

SELECTBOARD MEETING MINUTES
April 28, 2014

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7:00 pm Town Hall

Present: Selectboard members Scott Bassage, John Brabant, Rose Pelchuck, Toby Talbot, Denise Wheeler; Rick DeWolfe, DeWolfe Engineering; Peter Harvey, Ginny Kern, Paul Rose, Michael Fullerton, Alfred Larrabee, John McCullough, Renee Carpenter, Dot Naylor.

The meeting was called to order at 7 p.m. at the Town Hall by Denise Wheeler. The Selectboard and Road Commissioner orders were circulated.

North Calais Retaining Wall Bids

Two bids were received. Peters General Contracting, Inc. offered the lowest bid at \$166,995 (or minus \$6,350 if the town installs the wood guard rails). Blow & Cote, Inc.'s bid is \$183,226. The bid amount is more than the amount approved by the voters. Michael Fullerton asked if the specs could be changed to reduce the cost. Scott pointed out that the Selectboard and engineer came up with the numbers after a really good process with the neighbors' involvement. Rick DeWolfe said that the only "extra" is the stone veneer.

The Board discussed the wording of Article 16 on the March 2014 town meeting warning and realized the wording did not reflect the total cost of the project. The board discussed having a special town meeting so that voters can approve the expenditure. Rick will need to alert the contractor if there is a wait.

John Brabant made a motion for the Selectboard to advertise a special town meeting, with the minimum notification time per statute, for the voters to grant the Selectboard the spending authority to finance the North Calais retaining wall project in an amount not to exceed \$190,000. Scott seconded the motion.

(Note: the State's share of the cost is \$98,000.)

Toby suggested the motion include the agreement of the contractor. Rick said the bid bond is good for 60 days for both bidders. Rick will notify contractors in writing that a bid was not awarded due to oversight on the part of the selectboard as to the necessary wording in the town warning article.

The motion to hold a special town meeting passed by a vote of four to one, with Toby voting against the motion.

At the 2013 town meeting, voters approved \$23,978 "for structures projects." Scott said \$12,000 was for the North Calais retaining wall. \$11,978 was for two other projects for which the town did not receive State funding. Therefore, it is his feeling that the Selectboard can only use \$12,000 toward the North Calais wall.

Denise will confirm with VLCT the notification time for a special town meeting. Rick is not available the last week of May.

Appointed Officials

Denise contacted VLCT to confirm that a non-Calais resident could be appointed to the Central Vermont Regional Planning Committee (CVRP). Normally, the Board would not appoint a non-resident. However, Renee Carpenter, Calais Zoning Administrator (ZA) and a resident of East

Montpelier, is willing to serve and it makes sense, said Denise, due to Renee's position as ZA. Denise made a motion to appoint Renee to the CVRPC. The motion was moved and seconded by John and Scott and approved by all. Denise also consulted VLCT about the auditor term for Ginny Kern. The Selectboard appointed Ginny to the position and after one year she will need to be placed on the ballot to continue filling the three-year term.

Road Commissioner Update

Alfred Larrabee reported that the roads were raked to take care of the mud created by the rain that came down after putting gravel down last week. The road crew is getting ready for grading season. On rainy days, they have been painting the plows. The 2007 550 one-ton truck has repair issues. The oil pan went and the cab and motor have to be lifted to get to the oil pump. There is a problem with a belt so it is back in the shop, and there is a lot of rust. The truck is used to salt County Road, to pull the chloride trailer and the rake. The road crew will be taking an on-sight grader class with Dave Antone, VT Local Roads, who will come to the town garage. The road crew has been recertified for flagging. After grading is completed, the road crew will start putting up sand for next winter and will mix stone with the sand as was done this past year. It helps with ice storms, Alfred explained. There was discussion of whether the stones puncture tires.

Temporary Operations Manager Update

Toby circulated a spreadsheet showing how much gravel was spread on roads during mud season. Each road crew member kept track of their mud season activities and gave the information to Toby. Ninety-two truckloads of gravel were dumped on the roads. For example, 10 loads were dumped on Worcester Road. Toby listed several roads and the amount of gravel spread on each road. Special attention will be paid this summer to the roads that needed a lot of gravel this past winter as well as those that have particular issues. Alfred and Toby surveyed several roads, noting clay boils, culverts that are too high or too low, and places that need culverts. They will continue to survey the remaining roads. Repairs will take place over three or four years. Scott and Toby discussed the use of GPS to find culverts and decided to continue the discussion later outside of the meeting. Toby noted that CVRP came out with their GPS and could not find a clogged culvert on Chapin Road that was causing problems. Problem culverts will be marked so they are easier to find next winter/spring.

During the road survey Alfred and Toby found culverts that are too high. They will be dug up and lowered. 8" culverts on Chapin Road will be evaluated; they appear to be inadequate. John asked for Alfred's opinion on plastic culverts. Alfred said they tend to float and pick up frost and water. Steel is stronger and less gravel is required on top. However, plastic is a lot cheaper and easier to install.

Lutschg Curb Cut Application, Bliss Road

Alfred said the curb cut needs a 15" culvert and two tall, dead tree stumps need to be removed to improve sight distance. Toby explained that driveways that come down to the road from a higher elevation cause water to run into the road. He handed out a drawing of the appropriate design of a driveway/highway intersection and suggested that any new curb cuts be required to use this design; the intersection follows the slope of the crown of the town road. (The engineering document has now been labeled "Town of Calais Curb Cut Engineering Requirements, April 2014.") The curb cut was approved with the following conditions:

- Follow proper driveway road intersection engineering as outlined in Town of Calais Curb Cut Engineering document, dated April 2014.
- The town deserves the right to maintain the driveway at or near the town road intersection.
- The driveway needs a 15" culvert.
- Two tall, dead tree stumps need to be removed to improve sight distance.

Dog Warrant

A motion which was made, seconded and approved to sign the unlicensed dogs warrant and send to Animal Control Office Wilson Hughes.

Auditor Pay

Currently, the auditors are paid \$10 an hour if they so choose to take the hourly pay. Toby made a motion to increase it to \$12 an hour. The motion was seconded and unanimously approved.

Updated Emergency Management Plan

Toby said the Emergency Plan has been updated and does not need to be signed by the Selectboard.

Sign at Recycle/Trash Depot on Moscow Woods Road

The sign will be dropped off at the town office and the road crew will hang it up.

Tin from Town Hall Roof

Tin removed from the town hall roof will be available for a suggested \$5 donation on Green-up Day, May 3, at the town hall. (Good for covering wood piles.) Scott will put a notice to that effect on Front Porch Forum.

Noguiera ROW Permit Request

The Noguieras moved the boulders that were in the town right of way (ROW). Therefore, the town will not have to move the rocks as offered, but the fence and boulders continue to be in the ROW. The fence and boulders were placed in the ROW without a permit. Alfred and Toby will visit with the Noguieras to work out a solution and to advise them they need to stop all work in the town ROW.

Zoning Fees

A revised zoning, curb cut and ROW fee schedule, dated 12/10/13, was reviewed. It includes ROW and curb cut fees. It was agreed that Donna will reformat the document with all fees at \$50 plus \$10 recording fee, except for the additional DRB fees and zero fees for permits in the Historic District. There was discussion of whether or not fees should be charged in the Historic District. Denise said the decision to not charge a fee had already been made at a previous meeting.

Town Meeting Review

Denise and Donna will get together to discuss ideas/suggestions for Town Meeting 2015 and will share the results with the Board. Suggestions mentioned:

- Prepare the Warning with enough time to be reviewed by an attorney.
- Start preparing the budget in November so the town report can be printed and distributed in plenty of time before town meeting.

Executive Session

Toby made a motion to go into executive session with Dot Naylor, Town Clerk Donna Fitch, and Zoning Administrator Renee Carpenter in accordance with 1 V.S.A. § 313 (a)(1) for the purpose of discussing a legal matter. The motion was seconded by John and carried 5-0. After coming out of executive session at 9:25 p.m., Denise stated there was nothing to report.

Approval of Minutes

The minutes of April 14, 2014 were approved with minor changes (date corrections and inclusion of remembering to pave driveway curbs on County Road when the road is paved).

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The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Donna Fitch, Clerk