

Selectboard Meeting Minutes

Monday, June 24, 2019 at 6 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), Sandra Ferver (Town Treasurer), Jim Barlow, Esq. (Town Attorney), Art Edelstein (DRB), Alfred Larrabee (Road Commissioner), Toby Talbot (Operations Manager); Craig Line; Bill Davis; Jonathan Fitch

1. Review of IT RFP's: Clif Emmons walked the Board through the "Town of Calais RFP for IT Services: Vendor Scorecard" created for scoring the six vendors who responded to Calais's RFP. Board members and Town office staff will work independently to review the six proposals and score them using the scorecard template. Clif would like to receive each person's completed scorecard by Friday, July 5 so he can compile the input. The scorecard includes six weighted "Criteria Scores" (adherence to RFP instructions; company information; project understanding; requirements; terms, conditions, and rates; vendor demonstration). The inputs will be reviewed at the July 8, 6:00 pm Selectboard meeting and next steps determined after Clif Emmons communicates with vendors about their availability.

Sharon Winn Fannon made a motion, and Rose Pelchuck seconded, to enter Executive Session at 6:43 pm for the purpose of discussions of the RFPs that are of a contractual and proprietary nature (1 V.S.A. § 313(a)(1)). The Board invited the Town Treasurer, Town Attorney, and Recording Secretary to join them. The motion passed 5-0. The Board resumed Regular Session at 7:01 pm and had nothing to report publicly.

2. Call to Order: Denise Wheeler called the meeting to order at 7:04 pm.
3. Public Comment: None.
4. Review, Additions/Changes to Agenda: None.
5. Calais Elementary School Legal Documents:

The Town Attorney explained that the School Property Use Agreement, already signed by the CES Board, will allow the Town of Calais to continue to use the CES for town meetings, emergency sheltering, etc. John Brabant moved to approve the School Property Use Agreement between the Town of Calais and the Town of Calais School District and authorize the chair to sign the School Property Use Agreement. Rose Pelchuck seconded, and the motion passed 5-0.

The Town Attorney explained that the Easement Deed goes along with the School Use Agreement; allowing the rights to "run with the land" in the future, transferring the rights with the title (including if it changes hands to a unified district). These Easements include rights for the Town and public to use the building for walking and vehicular access, playground and gym

equipment, emergency sheltering, etc. John Brabant moved to approve and accept the Easement Deed from the Town of Calais School District to the Town of Calais and authorize the chair to sign the Easement Deed. Rose Pelchuck seconded, and the motion passed 5-0.

The Town Attorney explained that the Option document allows the Town to exercise the option to purchase the school building and the land for \$1.00 in the event that the school is no longer used for onsite education of children with an accredited curriculum for one school year (or if the property is abandoned), and states how the Town would agree to use the space for civic purposes. John Brabant moved to approve and accept the Option granted by the Town of Calais School District to the Town of Calais and authorize the chair to sign the Option. Rose Pelchuck seconded, and the motion passed 5-0.

The Board planned to attach a copy of the school district's signed copies of the same documents for recording (the Town Clerk will record the documents). The Town Attorney will send a copy to the WCSU school district. The Board commended the Town Attorney for his work on this process.

6. Appointments/reappointments:

Art Edelstein introduced himself to the Board. He has been a resident of Calais for thirty years, is a teacher at Champlain College and creates music reviews.

Rose Pelchuck made a motion and Clif Emmons seconded to appoint Art Edelstein to the DRB for a term of four years, filling the open seat previously held by Trey Martin (expiring 2023). The motion passed unanimously.

7. Updates/Reports

a) Treasurer: The Delinquent Tax Collector (DTC) and Selectboard reviewed a list of 30 delinquent taxpayers which were categorized according to how the DTC advises proceeding (based on whether there has been any contact and commitment from the taxpayer). The total amount of delinquent taxes is \$65,669.50 and a significant amount may need to be turned over to the attorney for tax sale. In conversations with people who have contacted her, the DTC is inclined to ask them to pay half, and make a payment plan to pay the remainder over the next six months. The Town is \$19,100 short on the General Government revenue column. The Board may not want to allow the General Fund balance to absorb this deficiency; it is recommended from the auditors to have that balance to cover the expenses of the first three months of the year. The Town Treasurer described this situation as "not in bad shape;" the Town is finishing the fiscal year under the projected deficit. The DTC communicated the office staff's continuing efforts to maintain respectful, welcoming communication with all customers including delinquent taxpayers; essentially any plan for payment from a delinquent taxpayer is welcomed and worked out.

The Treasurer clarified that the Selectboard's action on May 28 would have been more accurately stated as voting to cover expenses on the project, rather than reduce debt on the project. The Town Hall project is actually not in debt. Sharon Winn Fannon made a motion to replace "*for the reduction of debt on the project*" with "*to pay expenses on the Town Hall project.*" Rose Pelchuck seconded, and the motion passed 5-0. The Town Treasurer added that the FY 19 appropriation of \$10,000 is intended to be saved for future maintenance at the Town Hall in the Town Hall Reserve Fund.

The Highway budget finished FY 19 at \$24,949.00 (any remaining balance gets rolled into the Highway Capital Equipment Fund).

Statute requires that an internal controls document, “Financial Management Questionnaire-Towns and Cities” (created by the state auditors) be presented to the Board yearly. Clif Emmons moved to authorize the Selectboard chair to sign the “Financial Management Questionnaire-Towns and Cities.” The motion was seconded and passed 5-0.

The Town Treasurer mentioned she recently attended a VLCT workshop on personnel policies, and noted VLCT has excellent resources on personnel matters. Sandra offered to work with a sub-committee of select board members to review, clarify and update the Town's personnel policy. (Calais's is from 2016.) The Treasurer suggested the Selectboard consider placing this project on an upcoming agenda.

- b) Road Commissioner and Operations Manager: The Road Commissioner reported that the one-ton truck trade in offer was \$18,000 (2015). The new one is quoted at \$116,000 for a lease purchase (five years; extended warranty for five years), fully set up, minus the trade in truck value; its chassis will not arrive until November. The Highway Department is talking with Chevrolet to look whether a shorter time frame is possible (Duramax is the engine brand found in the trucks they are looking at).

Denise Wheeler made a motion to approve a) a five-year lease purchase of a mid-duty truck in an amount not to exceed \$116,000 and b) trade the 2015 F550 truck for no less than \$18,000, so the net cost to the town of the new 5-year lease is no more than \$98,000. Clif Emmons seconded. Discussion turned to the need for due diligence in research to avoid truck engines with documented problems. The group agreed on the need to keep a close eye on the warranty coverage on any vehicle.

The motion was amended by John Brabant to include requiring the Road Commissioner and Operations Manager to perform their due diligence and research on the engine and drive train prior to purchasing the truck. Denise Wheeler agreed to accept the friendly amendment; Clif Emmons seconded. The motion passed 5-0.

The Highway budget finished FY 19 at \$24,949.00, minus any outstanding expenses from FY 19 (any remaining balance gets rolled into the Highway Capital Equipment Fund).

The sand pile has been created for winter 2020. The Town purchased the same quantity as in past years because the space available for sand storage is at maximum capacity.

The Road Commissioner reported that the applicant is prepared to do what is required for his ROW #2019-02 application. John Brabant moved to approve the ROW #2019-02 application Sam Ehrenfeld on East Hill Rd. with the following conditions: dig and bury water line to a depth of at least four feet; if they can't get four feet, they should case it in concrete; backfill and compact area upon completion. The motion was seconded and passed 5-0.

Rose Pelchuck moved and Clif Emmons seconded to approve the Curb Cut #2019-01 amended application for Chris Neff on Max Gray Rd., including as part of the amended application the conditions outlined in the email exchange that articulates how exactly he is going to amend the application, and a copy of the email will be attached. The motion passed 5-0.

The Road Commissioner and Board discussed road damage from recent heavy rain storm events (20 loads of material and two days of grader time, plus overtime). Smaller washouts were patched up today with the grader and attention can turn back to summer projects. The group discussed the recent past years' work on steep slopes and how well they have weathered.

Calais was awarded a grant for George Rd. (for use within eighteen months); it will be put out to bid. The grant requires an in-kind match from the town of 10 percent. Clif Emmons made a motion to approve the George Road grant agreement, and authorize the chair to sign. The motion was seconded, and passed 5-0.

The Road Commissioner and Conservation Commission have communicated about the hydroseeder process; the Road Commissioner will decide on the seeds (clover) and he is also researching whether it is available without any dye. The Chair will follow up with the Conservation Commission Chair. The Road Commissioner will pick up the guardrail to complete the project at the intersection of Jack Hill Rd. and Moscow Woods Rd. to match the other weathered guardrail from the manufacturer in NH and install it before snow.

The Operations Manager reported that it appears that the beaver dam on Kent Hill Rd. has been abandoned, and requested approval to take it down. The group discussed an email from Tyler Brown, Furbearer Project Technician, Fish & Wildlife Department, recommended inspection of the beaver dam. Craig Line commented that he observed that the beaver dam was inactive this spring, and the water level has been high everywhere; as Tyler pointed out, Calais has not yet experienced a normal amount of water this year (beaver bafflers are not designed to handle a water amount like last Friday's storm). Tyler Brown had put notches into the dam in early May. Craig Line spoke with the landowner, who preferred the dam left as-is; the purpose of the dam is to hold large volumes of water flowing from Curtis Pond and releasing it slowly, protecting culverts and properties downstream. He pointed out the high value of the dam for wildlife habitat. Craig Line asked the Selectboard if there is any documentation of actual road disturbance; the Road Commissioner pointed out that this much water contributes to the muddy road in springtime. Bill Davis commented that the snowmobile club has noticed that a neighboring landowner's property has been flooding. The Operations Manager will contact Tyler Brown to come make a site visit and all landowners will be contacted.

There was a concern from the Road Commissioner at the last meeting about the challenge of grading roads with wild chervil on top; the Board asked the Road Commissioner for an update, and he stated that he is not grading those roads during wild chervil pulling.

- c) Town Clerk: Tuesday, June 25 is voting day.

- d) Town Hall Renovation Committee: The notes from the last meeting are in the shared folder.
 - e) Act 46 Update: This item was not needed.
 - f) CVRPC: This item was not needed.
8. Contracts: Sharon Winn Fannon made a motion to approve the COTT contract for digitizing index cards, in the amount of \$10,000, and to authorize the chair to sign the contract. John Brabant seconded, and the motion passed 5-0.
Sharon Winn Fannon made a motion to approve and authorize the chair to sign the Central Vermont Humane Society contract (for 1/1/2019-12/31/2019). Clif Emmons seconded, and the motion passed 5-0.
9. Consideration of STOP Sign and Traffic Ordinance Revision: There was a collision between a bicycle and FedEx truck at the intersection of Kent Hill Rd. and Pekin Brook Rd. a number of weeks ago. David Ellenbogen, Calais's representation to TAC, contacted the Board about the lack of a sign on this intersection. Bill Davis commented that it has been like this for years, and there has never been a problem. He suggested a yield sign instead of a stop sign. Sharon Winn Fannon made a motion to put a stop sign at the intersection of Kent Hill Road and Pekin Brook Road; the motion was not seconded. John Brabant made a motion to update the Calais traffic ordinance to include a yield sign at the intersection of Kent Hill Rd, North Calais Road, and Pekin Brook Road. Rose Pelchuck seconded, and the motion passed 5-0.
10. Community Leadership Summit: Denise Wheeler nominated Jennifer Whitman to attend the Vermont Council on Rural Development's 2nd Annual Vermont Community Leadership Summit. The motion was seconded and passed 5-0.
11. Chair Updates:
- Poplar Cemetery closing will be held on 7/22/19, at 6:30 pm, at E. Mont. Town Office
 - Calais and East Montpelier joint Selectboard meeting on 7/22/19, 7 pm, re: EMFD at E. Mont. Town (meeting in executive session)
 - Update and discussion with Sheriff (7/8/19 tentative)
 - The office phone system has not become fully functional. If staff are on the main lines, the phones will not roll over to the voice mail or secondary lines, leaving callers without a response. Clif Emmons has been researching how the system works, and potential solutions.
 - The Town Office roof repair has not elicited bids because contractors have been reluctant about what they may uncover once work is underway.
 - The Chair and Nick Emlen met to review the Local Emergency Management Plan, and filed them with CVRPC on 6/21/19.
12. Review and approve minutes, warrants
- a) The Board reviewed the invoices and orders were processed for payment.
 - b) Sharon Winn Fannon moved to approve the minutes of the 6/10/2019 meeting, with the changes as noted; the motion was seconded and passed 5-0.
Clif Emmons moved to approve the minutes of the 6/13/2019 meeting, with the changes as noted; the motion was seconded and passed 4-0 (Sharon Winn Fannon abstained).

13. Executive Session for Personnel Matters: This item was not needed.
14. Other Business/Old Business/New Business: John Brabant commented that the Chair of the Conservation Commission communicated with the Board about her research into the initial authorization of the Conservation Commission (1989 Town Meeting).
15. Adjournment: John Brabant made a motion to adjourn at 9:38 pm. The motion was seconded, voted on, and carried 5-0.

Date: 6/25/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 8/5/2019 meeting

Click on the link below to view documents associated with this agenda:
<https://drive.google.com/open?id=1uZpqSUOpuXForHVpebQyb-t9XOfhneBo>