

SELECTBOARD MEETING

Approved Minutes

April 25, 2011

7pm Calais Elementary School

Attending: Denise Wheeler, John Brabant, Toby Talbot, Mike Garand, Scott Bassage, Donna Fitch, Peter Harvey, Alfred Larrabee, Jenna Pizzi, Margaret L. Bowen, Chip Sanville, John Connor, Seth Gardner, Casey Northrup, Peter Hill, Carl Etnier, Bruce Johnson and Rose Pelchuck.

Actions:

The evening began at 6:40pm with a site visit to view a section of Lightning Ridge Road near Lilley Hill Farm. Alfred Larrabee has spoken to Doug Lilley about Doug's concerns regarding the road. The meeting convened at the elementary school at 7:00pm.

Town Invoices & Orders of the Day – Donna Fitch, Town Clerk & Treasurer, has developed a new sheet for monthly invoices and orders. The Selectboard reviewed and processed the invoices and orders per usual protocol. Scott Bassage recently attended a conference on municipal financial management and reviewing the invoices. He will personally review the invoices at the town office tomorrow. At the conference they spoke about having a second set of eyes reviewing finances and being more systematic about how a town deals with money. Scott would like to present more on this to the Selectboard on a future agenda.

Quarterly Budget Update – Donna Fitch presented a new budget spreadsheet and explained the information contained therein. Donna will present the report monthly. Toby Talbot offered to assist Donna to perfect the system and data. The Selectboard praised Donna for all her work, being just two months into the job. The Selectboard agreed to separate out some categories on the spreadsheet such as sand and gravel, salt and chloride. Donna agreed to work with Alfred on making the categories informative and efficient.

Retirement Planning - Great West Retirement Services representative, Chip Sanville, was present to discuss the State of Vermont 457(b) Deferred Compensation Plan; the same one offered by State of Vermont. There is no cost to the municipality to offer this plan to town employees. Great West Retirement Services runs the plan for the State. There is a \$10.00 per week employee minimum contribution (pre-tax); can change amount you contribute to the plan. Details were explained. The money you put into that is not available until retirement or when no longer work at the municipality. Donna will check about the current National Life Plan to see if it can be rolled into a new 457 Plan. This would be in addition to the current VMERS retirement benefit. John Brabant made a motion to offer the State of Vermont 457 B plan to our town employees. The motion was seconded, voted on and carried 5-0. John Brabant made a motion to authorize the Chair to sign the Resolution adopting the State of Vermont Section 457 B Deferred compensation benefit plan on behalf of the Selectboard. The motion was seconded, voted on and carried 5-0.

Road Commissioner Update

- o Kevin Wells resigned effective April 29th. Advertisements have been placed in Front Porch Forum, The World and the Times Argus. Denise Wheeler suggested putting the ad in the Hardwick Gazette.
- o A washed out culvert on Singleton Road was discussed. Options for replacing it were reviewed as follows: 4' x 6' culvert with concrete headers alone would cost \$11,000.00; twin plastic culverts at \$42.00 per foot would cost \$1,680.00 per culvert; and twin steel culverts at \$72.00 per foot would cost \$2,896.00 per culvert. No firm decision was made.
- o Martin Road also has a culvert problem Alfred reported. Alfred noted it had a band-aid fix some time ago; has gotten us by this long; but needs work.
- o Old grader – road crew was noticing antifreeze was leaking, thought it needed a new head gasket. Ted Lane is doing the work at the town garage and it should be up and running by week's end.
- o Discussed giving the departing road crew employee one week of paid vacation. After further discussion, Scott Bassage made a motion to give Kevin Wells four days paid compensation, accrued vacation leave time. The motion was seconded, voted on and carried 4-1. Mike Garand voted against the motion.

Curb Cut Access Permit Application - Scott Bassage made a motion to grant application 4-2011 from Alfred and Marieka Larrabee for a curb cut on Sand Hill Road as described in their application and in email of 4/14/2011 (attached) from our designee, Rick DeWolfe. (Refer to Selectboard Minutes from April 11, 2011.) The motion was seconded, voted on and carried 5-0.

The East Montpelier Selectboard joined the Calais Selectboard to discuss concerns East Montpelier Fire Department brought to the Selectboard's attention regarding the new emergency services facility in East Montpelier Village and approaching one-year warranty expiration date. John Connor, Construction Manager, and Joel Page, Architect, joined both Selectboards for a discussion. East Montpelier Selectboard Chair, Bruce Johnson, called his meeting to order at 8:19pm.

John Connor would like to know what was discussed at the Joint meeting held on April 21, 2011. John Connor's intent this evening was to review key issues and warranty issues. Denise Wheeler, Calais Selectboard Chair, recapped last Thursday's meeting as the exterior site visit, cracked and uneven pavement, cracked tiles in entryway, cracked sidewalk, outside underground tanks where covers leaked and air handling unit problems. John Connor addressed a long list as follows prior to warranty term expiring:

- Pellet boiler – satisfied by Vermont Mechanical and Sunwood manufacturer
- Designed to short cycling on propane boiler – will continue to short cycle due to size of unit; larger than building requires (in the event an addition was built or a town office next door). The system is new; set up to be a back up to pellet boiler. It is working better now.
- ERU in the bays – operates per code requirements. The State is willing to give a variance; VT mechanical not willing to make changes because of codes (they consider the fire station to be indoor parking).
- ERU in building – installed per code design; if owner wants to relocate duty cycle timer. John Audy would like it to be readdressed for occupancy use. Bruce Johnson asked who would peruse the variance from the State Division of Fire Safety – John Audy or not. John Audy doesn't want to step on any toes.
- Floor paint - 1st was per manufacturers specs; 2nd application done after fixing some floor cracks. John Connor stated it is not my responsibility; he has done above and beyond on the floor. As far as he's concerned, he is done. Joel Page, architect, said if installed properly, the paint should meet the requirements; moisture content of floor not an issue since it dried for two months (recommendation was 28 days to dry). Joel went on to say the current web site information indicates that the concrete should have an 80 grit roughness although the product literature presented to Connor Contracting Inc. at construction time did not have the 80 grit requirement in it. Between construction and today the manufacturer has modified the information on their web site and the instruction on their literature. As far as Joel Page is aware, Connor Contracting Inc. followed all of the required manufacturer's instruction that were available at the time of floor paint application. John Connor read correspondence from the manufacturers and the manufacturer confirmed John Connor's process for floor paint prep, application and sealing.
- Water tracking stains -
- Pavement heaving and cracking – This is the big issue per John Connor. Concrete pad in front; Rick DeWolfe said don't seal the crack between pavement and concrete until the spring (the outdoor temperature needed to be above 60 degrees and that wasn't possible in the fall). Joel Page suggested not to only focus on the cracks not being sealed. Joel reminded the owners to refer to Rick DeWolfe's report about sub-base material not meeting specs. Joel suggested, determining what does Rick DeWolfe feel the impact of not sealing the cracks was on the heaving pavement? In John Connor's professional opinion – repair the cracked pavement. How far do you want to repair out? (how many feet?)
- ERU heating in summer and cool in winter – getting a variance from the State as noted above.
- Tile in entry – John Connor said it looks like cracking in grout. Delairs Carpet Barn, the subcontractor that installed the flooring, will do the repair.
- Broken sidewalk by flagpole – John Connor has seen vehicles parked on the sidewalk; cracks could have been caused by a snowplow pulling snow off the sidewalk. The sidewalk is not made for vehicle traffic. Toby Talbot noted the sidewalk had been hand shoveled this winter. This will be discussed with Rick DeWolfe.
- Heaved pavement reviewed above.
- Grade level at sprinkler tanks – John Connor will take care of correcting. Everyone agreed it is a very wet spot that has a high ground water level.

- Emergency eyewash – John Connor will repair to be sure it is working properly.
- Door lock not working correctly – John Connor will look at it.
- Metal trim on flashing coming out – John Connor will look at it; perhaps it needs heavier rivets installed.
- Vinyl trim on overhead doors – PVC trim John Connor will refasten, reseal, recaulk around doors; needs to be over screwed. John Connor will take care of this.
- Stained ceiling tiles –John Connor will take care of this.
- Inventory status for excess materials according to the spec book – need filters & belts on site. John Connor will take care of this.
- Spring review of grass not including winter damage – John Connor will look at it; had been approved prior to final sign-off.
- Crack in sheetrock in entry -John Connor will take care of this.

John Connor reiterated he will take care of warranty work, “we always do”. Denise Wheeler said the Selectboards wanted to hear what you had to say and go from there. The owners want to get to the bottom of issues and figure out a way to deal with this. John Connor reminded everyone his business, Connor Contracting, and Vermont Mechanical brought the \$38,000.00 grant for pellet boiler to the community. Fair to exchange correspondence with all parties involved to keep the process open and fair. John Connor reminded everyone he plans to stand behind his work noting that a few items on the list are beyond warranty issues; need to delineate those items. The Selectboards thanked John Connor and Joel Page for coming and they left the meeting.

Denise Wheeler said the next step is to get set up with Rick DeWolfe. Seth Gardner said there should be two lists, separate out warranty items and things not warranty issues. Bruce Johnson said John Audy, Fire Chief, told the EMSB that the tenants are all done going to bat on building issues. Bruce Johnson said, “That's fine but if he does do anything, he needs to tell us”. About the paint, Seth Gardner said, “We need to decide what we're going after John Connor for”. Bruce Johnson wanted to know who made the change from Bickford's material to Pike material? Bruce Johnson said, “ We'll do our best to avoid lawyers”. Denise Wheeler recapped the discussion by saying we need to gather all the facts and have the same information; we need to hear from all the players. Denise will contact Rick DeWolfe to see if he is available Monday and if so there will be a joint Selectboard meeting on Monday, May 2nd at East Montpelier Town Office. Peter Hill adjourned East Montpelier Selectboard portion of the meeting at 9:43pm.

No other Calais Selectboard agenda items were discussed this evening.

John Brabant made a motion to adjourn at 9:45pm. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Administrative Assistant