



## TOWN OF CALAIS

3120 Pekin Brook Road  
East Calais, Vermont 05650  
802-456-8720

Selectboard Regular Meeting Minutes  
Monday, January 23, 2023 at 6:00 PM  
Location: Calais Town Hall

Attending: Denise Wheeler, Rick Kehne, John Brabant, Sharon Fannon and Marc Mihaly (arrived at 7 pm)

Others Attending: ORCA media, Jamie Moorby, Stephanie Kaplan, Neal Maker

- Call to Order at 6:07 pm
- Additions/Changes to the Agenda - NONE
- Review and Sign Warrants – circulating for signatures
- Update from Fred Satink, VLCT PACIF re: insurance for Curtis Pond dam – No update yet available. Fred is still checking with other providers.

At 6:10 pm Denise Wheeler made a finding pursuant to § 313(a)(1) that premature public knowledge would place the public body at a substantial disadvantage, this was seconded by Rick Kehne, an unanimously approved. At 6:37 pm Rick Kehne made a motion to enter executive session pursuant to § 313(a)(1)(F) this was seconded by John Brabant and unanimously approved. The board exited executive session at 6:37 pm and had nothing to report.

Public Comment (for items not on the agenda) - NONE

Consent Agenda #1 – Denise Wheeler made a motion to approve the consent agenda items, this was seconded by John Brabant and unanimously approved.

- Approve and Sign Form PVR-4155 Certificate, required by Vermont Department of Taxes Division of Property Valuation and Review,

confirming there is no present suit pending to recover taxes paid under protest;

- Authorize acting road commissioner Rick Kehne to sign MRGP 3-9040 (Municipal Roads General Permit), relating to discharge of stormwater and pollutants
- Reappointments – all for one year, all terms end March 2023:
  - Inspector of Lumber – Greg Pelchuck
  - Dam Monitors – Chris Miller & Lewis Franco
  - Swim Committee – Daniel Keeney
  - CVFiber – David Healy & Jared Thomas
  - Emergency Mgmt. Coord. – Toby Talbot
  - Green Up Day Coordinator – Jamie Moorby

Appointments:

Design Advisory Board – Kurt Janson (4 yr. term 2026 reappt. overdue)  
Historic Preservation Commission – David Schutz (3 year term ends 2025; reappt. overdue)  
Weigher of Coal – John Stafford (1 year term to 2023; appt. overdue)  
Green Up Day Co-Coordinator – Meg Dawkins (1 year term to 2024)  
Dam Monitor – Meg Dawkins (1 year term to 2024)  
Asst. Webmaster – Sarah Black (1 year term to 2024)

Consent Agenda #2 – (Denise Wheeler and Marc Mihaly recused themselves from this vote.)

Rick Kehne made a motion to approve the consent agenda items, seconded by John Brabant, and unanimously approved.

- \* Ratify Sharon approval and signature on Subgrant Agreement between Town of Calais (Grantee of Vermont Community Development Grant for \$428,000) and East Calais Community Trust (ECCT)
- \* Ratify Sharon approval and signature on Collateral Assignment of Loan documents, entered into by Town of Calais (Grantor) and East Calais Community Trust (ECCT) (Grantee), under which ECCT assigns collateral property to the Town of Calais.

Curb Cut Ordinance progress – Stephanie Kaplan, Chair, Calais Conservation Commission updated the Board on the progress. The conservation commission is continuing to meet to refine the document to present to the board on Monday, February 13, 2023.

Revised Shade Tree Preservation Plan – Neal Maker reviewed with the board the changes made to the plan after conferring with Dan Singleton and agreeing on

changes. The board will warn this for adoption at its meeting on Monday, February 13, 2023.

Emergency Management: Facility Use Agreement (FUA) with Red Cross for managing a shelter at the town hall – Nick Emlen presented the document to be signed to the board and answered questions. The board suggested it be reviewed by the town attorney for review prior to signing. Denise Wheeler will ask Joe McLean to review and have it ready for the board's meeting on Monday, February 13, 2023.

#### Town Meeting:

- \* Finalize revised Town Meeting Warning – done on 1/25/2023
- \* Revisit town meeting in-person – the board again discussed the pros and cons of in-person vs Zoom informational with all items on the ballot. The board recognizes the health concerns of a large, in-person gathering and the potential for spreading illnesses. The entire board supports and recognizes the importance of in-person town meeting in bringing the community together. John Brabant made a motion to hold town meeting in person, seconded by Rick Kehne and unanimously approved.

Denise Wheeler was notified by Toby Talbot of the E. Mont. Fire Dept. that he had made an error in the FY 24 fire department operating expenses budget request. He now requests that Calais increase the budget amount from \$63,184 to \$66,564 (Article 14 of the Warning) a \$3,380 increase. This is a warned article so it doesn't affect the already approved budget for general and highway funds. Denise Wheeler made a motion to approve the request, seconded by Rick Kehne and unanimously approved.

#### Personnel Update – Denise Wheeler

Revisit town administrator job description idea. The board agrees that rather than continue any effort to recruit for this position, they will leave this effort for the newly elected selectboard after town meeting. Union meeting scheduled for Monday, January 30 at 6:30 pm to discuss labor negotiations with employees and consultation with legal counsel.

Roads Report – Rick Kehne reported that the road crew is doing a great job managing and maintaining the roads this winter. Jock from First Student Bus Company said the roads are in the best condition this year compared to previous years.

#### Approve use of ARPA funds (American Rescue Plan Act)

- Generator Grant – \$16,092 (use for town 50% match to state grant)

- Invasive Species study \$15,000
- East Calais Fire District \$60,000

Rick Kehne made a motion to approve the ARPA requests in the amounts noted, seconded by Denise Wheeler, and unanimously approved.

● Curtis Pond Dam \$100,000 ARPA request (Marc Mihaly recused himself) John Brabant made a motion to approve the CPA's (Curtis Pond Association) request of \$100,000 from the ARPA funds contingent on the passage of the bond vote and other construction issues of concern (permit approvals, insurance, etc.) being resolved so the project can move forward, this was seconded by Denise Wheeler and unanimously approved.

Denise Wheeler made a motion to accept the CPA's petition and to place a warned article on the Town Meeting ballot for repairs to the Curtis Pond Dam, this was seconded by John Brabant and unanimously approved (Marc Mihaly recused himself).

Jamie Moorby spoke about the liability insurance and permit application issues.

Board round-robin on items of old business and other business  
Review future agenda items

At 8:35 pm Marc Mihaly made a motion to adjourn, seconded by Denise Wheeler and unanimously approved.

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