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## TOWN OF CALAIS

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

Selectboard Meeting Agenda  
Monday, December 12, 2022 at 6:30 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.

6:30 PM

- Call to Order
- Executive Session under 1 VSA §313(a)(1), relating to attorney client privilege information

7:00 PM

- Additions/Changes to the Agenda
- Review and Sign Warrants

7:05 PM -- Consent Agenda – ACTION ITEMS

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

- Approve minutes of December 10 Special Meeting (budget)
- Approve edited minutes of December 3, 2022 Special Meeting (budget)
- Approve edited minutes of November 28, 2022 Regular Meeting
- Approve edited minutes of November 14, 2022 Regular Meeting
- Approve minutes of November 19, 2022 Special Meeting
- Approve edited minutes of October 24, 2022 Regular Meeting
- Approve edited minutes of October 17, 2022 Special Meeting
- Approve minutes of October 20, 2022 Special Meeting
- Adopt edited minutes of October 10, 2022 Special Meeting
- Approve \$30,000 ARPA funds for traffic calming study (from Nov 28 discussion)

7:07 PM Washington Unified Union School District (WUUSD) request to mail WUUSD ballots to registered voters at WUUSD expense – ACTION ITEM

7:08 PM ECCT request to authorize .... – ACTION ITEMS

- Vt. Community Development Program Contract for Administrative Services/Program Management Agreement
- Vt. Community Development Program – Grant Agreement Resolution – Single Grantee – Form PM-1

7:10 PM Personnel Update – All – INFORMATION ONLY

7:30 PM Public Comment

7:45 pm – Drew Lamb sap tank contract w/ town minor change – ACTION ITEM

7:55 PM -- Change to property tax grace period DISCUSSION ITEM –  
Jeremy/Barbara

8:10 PM – FY 24 Budget update

8:20 PM -- Approach to Town Meeting – DISCUSSION ITEM – All

\* In-person?

\* Zoom informational with in-person option at town hall (like 2022), ballot  
voting

\* Review American Rescue Plan Act (ARPA) funding requests to date

8:30 PM Roads Report – Rick – INFORMATION ONLY

\* Winter plow routes and other updates

8:35PM Proposal for sole source engineering of Moscow Woods temporary bridge  
repairs – Rick – ACTION ITEM

8:40 PM Report on 12/8 meeting with East Montpelier Fire Department

- Budget; incentive for Calais residents to volunteer

8:45 PM Junk Ordinance – do we want one? -- DISCUSSION ITEM

8:55 PM Authorization to revisit job descriptions for public works director,  
treasurer/business manager – ACTION ITEM

9:00 PM -- Board round-robin on items of old business and other business

8:55 PM – Review future agenda items

9:00 PM – Potential Executive Session under 1 VSA § 313(a)

- Attorney Client privileged information 1 VSA § 313(a)(1)

- Appointment or employment of a public office or employee  
under 1 VSA § 313(a)(3)

Other personnel under 1 VSA § 313(a)(3)

Adjourn

### **December 19, 2022**

- Curtis Pond Dam planning – likely executive session; also 20 minutes with Jeff Tucker, Dubois and King engineers regarding permits
- Historical background on Calais Road and Bridge Standards; next steps to confirm crew receipt of standards and full understanding (Stephanie Kaplan, Denise Wheeler)
- Commission/Committee Reappointments – Sharon
- Traffic Control Ordinance Update – Reduce County Road Speed

<http://www.calaisvermont.gov/>

Limit – Next Steps -- John/Rick (20 minutes)

### **Future Agenda Items**

- Meet Sheriff Elect Marc Poulin & future patrol service plans
- Planning commission present changes to Zoning Regulations – moved from September 26 agenda; date TBD depending on completion of planning commission's work; *note: SB has 120 days (4 months) to complete its process, once received from Planning Commission*
- 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
- Immunizing Ash Trees – Rick/Neal Maker
- Curtis Pond swim area railing – Linda Schutz (February 2023)
- Luce Road Easements

### **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
- Property Drainage into Roadway Ordinance

### **Issues Awaiting Further Development**

- East Calais Stormwater Project – Rick