

Selectboard Meeting Minutes

Monday, April 22, 2019 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Jerome Lipani (ORCA), Katie Lane-Karnas (Recording Secretary), Sandra Ferver (Town Treasurer), Alfred Larrabee (Road Commissioner), Dorothy Naylor

1. Call to Order: Denise Wheeler called the meeting to order at 7:00 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports
 - a) Road Commissioner and Operations Manager: The Road Commissioner reported that the one-ton Ford F550 2015 truck's frame is broken; Formula Ford's quote for a new frame is \$14,000 (includes installation, but does not include removal of truck accessory parts). He is still researching frame repair options (the Road Commissioner feels it can be welded, but Ford, the manufacturer, holds the decision on whether a frame may be repaired—if not permitted, this would raise a question for passing state inspection and possible liability concerns). This truck, which was purchased new, pulls the chloride trailer, rake, and tools for cleaning culverts (the frame is not warrantied), and having it out of commission affects work significantly in the springtime. The Board considered value of repair versus trade. The Road Commissioner will report back to the Board after gaining more information.

Road damage has been limited to crushed culverts, and the Road Commissioner and Operations Manager are tracking the amount of damage which is reported to CVRPC who then reports to FEMA on the total from our district. Bliss Pond Road is repaired and open again and no roads in Calais are currently closed. Dorothy Naylor attended to comment that Elizabeth Shedd's car is parked in the road, and blocking traffic, forcing all travel to move through the muddiest and nearly impassable side of the Collar Hill Road. The Lightening Ridge Road sign has been stolen again, as well as the stop sign at the top of the road. The Board discussed theft deterrent options.

John Brabant made a motion, and Clif Emmons seconded, to approve the Annual Financial Plan (for towns and highways) for FY2020. The motion was voted and passed unanimously.

The Board discussed the upcoming summer roadside mowing schedule (the budget includes mowing twice). The Board asked the Road Commissioner to communicate with Doug Grout, and the Chair will consult with the Conservation Commission around best

practice for timing mowing of invasives. The Board tabled discussion of a curb cut application (Sadie Foss Rd.) submitted by Chris Neff until next meeting.

- b) Treasurer: The Town Treasurer reported that while it is almost certain that the highway expenses will exceed the FY19 budget, highway revenues are up. This is due largely to grant reimbursements for work done in prior fiscal years. Now that NEMRC software is being used, the Town Treasurer can generate this report monthly for the Highway Department to give them a good understanding of where they are. The Treasurer would need to run a Highway Equipment Fund Capital Account report in order to detail the lease payment for the Western Star truck payments (as well as to show the income from the sale of the old truck); the Treasurer will provide this detailed report in the future.

The Town Treasurer discussed the general government portion of the budget with the Selectboard. She reminded the Board that QuickBooks did not have the capacity for the kind of reporting and patterns that they now have access to (the new software, NEMRC, allows for this level of reporting, analysis and planning).

The General Government Fund has \$75,094.36 dollars to cover expenses between now and June 30. However, it is anticipated that there are approximately \$175,000 of expenses to be paid. She outlined significant payments that still need to be made in the upcoming months before FY20 begins.

While it would appear that the Town will under-spend the General Government budget, revenues are down, almost exclusively due to delinquent taxes. If Calais were to collect all the outstanding delinquent taxes, penalties, and interest between now and June 30, a deficit of about \$25,000 would still exist. The Treasurer noted that this position requires a thoughtful approach in how monies are spent for the rest of the year.

Because the Town began the year with \$300,000 + in the fund balance, the Town will be able to "cover" this deficit and still have a fund balance to start FY20. However, it is very important to maintain the fund balance: this avoids taking a note in anticipation of taxes and allows the Town to cover grant expenses pending their reimbursement.

The Delinquent Tax Collector reported on the status of delinquent taxes: tax collection remains brisk, but there are a number of taxpayers who have not made any payment or contacted the office to discuss their situation. The Board and Delinquent Tax Collector reviewed a "Delinquent Tax Report" in detail. They reviewed specific situations in which taxpayers have gotten themselves in quite deep debt and there has been no communication at all with the Town. Taxpayers on the list who have *not* been highlighted are people who *have* made consistent and promising steps in setting up a payment plan with the Treasurer.

The Delinquent Tax Collector recommended that the Selectboard take firm action in collecting taxes by sending certified letters to those taxpayers who have not responded in any way to letters from the Town regarding their tax bill. The Board reiterated that their effort is to be fair, helpful and consistent in tax collection efforts. By June 30, 2019, any delinquent taxpayer has had seven months in which to respond to the Treasurer's monthly mailed communication.

Sharon Winn Fannon made a motion to authorize the Delinquent Tax Collector to send certified letters after April 30, 2019, to delinquent taxpayers identified in gray highlighting on the “Delinquent Tax Report”—these are property owners who have defaulted on their taxes and not made any effort to set up a payment plan. Rose Pelchuck seconded the motion, and it was voted and passed unanimously.

The Town Treasurer cautioned the Board to be thoughtful regarding use of the fund balance to pay for Town Hall Renovation expenses; she pointed out that donations received by the Renovation Committee could not be used to reimburse the fund balance. The Board and Town Treasurer discussed details of the fund balance.

- c) Town Clerk: This item was not needed.
- d) Town Hall Renovation Committee: A letter has been sent to neighbors regarding renovation progress and the DRB hearing scheduled for Thursday, May 2, 2019 (due to change of use).
- e) Act 46 Update: This item was not needed.
- f) CVRPC: This item was not needed.

5. Appointments/reappointments:

Denise Wheeler made a motion and Rose Pelchuck seconded to reappoint to the Swim Committee, for terms of one year: Katie Lane-Karnas; Lisa McCarthy; Dillon Burns; Laurie Grigg. The motion passed unanimously. Denise Wheeler made a motion and Clif Emmons seconded to appoint Daniel Keeney to the Swim Committee for a term of one year (replaces Mark Whitman). The motion passed unanimously.

Denise Wheeler made a motion and Sharon Winn Fannon seconded to reappoint to the Planning Commission, for terms of four years: Jan Ohlsson and Ronnie Shaw. The motion passed unanimously.

Denise Wheeler made a motion and Clif Emmons seconded to reappoint, for a term of one year, Andy Felice as Gospel Hollow Warden. The motion passed unanimously.

Denise Wheeler made a motion and Rose Pelchuck seconded to reappoint, for a term of one year, Webmasters: Katie Lane-Karnas, Judy Roberts, and Scott Bassage.

John Brabant made a motion and Denise Wheeler seconded to reappoint, for a term of one year, Scott Bassage as 2nd alternate to CV Fiber. The motion passed unanimously.

Denise Wheeler made a motion and Clif Emmons seconded to reappoint, for a term of one year, Katie Lane-Karnas as SB Recording Secretary. The motion passed unanimously.

Denise Wheeler made a motion and Clif Emmons seconded to reappoint, for terms of one year, Lewis Franco and Chris Miller as Dam Monitors. The motion passed unanimously. Denise Wheeler made a motion and Sharon Winn Fannon seconded to appoint, for a term of one year, Artie Toulis as Dam Monitor. The motion passed unanimously.

Clif Emmons made a motion and Rose Pelchuck seconded to reappoint, for terms of one year, Neal Maker as Tree Warden and Drew Lamb as Assistant Tree Warden. The motion passed unanimously.

Denise Wheeler made a motion and Sharon Winn Fannon seconded to appoint, for a term of one year, Anne Winchester as E911 Coordinator. The motion passed unanimously.

6. Dog Warrant: Denise Wheeler made a motion to approve the dog warrant. Sharon Winn Fannon seconded, and the motion passed unanimously. This is a yearly warrant, defined by statute, that allows the animal control officer to impound dogs who are not licensed.
7. RFP for IT Support Services: Clif Emmons reported that the Town has received a number of positive responses on the RFP from vendors, and some have followed through with a walk through in the office. The RFP was published in the Hardwick Gazette and the Times Argus, as well as the classified portal at the VLCT website. The Board thanked Clif for his excellent work on this project.
8. Chair update, projects, etc.
 - The Chair has been attending Woodbury Volunteer Fire Department meetings. A preliminary building design RFP was sent to a few firms, and the group unanimously selected Patrick Kane. The estimated project cost is \$500,000 to \$750,000.
 - Green Up Day will be Saturday, 5/4/2019, with two drop off locations: Moscow Woods and Maple Corner Store, 9 am to 1 pm.
 - Stormwater Master Plan (CVRPC) Kingsbury Branch Stormwater Master Plan: the group met on Tuesday, 4/16, at the Town Office and reviewed project rankings for Calais. Pam DeAndrea will update the Board at a future meeting.
 - Curtis Pond Greeter Grant has been approved, and they are looking for two people for summer (positions were advertised on Front Porch Forum).
 - Emerald Ash Borer grant has been signed and filed.
 - Curtis Pond Dam study: Ben Greene, from the state dam safety program, provided a report and update as a result of recent concerns after rain events and performed a second inspection. The Emergency Action Plan, outlining a plan in the case of a breach of the Curtis Pond dam, will need to be updated in the future.
 - The Town Clerk will be taking vacation the week of 4/25 and the Assistant Town Clerk may work extra hours.
9. 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.
10. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 9:13 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 5-0. The Board resumed Regular Session at 9:35 pm. The Chair had nothing to report publicly.
11. Other Business/Old Business/New Business: None.

12. Adjournment: Sharon Winn made a motion to adjourn at 9:40 pm. The motion was seconded, voted on and carried 5-0.

Date: 4/23/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 5/28/2019 meeting

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