

Selectboard Meeting Minutes

Monday, February 25, 2019 at 6pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair, departing at 8 pm), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani (ORCA), Toby Talbot (Operations Manager), Jim Barlow, Esq. (Town Attorney), Greg Pelchuck, Judy Robert (Town Clerk), Sandra Ferver (Town Treasurer), Gus Seelig (Town Moderator)

Absent: Rose Pelchuck (Member, attending by phone from 7:10-7:29 pm)

1. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 6 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters, and the Board invited Toby Talbot to join them. The motion was seconded, voted on and carried 4-0. The Board resumed Regular Session at 6:48 pm. The Chair had nothing to report publicly.
2. Executive Session for negotiating or securing of real estate purchase or lease options: John Brabant made a motion to go into Executive Session at 6:48 pm per 1 V.S.A. 313(a)(2) confidential attorney-client communications, and the Board invited Town Attorney Jim Barlow, Esq., to join them. At 7:10 they invited Greg Pelchuck and Rose Pelchuck (attending by phone) to join them. The Board resumed Regular Session at 7:29 pm. The Chair had nothing to report publicly.
3. Call to Order: Denise Wheeler called the meeting to order at 7:32 pm.
4. Public Comment: None.
5. Review, Additions/Changes to Agenda: None.
6. Town Meeting Preparation: The Town Clerk updated the Board on the status of preparations in advance of Town Meeting. Volunteers are still needed to fill positions; the Assistant Town Clerk is working on securing people for these positions. Sharon Winn Fannon volunteered for one of the needed positions. The Town Clerk commented on the good relationship between the Town and the school and their positive collaboration for Town Meeting Day. Town Moderator Gus Seelig attended and commented that room setup has worked well in the past, and he commented that Justices of the Peace are the officials who should perform the count in the case of a hand count. The Town Clerk will continue work on creating a well communicated plan for the expectations for JPs and procedure for a hand count.
7. Continue development of discussion points for Town Meeting: The Chair reiterated efforts the Selectboard is undertaking in the area of road conditions and she remarked that she expects this topic to be raised at Town Meeting. The Board will announce ahead of Town Meeting

community road discussions to occur after Town Meeting, as promised at the last Selectboard meeting.

The Board, Town Clerk, Town Treasurer and Moderator reviewed the agenda in detail and agreed it was one of the shortest the Town has had. The Town Moderator stated his willingness to make phone calls to voters who have questions about the procedure for raising their concerns at Town Meeting Day. The group agreed that there are no big advisory issues this year and that the school meeting is anticipated to be more lively than usual as a result of the school merger topic. The one controversial topic may be Woodbury Fire Department's \$31,000 request for a new capital equipment fund. The group recalled that the requested funding amount listed for each social service agency was the amount requested by that organization itself.

The Town Moderator will post briefly on Front Porch Forum, focusing on the procedure for "calling the question," to educate participants and encourage civility.

The Board, Town Clerk and Town Treasurer reviewed a document of talking points for possible questions at Town Meeting (the Town Clerk and Town Treasurer had reviewed the budget for any areas where voters might have questions, and Board members also had considered areas that might benefit from advance preparation). The group reviewed calculations of the tax rate's effect on a sample property in three scenarios: 1) passing the budget as proposed, 2) passing the budget and all the warned items as proposed, and 3) as a general matter, every additional \$100,000 added to the budget adds approximately an additional \$49 of taxes per \$100,000 of assessed property value, assuming a Grand List similar to last year's.

The Town Treasurer articulated how the Grand List reflects the previous year and as such is an estimate that changes from year to year; the Grand List won't be set by the listers again until between April and August of 2019. Unless, for example, there is a terrible fire or everything drops into current use, the Grand List can be expected to stay relatively stable.

The Town Office staff has provided comprehensive job descriptions that the Board will review ahead of Town Meeting Day.

Erica Heilman produces Rumble Strips on WGDR; she contacted the Town about attending Calais Town Meeting as part of a documentary. The Chair will put her in touch with ORCA Media for coordination. The Town Clerk reported on the final details that office staff will be undertaking in the week leading up to Town Meeting Day.

The Board decided to announce a date for public road discussion meetings on Front Porch Forum.

8. **RFP for IT Support Services:** Clif Emmons directed the Board's attention to the exemptions defined in the Town purchasing policy document. (An amount over \$5,000 must be approved by the Selectboard; one exception is for recurring purchases and for initiating a new bid process.) He reported that he continues to work on an RFP draft which will come before the

Board at the meeting following Town Meeting Day. RB Tech's contract auto renews May 1; it can be terminated with 60 days' notice at any time. The Board considered potential time frames for termination, if needed, that would minimize any cost to the Town.

9. Chair update, projects, etc.:

- The Chair reported that the Road Commissioner is currently out pushing back snow banks.
- The staff, Chair and Clif Emmons met with Andy Felice and the Chair shared an updated maintenance task list. Andy Felice has been very generous with his time and wants to help the town. The roof repair will require RFPs which he is willing to help assess as well as serve as a point person for helping prospective contractors to look at it in advance of making a bid.
- The Chair and the Town Treasurer would like to get a signature stamp. This would allow them to authorize the Town Clerk to use the stamp when the Town Treasurer is not in the office. The Board decided to ask the Town Treasurer to draft a signature stamp usage protocol, requiring two approvals.

10. 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.

11. Other business/old business/new business: None.

12. Adjournment: Clif Emmons made a motion to adjourn at 8:39 pm. The motion was seconded, voted on and carried 3-0.

Date: 2/26/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 3/25/2019 meeting

Click on the link below to view documents associated with this agenda:
<https://drive.google.com/open?id=1pLXX3eAp-64F5NIw1bnRAIsFq3Mk7ZvC>