

## SELECTBOARD MEETING

### *Approved Minutes*

June 11, 2012

7:00pm Calais Town Hall

**Attending:** Denise Wheeler, John Brabant, Mike Garand, Toby Talbot, Scott Bassage, Alfred Larrabee, Donna Fitch, Peter Harvey, Christy Mihaly, David Burke, Gus Seelig and Rose Pelchuck.

#### **Actions:**

Approval of the May 14<sup>th</sup> Meeting Minutes – The Selectboard reviewed the Minutes. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

Approval of the May 28<sup>th</sup> Meeting Minutes – The Selectboard reviewed the Minutes. Scott made a motion to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

Budget Update – Donna Fitch, Town Clerk & Treasurer, presented the town and highway budget figures for fiscal year 2012 as it nears the end on June 30<sup>th</sup>. Donna Fitch wanted to know what they want to spend the remaining highway funds on. There is \$85,000.00 remaining balance in the highway budget. The Selectboard began by saying \$35,000.00 will be spent on a shim coat for the last mile of the County Road. Alfred Larrabee reported the 1997 grader has transmission problems as the differential is locked in. It has 10,000 hours and needs a transmission overhaul. Quotes are as follows:

CAT dealership repair quote \$20,500.00

Ted Lane repair quote \$12,175.00

John Brabant inquired what the quotes were for compare the scope of the work to be done. Alfred thought about possibly leasing a grader for a month while this one is down. Alfred would like to fix the transmission and do an engine overhaul at the same time, which makes sense while the machine is all apart. It would probably be down for a month. Mike Garand made a motion to rebuild the engine and transmission on the 1997 grader at an approximate cost of \$32,000.00 out of this year's highway budget. The motion was seconded, voted and carried 5-0. Mike Garand strongly encouraged Alfred to consider leasing a grader. This will be paid out of the current budget Donna Fitch reported.

Other items that could be purchased to use the surplus highway funds were discussed as follows:

- Chloride - supplier provides a tank, Alfred made a place behind the town garage for the tank
- Culverts
- Waiting for a guardrail and riprap bills that went on Pekin Brook Road
- Gravel
- Compactor to use when installing culverts

Alfred Larrabee came up with almost \$50,000.00 on these items but the grader repair comes first. Mike Garand said, "The road is disappearing." Alfred Larrabee admitted he is way behind on chloride. The vendor is coming this Wednesday to go over the new chloride system. Mike urged Alfred to get some chloride on the roads.

The Selectboard budget still has about \$12,000.00 remaining. Donna will bring the loan papers for short-term borrowing of \$350,000.00 to the next meeting for the Selectboard to sign.

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 Guthrie's six-month raise is due. Current hourly rate is \$14.00 and Alfred recommends a 0.75 per hour raise. Having a job description and annual evaluations will help when deciding how much of a raise is appropriate. Toby Talbot made a motion to approve a raise for Guthrie Perry as above. The motion was seconded, voted and carried 5-0.

Singleton Road - Alfred met with the engineer and he is putting the proposal together to go out to bid. Pekin Brook road project is done. The Ballentine Road project is being held up due to waiting for the Better

Back Roads grant for engineering. The Selectboard applauds the efforts of the road crew to make use of good sunny weather, including working weekends. They don't work on Fridays.

Hutch Crane Insurance Claim with VLCT - Donna Fitch said VLCT called and she hasn't heard anything more about it.

Curtis Pond Dam fund – The Selectboard requested that Donna Fitch set up a fund to accept designated donations to help fund the rebuild project of the Curtis Pond Dam. John Brabant spoke to Jeff Tucker from Dubois & King - they have not met with the state yet. John will continue to harass Jeff Tucker to be sure he does his work and files the necessary design plans with the State Dam Safety Engineer. John reviewed the inspection report from the State on Curtis Pond Dam and will print a copy.

Warrant for Unregistered/Unlicensed Dogs – Donna Fitch said it is not ready yet.

Curb Cut Permit Application: David Burke – The Selectboard reviewed the Curb Cut Permit Application submitted by David Burke at 2930 Dugar Brook Road. Mike Garand made a motion to approve with the following conditions: applicant has to install a 15-inch culvert and clear brush to improve visibility. The motion was seconded, voted and carried 5-0.

Curb Cut Permit Application: Christy and Marc Mihaly – The Selectboard reviewed the Curb Cut Permit Application submitted by Christy and Marc Mihaly on Marshfield Road to change the existing agricultural curb cut to a residential curb cut. They are building a new home at this location. Alfred Larrabee recommends the installation of a 30-foot long culvert, 15-inch placed 10 or 15-feet upstream from the town culvert and applicant needs to clear brush and cut one big tree. Toby Talbot made a motion to approve with the above conditions. The motion was seconded, voted and carried 5-0.

Draft Financial Policy – Scott Bassage began work on a Financial Policy for Cash Receipts, Petty Cash and Returned Check Policy for the Town of Calais. It will be taken up at the June 25th meeting.

Dog Complaint Letter from Renee Fair on North Calais Road – Dog owners cited in the complaint letter are Erica Gongloff and Colin Doolittle. In the letter, Renee Fair states this has been an ongoing problem since 2010. Denise Wheeler would like the board to authorize her to draft a letter to these dog owners. Per the Animal Control Ordinance for the Town of Calais, first time is a \$20.00 civil penalty and letter from the town. Scott Bassage made a motion to authorize Denise Wheeler to send a letter to Erica Gongloff and Colin Doolittle citing them a \$20.00 civil penalty. The motion was seconded, voted and carried 5-0.

Dog Complaint from Marion Gray – The Selectboard discussed the Libby Kellington case in which her dog, Bo, was videotaped on Marion Gray's property recently. Scott Bassage made a motion to send a letter to Libby Kellington and step two per the ordinance is a \$50.00 civil penalty for Ms. Kellington. The motion was seconded, voted and carried 5-0.

Central VT Regional Planning Commission and Central VT Economic Development Corporation merger – The Selectboard discussed the recent activities of these boards with regards to merging. The Selectboard reviewed the letter the Town of East Montpelier sent them and the steps they suggest be taken, including public hearings, prior to any formal merge of the two organizations. John Brabant attended the meeting last December. We don't have a delegate at the present time. Toby Talbot made a motion to appoint John Brabant as an alternate to the CVRPC. The motion was seconded, voted and carried 5-0.

Other business: The Selectboard discussed a tax sale on Collar Hill Road.

Tentative Agenda Items for the June 25<sup>th</sup> Meeting:

- Road Commissioner appointment
- Dog warrants for unlicensed animals

- Draft Financial Policy
- Two dog complaint letters

Scott Bassage made a motion to continue this meeting to Monday, June 18, 2011 at 7:00pm for the purpose of having a joint meeting with the East Montpelier Selectboard to discuss East Montpelier Fire Department Interlocal Agreement and Contracts. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,

Rose Pelchuck  
Selectboard Administrative Assistant