

Selectboard Meeting Minutes

Monday, January 25, 2021 at 7 pm via Zoom conference call

Present: Denise Wheeler (Chair), Sharon Winn Fannon (Vice Chair), Rose Pelchuck (Member), Clif Emmons (Member), ORCA Media, Katie Lane-Karnas (Recording Secretary), Craig Line, Charlotte Hanna Bassage, Scott Bassage, Bob Martin, Alfred Larrabee (Road Commissioner), Wilson Hughes, Pat (last name unidentified), Carolyn Brennan, Sandra Ferver (Town Treasurer)
Absent: John Brabant (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 7:03 pm.
2. Public Comment: Rose Pelchuck regretted David Delcore's lack of attendance after he wrote a little piece about her in Talk of the Town, and misspelled her name.
3. Review, Additions/Changes to Agenda: None.
4. Health Officer Final Inspection Report: The Town Health Officer was not present for the update and this item was tabled for a subsequent meeting.
5. Hanna/Bassage Curb Cut Application #2020-6: This application was reviewed at the 12/28/20 meeting, and as planned at that time the Road Commissioner has met onsite with the contractor who was in agreement with him on requirements (see details in the motion). Everything else, including sight distance, is fine. The costs will be paid by the applicant and there is no cost to the Town. The contractor has been asked to notify the Road Commissioner when work begins.

Denise Wheeler made a motion to approve the Hanna/Bassage curbcut application #2020-6 to approve a 15-inch culvert where the driveway meets the road to be installed by the contractor at no cost to the Town; the Road Commissioner will meet with the contractor before project commences. There is another culvert outside of the ROW that the contractor will install and the space between the two culverts needs to be stonelined to help with erosion control. The Road Commissioner has confirmed that sight distance requirements have been met. The applicant needs to ensure they meet the VTRANS standard B-71 for installing the culvert. Clif Emmons proposed a friendly amendment authorizing the Chair to sign on behalf of the Selectboard and he seconded the motion. The motion was voted and passed 4-0.

6. Road Commissioner Update: The Road Commissioner noted that the candidate he had discussed passed the required drug test screening; the Board will be discussing pay in Executive Session with the Road Commissioner. There has been no change on the status of filling the part time position. The crew is down to three people, and they have been keeping up (the weather has been cooperative). He reviewed how he is proactively planning for plow routes and duties with a reduced crew ahead of significant snow fall. Craig Line thanked the Road Commissioner and shared positive feedback about the winter road maintenance.

7. Town Meeting Preparation: In light of COVID-19 and changes for 2021 Town Meeting, the Board must vote to approve mailing ballots to all registered voters (this action is permitted by Vermont legislation for 2021). The Town Clerk has been working with the school district and other towns to coordinate the ballot mailing. Denise Wheeler made a motion that we approve the mailing of all ballots for Town Meeting March 2, 2021, to all the registered voters in Town. The funding to do that is through COVID money that the legislature has received through the Secretary of State's office. Clif Emmons seconded and the motion passed 4-0.
8. Kellogg Hubbard Library Update: Carolyn Brennan, Co-Director provided an update on the Library's services throughout the pandemic. Curbside service has been open and thousands of materials have been loaned out of the lobby; weekly deliveries (drop off and pickup) are made to member towns. The Library doesn't want to set benchmarks that define how service will happen, but are waiting for the statewide multi-household ban to conclude in order to talk about opening up building use. Digital services are seeing increased use. All the services offered are available with instructions on their [website](#). Flipster (digital magazines) and Kanopy (streaming movies) and all recorded adult programs are available on the website.

Craig Line appreciated that staff have worked hard through challenges; there is a new development director for fundraising and two new Board members began last week. For FY21 the Library is asking for level funding from each town. They decreased their budget by 5%, have been able to leave an unfilled position unfilled, held a fundraising gala in December, and are in a good fiscal position. The Selectboard thanked the Library for filling such a vital, important role in the community and thanked Craig for being Calais's liaison. \$150,000 in direct donations have been received from residuals from Senator Leahy's appearance in Batman films and voice work, all of which he contributes to the Kellogg Hubbard Library. This was featured in a CNN article recently.

9. Treasurer and Delinquent Tax Collector Report: The Town Treasurer's report for this meeting represents 50% of the fiscal year. Revenues are over where we would expect to be at this point in time in both Highway and General Government. Expenses in both departments are a slight amount over 50%, mostly due to the fact that there are a number of one-time loan payments and appropriations that are made before we hit the midpoint of the year, skewing the expenses a little bit. No line items have raised any alarm and are not expected to have any significant impact on the overall budget. The Delinquent Tax Collector collected all 2019 delinquent taxes except for two parcels which total \$365.52, virtually all of this is one parcel. This taxpayer is expected to pay it in full shortly. The collector will work on 2020 delinquent taxes with follow up and monthly billing to get it collected. The Board thanked The Town Treasurer for all her thorough work and presenting in a very clear picture.
10. Other Updates
 - Schedule BCA/BOA meeting - Monday, February 1 at 6:00 pm (a request for abatement has come in and small amounts of less than \$1 abatement is needed). A matter has arisen with the North Calais Memorial Hall Association and a potential tax billing error. The Town Clerk needs to also meet with the BCA ahead of this year's Town Meeting.
 - Board members have reviewed an email with information about CVSWMD and the issue John Brabant has been updating the Board about (regarding recycled glass dumping).

- Andy Felice has been regularly tending maintenance at the Town Hall. Wood will be installed to protect the bottom portions of the storm windows (from heavy snow building up); the fuel tank and doors will be kept clear of snow. They are working on getting the second phone line activated, probably later this week (addressing the fire alarm redundancy issue). The quality of the water at the building has been questioned and the Friends are looking into what it would cost to put a filtration system in, especially to avoid corrosion of the pipes and the radiant floor heating. Both zones of the heating system are working and the building is being maintained with heat to protect all systems during the cold weather.
- Friends of Town Hall have commenced meeting again monthly and the first order of business will be looking at the proposed management agreement with inputs from the Selectboard.
- Clif Emmons updated that IT capacity needs for organizing the informational meeting ahead of Town Meeting include his recommendation to expand the existing Zoom license, to allow the Zoom format called “webinar.” It would allow up to 500 people to attend, allow panelists to speak and better manage a large group, and live streaming to YouTube (people could watch like on tv, and reduce pressure on the Zoom call). It would give a Q&A format, a repository where general questions can go in and be “liked” if others have the same inquiry. It allows for multiple practice sessions. Clif Emmons suggested increasing the Zoom license for two months’ time (at a cost of an additional \$280). Clif Emmons and Sharon Winn Fannon will work together to iron out the Zoom meeting format, then the Selectboard will have two practice runs (the core group, and then with friends and neighbors to help work out any kinks). The Chair will coordinate with the office staff and moderator to schedule the practice run.
- Last year there was discussion about a ride share project, “Hitching Post,” and a location in Adamant was identified for a pickup site. The effort on ride sharing has been postponed for the time being due to the pandemic.

11. Review and approve minutes, warrants

- a) The Board has delegated review and approval for processing of invoices and orders to Clif Emmons, Denise Wheeler, and Rose Pelchuck.
- b) Denise Wheeler moved and Sharon Winn Fannon seconded to approve the minutes of the 12/28/2020 meeting, with the changes as noted; the motion passed 4-0.
- c) Sharon Winn Fannon moved and Rose Pelchuck seconded to approve the minutes of the 1/4/2021 meeting continuation, with the changes as noted; the motion passed 4-0.

12. Executive Session for Personnel Matters: Rose Pelchuck made a motion to go into Executive Session at 8:47 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters, with Alfred Larrabee, Road Commissioner. The motion was seconded by Denise Wheeler, voted on and carried 4-0. The Board resumed Regular Session at 9:22 pm. The Selectboard heard from Alfred Larrabee about his intent to hire a temporary, part-time employee, discussed compensation for said employee and shared the status of ongoing efforts to fill the permanent, full-time vacancy on the Road Crew.

13. Other Business/Old Business/New Business: The Selectboard agreed to meet for a short meeting following the BCA/BOA Meeting next Monday, February 1, 2021 that begins at 6:00 pm.

14. Adjournment: Denise Wheeler made a motion to adjourn at 9:24 pm. Clif Emmons seconded the motion which was voted on and carried 4-0.

Date: 1/27/2021 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 2/8/2021 meeting

Click on the link below to view documents associated with this agenda:
<https://drive.google.com/drive/folders/1yNcSrOAFJct2p5iOYEZVe2LHHKVPuqNW?usp=sharing>