

Selectboard Special Meeting Minutes

Tuesday, May 28, 2019 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Jerome Lipani (ORCA), Katie Lane-Karnas (Recording Secretary), Donna Fitch, John McCullough, Peter Harvey, Jonathan Fitch, Alfred Larrabee (Road Commissioner, arriving 8:30 pm)

Absent: Clif Emmons (Member); Toby Talbot, Operations Manager

1. Call to Order: Denise Wheeler called the meeting to order at 7:03 pm.
2. Public Comment: Peter Harvey attended and renewed his request from last year that the Town exclude mowing invasives from his roadside (he uses a method of hand pulling chervil to stop its spread). He displayed the poster that he had printed, which reads “ROADSIDE MOWING EXCLUSION ZONE/to test pulling chervil effectiveness/Calais Selectboard trial.” The Board explained the need to address driveway visibility and Peter Harvey stated that he is willing to hand scythe at that location. He also committed to speak with neighbors about this process, share a handout, and report back to the Selectboard at their June 10 meeting with a list of neighbors he has contacted. The Board will consider approval of use of his sign at that point.

Jonathan Fitch attended and inquired how the Town plans for the future in terms of strengthening the community and how the public may engage with planning. Members described town boards’ and commissions’ statutory obligations, which are mostly budgetary and business in nature. Vision, innovation, and leadership are generated from the townspeople, who organize and approach the boards and commissions for support. Members encouraged Jonathan Fitch to check out the [Calais Town Plan](#) which outlines and articulates Calais’s vision and specific planning goals. Jonathan Fitch has recently relocated back to Vermont and shared some of his background, and the Board encouraged his participation in Town.

3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports:
 - a) Road Commissioner and Operations Manager: The Operations Manager was not present for an update.

Damage costs in Calais from the rainstorm last week have been totaled and CVRPC will report the total to FEMA. The Road Commissioner reported that Pekin Brook and Collar Hill were the locations most significantly impacted.

John Brabant made a motion to allow the Chair to sign the Moscow Woods Road grant that the highway department applied for (resurfacing the paved area) in the amount of \$35,232,

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with a 20% in-kind match, on behalf of the Town of Calais. Sharon Winn Fannon seconded, and the motion passed 3-0.

Denise Wheeler made a motion that the Selectboard applauds and endorses the collaboration between the Road Commissioner and the Conservation Commission in setting a schedule for roadside mowing of invasives for early June and the beginning of August. Sharon Winn Fannon seconded, the motion passed 3-0. The Road Commissioner will communicate with the mowing contractor.

The Road Commissioner reported that the dye utilized by the hydro seeder is food grade—to be purchased in bulk with East Montpelier (information on the source of the dye had been requested by the Conservation Commission). The Board asked that the Road Commissioner obtain additional information on the chemicals used to color the product that is sprayed to ensure that it is environmentally safe and report back to the Selectboard and Conservation Commission. Calais will use red clover instead of hay to avoid the spread of invasive species.

John Brabant moved to authorize the purchase of the hydro seeding unit for \$13,348 and the purchase of Calais's share of the tractor-trailer load of the mulch product. Rose Pelchuck seconded, and the motion passed 3-0.

The one-ton truck frame has been welded and the truck is now having the turbo repaired (it will pass inspection; Greg Pelchuck had provided a printout of federal Department of Transportation standards stating that welding is permissible in terms of inspection standards).

- b) Treasurer: This item was not needed.
- c) Town Clerk: This item was not needed.
- d) Town Hall Renovation Committee: Denise Wheeler and Rose Pelchuck will attend the DRB hearing continuation this Thursday, 5/30/19, 7 pm.

Donna Fitch and John McCullough attended and provided a detailed income and expense sheet. Donna Fitch pointed out a few changes to the document, and explained that Efficiency Vermont will pay for 25% of the air sealant that was blown in (approximately \$675), and will also contribute to some lighting expenses. The fundraising arm of the project, Friends of Town Hall, is being formed. The Committee is not anticipating further grant funding in the near future. The Friends group will be going through the process of establishing as a non-profit. Donna Fitch shared a detailed expense tracking spreadsheet; over the past few months, the project has been running approximately \$14,000 over budget and is down to about \$10,000 now. The group discussed unanticipated expenses over the course of the project; the fill for foundation was over \$8,000 and was more than had been anticipated.

The Committee meets second and fourth Thursdays (includes two representatives from the Selectboard). The Board thanked Donna Fitch and John McCullough, and asked them to clarify use of the Town Hall Reserve Fund (voted for repair and maintenance, currently at approximately \$42,000) for decreasing the approximately \$10,000 over budget. The group reviewed the income (including grant reimbursements yet to come), expenses to date, and anticipated expenses to come. In reviewing detailed expenses, the group agreed how much the local approach has contributed to the Town, as well as how it has relied heavily on the coordinating efforts and work of John McCullough. John McCullough commented that all are wishing for the best for Ernie Parrish's recovery, and in the meantime, Greenline Builders continue work on the Town Hall.

The deed for the building has been located. Donna Fitch shared a letter to the DRB responding to concerns expressed at the past hearings regarding the change of use application for the Town Hall. The group discussed the soil material behind the Town Office parking lot and the potential for enlarging the lot and increasing parking there.

Sharon Winn Fannon made a motion to authorize the use of the Town Hall Reserve Fund money, up to \$10,000, for the reduction of debt on the project; if the Town Treasurer has already done this, the Board endorses it; if she has moved more than that, the Board would like to be advised. John Brabant seconded, and the motion passed 3-0.

- e) Act 46 Update: The official date for a merged budget (between the five U-32 elementary districts) is June 1. There was a meeting of the legal team last week, and the lawsuit is going to the Vermont Supreme Court. Calais taking on the debt obligations of towns in the merged district is resulting in a 12% increase in its education budget.
 - f) CVRPC: John Brabant reported that the Waterbury Town Plan was approved, while their energy plan raised concerns from neighboring towns, Worcester and Middlesex, around its permission for ridgeline energy development.
5. Appointments/reappointments: The Board acknowledged that the Chair's daily work as assistant to the Selectboard is a significant amount of time. They asked the Chair to estimate what portion of her effort is as Selectboard assistant, for accurate future planning, and will reappoint her at an upcoming meeting.

Denise Wheeler made a motion to reappoint those listed on the "Calais Appointed Positions" spreadsheet for the length of term as noted:

Toby Talbot, VT State Police Community Advisory Board for a term of one year;
Jan Ohlsson, Alternate to the Development Review Board for a term of three years;
Wilson Hughes, Animal Control Officer, for a term of one year;
Wilson Hughes, First Constable, for a term of one year;
David Healy, Delegate to CV Fiber, for a term of one year;
David Schütz, Design Advisory Board, for a term of four years;
Ernie Parrish, Design Advisory Board, for a term of four years;

Walt Ameses, Development Review Board, for a term of three years;
Trey Martin, Development Review Board, for a term of three years;
Nick Emlen, Emergency Plan Assistant Coordinator, for a term of one year;
Toby Talbot, Emergency Plan Coordinator, for a term of one year;
Bill Powell, Energy Coordinator, for a term of one year;
Scott Bassage, Historic Preservation Commission, for a term of three years;
David Schütz, Historic Preservation Commission, for a term of three years;
Greg Pelchuck, Inspector of Lumber, for a term of one year;
Peter Harvey, VT State Police Community Advisory Board, for a term of one year;
Peter Harvey, Weigher of Coal, for a term of one year.
John Brabant seconded, and the motion passed 3-0.

6. Revised Traffic Ordinance: The Board discussed adding a stop sign at the intersection of Kent Hill Road and Pekin Brook Road. To do this, the Board will take up revision of the traffic ordinance. The Road Commissioner will review the document as well (removing language about proposed signage changes in Adamant). The Board asked the Road Commissioner to provide an electronic copy of a document that translates road names to town highway numbers, and asked the Recording Secretary to edit the traffic ordinance document with town road names in parenthesis after the indication of the town highway number.
7. Vermont Microcell Interest Survey: The Vermont Public Service Department sent a survey to towns to gauge their interest in installing microcell devices. The Board considered the Town Hall, the Town Garage, the school, and the Town Office as potential locations in Calais where cell service could be essential in emergency situations. Operating costs are estimated to be approximately \$1,800 per site per year. John Brabant pointed out concerns raised about microwave radiation from the 5G devices and potential public concern about its use at the school. The Board will complete and submit the survey for the purpose of gaining more information (there is no commitment at this time).
8. RFP for IT Support Services: The Board discussed upcoming timeline changes or modifications that may be necessary due to unforeseen circumstances on this project. The Board discussed details for communicating with applicants on the timeline for process to review proposals and award a contract, noting adjustments to the timeline may be necessary. Office staff will also review proposals and will provide input. The Board considered gaining attorney insight into their responsibility in reviewing bids.
9. Chair update, projects, etc.:
 - Sign WVFD contract at the 6/10/2019 meeting
 - CANCELLED: 6/3/2019 Special Meeting
 - Volunteer Appreciation dinner scheduled for Thursday, 6/13/2019
 - Town Office roof repairs: bids have been accepted and more information is needed
 - The Chair is working on the Local Emergency Operations Plan revisions (for discussion at the 6/10/2019 meeting)
 - Joint meeting with Cemetery Commission on 6/10/19, 6 pm

10. Review and approve minutes, warrants

- a) The Board reviewed the invoices and orders were processed for payment.
- b) John Brabant moved and Sharon Winn Fannon seconded to approve the minutes of the following meetings, with the changes as noted; the motion passed 3-0 (Denise Wheeler abstained from the 4/15/2019 meeting at which she was absent).

3/18/2019 Special Meeting

3/25/2019 Meeting

4/15/2019 Special Meeting

4/22/2019 Meeting

4/29/2019 Special Meeting

5/8/2019 Special Meeting

5/13/2019 Meeting

11. Executive Session for Personnel Matters: John Brabant made a motion to go into Executive Session at 9:35 pm 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 3-0. The Board resumed Regular Session at 10:20 pm. The Chair had nothing to report publicly.

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

13. Adjournment: X made a motion to adjourn at 10:21 pm. The motion was seconded, voted on and carried 3-0.

Date: 5/29/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary

Approved by the Selectboard at the 6/10/2019 meeting

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

<https://drive.google.com/open?id=1EwpgFckYuILRguJAqyLVwcEBm7Tw5ciY>