

SELECTBOARD MEETING  
*Approved Minutes*

March 14, 2011

7pm Calais Elementary School

**Attending:** Denise Wheeler, John Brabant, Scott Bassage, Mike Garand, Toby Talbot, Peter Harvey, Dot Naylor, Alfred Larrabee, Jack Russell, Donna Fitch, Kenneth Nosek, Kim Martin, Virginia Burley and Rose Pelchuck.

**Actions:**

Welcome – The Selectboard welcomed newly elected board member, Toby Talbot, and welcomed back Scott Bassage after winning re-election to the board.

FairPoint Communications - Request for work in the ROW to upgrade the existing boxes on East Hill and Lightening Ridge Road and to place a new box on Max Gray Road. Alfred Larrabee said as long as they stay in the existing equipment site and not closer to the road, he is satisfied with approving this request. Toby Talbot made a motion to allow the permit requests pending approval from Alfred Larrabee, Road Commissioner, after he further discusses it with FairPoint Communication representatives and that the upgrades are to his standards. The motion was seconded, voted on and carried 5-0.

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

Letter of Honor for Eva Morse – Denise Wheeler informed the Selectboard about a notice from Zalinger Cameron & Lambek, P.C. that had requested donations on behalf of the Washington County Bar in Eva's name to establish a book fund at the Calais Elementary School library. They sent a check for \$850.00 to the school for the "Eva Morse Book Fund" to provide books and reading materials for students in this and succeeding generations.

Post-Town Meeting Day Organization and Election of Selectboard Officers – John Brabant made a motion to reappoint Denise Wheeler as Selectboard Chair. The motion was seconded, voted on and carried 5-0. Scott Bassage made a motion to reappoint John Brabant as Selectboard Vice Chair. The motion was seconded, voted on and carried 5-0.

Denise Wheeler made a motion to appoint Donna Fitch as Selectboard Clerk. The motion was seconded, voted on and carried 5-0.

Denise Wheeler made a motion to reappoint Rose Pelchuck as Administrative Assistant with annual compensation as budgeted and thanked Rose for all her hard work keeping the Selectboard organized. The motion was seconded, voted on and carried 5-0. *Thank you!*

Scott Bassage made a motion to adopt Roberts Rules of Order for small boards as the procedure to be used by the Selectboard. The motion was seconded, voted on and carried 5-0.

Denise Wheeler made a motion to compensate Cy Lamberton and Scott Bassage \$50.00 each for preparing the Town Hall with heat prior to Town Meeting with gratitude (funds will be from the gift line item of the budget). The motion was seconded, voted on and carried 4-0-1. Scott Bassage abstained from the vote.

Scott Bassage made a motion to set the official meeting date and location as follows: regular meetings will be held on the second and last Mondays each month at 7:00pm. Beginning with the first meeting in November, the meetings will be held at the Calais Elementary School and beginning with the first meeting in May, at the Calais Town Hall. Agenda items need to be given to the Chair by the close of business on the Wednesday preceding each meeting for inclusion on the agenda. The motion was seconded, voted on and carried 5-0.

Road Commissioner Update – After further inquiries, Alfred Larrabee reported Clark's Truck Center has revised the truck quote and is giving more money for trade-in value on the 1997 truck to \$7,000.00. Original

quote was \$106,225.00 and is now down to \$102,494.00. Total price of the truck and to outfit the truck with equipment is \$157,974.00 from Clark's Truck Center (a 10-wheeler dump truck with a 14-foot body). Voters on Town Meeting Day approved the purchase of a truck not to exceed \$175,000.00. Discussion ensued about which truck to trade in. Trade-in value on the 2004 would be \$28,000.00 from Clark's Truck Center. The Selectboard would like to know what the trade-in value would be on a 2000-year truck to see what the depreciation would be. Alfred will find out from Clark's. More quotes from snowplow equipment dealers to outfit the truck will be forthcoming.

Interview Zoning Administrator Candidate – The Selectboard reviewed the resume from Kenneth Nosek, a Winooski resident, interested in the 10 hour per month Zoning Administrator position. Kenneth has been interviewed by the Planning Commission and recommended to the Selectboard for consideration. He is a former Calais resident that is interested in the position with a background in the assessor's office in Burlington, and currently a Champlain College student. Denise Wheeler talked about expectations and responsibilities of the Zoning Administrator. The importance of good communication skills between the Selectboard, town clerk and Zoning Administrator were also discussed. Dot Naylor, present Zoning Administrator, recommended putting money in the budget next year to update the parcel maps. We do not have an accurate town map with parcels on it per Jack Russell since there has not been money for this. The Selectboard discussed the possibility of having an Acting Zoning Administrator to begin with rather than making a full appointment for three years. The Selectboard will continue the computer needs discussion later this evening with the new town clerk. The Planning Commission Chair urged the swift appointment of a new Zoning Administrator.

CV New Directions and Community Connections - Kim Martin, CV New Directions Director, and Ginny Burley, Community Connections Director, came before the Selectboard this evening to discuss ongoing projects, workshops and counseling they provide in working on youth substance abuse prevention and for the town to become familiar with the programs they offer. Every two years a youth risk behavior survey is done in the U-32 district. Results of the most recent survey indicate marijuana use is on the increase. The survey also looks at tobacco and alcohol use to name a few. Kim Martin noted drug alcohol counselor's positions are at risk of being cut or not funded by the legislature. They are a resource in the town to provide parent education on various topics and workshops. If we know of any problems in town, they can assist. Brochures are available in the town office for more information.

New Town Clerk & Treasurer: Donna Fitch Welcomed by the Selectboard – Those in attendance welcomed Donna Fitch as the newly-elected Town Clerk and Treasurer. Eva Morse is working with Donna to orient her to the position. Of immediate concern is the need for a new computer in the office. Donna looked at the current budget to see if funds are available to purchase a new PC. Donna reported slightly over \$1,000.00 is available from office supplies and office equipment line items. Donna will use this money with the Selectboard's blessing to get a new PC and use townspeople as a resource with purchase and installation.

Donna's husband, John McCullough, agreed to shovel snow at the town office for the rest of this season. The road crew may be asked to do it beginning next year.

Denise Wheeler asked for a key to the town office. Donna will get a set made for the Selectboard Chair.

Appointments for Town Offices, Boards and Commissions – Toby Talbot officially resigned as auditor and Alternate to Development Review Board effective immediately since being elected to the Selectboard. The Selectboard reviewed the list of positions to which townspeople need to be appointed. Denise Wheeler will contact each board chair to see who would like to be reappointed. Each board chair will be encouraged to recruit new people to fill vacant positions. Interested townspeople that have not served in a position can send a letter of interest to the Town Clerk or via e-mail to the Chair, Denise Wheeler. An incumbent can call any member of the Selectboard to be considered for reappointment. The Selectboard will begin making appointments at the March 28<sup>th</sup> meeting at the Calais Elementary School.

Zoning Violations, Appeals, Litigation, Personnel Matters – John Brabant made a motion to go into Executive Session at 9:02pm in accordance with 1 V.S.A. subsection 313 (a) (1) for the purpose of discussing

two ongoing legal issues and the applicant for the Zoning Administrator position interviewed tonight. The motion was seconded, voted on and carried 5-0. The regular session resumed at 9:50pm.

Denise Wheeler reported the Selectboard is close to an agreement in the Weisbart matter; the results of a DRB decision appealed to Environmental Court and the town will probably sign off at the next meeting.

The Selectboard reported they are close to an agreement in the TH 44 Wheeler Road matter with Chuck Storrow.

Zoning Administrator Position – The Selectboard agreed to hire Kenneth Nosek as Acting Zoning Administrator for a one-year term and if all goes well, will hire him as Zoning Administrator for the three-year position. Denise Wheeler will take care of the notifications.

Tentative Agenda for the March 28<sup>th</sup> Meeting

- Appointments for various boards, committees and commissions
- Appoint a new Road Committee and Energy Committee
- ROW issue on Route 14 - Kevin Wells
- Selectboard Emergency Spending Authority - Denise will look into how that works
- Trash Depot - will approve Jeff Perry for a two year contract; John Brabant will find out if we have to put it out to bid

Reports and Updates – omitted this evening due to time constraints.

Mike Garand made a motion to adjourn at 10:00pm. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,

Rose Pelchuck  
Administrative Assistant