

# Town of Calais, Vermont

CHARTERED 1781

## Selectboard Meeting Minutes\*

*\*Note: this meeting had three portions (6 pm Joint Meeting of the Calais and East Montpelier Selectboards, 7 pm Joint Meeting with the Calais Cemetery Commission, and 7:30 pm Regular Meeting), which are included sequentially in these minutes.*

*Monday, May 13, 2019 at 6:00 pm at the Calais Town Office*

### Joint Meeting of Calais and East Montpelier Selectboards

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member); East Montpelier Selectboard Members: Seth Gardner, Chair, Gene Troia, Kim Swasey, Carl Etnier and Amy Willis; Bruce Johnson, East Montpelier Town Administrator and Jim Barlow, Calais Town Attorney.

Seth Gardner, EM Selectboard Chair, called the meeting to order for the Town of East Montpelier at 6:07 pm. Denise Wheeler, Calais Selectboard Chair, called the meeting to order at 6:07 pm for the Town of Calais.

Denise Wheeler made a motion to go into Executive Session at 6:08 pm with Jim Barlow, Town Attorney, for the purpose of discussing real estate purchase options per 1 V.S.A. 313(a)(2). The motion was seconded, voted on and carried 5-0. Carl Etnier made the same motion for the East Montpelier Selectboard. The motion was seconded, voted on and carried 5-0. Jim Barlow, Esq., made a point of clarifying that he has done legal work regarding delinquent tax sales over the years and in the recent past for the Town of East Montpelier and sees no conflict of interest in representing Calais in this matter. There were no objections from those present. Sharon Winn reiterated in this matter, Jim Barlow represents Calais and therefore cannot in the future be available to provide legal support to East Montpelier. The East Montpelier select board agreed there is no conflict of interest with Jim Barlow representing Calais in the EMFD discussions and any legal work moving forward.

Clif Emmons noted the Selectboards were out of Executive Session at 7:05 pm. Denise Wheeler reported the Calais and East Montpelier Selectboards will meet jointly on Monday, July 22, 2019 at 7 pm for the update and financial review report with the East Montpelier Fire Department Board of Directors at EMFD Station 2.

Respectfully Submitted,  
Rose Pelchuck  
Selectboard Member

# Selectboard Meeting Minutes

*Monday, May 13, 2019 at 7:00 pm at the Calais Town Office*  
Joint Meeting of the Selectboard and Cemetery Commission

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), John Simanskas, Cemetery Commission Chair, Randy Koch, Juanita Nunn, Jennifer Whitman, Sexton, and Fletcher Dean; Jim Barlow, Town Attorney.

The Selectboard asked that Atty. Jim Barlow join them with the Cemetery Commissioners in an Executive Session to receive guidance on matters relating to cemetery records. After finding that premature general public knowledge would clearly place the Town at a substantial disadvantage, the Board voted to go into Executive Session under 1 V.S.A 313(a)(1)(F). Denise Wheeler made a motion to go into Executive Session at 7:07 pm with the Cemetery Commission and Jim Barlow, Town Attorney. The motion was seconded, voted on and carried 5-0.

Denise Wheeler noted the Selectboard came out of Executive Session at 7:38 pm. Denise Wheeler reported the Cemetery Commission will meet with the Selectboard on Tuesday, May 28, 2019 to provide an update on their work.

Respectfully Submitted,  
Rose Pelchuck  
Selectboard Member

# Selectboard Meeting Minutes

*Monday, May 13, 2019 at 7:30 pm 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), Jim Barlow (Town Attorney), Judy Robert (Town Clerk), Alfred Larrabee (Road Commissioner), Greg Pelchuck, Meg Dawkins

1. Call to Order: Denise Wheeler began this portion of the Selectboard meeting at 7:42 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports
  - a) Road Commissioner and Operations Manager: Sharon Winn Fannon recused herself from the discussion around Perennial Field Project's private road name. Clif Emmons made a motion to approve the private road name of Dragonfly Lane Private, using one pole; John Brabant seconded, and the motion passed 4-0. The "No Parking" sign currently installed

near the road's identified curb cut is in the way of construction; Meg Dawkins will contact the Road Commissioner about relocating it.

The Chair has communicated with the Conservation Commission about advising the Board on the timing of roadside mowing of invasives.

The Road Commissioner updated the Board on the status of the broken 1-ton truck; he found a shop (McCloud's) who will be able to fix the frame, and he is waiting for an estimate. In researching potential fixes, he discussed a replacement truck at Clark's. It is a new International truck with a GM motor, a model higher and sturdier than the current truck, at \$118,000 lease purchase (includes everything, plow, in service and ready to go). The first payment may be deferred for a year, in line with the planned replacement schedule and keeping the budget in line. (The F550 with the broken frame was purchased five years ago new for \$103,000 and has approximately 42,000 miles on it.) The Road Commissioner will learn the trade value of the F550, and inquire whether Clark's will hold a truck until the Selectboard warns the discussion on a truck purchase at the next meeting.

The Road Commissioner brought information to the Board on a new grader and a hydroseeder (which is pulled by a truck). He asked the Board to consider putting this into the capital budget. He also proposed using a mulch product derived from newspaper, and eliminate the current use of mulch hay, thereby avoiding spreading invasives' seeds. The Board asked the Road Commissioner to communicate with the Conservation Commission about a mulch alternative. The Chair will ask the Town Treasurer to check on the Highway Department's end of fiscal year status and check if funds are available for a hydroseeder.

The Road Commissioner stated that Christopher Neff's permit application for curb cut on Max Gray Rd. includes a "sight distance" clerical error. Rose Pelchuck made a motion to approve the curb cut 2019-01 requested by Christopher Neff on Max Gray Rd., noting that the curb cut will need a 15" culvert and the Road Commissioner will determine actual sight distance and measure for accuracy. Clif Emmons seconded, and the motion passed 5-0.

The Road Commissioner will create a list of projects to be completed for summer 2019 to communicate on Front Porch Forum. He is in communication with the Town Forester about a hazardous basswood tree. The Road Commissioner is scheduled to dig for the next foundation effort at the Town Hall renovation. The road crew may be asked to work on septic digging there, depending how the project timeline proceeds.

The meeting stepped outdoors to view the parking lot at the Town Office. John Brabant proposed expanding the parking lot to increase parking; the Road Commissioner is going to assess how much ledge there is and whether this is feasible.

- b) Treasurer: This item was not needed.

- c) Town Clerk: The Town Clerk stated that the election for the merged school board is on Tuesday from 7am-7pm; early voting is available and absentee ballots have been mailed out. Following this election, another will need to be held for the budget vote.
  
- d) Town Hall Renovation Committee: The Chair brought the full Board up to speed on the status of the Town's DRB permit application process for the Town Hall renovation project. As part of the hearing, the DRB requested the Selectboard vote to approve road parking and referenced Zoning Regulations 3.10(A). Discussion included the DRB's thoughts on a second curb cut. The DAB, who advised the DRB (because it is in an historic district), was not in favor of a second curb cut; the Selectboard also supports only having a single curb cut. The Road Commissioner concurred that he has a number of concerns about a second curb cut; his concerns along with project leader John McCullough were documented for the record for the DRB (losing parking spaces; needing to cut trees in the fifty foot buffer zone; additional impervious surface would add to erosion flowing into the brook). Don Marsh (project septic engineer) has made a statement regarding the septic position's inability to be moved elsewhere on the site and clarifying the distance from the septic allowable for parking.

Denise Wheeler made a motion to approve parking on the side of the road, as described in the Town Hall parking plan, between the Town Hall and Kent Hill and on the same side as the Town Hall, in accordance with zoning section 3.10. Clif Emmons seconded and the motion passed unanimously.

- e) Act 46 Update: John Brabant informed the Board that he spoke today with Rep. Kate Webb, Chair of House Education; H.39 has not made any progress. Rep. Webb shared insight that the legislature does not foresee issues with school districts that have been in disagreement with the forced merger but continue to take steps moving forward.
  
  - f) CVRPC: This item was not needed.
5. Appointments/reappointments: This item was tabled until a subsequent meeting.
6. RFP for IT Support Services: Proposals are due from prospective vendors 5/16; the Town is expecting proposals from at least four different vendors including its existing provider, rb Tech in East Montpelier. Clif Emmons commented that one vendor submitted a public records request for the contract with the existing provider; the Town communicated with rb Tech and the request has been fulfilled. The information was then provided to all vendors who have expressed an interest in the RFP so that all are privy to the same information. Clif Emmons will compile a document identifying strengths, weaknesses, opportunities and threats ("SWOT") of each bid and create an assessment tool for each board member to use to review bids.

John Brabant made a motion to allow Denise Wheeler and Clif Emmons to open the bids at 4pm on Thursday, May 16, 2019. Rose Pelchuck seconded, and the motion passed unanimously.

Clif Emmons and Denise Wheeler provided an overview of the meeting with rb Tech on 5/9/19, including the owner's stated renewed commitment to continuing to partner with Calais, and his intention to review the particulars of the issues the town office staff raised. He discussed his company's recent growth and resulting transitions, including his own transition from tech position to full-time president of the company, and newfound commitment to meeting one-on-one with clients yearly. With 120-130 clients, rb Tech has never experienced a breach of security. rbTech commented that they will be working hard to ensure the Town does not need to bring in a different provider.

7. Chair Updates

- The Board is considering highlighting the Town Garage by holding the Volunteer Appreciation Dinner there. The Road Commissioner responded enthusiastically.
- The first of the internal controls monthly audits has been completed for April.
- A bicycle-auto accident at the intersection of Kent Hill Rd. and Pekin Brook Rd., which lacks any traffic sign, brought to attention the need for the Board to edit and approve the 2017 revised Traffic Ordinance document.
- Resident Elisabeth Shedd was planning to have her horse in a VT stable (it is currently in a rescue in NY), but the barn manager at that stable refused to accept the horse because of a highly contagious zoonosis respiratory disease. Elizabeth Perry, Alternative Animal Control Officer, does not have any authority figure who can provide a diagnosis of the disease, which could then be recognized by the state vet, permitting consideration of further action. Although symptoms are lessening, the animal may still be contagious. There are concerns about spread of the disease from the land on which the horse has grazed, including on the bottoms of shoes. The fencing that needs to be repaired to contain Elisabeth Shedd's horse is the Shedd's property. The Alternative Animal Control Officer wants the Board to be aware that she plans to contact Elisabeth Shedd's father, who may know the location where the horse was held in NY and thus gain more information about a disease diagnosis.

8. 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.

9. Other Business/Old Business/New Business: None.

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

11. Adjournment: Sharon Winn Fannon made a motion to adjourn at 9:39 pm. The motion was seconded, voted on and carried 5-0.

Date: 5/14/2019 Respectfully Submitted, Katie Lane-Karnas  
*Approved by the Selectboard at the 5/28/2019 meeting*

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

<https://drive.google.com/open?id=1nn5JN2NEnW8ptsB6E2uKR26Tvra-t06>