



# TOWN OF CALAIS

3120 Pekin Brook Road  
East Calais, Vermont 05650  
802-456-8720

Selectboard Meeting Minutes  
*Monday, May 23, 2022 at 6:00 PM at Calais Town Hall*

**Present:** Sharon Winn Fannon (Chair), Denise Wheeler (Member), Rick Kehne (Member), John Brabant (Member), ORCA Media, Donna Fitch, Jan Ohllson, Others: Alfred Larrabee, Ed \_\_\_\_, Lisa Grace (Recording Secretary), Colleen Bloom, Reenie De Geus, John \_\_\_\_, David Healy

Absent: Marc Mihaly (Member)

6:00 – Call to Order

6:00 - 6:45 – Executive Session Under 1 VSA § 313

6:45 - 7:00 – Conversation with Jeremy Weiss, Town Clerk

1. Call to Order: Sharon Winn Fannon called the meeting to order at 7:09 p.m.

2. Public Comment (for items not on the agenda)

Ed \_\_\_\_ commented about the upcoming property reappraisal project. He noted that he has projects lined up for 2023, 2024, and 2025. He does not think the goal of having appraisals completed in 2023 is realistic. Some discussion followed around the fact that the deadlines for reappraisals will likely be extended.

Sharon Winn Fannon shared that Marc Mihaly will be the Selectboard liaison regarding the reappraisal project.

3. Additions/Changes to the Agenda : Denise Wheeler asked whether there is opportunity for people to meet at the Town Office in order to hold zoom meetings (because the acoustics in the Town Hall are not conducive to zoom meeting format.) Sharon Winn Fannon noted that we should warn this for discussion and action at the next board meeting.

Denise Wheeler explained that the action regarding East Montpelier Fire Department will not be part of tonight's consent agenda.

Sharon Winn Fannon shared that the East Montpelier Selectboard is planning to take action regarding the Fire Department at their June board meeting.

Paul Guare is the point person regarding this project; Toby Talbot will be recused from this discussion.

4. Review and Sign Warrants

## 5. Consent Agenda, Part 1:

**John Brabant moved to approve the following consent agenda items. Seconded by Rick Kehne, this motion carried unanimously.**

- Adopt Edited Minutes of April 25, 2022 Regular Meeting
- Adopt Edited Minutes of May 9, 2022 Regular Meeting
- Approve 2022 Dog Warrant
- Sullivan and Powers FY '22 Audit; \$15,500 as budgeted
- East Montpelier Fire Department Request to Release Funds \$66,667 pursuant to an invoice
- Ratify Actions from May 9, 2022 Regular Meeting
- Consent Agenda 5/2/22 minutes; conservation commission reappointment Mark Brown; May 15 deadline for Private Maintenance of Public Roadside Applications; Management Agreement with Friends of Town Hall; Law Enforcement Fingerprint Authorization Certificate
- Approval for legal counsel to review Charlebois contractual language
- DRB appointments Willa Farrell and Candi Smith
- Motions related to EMFD expenditures
- Marc Mihaly liaison to Listers for 2023 Reappraisal

## Consent Agenda Part 2:

**John Brabant moved to approve the following: Seconded by Rick Kehne. This motion carried; Denise Wheeler abstained from this vote.**

- Ratify May 9 ECCT enhanced grant request (Denise Wheeler and Marc Mihaly recused)

## 6. Roads Report

Alfred Larrabee stated that applications have not been received for private maintenance. A May 15th deadline was indicated. Discussion followed around the information that property owners provide on the application. Sharon Winn Fannon stated that the application is open ended and asks questions; it does not provide a directive. She referred to the application that is on the website; it asks for the property owner's intention. The board had made an effort to formalize the request process.

Alfred Larrabee reported that the equipment is ready to begin the mowing process; however he noted a few maintenance projects related to the mowers that are still ongoing. Sharon Winn Fannon asked when the mowing will start; Alfred noted that the grass is not yet high enough to mow; some discussion followed around chervil; it should be mowed before it goes to seed.

Some discussion followed around the current mowing crew; Alfred stated that he has three people on his crew who are planning to mow. Discussion followed around the mowing machine. Alfred spoke about mechanical issues related to the mowing machine. He shared that in the future we will need to plan for a more reliable machine for mowing; he noted that three mowings are expected this year. Rick Kehne stated that if the machine that we currently have is not efficient then we should explore efficiencies. He spoke about the strain on the road crew

because they are assigned to mowing; some discussion followed around the value of time. Alfred stated that it is not easy at this time to find employees; we are currently short one road crew position. He also will post for a position for a person to mow.

7. Charlebois Surcharge \$5700 – Rick Kehne report on attorney review of Charlebois Surcharge;

Alfred Larrabee stated that there is no contract for this purchase; there is a signed quote. Alfred recalled that the selectboard approved an amount up to \$220K; even with the surcharge, this does not exceed the amount. He had signed the quote in December 2021, after the board had taken action to approve.

Rick Kehne reported on the roads grants; one grant has been approved; this is for a clay boils project on Moscow Woods.

Some discussion followed around a road project that will involve road closures. This is not action of the selectboard, but is to be warned to the community, and Alfred Larrabee will keep the board apprised; it will be after July 1st.

8. Calais Land Use Bylaws process and timelines – Jan Ohlsson – INFORMATION ONLY

Jan Ohlsson had provided copies of proposed edits to Calais Land Use Bylaws; she noted that some substantive changes are proposed. The goal is to have this ready for vote at the November election; however she is not sure this timeline is possible. The next plan would be to vote at Town Meeting, March, 2023.

Jan Ohlsson stated that Central Vermont Planning Commission had provided a document regarding the timeline for the process. She will keep the selectboard apprised of when the timeline actually begins. John Brabant will be the selectboard's liaison to this project. Jan Ohlsson reviewed some of the substantive changes in the new document.

9. Curtis Pond Association Dubois and King proposal for ANR permit readiness and submission:

Representatives from the Curtis Pond Association shared the proposal document from Dubois and King (D&K) for the design, completion of bid-ready documents and permit submission for the Curtis Pond Dam repair. The cost of the D&K proposal and permit submissions are to be paid for by the CPA.

**Denise Wheeler moved to approve the contract as revised between town of Calais and the engineering firm Dubois and King (D&K); Denise will sign the contract on behalf of the selectboard and submit to D&K. Seconded by Rick Kehne.** Discussion: Denise Wheeler and John Brabant recommend that the board approve this document as presented, noting that this is a contract for services; this is not obligating the town. This motion carried unanimously.

10. Proposal to clean town hall

Sharon Winn Fannon reviewed this proposal which Donna Fitch had shared via email. Denise Wheeler noted that we will need to purchase a vacuum; she recommended that the board authorize up to \$500 to purchase a vacuum, from the Town Hall supplies budget. Donna Fitch

noted that up to \$1500 has been budgeted for janitorial expenses. Denise Wheeler stated that we should inform our insurance provider of this activity.

**Denise Wheeler moved to approve Donna Fitch to provide cleaning services to the Town Hall lower level, with a stipend of \$150/ month, as well as up to \$500 for vacuum, and the board will notify our insurance that this work will begin on June 1, 2022. Rick Kehne seconded; this motion carried unanimously.** The board thanked her!

Some discussion followed about the possibility of hiring a window washer.

#### 11. Appoint Webmaster – Jamie Moorby (1 year term); proposed monthly stipend \$200

Denise Wheeler had provided a draft of duties of the webmaster position for the board's consideration. Sharon Winn Fannon suggested asking Jamie Moorby to bring together a focus group to consider organization of the town webpage. Some discussion followed around creating an alert on the webpage for time sensitive applications.

The board agreed to use the terms: Webmaster (primary) and second webmaster (town clerk) - Denise will edit the webmaster duties description draft and use these titles versus individual names.

**Denise Wheeler moved to appoint Jamie Moorby as primary webmaster with a monthly stipend of \$200. Seconded by Rick Kehne, this motion carried unanimously**

#### 12. Webmaster role; guidelines for posting agendas and minutes

**Rick Kehne moved to adopt the webmaster duties/ responsibilities document as discussed tonight. Seconded by John Brabant, this motion carried unanimously.**

#### 13. CVFiber – ARPA match proposal

David Healy, Calais delegate to CVFiber, shared some of the updates related to CVFiber. The engineering design for Calais will be complete by July 1st and the work will begin around October. He explained that, as is universal, the current supply chain issues create barriers. He shared that over 500 homes in Calais are considered “underserved” regarding broadband speed. David Healy shared information about the ARPA match program, 1:1 for up to \$1.6 million for CVFiber.

Denise Wheeler stated that we should schedule a separate selectboard meeting to invite people to share with the board what they feel is appropriate for spending ARPA funds. She has been keeping a spreadsheet to track requests for ARPA funds.

Sharon Winn Fannon suggested that the selectboard create a work session around ARPA fund spending.

Discussion followed around the CVFiber project. David Healy explained that it will be paid for with grant money or through bonding, and that the subscription rates will be built around these factors.

John Brabant stated that we will need to have a priority schema; he recalls a previous conversation about high speed internet; the board had committed to this and had recognized the importance. He reminded the board that we had deferred, and said we were not going to spend on Comcast; we were going to invest in the CVFiber project. He believes this is a high priority. He suggested that we consider \$100K as a starting point (this is the amount that Middlesex approved), in response to David Healy's appeal to the board tonight.

John Brabant asked to hear directly from David Healy - what would be the optimal amount? David Healy suggested \$200K.

Rick Kehne asked, is it possible to have an idea how the monthly subscriber rate would be affected, depending on these amounts up front?

Some discussion followed around Velco/ Washington Electric Company's previous work.

Sharon Winn Fannon suggested a board work session in July (regular meetings on 7-11 and 7-25); the board will consider closer to the date, depending on agenda building, whether to have a separate meeting.

To inform the board's work session, she asked David to provide an outline clarifying some of the issues/ questions that arose tonight, (by the end of June 2022.)

John Brabant would like to put on record that the board is considering \$200K (from ARPA funds, which we currently have over \$400K), subject to public input, having heard the suggestion from David Healy.

Denise Wheeler stated that we want the process for spending the ARPA funds to be transparent.

Sharon Winn Fannon suggested that if we are to have a work session in July, then we would want to solicit a list of ideas by the end of June (before our work session.)

Denise Wheeler will post on FPF, to give people a heads up that the selectboard would like to hear input around ARPA fund spending in advance of the July work session.

#### 14. Review future agenda items:

- Sharon Winn Fannon shared that Stephanie would like to provide some input into the Curb Cut work - therefore this agenda item will be put off to the second board meeting in July.
- Board check in with Jeremy at next selectboard mtg
- ROW application will likely be ready for June 13.
- Denise will share a list of duties related to Selectboard assistant; this can be part of the "tasks for well-functioning board" discussion.
- Rick will work with Alfred and Toby around the traffic calming measures and will prepare for board action

15. Adjourn: John Brabant moved to adjourn at 9:21. Seconded by Denise Wheeler, this motion carried unanimously.

Respectfully submitted,  
Lisa Grace, Board Recording Secretary  
**June 13, 2022 Agenda Items**

\* Curb Cut Application (**NEEDED**) and Curb Cut Application Assessment Form (new) (Sharon/Denise) – ACTION ITEM ([Curb Cut Materials](#) at this link; CC has requested input)

- ROW application #2022-02 (J.A. McDonald/WEC/Ron Thompson)
- Bi-Weekly Payroll and Direct Deposit – ACTION ITEM – Sharon and Denise
- Tasks for a well-functioning board – Denise – DISCUSSION ITEM
- Speed carts and permanent electronic speed alerts/Lightening Ridge traffic calming – Rick/Alfred; ACTION ITEM
- DRB reappointment – Ann Winchester, 3 year term
- Reopen upstairs for town use
- Use of town office for evening meetings (outside regular town office hours)

### **Future Agenda Items**

- Follow-Up Shade Tree Preservation Plan – July 11
- Highway Capital Plan – Rick
- County Road Speed Limit -- Rick/Denise
- Immunizing Ash Trees – Rick/Neal Maker
- 2023 Property Reappraisal Process – Marc Mihaly/Jan Ohlsson

### **Review and Update Existing Policies and Ordinances**

- Traffic Ordinance – Rick
- Personnel Policy – Sharon/Denise
- Job Descriptions Review and Update – Sharon/Denise
- Conflict of Interest Policy ([Conflict of Interest Background](#))
- Town Hall Usage Policy – Review and Renew July 2022

### **Create Ordinance/Policy**

Junk Ordinance – requested

### **Issues Awaiting Further Development**

- Worcester Cell Tower – John
- ARPA funds utilization process – Denise
- East Calais Stormwater Project – Rick