



TOWN OF CALAIS

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

Selectboard Special Meeting Minutes
Saturday, December 10, 2022 at 10:00 AM
Location: Calais Town Hall (note no Zoom option)

Attending: John Brabant, Marc Mihaly, Denise Wheeler and Rick Kehne
Others attending: Jeremy Weiss, Barry Bernstien, Jan Ohlsson, Donna Fitch, Anne Winchester, Judy Fitch Roberts, Sage Kennedy and ORCA

The meeting was called to Order at 10:10 a.m.

- Additions/Changes to the Agenda - NONE
- Review and Sign Warrants - NONE

- FY 2024 Budget planning discussion:

Jan Ohlsson presented requests and reviewed the Planning Commission budget line items. The Planning Commission is requesting the establishment of a Reserve Fund for future planning grants as a match. This would need to a Warned item for Town Meeting.

Jan Ohlsson presented requests and reviewed the Listers budget and line items. The Listers are requesting an hourly rate increase from \$20 an hour to \$22.50 an hour – the Lister work on average is 10 hours a week per Lister. The Town needs to be thinking about hiring a professional assessor because the Lister work is becoming more complicated and complex.

Anne Winchester presented for the Development Review Board and reviewed the DRB's budget and noted it has an expense line item for a minutes recording secretary. Anne said they currently do not need anyone to take minutes. Anne requested a separate line item for attorney expenses. The Board noted they are considering a line item for all Boards/Committees/Commissions for attorney expenses with the understanding that the DRB would likely need more of an allocation than other groups.

Stephan Kaplan sent the Board an email on behalf of the Conservation Commission requesting an increase in the Conservation Fund from \$5,000 to \$8,000 (as in previous years). They would also like a line item to hire someone to perform an Invasive Species inventory and study and provide a report to the Town.

Jeremy Weiss, Town Clerk presented for the Town Office proposed FY 24 budget. The Board and Jeremy reviewed the Town Office and Town Clerk budget line items. Jeremy requested an hourly rate increase for the Town Clerk and Assistant Town Clerk and stated the elected Town Clerk position is at least 40 hours a week not 32 hours a week. He would like to increase the Asst. Town Clerk from 20 to 25

hours a week with a \$2.00 per hour increase (current hourly rate is \$24.35 per hour. Jeremy requested a salary increase to \$65,000 per year (FY 23 budgeted salary is \$46,288 per year) for the Town Clerk. The Board reiterated that the Clerk position is salaried and not paid hourly and that during heavy workload periods the position may require more than 40 hours per week and at other times be less than 40 hours per week. Jeremy stated that the workload and position requirements and demands have significantly increased especially with the vacant Treasurer position. He noted that the Clerk fees (recording, licensing, etc.) bring in approximately \$27,000. in revenues to the Town. He also noted customer service requests are a large part of his time – telephone calls, assisting residents and others with land record searches and vault assistance, etc.

Barry Bernstien spoke in favor of the requested salary increase noting that all sectors of the job market are experiencing salary increases and difficulty in staff recruitment.

The Board thanked everyone for attending and continued to review the FY 24 proposed budget.

At 12:20 p.m. John Brabant made a motion to enter Executive Session pursuant to the appointment or employment of a public officer or employee under 1 VSA § 313(a)(3), this was seconded by Rick Kehne and unanimously approved. The Board adjourned Executive Session at 1:30 p.m. and had nothing to report.

At 1:31 p.m. Marc Mihaly made a motion to adjourn, seconded by Rick Kehne and unanimously approved.