

Selectboard Meeting Minutes

Monday, January 28, 2019 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani (ORCA), John McCullough, Donna Fitch, Nancy Toulis, Artie Toulis, Stephanie Kaplan (Calais Conservation Commission Chair)

1. Call to Order: Denise Wheeler called the meeting to order at 7:00 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports:
 - a) Road Commissioner and Operations Manager: The Road Commissioner and Operations Manager were not present for an update.
 - b) Treasurer: This item was not needed.
 - c) Town Clerk: This item was not needed.
 - d) Town Hall Renovation Committee:

Cost update: Donna Fitch outlined the renovation expenses to date (\$205,400), anticipated future expenses (\$297,538), and current available funds (\$503,763—loan from taxpayers, reserve fund and donations), resulting in a balance of \$825. She and John McCullough and the Board went over future expense items that are included in the budget and both negative and positive impacts on the budget that had not been projected, but have been part of the project.

John McCullough described a building air sealing technique whereby foggers that emit an acrylic substance release that fog under high pressure; the substance fills in cracks up to one inch wide as it tries to escape the pressurized room. John McCullough explained that he and Ernie Parrish have been donating significant amounts of time which has allowed portions of the project to be completed very cost-effectively, and he expressed the Committee's appreciation for Green Line Builders' flexible planning and work in making this all happen. Donna Fitch shared that having a surplus of \$825 means it would be best to now follow up with fundraising in the amount of an additional \$15,000, which would make finishing the project much easier.

The Town will install the septic system on the Town land in the corner of the property in such a way as to allow overflow parking in summer; a DRB change of use permit will be required. The Board, John McCullough and Donna Fitch discussed a study on the

renovation that originally estimated a total cost range of \$657,500-\$820,100 (this did not include well or septic); the actual budget is well under this range, includes well and septic and owes much of its success to a great amount of volunteer efforts. John McCullough agreed to create information to share with voters at Town Meeting.

Denise Wheeler made a motion to authorize the Town Treasurer to make monthly rental payments to Mobil Mini and Hartigan (Wind River Environmental); Sharon Winn Fannon seconded. The motion passed unanimously.

The Chair reminded the Board of JC Myers' attendance a number of weeks ago regarding development of a draft "use of Town Hall guidelines." She pointed out that the Committee has decided to create a subcommittee to begin work on this effort, which will involve management of the space for private uses. Artie Toulis brought a sample document based on the Friends of the Plainfield Town Hall Opera House's documents for the Board to consider. He discussed considerations such as booking, calendar, website and equipment processes. The Committee has felt that the term "Friends Of" connotes a group whose major efforts are fundraising. Nancy Toulis commented that while the Town Hall Players' productions will create revenue for the Town, they do not plan to take on the work of going out to secure larger donations. The Toulises discussed the efforts that they would be undertaking in a management role of the Town Hall, such as providing production assistance and oversight for audio-visual equipment, managing the calendar, scheduling times for prospective renters to view the building and site, etc. Donna Fitch reiterated that a "Friends Of" group would be a different group of people from the Town Hall Players. Artie Toulis considered the Maple Corner Community Center webpage and calendar as a potential format for a website for the Town Hall.

Sharon Winn Fannon stated that she liked the Friends of Plainfield Town Hall Opera House approach that we heard from Tom Blachly and JC Myers, because its emphasis was on supporting the town by taking on the administrative burden of handling building logistics, and some payment from the Town in exchange for that work is reasonable. Sharon doesn't see the term "friends of" as connoting a fund-raising focus, and in fact that didn't seem to be the case in Plainfield, but Sharon noted she would support a different name as long as the focus of the group is on relieving administrative burden for the town.

John Brabant made a motion to appoint David Schütz, Nancy Toulis, Artie Toulis, Chris Miller, Clif Emmons and Denise Wheeler to a new exploratory Subcommittee to review and develop, for the Board's approval, a facility management policy and proposed fee schedule. The motion was seconded and passed unanimously. Rose Pelchuck mentioned that she worked on the contract for the Adamant Community Center and the Board asked her to contribute those documents to consider for this subcommittee's process. The Board discussed calling on the Plainfield Opera House Friends Of group again for support, and briefly discussed how Town Hall Players and/or a Friends of group would be organized, as well as the importance of selecting a name that reflects the purpose of the organization.

- e) Act 46 Update: The Board noted that the school has taken the lead on the Act 46 informational meeting (the Selectboard will not be hosting the previously discussed joint information meeting on February 10).

- f) CVRPC: John Brabant shared that the Project Review Committee he serves on had invited Bill Powell (Washington Electric Coop) and representatives from Green Mountain Power and Northfield City Electric to their meeting. This Committee reviews projects of significant scale, and invited these companies in to develop a relationship so when there is a project within their segment of the grid, there is a point person established to be able to weigh in.
5. Emerald Ash Borer (EAB), Conservation Commission: Stephanie Kaplan, Calais Conservation Commission Chair, attended to share details of the EAB situation and a \$2,000 municipal planning grant that the Town can apply for. The Board asked questions about insecticide, signs and current spread of the disease and consideration of future hazard trees. Stephanie Kaplan explained many details including that a unique feature of ash trees is that they splinter unpredictably, even more so when they are dead, posing a significant threat to a person removing the tree or roadways under the tree

The Conservation Commission has developed a plan for Calais to make and utilize a volunteer-created inventory that marks ash tree locations using an app; the Commission is also planning a Calais public education outreach effort. They are planning an EAB informational mailing to every household in Calais, a March 16 training for volunteers working on the inventory, a table at Town Meeting, posters and a link on the Town website. The Commission is also planning to identify ash trees along a section of roadway with visual markers, creating an educational “ash corridor” for the public to see.

Rose Pelchuck made a motion to authorize the Conservation Commission to apply for the Emerald Ash Borer Grant in the amount of \$2,000 from the Urban and Community Forestry Organization. Clif Emmons seconded, and the motion passed unanimously.

The Board thanked Stephanie Kaplan and the Conservation Commission for their work on this project. Sharon Winn Fannon reminded the Board that high school seniors across the state are looking for meaningful, substantive work for their senior projects that the Town can keep in mind partnering with them in the future. Denise Wheeler stated that this was already discussed as an option at a recent Conservation Commission meeting (i.e, U32 seniors or VTC students).

6. Facilities Maintenance: The Town Office staff and Chair have been working on a list of duties and expectations for a Town Maintenance person. Andy Felice has been working on items such as the radon system function, digging out facilities from deep snow, etc. and will be working with the Board as his position is expanded to include the new duties.
7. Town Meeting: The Board decided to begin creating a list of topics that will be best addressed with a cohesive and informed response from Board members (for Town Meeting Day).
8. 2019 Warning: Clif Emmons made a motion for the Board to approve and sign the 2019 Warning; John Brabant seconded. The motion passed unanimously.
9. Chair update, projects, etc.:
- Lakes and Streams may attend 2/11/19 meeting to discuss the 2019 Greeter Grant Program (this grant program was utilized in 2018 at Curtis Pond Boat Launch).
 - Kellogg Hubbard Library representatives will attend an upcoming meeting to provide an

update in advance of Town Meeting.

- Scott Bassage intends to resign from CVISP and has suggested a replacement.
- Katie Lane-Karnas will take Town Meeting minutes; the school is seeking a person to take School Meeting minutes.
- Two additional phone lines are going to be enabled at the Town Office and further capabilities are being installed on the new phone system.
- Kent Museum volunteers are orchestrating the lunch at Town Meeting and proceeds will be donated for the Town Hall renovation.
- The International truck has been sold.

10. Review and approve minutes, warrants:

- a) The Board reviewed the invoices and orders were processed for payment.
- b) Denise Wheeler moved and Rose Pelchuck seconded to approve the minutes of the 12/6/2019 Joint Meeting, with the changes as noted; the motion passed 5-0.

John Brabant moved and Clif Emmons seconded to approve the minutes of the 12/17/2019 Special Meeting, with the changes as noted; the motion passed 4-0 (Sharon Winn Fannon abstained, as she was not present at the meeting).

John Brabant moved and Denise Wheeler seconded to approve the minutes of the 1/7/2019 6pm Special Meeting, with the changes as noted; the motion passed 5-0.

Clif Emmons moved and Sharon Winn Fannon seconded to approve the minutes of the 1/7/2019 7pm Special Meeting, with the changes as noted; the motion passed 5-0.

Clif Emmons moved and Rose Pelchuck seconded to approve the minutes of the 1/14/2019 Meeting, with the changes as noted; the motion passed 5-0.

Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 1/18/2019 Special Meeting, with the changes as noted; the motion passed 5-0.

Sharon Winn Fannon moved and Rose Pelchuck seconded to approve the minutes of the 1/21/2019 Special Joint Meeting, with the changes as noted; the motion passed 5-0.

11. Executive Session for Personnel Matters: Sharon Winn Fannon made a motion to go into Executive Session at 9:06 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 5-0. The Board resumed Regular Session at 9:27 pm. Denise Wheeler reported the Selectboard will be sending a follow-up letter to Toby Talbot.

12. Adjournment: Rose Pelchuck made a motion to adjourn at 9:28 pm. The motion was seconded, voted on and carried 5-0.

Date: 1/29/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 3/25/2019 meeting

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