

Selectboard Meeting Minutes

Monday, August 12, 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), Craig Line, Carolyn Brennan (Co-director, Kellogg Hubbard Library), Toby Talbot (Operations Manager), Sam Hill (Sheriff), Brett Meyer (Deputy Sheriff), Alfred Larrabee (Road Commissioner)

Absent: Clif Emmons (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 7:00 pm.
2. Public Comment: Craig Line commented on his concern of speed of the public on County Road and Kent Hill Road.
3. Review, Additions/Changes to Agenda: None.
4. Discussion with Washington County Sheriff: Sam Hill and Brett Meyer represented the Sheriff's Department. They appreciated the Chair's emails keeping them apprised of issues in Calais; they do take action as a result of this information. The Sheriff mentioned that from a pedestrian perspective, cars on dirt roads appear to be going faster than they actually are. The Town is planning to add a yield sign at the intersection of Kent Hill and Pekin. The Sheriff's department recommended a stop sign instead of a yield; a yield sign leaves what happened open to interpretation; a stop sign generally causes drivers to slow down more, and it there is less interpretation in the question of whether someone did stop or not. The Sheriff's department reviews traffic ordinances from towns regularly. The Chair shared that the speed cart, flashing speed signs, and a traffic study are being pursued as tools by the Board. The group discussed the need for state support of towns lowering their speed limits without the currently required traffic study.

The Sheriff discussed the challenges of recruitment of personnel, especially with many young adults leaving the state or seeking for full time work after college graduation. The certification needed in order to work as a law enforcement officer is extensive, requiring many weeks of training. This precludes people who may want to change careers but do not have time off for this commitment. The Chair commented that there is no longer training offered for constables, and finding constables is also a challenge. The Sheriff discussed the concerns involved with certifying constables for ticketing (such as reporting race data information, uniforming, taser decisions, etc.). Needles were found on Robinson Cemetery Road, and the Sheriff recommended utilizing the resources and expertise of Barre City Deputy Fire Chief Joe Alsworth. Policy and procedure for disposal of needles at the Kellogg Hubbard Library was discussed. The Sheriff only bills the town for a scheduled patrol, not when responding to support the state police. A DUI patrol or "safe highways"

patrol are also not billed to the town (they are grant funded through the state). The group reviewed an “Incident Analysis Report” with data from Calais from the past year.

5. Kellogg Hubbard Library: Newly appointed Kellogg Hubbard Library co-director Carolyn Brennan attended (the second director, not in attendance, is Jessie Lynn). The overall administration has been reduced from 2.75 to 2.0, and staffing has been increased to fulfill tasks that are not administrative in nature. Carolyn Brennan discussed the segregation of duties of the co-directors. Craig Line commented that the library board and staff were unanimously supportive of the appointment of the co-directors, both of whom are lifelong Vermonters and familiar with town government. Carolyn Brennan commented on increasing library outreach in member towns and encouraged patrons to communicate ideas or needs to the library at any point, describing the library as “civic living room space.”
6. Road Commissioner and Operations Manager Updates: The group discussed the process of vehicle acquisition. The Operations Manager reiterated that many avenues for purchase of a replacement truck were pursued. The Board requested the Highway Department create a spec sheet ahead of scheduled replacement of vehicles in the future. The group reviewed three quotes for replacement of the truck that has been discussed for a number of meetings. Denise Wheeler made a motion to go with Municipal Leasing Consultants, aka MLC, because they are local, their interest rate is 3.39 percent, and the Town has a history with the company and has appreciated their good working relationship. The truck is the 2019 CV International. Rose Pelchuck seconded. It was noted that MLC is a women-owned business. The motion was voted and passed 4-0.

Doug Grout’s tractor is broken and he is not able to perform the second roadside mowing. The Board asked the Road Commissioner to rent a side arm mower (\$3,000 per month). If the department committed a person for the entire mowing, they would be down one already needed employee a month. John Brabant renewed the question of hiring a part time employee for the summer season. The Road Commissioner will check with Doug Grout or other candidates about doing the second mowing using rented equipment. The Board made a note for creating a contract for both mowings at the start of the season next year.

Resident Pat Finnie had expressed concern about a section of road that is narrowing due to encroaching tree branches (the grader must avoid that brush and is shifting the road); the property owner is John Brabant and he gave permission to cut back limbs. John Brabant expressed his frustration that the Town has not solved the need for additional manpower nor a machine for side arm mowing. Discussion moved to a hazard tree on Bliss Pond Road and trees on Collar Hill Road at Dot Naylor’s property; Joe Bayne will be approached for removal. The Road Commissioner will handle a tree on Tucker Road. He commented on the challenge of communicating and overseeing tree work to ensure it complies with Town standards. The approved wage increase will show up in the Highway Department’s next pay period (retroactive to July 1). The Highway Department has signed union cards.

Denise Wheeler made a motion to reappoint Alfred Larrabee as Road Commissioner for a term of one year. Sharon Winn Fannon seconded, and the motion passed unanimously. John Brabant commented that the workload of the road crew exceeds the ability of the crew to fulfill it. The Board planned to speak with the Road Commissioner in executive

session in the future regarding personnel policy. Conversation turned to best practice for Board and staff communication.

7. EMFD Capital Reserve Funds: The Chair and the Operations Manager updated the Board on the 8-8-2019 [meeting of the EMFD](#). The group looked at a revised capital plan that includes a plan for replacement of Rescue 4 (an ambulance). The replacement vehicle in question is a 2010 diesel that the Williston department is selling (they are the original owner). The vehicle is for sale for \$20,000. EMFD is considering an additional package that and would add a power cot and power load system, which would be transferable to any future vehicle as well (reduces rate of back injuries especially on unlevel surfaces in rural areas). There is some additional cost for snow tires, repainting, radios, etc. Sharon Winn Fannon made a motion to approve the use of EMFD capital reserve funds not to exceed \$30,000 for the purchase of a used 2010 F450 4x4 ambulance from the Williston Fire Department. Rose Pelchuck seconded, and the motion passed 4-0.
8. Town Office Roof: The Board communicated with Andy Felice; they asked him to strip back the office roof and appraise the situation. He was authorized to contract with other contractors as necessary to make needed repairs and to incorporate improvements in design. John Brabant will communicate with Andy Felice about scheduling.
9. Chair Update:
 - Tentatively schedule a 9/9/19 meeting with CVRPC, RCT & GMTA regarding a potential VT Rt. 14 commuter bus (being spearheaded by CVRPC). Consider: off-site parking, coordinating with South Woodbury, disability advocacy.
 - Kim Bolduc delivered a container for short-term office storage as discussed at the last meeting.
 - The Chair will move forward to schedule a meeting with surrounding towns and legislative representatives/senators to revise animal control statutory language.
10. Other Business/Old Business/New Business: Sharon Winn Fannon disclosed that she is legally representing Drew Lamb as a private landowner in his leasing of a sugarbush in Calais; he also has a lease with the Town; the Selectboard stated its support of the situation.

The Board plans to seek to revitalize the roads committee and keep the conversation on winter roads on its radar.

11. Review and approve minutes, warrants
 - a. The Board reviewed the invoices and orders were processed for payment.
 - b. Approval of the minutes was tabled for a subsequent meeting.
12. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 8:55 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 4-0. The Board resumed Regular Session at 10:17 pm. The Chair had nothing to report publicly.

13. Adjournment: Denise Wheeler made a motion to adjourn at 10:18 pm. The motion was seconded, voted on and carried 4-0.

Date: 8/14/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 8/26/2019 meeting

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<https://drive.google.com/open?id=1mJtBwbKbbYO6uiF3Se9kCTxKShBJbMsc>