding a public hearing.

Jack Russell stated the Planning Commission is now going to revise the Town Plan that has to be revised every five years. Jack asked for guidance from the Selectboard with input from the Conservation Commission. The Town Plan needs to be readopted by the Selectboard by this time next year.

ANR Reclassification of Wetland on McCullough property – The town has been notified that the Calais Poor Fen has been reclassified from a Class III to a Class II Wetland. This wetland and wetland buffer has certain protections and is now under the jurisdiction of the Agency of Natural Resources.

A status hearing is scheduled for December 23, 2013 with the parties involved in the legal case relating to McCullough Crushing Gravel Pit expansion. John Brabant suggests having a sit down with all the parties. Peter Brough stated his position and wishes the wetland reclassification didn't happen in retrospect. John Brabant said we should go back to have a conversation with all the parties that were together in mediation. Denise Wheeler will contact Joe McLean, Esq. to contact the related attorneys to meet in one room. This is the consensus of the board.

Tentative Agenda for the November 25th Meeting

- Parking and Snow Removal Ordinance – Road Commissioner's proposed changes
- Road Crew time sheet and evaluations
- Highway Operations Manager position
- VT Route 14 Bridges response from AOT
- Warning Articles for Town Meeting discussion with Donna Fitch
- Review RFP to paint Town Office exterior
- Permit Fee Schedule changes re: Historic District
- Meet candidates for positions on Development Review Board

Toby Talbot made a motion to adjourn at 9:10pm. The motion was seconded, voted and carried 5-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Member and Administrative Assistant