

SELECTBOARD MEETING

Approved Minutes

June 10, 2013

7:00pm Calais Town Hall

Attending: Denise Wheeler, Scott Bassage, Toby Talbot, John Brabant Rose Pelchuck, Donna Fitch, Rolf Mueller, Alfred Larrabee, Guthrie Perry, Will Walters, Conrad W. Smith, Peter Harvey, Trey Martin, Barbara Weedon, Steve Gray, Jeff Fothergill, Craig Line and Stephanie Kaplan.

Actions:

Approval of the May 27th Meeting Minutes - Scott Bassage made a motion to approve the Minutes. A few corrections were made. The motion was seconded, voted on and carried 5-0.

Publishing the Draft Meeting Minutes – The Selectboard once again discussed publishing draft or unapproved Minutes. After some discussion, the Selectboard agreed to publish unofficial Draft Meeting Notes on the town's website. Rose Pelchuck, Administrative Assistant, will put a message on Front Porch Forum that these notes can be viewed on the town's website and include a link. After the official Minutes are approved, the Webmaster, Rolf Mueller, will remove these Draft Meeting Notes. Rose agreed to see how this goes for a few months and will inform the Selectboard if this can be sustained.

Town Invoices and Road Commissioner's Orders of the Day - The Selectboard reviewed and processed the invoices and orders of the day as per usual protocol.

Road Commissioner Update - Alfred Larrabee reported on recent activities of the road crew and classes they are signed up for. Alfred said there was a lot of tree damage from recent storms and he hired a chipper contractor to clean up especially on East Hill Road. There is an issue on Jack Hill Road with hedges planted in the town's right-of-way closer to the road. Donna Fitch will send the landowner a letter on behalf of the Selectboard. Alfred reported he has a state-certified contractor scheduled to remove the underground tank at the Town Garage with work to begin after July 1st. Denise Wheeler said she had problems reaching road crewmembers in the early evening for town business and nobody returned her calls. Denise informed Alfred she wants the road crew to know they must return calls to the Selectboard members. Alfred said in an emergency, call him so he can ascertain directly from the person calling what equipment will be needed to respond to a road emergency.

Dog Warrant for Unlicensed Dogs – After approval by the Selectboard, the town clerk will send the Warrant for Unlicensed Dogs to Wilson Hughes, Animal Control Officer, to call the people. Scott Bassage made a motion to approve the dog warrant as presented by Town Clerk, Donna Fitch. The motion was seconded, voted and carried 5-0.

Parcel Mapping Contract with RJ Turner & Co. - The town parcel maps or tax maps as they are sometimes referred to, need to be updated. RJ Turner & Co. will update the parcel maps through March 31, 2013. Toby Talbot made a motion to sign the contract with RJ Turner & Co. The motion was seconded, voted and carried 5-0.

Appointments for Town Offices, Boards and Commissions - Denise Wheeler asked Josh Larkin if he would be interested in serving as Second Constable and Second Animal Control Officer and she has not heard back from him. The list of vacancies in the various positions were read as follows: Second Constable, Second Animal Control Officer, Design Advisory Board, Historic Preservation Commission, Development Review Board, Alternate to the Development Review Board (two positions) and someone to work on Energy Efficiency Lighting in East Calais Village. Rose Pelchuck will post the list on Front Porch Forum. Inquiries should be directed to Denise Wheeler or Donna Fitch.

Public Comment on non-agenda items – none.

Curb Cut Permit Application – Franklin Heyburn has submitted an application for two existing curb cuts on West County Road. Donna Fitch will look at the records to see if the Chamberlains had the Curb Cut Access Permit. Procedurally there were questions. The Selectboard approved this application pending review of the newest driveway curb cut application in the Town Office by Donna Fitch to determine status of old driveway (curb cut). A 15" culvert will need to be installed on newest curb cut with grading to eliminate water coming onto traveled road and granted the applicant permission to work in the town's right-of-way.

Curb Cut Permit Application – Lyford no action.

VAST Trails Work - Steve Gray has a proposed project on TH 34 for this summer. Steve Gray reported water runs down into the road and they are trying to improve drainage for about 250 feet. Rose Pelchuck made a motion to authorize work in the town's right-of-way for this project. Alfred Larrabee has seen water run into North Calais Road and is in favor of this work. The motion was seconded, voted and carried 5-0.

Budget Update and Tax Items – Jeff Fothergill and Donna Fitch provided an update on the end of the year budget and tax items. The current town tax rate is 0.6358 and in the end, we raised more money than we needed to rise. There was an overage of \$47,335.00 that was carried over from the FY 2012 highway budget (a noted error that will be corrected next year when the FY '14 tax rate is set). Jeff Fothergill said this was the first time we tried to carry over and instead got put into the tax rate (not as a source of revenue). This amount needs to go into revenue/income. Jeff would like to review the Balance Sheet in detail with the SB at some point.

Invoices for sand and gravel - Jeff explained why we buy material in the spring in one fiscal year and pay (match the expense) for material to be used in the next fiscal year. Under modified accrual accounting, this is acceptable practice as long as the town is consistent in the way it does it. Alfred said stockpiling material happens due to waiting for summer projects to begin, allows the washed sand to dry and drain all summer and the security of knowing the material is here.

Reviewed the Budget Analysis Summary 6-10-13: \$35,000.00 leave unspent along with \$47,335.00 out of the \$137,217.00 total surplus. Jeff Fothergill said it is okay to kind of run a surplus that covers the amount of delinquent taxes. We now have a tool to project budgets more accurately. Those in attendance thanked both Jeff and Donna for their work on the budgets and taxes.

Appoint/Reappoint Roads Advisory Committee and Review Charge - Denise Wheeler asked those interested in being on the committee to attend the meeting tonight. Denise Wheeler made a motion to nominate Peter Harvey, Conrad Smith, Barbara Weedon, Craig Line, Trey Martin, Stephanie Kaplan, Doug Lilley, JC Meyers and Dan Weston (9 people) for the Roads Advisory Committee. The motion was seconded. Peter, Conrad, Barbara, Craig, Trey and Stephanie each gave a statement about why they are interested in serving the town on this committee. The motion was voted on and carried 5-0.

Denise Wheeler informed the newly formed committee that they have to elect a chair, vice chair and appoint someone to take Meeting Minutes and post agendas for public meetings. The Selectboard discussed the Charge of the committee. The committee will consider the work of the previous Calais Roads Advisory Committee Charge as approved by the Selectboard March 12, 2012. Scott Bassage made a motion to approve the charge of the Roads Advisory Committee as revised (will be circulated by the SB). The motion was seconded, voted and carried 5-0.

Next Steps for Adamant Road, Fowler Road and Singleton Road – Scott Bassage made a motion to put on hold the major Town Highway projects proposed for Adamant Road, Fowler Road and Singleton Road including any ditching, widening or cutting of any trees. If required by AOT, the Selectboard will resubmit form TA-60 (Rev 03-03) with the section “Major Projects” left blank. Normal care and maintenance on those roads shall continue as usual. The hold shall be in effect until the Roads Advisory Committee report on those projects has been acted on by the Selectboard or until the Selectboard, with the advice of concerned citizens, has

agreed on a detailed description of the scope and limits of each of the three projects. The report shall include a second opinion on the health of the marked trees by a professional forester and a traffic count. The motion was seconded and discussion ensued.

John Brabant commented that we should take a breather and do some quality road maintenance. Toby Talbot questioned is state aid at risk? We can try to limit the size of projects but maintenance doesn't maintain the quality of the infrastructure by not doing some rebuilding, Toby went on to say. Alfred Larrabee, Road Commissioner, would like to choose some other roads to use the state aid money on for this year. John Brabant talked about the work done last year on Ballentine Road. John believes it is the most unsafe stretch of road with big ditches on both sides and a somewhat narrow travel area. John noted, "when it's done, it's done" (meaning permanent change to the roads). Denise Wheeler said a lot of towns are having the same discussion as we are having. It is our responsibility to give the road crew direction. John Brabant said we could add 5" of gravel to a road for maintenance and it's not a major road project. For June 24th meeting, John Brabant suggested we need to come up with an interim approach; with a set back of shade trees; 18' foot road with 2' from a tree trunk on each side. Denise Wheeler told Alfred Larrabee he could help the Selectboard by telling us what the road crew can work on by proposing some guidelines and suggested road projects for the summer. Scott Bassage praised the road crew for a very good job on George Road. After lengthy discussion, the motion was voted on and carried 4-1. Toby Talbot voted against the motion.

Curtis Pond Dam Update – John Brabant reported annual state inspection was done; same concerns remain. Engineering by Dubois & King is nearly 95% complete for a new dam.

Executive Session - Scott Bassage made a motion to go into Executive Session at 9:47pm with Donna Fitch, Town Clerk and Treasurer, in accordance with 1 V.S.A. § 313 (a) (1) for the purpose of discussing personnel matters. The motion was seconded, voted and carried 5-0. The Selectboard resumed the regular session at 10:18pm. Denise Wheeler stated there was nothing to publicly report.

Tentative Agenda for the June 24th Meeting – nothing was openly discussed due to the late hour.

Toby Talbot made a motion to adjourn at 10:20pm. The motion was seconded, voted and carried 5-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Member and Administrative Assistant