



# TOWN OF CALAIS

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

Selectboard Unapproved Minutes  
Monday, October 24, 2022 at 6:00 PM  
Location: Calais Town Hall (note no Zoom option)

PLEASE NOTE: Agenda items may be taken up earlier than noted if the 15 minutes set aside for public comment is not used, or if other items are completed more quickly than anticipated.

**Present:** Denise Wheeler (Member), Marc Mihaly (Vice Chair), John Brabant (Member), Rick Kehne (Member), Sharon Winn Fannon (Chair)

Neal Maker, Tree Warden (public hearing on Shade Tree Plan)  
Wendy Wilton, NEMRC

Audience: ORCA video, David Healy (CV Fiber), Eric Sorenson, Judy Fitch Robert; Charlotte Hanna Bassage and Scott Bassage; Barbara Weedon; John and Jill Stafford; Gail Graham; Shari Fitch; Dan Singleton; Doug Lilley; Mary and Syver Rogstad; Larry and Marilyn Bush; Steve McGibbon; Barbara Butler; Anne Toolan; Ginny Sassaman; Rich Cowart and Anne Winchester; Abby Mihaly; Marianne Miller; Reed Cherrington; Linda Gray and David Healy; Reenie DeGus; Jamie Moorby; Marge Sweeney; Colleen Bloom; David Schutz; Dexter Lefavour (Wash. Co. Senate candidate); Jan Ohlsson; Mary Alice Profitt and Tennessee Profitt (son);

Curtis Pond Dam presenters: Jamie Moorby; Marge Sweeney; Colleen Bloom; Reenie DeGus

1. Call to Order: Sharon Winn called the meeting to order at 6:00 p.m.

2. Additions/Changes to the Agenda:  
Denise Wheeler would like to add an action item to the agenda regarding BC/ BS plan enrollment.

3. Review and Sign Warrants

4. Public hearing on Shade Tree Preservation Plan: Neal Maker (Tree Warden)  
Neal Maker had shared this document with the Board; Denise Wheeler clarified that this is a plan, not an ordinance; however, Neal Maker explained that at a later point we might consider an ordinance.

Denise Wheeler asked for some clarification on some of the definitions in the document.  
John Brabant asked for some clarification on some of the specifics in the plan.

John Brabant suggested that it be made clear that trees, regardless of whether they fit the

criteria of shade trees, belong to the property owner. For example, he spoke about wood that comes from a tree – this is the property of the land owner on which the tree lives.

John Brabant noted that the Board had spoken in the past about reviving some of the shade trees along the roads, and the Conservation Commission had expressed interest in this as well. He asked Neal Maker whether this should be included in the document. Neal Maker indicated that this is not specifically addressed in the plan.

Marc Mihaly suggested changing the wording around “Tree Removal” to “following the process.....” versus “approval from the Tree Warden.”

Rick Kehne asked about the ash trees, as this is the time of year we think more about the emerald ash borer.

Sharon Winn Fannon invited public comment about this agenda item.

Doug Lilley stated that trees across the road from his house have been cut down. He stated that maple trees along the roads in Calais are dying because of salt on the roads.

Sharon Winn Fannon stated that this is an item not related to the Shade Tree Plan, and she invited having this conversation at a later date.

Scott Bassage stated that he has witnessed the creation of this document with an incredible amount of patience on the part of the Tree Warden. He brought attention to the language in the plan that refers to taking care of the trees with relation to plowing, applying salt and chloride. He would like to be sure this language is honored.

Dan Singleton stated that he believes the definition of a shade tree in the document is not really based on science and he does not believe it follows statute. Neal Maker stated that in creating the document there was a desire to find a balance between allowing people to do what they wanted while preserving shade trees. That is the reason the definition was created that refers to six inches diameter.

Denise Wheeler asked a suggestion as to how to share this document. Suggestions followed: outreach through Conservation Commission, FPF, posting places, hold off until Town Meeting Day to discuss?

Neal Maker stated that a great deal of thought was given to how to define a shade tree.

Dan Singleton suggested a hybrid approach such as indicating trees in a certain area of town are protected and then taking the diameter approach for others.

The topic of “silviculture” was briefly discussed.

John Brabant noted that we will have an open comment period where the public is invited to review and provide feedback to the document. He stated that email is an appropriate means to provide input.

Sharon Winn Fannon stated that this document will be on the Board agenda at the first meeting in December.

Sharon Winn Fannon explained the intentions for public comment tonight: a half hour is allowed

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for public comment; the Board also plans on November 14th to have a longer public comment period on the agenda. She shared that the Selectboard has approved and has published on the webpage “Town of Calais Selectboard Rules of Procedure.” This document refers to public comment at meetings as well as Executive Session. She invited people to review this document.

5. Budget Update – Wendy Wilton NEMRC – Information Only:

Wendy Wilton introduced herself. NEMRC is an acronym for New England Municipal Resource Center. She noted that at the moment she is acting as Interim Treasurer for the Town of Calais. She explained some of the distribution of duties at the moment at the office. She noted that her duties have expanded over time as the Treasurer vacancy has persisted. She offered to help with drafting a job description.

She had shared a letter with the Selectboard expressing the need for a full time Treasurer for the Town of Calais. (This document is included at the end of these minutes.) She spoke about the challenge of working remotely due to internet speed and capacity in Calais.

John Brabant stated that we are currently in the process of hiring for a Treasurer/ Business Manager, and he would like to learn more information about the possibility/ reality of remote work. Some discussion followed around grants management and the need for a position to devote time to this task.

John Brabant stated that when they researched for the position, they discovered that other towns of similar size have half-time Treasurers. Some discussion followed around how other town positions might overlap. (e.g. book keeper/ treasurer/ administrative assistant)

Wendy Wilton had shared a first quarter report: *Financial Reports as of September 30, 2022 Period 3, FY 2023*. Board members reviewed this document as she explained the details.

**Marc Mihaly moved to approve the following two items:**

- **Approve and Sign Memo Authorizing Wendy Wilton to update Calais records with BC/BS VT**
- **Approve and Sign IRS 941 and 941B**

**Seconded by Rick Kehne, this motion carried unanimously.**

**Marc Mihaly moved to approve the audit from Sullivan Powers and Company. Seconded by Rick Kehne, this motion carried unanimously.**

6. BC/ BS Insurance Coverage/ Benefit

**Denise Wheeler moved that the Board continue to go with BC/ BS Gold plan for 2023 as in the past. Seconded by Marc Mihaly.** Discussion: Sharon Winn Fannon stated that this is a significant benefit; John Brabant stated that Calais Town offers a generous benefit package to employees overall - not only in the health insurance benefit. **This motion carried unanimously.**

7. Schedule Budget Planning – ACTION

Marilyn Bush stated that some of the minutes are not on the website: emergency meeting, 9-26-22; special meeting 10-20-22 are missing.

Sharon Winn Fannon stated that the process of posting draft minutes on the website, reviewing and suggesting edits to the minutes, and posting approved minutes is a manual process

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and there are several people involved in the process; it can be time consuming, and given the staffing shortages, we are doing the best we can to stay on top of it.

8. Consent Agenda

**Marc Mihaly moved to approve the consent agenda (except the minutes from October 10th and 17th). Seconded by Rick Kehne, this motion carried unanimously.**

Minutes link: <https://www.calaisvermont.gov/index.asp?SEC=4C3EC8BB-B864-4211-8418-A36B25601387>

(Approve edited minutes of October 17, 2022 Special Meeting) - no

Approve minutes of October 20, 2022 Special Meeting

(Adopt edited minutes of October 10, 2022 Special Meeting) - no

Adopt minutes from September 26, 2022 Emergency Meeting

Constable – Approve recruiting for a “level one” constable

9. Roads Report

Rick Kehne had provided a written report. He reviewed the document. He highlighted from the report: the road crew is currently fully staffed and the crew is working very well together in the absence of a foreman at this time. He and Eric Sorenson as co-commissioners are working to prepare for winter. He provided an update about equipment and about purchasing and storing salt.

Rick Kehne shared plans for Moscow Woods bridge replacement; currently we are seeking an engineer to plan for the temporary repair, with a longer term bridge repair in future years.

Rick Kehne shared about a need to sandbag an area to protect from soil erosion; this is a priority. He also stated that a priority for this fall will be grant applications to support the bridge repair. He stated that the hope is that the bridge will remain functional; if not, there will be a contingency plan for a detour.

Rick Kehne reported on some of the traffic calming measures (speed signs), including the locations for placement (the signs being moveable).

He spoke about the desire to engage in long term planning for maintenance related to roads and bridges.

Board members thanked the road crew for their dedication, cooperation and hard work.

10. Public Comment

Sharon Winn Fannon again stated the plans for public comment tonight: a half hour is allowed for public comment; the Board also plans on November 14th to have a longer public comment period on the agenda. She shared that the Selectboard has approved and has published on the webpage “Town of Calais Selectboard Rules of Procedure.”

Sharon Winn Fannon explained that the Board has heard feedback from the community for more explanation about Executive Session, about updates on the roads, and about the status of

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the hiring process for Director of Public Works, and Treasurer/ Business Manager. She stated that the process for, including acceptable reasons for, entering Executive Session is explained in the Selectboard Rules of Procedure. Rick Kehne had provided a thorough report on the current status of the road crew's work. She noted that an update on personnel is on the agenda later this evening; Denise Wheeler will provide information at that time.

**Marilyn Bush** stated that she assumes that during public comment, the Selectboard will not respond, and will give the floor to the public as they speak. She noted: "bulk of the meeting on Nov 14th will be used for public comment and conversation," how much time does that mean? She would like to devote an entire meeting to public comment, where people are not hampered by a time constraint.

**Jan Ohlsson:** Thanked the Board for allowing public comment. She stated that she is not available on November 14th. She will provide written comments and would like them to be entered into the minutes. (This document is included at the end of these minutes.) She provided an overview of her written document: (1) reappraisal: She thought this was going to be on the agenda tonight - having this moved to November 28th is not acceptable. We have a ready-to-sign agreement with NEMRC. She hopes that it can be signed soon so that Calais can get "in the queue" for reappraisal. She stated that she does not plan to "re-up" for the position of lister.

Marc Mihaly would like to have this agreement document on the November 14th agenda for approval; he will work together with Jan and the town attorney to bring a document for the Board's approval at that meeting. (2) public hearing for land development: She stated that the Selectboard needs to plan a hearing to hear about zoning changes. The planning commission plans to have the second version ready by late November. She indicated that she is less than pleased with the response to her emails; she feels disrespected. She reviewed statute around the timeline for the evolution of this document. The Board will have four months from the time they receive the document, to hold its hearing and approve it.

Denise Wheeler noted that this will be a future agenda item. Additionally Jan Ohlsson would like an opportunity to present to the Board.

Jan O noted that some in the community feel very disappointed in the performance of the Selectboard. She noted that the town office is the public face. She noted that communication is lacking.

Jan O stated that grants are very important; she feels that we need a grants administrator.

**Barbara Butler:** spoke about the treasurer job description. She noted that some of the descriptions of duties refer to "in conjunction with the bookkeeper," and we do not have a bookkeeper. She noted that, regarding Board comments earlier about generous benefits, not everyone that works for the town receives benefits.

She asked that the Selectboard put on an agenda the process of approval of minutes. She has provided edits or suggestions to minutes and they are not reflected in the final, approved minutes.

John Brabant stated that if the Selectboard members are not immediately responsive to emails, please keep in mind that we are volunteers and that we are inundated with emails and we are doing the best we can to stay on top of them.

Sharon Winn Fannon shared that Lisa (board recording secretary) takes minutes; if the meeting is

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recorded, then the minutes are taken from the recording; Lisa sends the draft to Sharon, Denise, Jeremy and Barbara, they review to check that the discussion and the action taken is captured accurately. The draft minutes are posted on the webpage. When the minutes are approved by the Board, the approved (and edited if needed) minutes are posted on the webpage.

**Mary Alice Proffit:** introduced her son, Tennessee, who is taking a Democratic Roots class at U32. She spoke about polarization and the inability to listen to and talk to each other. She spoke about the need for respectful conversation and dialogue. She recommended accessing Polly Young Eisendrath as a resource around effective dialogue. She asked: do our ethics match up with the realities of how we are treating our employees?

**Dexter LeFavour,** Middlesex resident, introduced himself; he is currently running for senate.

Marc Mihaly thanked those who provided public comment.

Sharon Winn Fannon invited Calais residents to consider joining the Selectboard or other town committees and commissions.

11. Curtis Pond Update:

Marc Mihaly moved to the audience and recused himself from Board discussion at this time as he is a Curtis Pond resident.

Jamie Moorby and Marge Sweeney spoke to the Selectboard about a bond which will come to the town for vote on Town Meeting Day for dam construction on Curtis Pond (for example, construction in Summer 2023.)

Sharon Winn Fannon asked, if the town votes to bond for \$400K, at what point does it affect property taxes, and by how much? Some discussion followed around how to determine this and how to share it with voters for their consideration.

Jamie shared some of the options that were discussed for determining this impact to residents. Colleen Bloom stated that part of the education that is required to be communicated is that it will cost the town much more to lose the dam altogether than to save it. She noted that the Curtis Pond Community did a bunch of fundraising which covers half of the bill; and would like help with the rest.

Jan Ohlsson asked if there is information/ data to show that this is a community-wide effort and Calais residents have participated in the fundraising - not limited to just the residents who live in the Curtis Pond area.

Jamie Moorby stated that once we have more specific information about the bond vote, we will want to have public gatherings and forums to share communication.

John Brabant stated that the more that you are able to show how much the community has participated in the fundraising and has supported the project, the more likely the bond is to pass.

Marge Sweeney shared that the dam at this time looks in disrepair, and time is of the essence. She shared a photo.

12. Personnel Update

Denise Wheeler shared that Treasurer ad and Director of Public Works ad have both been posted/ published.

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Sharon Winn Fannon stated that Jamie and her mother Sarah have offered to help draft vacancy postings, and have helped to distribute information. She thanked them very much.

Barbara Butler suggested posting job vacancies in more professional journals, for example Vermont Business Magazine.

Denise Wheeler stated that interviews are being planned for Treasurer/ Business Manager, and Jeremy Weisswill join the interview process.

13. Board round-robin on items of old business and other business

- Marc Mihaly suggested the following dates for Board deliberation around Town Hwy7: (this will be a quasi-judicial hearing for Board deliberation; not an open meeting)  
November 17, 7:30 p.m. (tentative)  
November 18, 2:00 p.m. (tentative)
- Marc Mihaly asked how to approach the contract as discussed earlier for the reappraisal process. The Board agreed that creating a “not to exceed” amount for the motion will be acceptable, as we won’t know the cost of the project at this time. Brief discussion followed around the Board’s ability to offer a contract without going out to bid, according to the Board’s purchasing policy.
- The Board discussed the agenda for November 14th.
- Budget development: Sharon Winn Fannon spoke about different ways that the Board has developed the budget over past years.
- Sharon Winn Fannon spoke about positions in other towns (for example Selectboard Assistant). She stated that Middlesex has a Budget Committee. She would like to consider an Advisory Budget Committee in future years (it is too late this year.)
- The Board agreed to use Saturdays to work on budget development:  
11-19-22 10:00 a.m. - 1:00 p.m. at Town Office  
(12-3-22 10:00 a.m. as needed)

Denise Wheeler will check in with NEMRC to see to what level they can support this process. These meetings will be warned as special meetings: agenda item: “Budget Workshop.”

14. Adjourn: At 9:31, Denise Wheeler moved to adjourn. Seconded by John Brabant, this motion carried unanimously.

Respectfully submitted,  
Lisa Grace, Board Recording Secretary

To: Calais, VT Selectboard members

From: Wendy Wilton, NEMRC

Re: NEMRC support/interim Treasurer duties

Date: 10/24/2022

I am sure you did not expect the position to be vacant for 6 months, and neither did NEMRC. I am glad we have been able to support you through this period.

It is clear a full-time, full-charge, treasurer will be of greatest benefit to the town in the long run. This has become evident with the extension of NEMRC's role. The town has needed NEMRC support in areas beyond the current agreement and therefore time as well. Despite the tremendous support from Jeremy, Barbara and Jan, to accomplish some daily treasurer tasks, the work has exceeded payroll, accounts payable and reconciliation.

I have detailed financial tasks in the attached spreadsheet for the board to review. Some tasks are being done by others that Sandra routinely did. For example, Barbara has been taking care of tax deposits, Jan has been downloading the homestead and state payment changes, Jeremy has been signing checks and processing clerk deposits, and Denise has been compiling the weekly timesheets. It's been a team approach which has been good for the short term.

However, I recognize there are significant tasks that have gone undone. Some areas needing attention are those where I don't have the specific knowledge or the responsibility under the current agreement. Insurance management/renewals, state reporting and grant management are areas of note. The VLCT renewal was due earlier this month, the BCBS renewal is before you, and there is not one individual who is responsible for managing grants. I am happy to provide reports if needed, but these processes require intimate knowledge of the town and its operation or more frequent interaction with town management.

Long term I am also concerned that I am processing payroll, accounts payable and performing the monthly reconciliations. That represents a weakness on internal control.

Lastly, I want to make you aware of the distinction between managing human resources and administration of benefits (paperwork). These are two separate functions. In small town that does not have an HR professional that responsibility is Selectboard's and typically the treasurer would maintain benefit enrollments. That is why, for now, I request to be named as the point of contact for BCBS so that I can terminate those who have left the plan and add the new employees.

I recognize the board wants to fill this vacancy. I can help with a job description if that is of interest. In the meantime, if the town can improve internet access to the town office sufficient to support Cloud operation with NEMRC that would be extremely helpful in the event this becomes a long-term support.

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If the vacancy cannot be filled despite the town's efforts NEMRC is open to discuss a more long-term situation.

October 24,2022

To: Calais Selectboard  
From: Janice Ohlsson

Intro and a thank you for allowing time for constituents to share their concerns regarding the Selectboard job performance.

I will be out of town On November 14<sup>th</sup> so cannot take part in that meeting. I am using this public comment time to dialogue with you, my concerns. I ask that this written document of my concerns become part of the minutes for public record.

I want to address specifically two (2) items not on the agenda, followed by general comments.

- 1) Reappraisal
- 2) Amendments to the Land Use and Development Bylaws SB public hearing.
- 3) General comments

## **REAPPRAISAL**

In the last agenda it seemed that the reappraisal item would be on this meeting agenda – but now it seems to have been moved to Nov 28<sup>th</sup>. This is unacceptable.

We have a ready to sign agreement with New England Municipal Resource Center (NEMRC), for the completion of a reappraisal of all real property in the Town of Calais. This was forwarded to my SB liaison, Marc. I can only assume you have all seen it. Even though the reappraisal work will not be started until July 2024, we need this agreement to be signed now to get in the queue. As Ed Clodfelter from NEMRC said in his email to me:

*"I have Calais penciled in for a 2026 completion. I can understand that it can be difficult for a town to contract for something 3 years out. It's also difficult for me to know what costs will be that far out.*

*Quite honestly, I doubt any other company would even bid on Calais. That is what's happening now. Rival companies are booked so far out they don't even bid on under 1000 parcel projects.*

*FWIW, I currently have bids on 6 projects for 2026. Only 1 went out to bid. It is going to be a crazy next few years."*

Thus, it is urgent that this gets signed sooner rather than later, so the necessary documentation can go to PVR [Property, Valuation, and Reporting] of the VT Tax Dept. The funds to pay for the appraisal are state funds. Each year the Town gets about \$8.50 per parcel to put into the reappraisal account. The balance in that account as of 30 June 2021 was \$86,112. By the time Ed starts his work there will be a little over \$100,000. There will however have to be increased budget for the Listers during FY 2024, 2025, and 2026 to account for their greater amount of time spent working with the reappraisal vendor, mail, and printing costs.

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The SB should also consider what to do if no one wants to run as a lister. The Town should be looking into the possibility of hiring a professional assessor to work with the listers or to only have a professional assessor complete all the lister functions.

### **SB Public Hearing for Land Use and Development Amendments**

I am asking that there be a permanent place holder on your calendar until the SB public hearing is warned.

At this point in time, the PC expects to have the second version with changes made as a result of the PC's public hearing to the SB in late November at the earliest – early December at the latest. **The SB has to hold their public hearing within 120 days from the date the PC submits these changes to you.**

In this regard I want to state my observation that having a SB liaison for this has not worked. Of the 5 emails I have sent on this topic, my liaison has answered only one of the emails and that was to tell me he was on vacation. In my view this is disrespectful.

In those emails I have asked whether the SB wanted a special presentation of what the changes were all about, what transpired in the PC's public hearing, and answer any questions SB members might have. Only one of the SB members responded they would like a special presentation to the SB. I guess if the PC can assume that the SB will simply approve whatever the PC has written and approve these amendments Carte Blanc I shouldn't worry. But the Statute specifically states that if *the legislative body proposes any changes to these amendments they must be made not less than 14 days prior to the final legislative public hearing.*

Jeremy and I are monitoring the dates and process that must be followed to be sure we meet all requirements. I expect the SB cooperation in this.

### **General Concerns**

Because not having a treasurer has affected me personally, I have great concerns at how finding a treasurer – and other employees to fill vacancies - has been handled by this SB. I realize you probably feel you have talked this to death. And to adequately prepare for this I re-read the July 25<sup>th</sup> minutes of the SB meeting. I will refer to them later in my comments.

In the Oct 10<sup>th</sup> meeting, there were some things omitted as to how the treasurer duties are being handled and the consequences this had on the Town Clerk and Assistant Town Clerk with their respective duties.

*What **REALLY** does go on behind the scenes as regards the treasurer duties.*

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As a lister, we get downloads from the state (sometimes weekly) with late homestead declarations, current use data, etc, all of which can create the need for revised tax bills. In times past I simply downloaded the data - and sent an email to the treasurer who in turn did her thing.

This year though I now do some of the tax admin work. Wendy, the NEMRC hire, has been good enough to put together a small instruction manual that I use. Oct 5, as an example, I was the person generating 12 revised tax bills, generating the reports to be sure everything is accurate in all systems. I do this mostly to help Wendy who has a boatload of other duties such as payroll, etc. I would say that 75% of my time from the middle of August to early October has been doing tax admin work and not lister work. Yes, I bill the town for my time as lister, but my pay grade is not equal to the \$115/hr being paid to NEMRC. On top of that, there have been innumerable emails - to the lister email account asking tax questions -- and a few phone calls at home- some of these I can answer; most get referred to Barbara and Wendy --- Wendy is super at directing us. Her time is spent paying the bills, issuing payroll, assuring that all tax administration data is accurate to evaluate if any credit needs to be issued to taxpayers. Sometimes this involves the lister to look at specific Grand List data. All of us work at communicating back to the Calais resident asking the questions.

None of this [my] work was acknowledged in the October 10<sup>th</sup> Monday meeting – and I will acknowledge that Denise has apologized for that. Still, I find it demoralizing. As far as we are concerned it is the 3-some of Barbara, Wendy, and me that are performing the tax administration/payment duties. Denise collects the hours and forwards to Wendy, who in turn, issues the payroll checks.

In the July 25<sup>th</sup> minutes it is reported that “Denise explained that NEMRC has been supporting the board in some financial aspects of the treasurer job. Denise emphasized NEMRC is not serving as treasurer.” Based on my work with Wendy, NEMRC is certainly fulfilling the duties as treasurer.

I can only relate from observation of working in the office the toll this takes on routine normal Town Office activities.

Jeremy and Barbara review the invoices [some invoices have come through to the lister email account] -- Payroll, invoices, etc go to Wendy to write the checks, Jeremy signs them. All of this is taking away time from his town clerk duties.

Barbara has been working at cash receipts sometimes up to 50 hours/week – recording the tax payment checks and recording all that into the cash admin system. Barbara created the 20 step-instruction booklet to guide her [and any future person in this role] in that process.

The thing you SB members need to understand is – the Town Office personnel are the public face of Calais. Thus, whatever the SB does or does not do creates the phone to ring off the hook. Doing the extra treasurer work is taking a toll on their productivity to do what they normally do. And you seem mighty cavalier about it. It really isn't fair to say “oh they

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volunteered to do this" -- I have given some thought to stop doing the tax admin work, even though that puts more of a burden on Wendy. The reason is that I feel I am enabling the continued dysfunction of this Selectboard.

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The SB knew in **January** that the treasurer was leaving at the end of April. You did NOT publish an ad or post a job description until sometime in April. Why was not the ad placed as soon as you heard the Treasurer was leaving? In my opinion that is a dereliction of duty. Surely how finances and cash is handled should be of prime importance to you. East Montpelier also was in search of a treasurer at the same time. East Montpelier has a treasurer; Calais does not. I wonder why.

According to the July 25<sup>th</sup> minutes it was stated there was an applicant to the first job posting. . . and after a great deal of time the applicant declined the position. Later in the minutes it was brought up that the hiring/interviewing process dragged on for several weeks leading to the applicants' decisions to not pursue a job in Calais. I guess the question is how speedy are you at returning applicants calls? More on that later.

After the first issuance of the ad yielded no treasurer, the job description was changed, and a new ad was reposted either late August or early Sept. Again, from the July 25<sup>th</sup> minutes – there was a huge discussion as to whether you were going to hire a payroll company or a bookkeeper or "to make the job more inviting by adding other duties" thereby making the combined treasurer/ assistant position. I call your attention to that job description as posted on the Calais website. The way it reads led 2 people [one from the tax dept] to question if it created a conflict of interest. I talked with Sharon Winn Fannon about this. She assured us in a SB meeting there was no conflict of interest...it was all "administrative". I question this job description because the job description does not state what amount of time this person is supposed to apply to being the administrative assistant to the SB and how much time to treasurer duties. Out of 27 items listed as duties and responsibilities only 12 of them relate to financial duties. The East Montpelier explanation of treasurer duties is succinct: "This position is responsible for the collection of current & delinquent taxes and for keeping the accounts for **all** financial activity of the town. And at this time we haven't heard whether or not you will hire a "payroll" company or a full bookkeeper. I also question why anyone with the skills to be a bookkeeper/accountant/treasurer, in the full sense of those words, would also want to be an administrative assistant to the SB. It would seem better to hire someone specifically to fulfill the administrative assistant duties the SB so vitally needs, otherwise this may be a harbinger for failure on the part of the Treasurer'

You might like to be aware that one of the applicants during this last round of applicants called the Town Clerk to find out if he knew anything about the applicants interview results. It seems the applicant could not hear back from any SB member that interviewed him. Jeremy sadly told him he didn't have any answers for him.

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GRANTS

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A treasurer needs to know how to set up accounts to record grants --- In the current job description grants only appear once – and only refers to road grants. Calais has more than road grants. There are CLG grants, and a CDBG grant with ECCT as a subrecipient. These data have to be recorded accurately so that it can be audited. Toby Talbot had the road grants down cold. It was a breeze for Sandra to process that. Sandra also worked well with ECCT on the CLG grants. There is a process, a paper trail has to be followed. It would seem the treasurer job description should emphasize the ability to handle grant monies. One of the things that Erik did in his short tenure was do a report which turned out to be needed for an ECCT amended CLG grant. The town just got admonished on how to manage grants better. This seems to be important.

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This SB has the following positions in need of filling:

Treasurer

Grants administrator

Bookkeeper or Payroll?

Road Commissioner

Animal Control Officer

Constable

SB Administrative Assistant

DPW [if you decide you still want one] or Road Operations Manager

I ask the SB to update the public after every meeting as to the status of each of these positions -- job posted? When? ads placed? how many applicants? how many interviewed? I would also hope you learned from the DPW fiasco that if the position requires working with others [e.g. road commissioner with road crew], [treasurer with listers and town clerk], that part of the interview process includes meeting the people they would work with.

To conclude: the VOTER = the EMPLOYER. The SB is basically the voters' employee. And some of us are dissatisfied with your job performance. What does it take to change and improve? Better communication between you and the Town Office and the people who voted you in. It needs to be posted on the Town Website who people need to call relative to road problems, stray animals etc. and Jeremy and Barbara need to know that to answer those ringing phones. When they ask for guidance – please respond!

In high school I had a band director whose mantra was "results, not excuses". It was assumed that if everyone was in good health– there were to be no excuses for poor performance.

I believe people in this town want to see results.

**November 14, 2022**

- Bulk of Meeting Devoted to Public Comment and Conversation
- Invite WVFD and EMFD to discuss recruitment incentives
- Historic background on Calais Road and Bridge Standards; next steps to confirm crew receipt of standards and full understanding (Stephanie Kaplan, Denise Wheeler)

**November 28, 2022**

- Commission/Committee Reappointments – Sharon
- Update from KHL, Craig Line/Carolyn Brennan, Co-Director, Library Director (Denise)
- Traffic Control Ordinance Update – Reduce County Road Speed Limit – Next Steps -- John/Rick
- RFP for reappraisal – Listers/Marc/Denise – ACTION
- Installation of Speed Signs County Road – Rick – Update
- Use of ARPA funds for traffic calming road design study – Next Steps Discussion – Rick

**Future Agenda Items**

- Curb Cut Application (NEEDED) and Curb Cut Application Assessment Form (new) (Sharon/Denise) – ACTION ITEM ([Curb Cut Materials](#) at this link; CC has requested input)
- Highway Capital Plan – Rick
- County Road Speed Limit -- Rick/Denise
- Immunizing Ash Trees – Rick/Neal Maker
- 2023 Property Reappraisal Process – Marc Mihaly/Jan Ohlsson
- ARPA Process - Denise
- Meet with road crew members
- Curtis Pond swim area railing – Linda Schutz (February 2023)

**Review and Update Existing Policies and Ordinances**

- Traffic Ordinance – Rick
- Personnel Policy – Sharon/Denise
- Job Descriptions Review and Update – Sharon/Denise
- Conflict of Interest Policy ([Conflict of Interest Background](#))

**Create Ordinance/Policy**

- Junk Ordinance – requested

**Issues Awaiting Further Development**

- East Calais Stormwater Project – Rick