

Selectboard Meeting Minutes

Monday, February 8, 2021 at 7 pm via Zoom conference call

Present: Denise Wheeler (Chair), Rose Pelchuck (Member), Clif Emmons (Member), ORCA Media, Katie Lane-Karnas (Recording Secretary), Alfred Larrabee (Road Commissioner), Judy Robert (Town Clerk), Neal Maker (Conservation Commission), Jay Copping (Town Health Officer), Thomas Cronin, Stephanie Kaplan (Conservation Commission), Hannah Singleton
Absent: Sharon Winn Fannon (Vice Chair), John Brabant (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 7:04 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Health Officer Inspection Report: Jay Copping, Calais Town Health Officer, joined the meeting to discuss closing a health inspection report. He noted that the apartment was in vastly improved shape from the last visit and that while this is difficult for the tenant and difficult for the landlord it is not the role of the Town to get involved in working out issues between the landlord and tenant. At some point the apartment bathroom will need to be professionally assessed so mold growth can be addressed (poor ventilation in wintertime indicated a small amount of mold growth in the Health Officer's inspection). The reports are public record. He noted he is comfortable with how things are from the health officer standpoint; he left information for the tenant in terms of assistance she can pursue. The Chair thanked Ms. Truman for complying and her efforts to close the case. Denise Wheeler made a motion that the Board accept the Town Health Officer's final report and close the matter on the Truman case. The Board acknowledged that they have reviewed the report and the Health Officer assured all areas of concern have been addressed. Rose Pelchuck seconded and the motion passed 3-0.
5. Tree Warden Training Before Cutting Hazardous Ash Trees on Roadsides: The Chair explained that the Tree Warden has offered training on ash tree roadside cutting for the road crew. Neal Maker explained that the Conservation Commission had discussed opening it up to the Road Crew to cut ash trees as they are working along the roadside; they wanted to make sure the crew knew how to identify ash trees and were aware of the hazards of cutting unhealthy ash trees (felling can involve brittle and unpredictable falling pieces). Training would involve walking somewhere where there are ash trees, to visually identify them and recognize where there may be a dying tree. Stephanie Kaplan, Conservation Commission Chair, added that identification of ash trees is not always straightforward. Especially in wintertime, other tree bark appears similar; the effort would be to coordinate with the Highway Department so they may cut ash trees as they determine appropriate with the stated confidence of the Selectboard and Conservation Commission. The Road Commissioner and Tree Warden will coordinate to schedule a session as the winter road maintenance schedule allows, after the new person is hired.

6. Road Commissioner Update: The Road Commissioner reported that he is interviewing two candidates for the open position; a candidate has not been located for the part time position. The 2017 Western Star had a suspension problem and is back in service after a repair at Charlebois; the 2019 has an issue that a welder will hopefully rectify tomorrow. The crew is busy dealing with winter roads and equipment servicing. The Road Commissioner will hold the two planned interviews on Wednesday and then get back to the Chair about once again running the ad for the road crew position; they will also consider at that time running an ad for the temporary position.
7. Conservation Commissions Request for a Survey for Chapin Forest Parking Area: The Conservation Commission Chair, Stephanie Kaplan, explained that access is a real problem at the Chapin Town Forest. The Conservation Commission would like public access from the class three side of Chapin Road into the Chapin Town Forest. They wish to pursue engaging a surveyor to provide a survey to establish the boundaries, and then a small parking area could be planned for the Town Forest. Stephanie Kaplan and Neal Maker hope to make the Board aware of this matter, and seek their blessing to begin pursuing a survey. The parking area would have to be just inside the Forest, so as to not block access to Blackberry Ridge Road. Right now, it is very difficult for the public to access this Town resource. The Road Commissioner's initial thought was that this should be possible, and sounds like it will not require an easement from a landowner, because the Chapin Road goes right through the Forest. Rose Pelchuck noted it is a great idea, and the Forest is an asset to the Town but rather useless if they cannot get there. The Conservation Commission will return to the Selectboard at a future meeting with more information about the cost and process of a survey.
8. Town Meeting and Information Session Planning and Preparation: Clif Emmons shared an update of his efforts in organizing the electronic meeting format of Town Meeting 2021. He created and walked the group through a project management outline of many details of running the function. They discussed best practices and resource creation for encouraging and supporting residents to be able to participate. The Zoom license has been upgraded for use at the meeting; a PowerPoint may be created for ease of viewing and presentation; a simplified version of the online tutorial, and a list of stock informational phrases, may be prepared for ease of use during the meeting. The Chair will look through the warning and identify any guest speakers who should be invited; she will coordinate with Clif Emmons to reach out to potential volunteers.
9. Other Updates
 - IT update: Clif Emmons updated that the second line has been activated at the Town Hall and he will stop by to learn what needs to be done to get it connected with Seacoast (security system).
10. 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) Clif Emmons moved and Rose Pelchuck seconded to approve the minutes of the 1/11/2021 meeting, with the changes as noted; the motion passed 3-0.

Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 1/18/21 meeting, with the changes as noted; the motion passed 3-0.

Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 1/25/21 meeting, with the changes as noted; the motion passed 3-0.

Denise Wheeler moved and Rose Pelchuck seconded to approve the minutes of the 2/1/21 meeting, with the changes as noted; the motion passed 3-0.

11. Executive Session for Personnel Matters: This item was not needed.

12. Other Business/Old Business/New Business: On January 11, 2021, the Board had discussed the refund that was received for the woodchipper. A vote is needed to deposit the check. Denise Wheeler made a motion to approve the deposit of the \$16,895 woodchipper refund check from the VA Heavy Equipment. Rose Pelchuck seconded, and the motion passed 3-0.

The next Selectboard meeting will be held on February 22, 2021; the planned discussion in executive session with the Road Commission will be postponed from February 15 to February 22 at 6:30 (time to be confirmed).

13. Adjournment: Rose Pelchuck made a motion to adjourn at 8:08 pm; the motion was seconded and carried 3-0.

Date: 2/8/2021 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 2/22/2021 meeting

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