

Selectboard Meeting Minutes

Monday, May 10, 2021 at 6 pm via Zoom conference call

Present: Denise Wheeler (Chair), Sharon Winn Fannon (Vice Chair), John Brabant (Member), Rick Kehne (Member), ORCA Media, Katie Lane-Karnas (Recording Secretary), Alfred Larrabee (Road Commissioner), Sandra Ferver (Town Treasurer), Toby Talbot (Operations Manager), Marc Mihaly, Eileen Simpson, Nick Emlen, Judy Fitch Robert (Town Clerk)
Absent: Clif Emmons (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 6:04 pm.
2. Executive Session for Personnel Matters: Rick Kehne made a motion to go into Executive Session at 6:05 pm per 1 V.S.A. subsection 313 (A) (B) and (3), personnel and other legal matters. The motion was seconded by John Brabant, voted on and unanimously approved. The Board resumed Regular Session at 6:58 pm. The Chair had nothing to report publicly.
3. Call to Order: Denise Wheeler called the public portion of the meeting to order at 7:01 pm.
4. Public Comment: None.
5. Review, Additions/Changes to Agenda: None.
6. Updates/Reports: Treasurer: The Town Treasurer reported that the Town looks very good as we come into the end of the fiscal year; General Government is over in revenues by \$50,000 and expenditures are expected to be at-budget. A surplus will roll over into the general fund balance that will support the Town's cash flow between July 1 and the middle of September when we begin to collect taxes.

Highway shows an excess of revenue over budget that looks like it will be a significant amount; at the close of April the Highway Fund balance was \$290,000 to the good (to-date revenues above to-date expenditures). Grant reimbursements and an unanticipated extra state aid to highway payment contributed to increased revenues. No additional revenues are expected for Highway (and two months remain for expenses). Any excess funds in the Highway Budget on June 30 get rolled over to the Highway Equipment Fund (there is not a budgeted line-item amount allocated for that fund). The Town Treasurer discussed the option for a single (one) lease payment to be paid from the Highway Equipment Fund (the current Equipment Fund is not enough to cover it, but it looks very likely there will be plenty to roll over at the end of this fiscal year).

The Delinquent Tax Collector reported there is \$15,000 in delinquent taxes outstanding remain, an amount less than at this time in the fiscal calendar compared to the last number of years. There are two parcels that are probably going to go to tax sale. One is a senior who lives alone; the Delinquent Tax Collector has not been able to find anyone who knows the person to

check on the situation; no letters, emails, or notices have been returned. The Collector is concerned as the person has never been on the list before and continues to seek a means of communication with the resident. The other parcel is one that has gone to tax sale a number of times in the past before the bill is paid.

The Town Treasurer asked the Board to consider their interest in participation in the VLCT compensation and benefits survey.

7. Updates/Reports: Road Commissioner: John Brabant had done a visual inspection of the truck under purchase consideration (2014 Western Star truck, in Fayston). The dump body has rust issues and he advised addressing with sandblasting/painting and lanolin undercoating. The Road Commissioner confirmed this rust repair labor can be done at the town garage and he currently performs the undercoating as well. Given the priority to reduce cycle time on Calais roads snow plowing, the Board considered the question of whether this truck will be in full-time use for a fifth driver, or act as a spare. The replacement schedule is seven years, and this truck is already outside of that replacement timeline. Rick Kehne commented that the price is doable, and this truck would be good as a spare truck, which gets significantly less wear than a front-line truck. There is a Calais truck due for replacement next year on the schedule. The current spare is in a condition that requires a significant amount of ongoing repair expense; even the sand dispersing device is worn very thin and may require a rebuild. John Brabant commented that this truck is a good value, less than a third of the cost of a new truck; he thinks we should purchase it. If we have a fifth employee and a truck is down, we can find work for that employee on the grader and go with the remaining trucks and employees doing the less-than-optimal current (longer) loops. We could have two rodeo plans and there is always enough work for that fifth employee.

The Operations Manager said the sales deal allows for trade in or purchase outright. He pointed out that new trucks are way behind right now because of supply chain issues; it could be middle of next summer before a new truck ordered now is available. This used truck will not be available to Calais until December (Fayston is awaiting their own new truck's delivery).

Denise Wheeler made a motion to authorize the purchase of the 2014 Western Star truck in the amount of up to \$64,000 (the old spare truck will be sold). Denise Wheeler added an amendment to the motion: the Road Commissioner (along with Rick and John) will investigate adding a cap on mileage in the contract, and if that doesn't meet with their satisfaction, we will revisit this motion; and to authorize Rick, John, and the Road Commissioner to do their due diligence to negotiate the purchase and sale for us. The motion was seconded by John Brabant, voted, and passed 4-0.

8. Curb Cut Application #2021-02: Scott & Renee Grzankowski (Balentine Rd.) applied for a curb cut to block off an existing curb cut (the home is being moved a short distance away). The Road Commissioner did not recommend a culvert and he did recommend cutting brush to gain the required sight distance. Denise Wheeler made a motion to approve curb cut application #2021-02 as noted with conditions; Rick Kehne seconded, and the motion passed 4-0.

9. Curb Cut Application #2021-03: Michael Burke (Tara Git Trust) (W. County and Dugar Brook Rd.) applied for a curb cut for a subdivision from Deb and Peter's property for a house build. The Road Commissioner met with their engineer and noted they require a minimum 15" culvert and have to follow the standard B71 (steepness) and keep the brush cut for sight distances on the corner. Denise Wheeler made a motion to approve this curb cut #2021-03, requiring a minimum 15" culvert and have to follow the standard B71 (steepness); keep the brush cut for sight distances on the corner. Rick Kehne seconded, and the motion was voted and passed 4-0. Sharon Winn Fannon recused herself and therefore did not participate in the discussion or vote on the matter.
10. Roadside Mowing Schedule: The Road Commissioner had reviewed Joanne Garton's map in the Resilient Roads report as well as the suggested timeline for the mowing schedule. He noted the location of most of the wild chervil in Town. His plan is to start mowing those areas first to get ahead of it flowering (end of May, beginning of June), with the rest of the roads to follow. The second mowing will follow the first (80 miles takes long enough that it will be one guy on the mower all summer long). The Road Commissioner will post the mowing position on Front Porch Forum, including the schedule imperatives associated with roadside invasive mowing.
11. Request to Post "No Mowing" Signs: The Board has worked to support Peter Harvey's experiment with eradicating wild chervil and discussed best practices for summer 2021. A resident complaint has been received about the effort, safety concern, and visual impact. The Board requested Peter report back to the Board with documentation that property owners on those roads have been in communication and agreement about continuing this experiment on Old West Church, Bliss Pond, Fowler, and Sparrow Roads for the upcoming season. The group discussed Town liability issues involved in not mowing to maintain expected sight distances, and discussed visibility as a serious general concern and whether any blind curves occur on this specific stretch of roadway.

John Brabant requested the crew not mow in front of his property (bounded by two streams). Stephanie Kaplan has asked that Jack Hill Road not be mowed in the same location as last year (from the Kaplan/Koch driveway north to the intersection of Moscow Woods Rd.). The Board asked the Road Commissioner to compile a list of no-mow road sections that he can give to the operator.

12. Mailing of Ballots for June 30, 2021 Special Election: The Town Clerk explained this is the same action that was taken back in February for Town Meeting. The polls will still be open for in-person voting at the Town Hall from 7 am – 7 pm. All ballots would be mailed for all *active* voters so that voters in the "challenged" status would not receive a ballot (saving the Town 153 postages). Challenged status are people who have moved away and have not notified the Town (mailings returned undeliverable). The Board of Abatement reviews the checklist every couple of years and goes on that recommendation as to who to "challenge" (a statutorily defined first step in the process of removing voters from the checklist). Voters may not be purged within 90 days of an election.

Denise Wheeler made a motion to authorize approving mailing of ballots for the June 30, 2021 special election to all registered, active voters. Rick Kehne seconded the motion which was voted and passed 4-0. May 24 is the deadline for any intent to run for election. At this date,

two candidates have submitted for Town Clerk: Jeremy Weiss and Matt Mitchell and no candidates have submitted for Selectboard as yet.

13. Dog Warrant: The Animal Control Officer updated (as of May 10) the delinquent dog licenses list and shared it with the Selectboard. With Selectboard approval, he contacts all delinquent dog license owners and gives them 90 days to register their dogs. Sharon Winn Fannon moved to approve the 2021 dog warrant and list of delinquent dog licenses presented by the Animal Control Officer, and authorizing the Chair to sign on behalf of the Board. Rick Kehne seconded, and the motion was voted and passed 4-0.
14. Adopt updated LEMP: Nick Emlen explained that the Local Emergency Management Plan (LEMP) is due to be re-adopted and submitted by May 1. He has updated a few minor changes but nothing significant and reminded the Board that a lot of work had been done on this last year. Nick noted he is looking forward to working with new member Rick Kehne, who has significant emergency planning experience, on building out the Town plan over the next year. Denise Wheeler moved and Rick Kehne seconded to adopt the updated LEMP; the motion passed unanimously.
15. NBRC Grant Applications: Two groups, CVSWMD and North Calais Memorial Hall Association, are looking to apply for a Northern Borders Regional Commission (NBRC) grant. John Brabant moved and Rick Kehne seconded to approve a letter of support for the Central Vermont Solid Waste Management District to apply for a Northern Borders Regional Commission (NBRC) grant; the motion was voted and passed unanimously. Rick Kehne moved and John Brabant seconded to approve a letter of support for the North Calais Memorial Hall Association to apply for a Northern Borders Regional Commission (NBRC) grant, with authorization for the Chair to sign on behalf of the Board; the motion was voted and passed unanimously.
16. Other Updates
 - Friends of Town Hall would like to request a meeting with the Selectboard on June 21, 2021, with the full Friends group present, to review, answer questions about, and hopefully approve the three documents for Hall management. Discussion turned to decision making for agreeing to schedule additional meetings. The Board was in agreement that something of this magnitude, with an important municipal building, with the Town engaging in a public-private partnership of this type for the first time, and at a high-profile time of returning to public spaces warrants a full meeting's attention. It is a convergence of unique situations and makes sense to meet outside of regular meeting times.
17. 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 Rick Kehne.
 - b) Rick Kehne moved and Denise Wheeler seconded to approve the minutes of the 2/22/2021 meeting, with the changes as noted; the motion passed 4-0.
 - c) Rick Kehne moved and Denise Wheeler seconded to approve the minutes of the 3/8/2021 meeting, with the changes as noted; the motion passed 4-0.
 - d) Rick Kehne moved and Sharon Winn Fannon seconded to approve the minutes of the 3/22/2021 meeting, with the changes as noted; the motion passed 4-0.

- e) Rick Kehne moved and Denise Wheeler seconded to approve the minutes of the 3/29/2021 special meeting, with the changes as noted; the motion passed 4-0.
- f) The group acknowledged the minutes of the 4/8/2021 special meeting (it did not have a quorum).

18. Other Business/Old Business/New Business: Board members appreciated the productive and more streamlined meetings, and thanked the Chair and the public for their efforts and participation in making this growth happen.

19. Adjournment: Sharon Winn Fannon made a motion to adjourn at 8:56 pm. Rick Kehne seconded the motion which was voted on and carried 4-0.

Date: 5/11/2021 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary

Approved by the Selectboard at the 6/28/2021 meeting

Click on the link below to view documents associated with this agenda:

https://drive.google.com/drive/folders/1qpotcc_hJs9msqgxUHoDDZvv6s0oTi4k?usp=sharing