

## Selectboard Special Meeting Minutes

*Monday, January 7, 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), Alfred Larrabee (Road Commissioner), Toby Talbot (Operations Manager), Mark Brown, Jim Barlow (Town Attorney)

1. Call to Order: Denise Wheeler called the meeting to order at 7:09 pm.

2. Public Comment: None.

3. Review, Additions/Changes to Agenda: None.

4. Updates/Reports

- a) Road Commissioner and Operations Manager: The Road Commissioner reported that the crew has been very busy. Due to the harsh winter so far, and the Town's efforts to stay in line with the budget, the Town can expect to see sanding being focused on hills and corners in an effort to preserve the sand pile. The Board asked the Operations Manager to make residents aware of this on Front Porch Forum.

The Road Commissioner reported that the trucks are holding up well. The truck repaired and for sale at J&B is still there; the Road Commissioner will follow up on the status of the sale of that truck. The Operations Manager commented on recent interest in the purchase of that truck. The newly leased truck, 2019 Western Star, is in the process of being readied.

The Road Commissioner requested IT support for his Town computer.

The Operations Manager reported that the beaver baffle on the lower dam on Kent Hill Road is not functioning, and asked permission to remove that dam to prevent a road flooding; the Selectboard agreed and asked the Operations Manager to communicate with the Town Clerk, landowners and neighbors ahead of dam work and to invite Craig Line to work on the dam removal.

The Road Commissioner reported that he will begin using the three part time employees in the schedule.

The Selectboard and the Road Commissioner discussed language for the article for the tractor; the Road Commissioner stated that he continues to prefer a chipper rather than a tractor. The Operations Manager commented that the six weeks of pay that would be required for additional mowing should be added to the budget for salary; the Chair asked him to add this to the proposed budget. The Chair will check with the Treasurer about how much to expect the insurance premium to increase if a tractor was included.

- b) Treasurer: This item was not needed.  
c) Town Clerk: This item was not needed.

- d) Town Hall Renovation Committee: This item was not needed.
- e) Act 46 Update: The Chair explained that all the Act 46 appeal plaintiffs (towns and individuals) have been asked to sign a waiver of conflict of the presiding judge, Mary Miles Teachout. The Board recognized the conflicts which the judge had identified (her daughter lives in Calais, and her grandchild attends Calais Elementary School; her daughter is on school board in Middlesex, and she has grandchildren at U-32; her husband Peter Teachout has consulted and works for UVM).
- John Brabant moved to authorize the Chair to sign the Resolution to Waive Objection of Presiding Judge document on behalf of the Selectboard. Clif Emmons seconded and the motion passed unanimously.
- f) CVRPC: This item was not needed.
5. Conservation Commission Member Appointment: Denise Wheeler made a motion to appoint Mark Brown to the Calais Conservation Commission, to fill the unexpired term formerly held by Maddy Morgan (term expiring in 2022). John Brabant seconded, and the motion passed unanimously.
6. Executive Session: Ownership of the Calais Elementary School Property and EMFD Building Bond: Sharon Winn Fannon made a motion to go into Executive Session with Town Attorney Jim Barlow, Esq., at 7:40 pm, per 1 VSA (a)(1)F, confidential attorney/client communication made for the purpose of providing legal services to the Selectboard. The motion was seconded by Rose Pelchuck and carried 5-0. The Board resumed Regular Session at 8:55 pm. The Chair had nothing to report publicly.
7. FY 2020 Budget Review: The Selectboard reviewed the proposed budget line by line; discussions ensued and Clif Emmons made note where more information was needed. It is expected the final proposed budget will be made next week. Toby Talbot, Operations Manager, will re-look at the Highway Budget to make any adjustments in an effort to find cost savings.
8. EMFD Request for Special Joint Selectboard Meeting: Both Selectboard Chairs, Denise Wheeler and Seth Gardner (East Montpelier), received a letter from Toby Talbot, President EMFD, requesting a joint meeting to discuss their FY 2020 budget, which was approved by both Selectboards on December 10, 2018. No EMFD representatives attended the above noted joint meeting. After some discussion, the Selectboard agreed that Denise will contact Toby and suggest meeting dates in February.
9. Agent to Convey Real Estate: The question arose if the town needs to appoint an Agent to Convey Real Estate at town meeting. After consulting with the town's attorney, it was determined that the Selectboard could omit the election of a town agent from the warning without any consequence. Towns, villages, and town school districts are not required to elect an agent to convey real estate and most do not according to Jim Barlow, Esq. The Calais Selectboard has full authority to sign deeds to convey town real estate. Clif Emmons made a motion to omit the position of Agent to Convey Real Estate for the Town of Calais. The motion was seconded, voted on and carried 5-0.
10. Computer Support Discussion: This item was tabled until a subsequent meeting.

11. Town Warning Review: The Selectboard reviewed the draft Warning again; changes were made. The Selectboard authorized Denise Wheeler to send it to Jim Barlow for review.
12. Annual Selectboard Report: Denise Wheeler urged the Selectboard members to complete their review of the draft Selectboard Report so it can be approved at the next meeting in time to be sent to Laura (graphic designer).
13. Chair update, projects, etc.:
  - Next Meeting: Monday, January 14, 2019 at 7:00 pm.
14. Review and approve minutes, warrants:
  - a) The Board reviewed the invoices and orders were processed for payment.
  - b) Approval of the minutes was tabled until a subsequent meeting.
15. Executive Session for Personnel Matters: This item was not needed.
16. Adjournment: John Brabant made a motion to adjourn at 10:17 pm. The motion was seconded, voted on and carried 5-0.

Date: 1/9/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary and Rose Pelchuck (taking minutes on item number six through adjournment)  
*Approved by the Selectboard at the 1/28/2019 meeting*

*Click on the link below to view documents associated with this agenda:*  
[https://drive.google.com/open?id=18Yb6zBCmK-ZXkGp1xGGHgKh-b\\_NZ\\_QGk](https://drive.google.com/open?id=18Yb6zBCmK-ZXkGp1xGGHgKh-b_NZ_QGk)