



# TOWN OF CALAIS

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

Selectboard Meeting Minutes  
Monday, August 22, 2022 at 6:00 PM  
Location: Calais Town Hall (note no Zoom option)

**Present:** Sharon Winn Fannon (Chair), Denise Wheeler (Member), Rick Kehne (Member), Marc Mihaly (Vice Chair)

**Absent:** John Brabant

ORCA Media, Erik Oberlin, Megan Risse, Virginia Risse, Alfred Larrabee

1. Call to Order at 6 pm.

● At 6:01 pm Rick Kehne made a motion to enter Executive Session for personnel matters per 1 VSA §313(a) and invited a DPW applicant to join us, this was seconded by Denise Wheeler and unanimously approved. At 7:04 pm Denise Wheeler made a motion to exit Executive Session, this was seconded by Marc Mihaly, and unanimously approved. The Board had nothing to report.

Sharon Winn Fannon called the public meeting back to order at 7:05 p.m.

Sharon Winn Fannon noted that the board had come out of Executive Session at 7:04 and had nothing to report.

2. Public Comment: no public comment

3. Additions/Changes to the Agenda: none

4. Review and Sign Warrants: Board members circulated and signed board warrants as needed.

5. Consent Agenda:

**Marc Mihaly moved to adopt the following minutes as presented:**

- Adopt Edited Minutes of June 13, 2022 Regular Meeting
- Adopt Edited Minutes of June 27 and 28, 2022 Regular (and Continued) Meeting
- Adopt Edited minutes of July 25, 2022 Regular Meeting
  
- Adopt Edited minutes of August 8 regular meeting and Special Meetings August 10 and notes from August 11, 2022

**Seconded by Rick Kehne, this motion carried unanimously.**

- Approve payment of boot allowance: Denise Wheeler explained that this is a yearly \$200 allowance to the town crew. She stated that we have had two reliable temporary employees this year and she would like to include them in the yearly allowance for boots.

**Marc Mihaly moved to allow \$200 to all permanent and temporary town crew and to take it from the accounts payable account, for the annual boot allowance. Seconded by Rick Kehne, this motion carried unanimously.**

6. Roads Report

- Curtis Pond swim area - remove old and install new signage: **Denise Wheeler moved to ask the road crew to work with Heidi Thompson to remove the old COVID19 signs at the Curtis Pond swim area and to replace them with new signs as approved at an earlier meeting. Seconded by Marc Mihaly, this motion carried unanimously.**

Denise explained to Alfred Larrabee the town crew's role is to do the work to replace the signs.

7. John Risse ROW application #2022-04: Alfred Larrabee explained that this project will be boring underground and will not affect the surface of the road. Alfred Larrabee explained this application as it has been received; it intends to install a new forced main for a septic system. Denise Wheeler asked whether this will increase capacity at the red building. Alfred Larrabee responded that this ROW application does not pertain to building capacity. Denise Wheeler asked Alfred Larrabee to outline the conditions for this application. Alfred suggested that the condition be that all surface items be put back to their original condition, and that the permit include both Moscow Woods and Mill Road.

**Rick Kehne moved to approve this application, with the conditions as articulated. Seconded by Marc Mihaly, this motion carried unanimously.**

8. Brough Emergency ROW permit application:

Alfred Larrabee met with the parties involved and explained conditions as follows: coming straight from the spring to the out building and then across the road, following the west side of Batten Road to a point across from the out building, then into the corner of the main house. He asked the parties to replace the gravel on the surface.

**Marc Mihaly moved to approve this application. Seconded by Rick Kehne, this motion carried unanimously.**

Marc Mihaly asked how these authorizations occur in emergency circumstances and whether the board feels that we need legal counsel on this. Sharon Winn Fannon noted that the statutes anticipate an occasional need for an emergency meeting. The board can seek legal counsel to be sure we are proceeding appropriately moving forward, if that is the will of the board.

9. Grooved pavement as an alternative to speed bumps (this will be on the 9/12/22 agenda) Denise Wheeler noted the board approved speed bumps in a previous meeting, but in the meantime received more information and feedback, and would like to reconsider and take action regarding possibly grooved pavement rather than speed bumps. The board discussed that when the alternative action is taken, the board will rescind the previous action it had taken around approving speed bumps.

10. Updated proposal regarding speed carts and traffic calming (ARPA funds): Rick Kehne had shared information including specifics around this proposal which has been discussed at previous board meetings.

**Denise Wheeler moved to authorize the use of arpa funds not to exceed \$55K for the purchase of removable radar speed signs and bases, and leave the details to the discretion of the road crew and Rick Kehne. Seconded by Rick Kehne, this motion carried unanimously.**

- Biking signs proposal: this item will be moved to a future agenda.

11. Moscow Woods Closure: Alfred Larrabee updated the board about this project. Denise Wheeler suggested putting up more signage to explain to people about detour routes. Alfred Larrabee explained that he is going to try to keep the road open on the weekends.

Alfred explained what this project entails: digging out clay boils, putting under-drain, road fabric, new culverts and new gravel.

Sharon Winn Fannon noted that the board has a meeting scheduled for September 12th and there will be several agenda items that are related to the road crew. She reviewed some of the issues that may be on the agenda including a curb cut application, the road crew's acknowledgement that they have reviewed the Calais Road and Bridge Standards document, a possible meeting/ introduction in person with the road crew, and continued discussion/ possible action regarding groove pavement and biking signs proposal (from tonight's agenda).

12. Public Works Director process: Denise Wheeler explained that we have re-advertised for the position; the deadline for applications is September 1st; we will begin interviews as we receive qualified applicants.

13. ARPA public input process

Denise Wheeler reminded everyone the board agreed to defer judgment for some of the ARPA requests and instead put some of the decisions to the town for a vote on Town Meeting Day. But that decision does not preclude the board from using ARPA money to address some of the issues that have been brought to the attention of the board in the past, that we haven't had resources to address. The board reserves the option to use some of the ARPA funds for significant issues that arise (for example, traffic calming measures.)

Marc Mihaly asked whether the board is required to take action on this? We have already articulated our intent to spend money on some bigger issues that have continued to come up, while the rest of the money will go to Town Meeting Day for a vote. The board agreed that external requests will go to Town Meeting for a vote. Before Town Meeting Day, Denise Wheeler will put together a list of the items that were purchased using ARPA funds to date and outside requests to be acted upon..

14. EMFD Joint meeting update: Denise Wheeler and Rick Kehne attended this meeting.

Sharon Winn Fannon and Marc Mihaly thanked them. Denise Wheeler stated that the fire departments are having difficulty finding volunteer firefighters and EMTs. She noted that one cannot drive a fire truck until the age 21. Denise Wheeler shared that the department is looking for some kind of incentive for people to participate. She noted that EMFD pays stipends for some volunteers if they meet certain criteria. Some discussion followed around opportunities for tax exemption. She would like the board to think about the idea of offering a property tax benefit incentive similar to the veterans exemption. The board agreed to carry this item over to a future board meeting agenda item.

Sharon Winn Fannon suggested that we might invite WVFD and EMFD to provide a proposal to the selectboard - in fact a vote on the idea could be warned at Town Meeting.

The board agreed to invite WVFD and EMFD to the September 26th board meeting, for a discussion around this topic of how to support them in recruiting staff for fire departments.

15. PERSONNEL :Denise Wheeler updated the board briefly about position vacancies. She has posted both, Treasurer/ Business Manager and DPW positions.

Training to process tax payments: Denise Wheeler stated that Barbara has offered to complete a checklist for each tax payment as received. Denise and Barbara will learn from NEMRC how to enter these payments into the system. She explained that this is a tall task to complete under the current circumstances of not having a Town Treasurer. Board members thanked Denise Wheeler for her hard work on this.

16. Curtis Pond Dam Update:

Marc Mihaly noted that he is recusing himself from board decisions related to the Curtis Pond Dam because he has a camp on Curtis Pond and he is a member of the Curtis Pond Association. He explained that the Curtis Pond Association has raised over \$100K - the town has engaged an engineer to complete the permit application for the Curtis Pond Dam project.

Marc Mihaly explained that the Curtis Pond Association has also applied for federal funding through USDA; this will include a feasibility study and will be a long process.

Some discussion followed about the possibility of an assessment district. Marc Mihaly stated that there is an agreement amongst the Curtis Pond Association that some people who live around the pond have a bigger benefit in access to the pond and want a sharing of responsibility that is fair to everyone.

Marc Mihaly explained that the Curtis Pond Association is moving ahead with a state permit. The federal grant process is separate and will likely take longer; this may or may not happen depending on whether further funds are needed. At the moment the Curtis Pond Association is moving ahead with its own local process.

Rick Kehne stated that any project, even state projects, will begin with a feasibility study.

Approve Form WS-4 Watershed Program: **Rick Kehne moved to approve this form and authorize Denise Wheeler to sign this document. Seconded by Denise Wheeler. This vote carried with three board members voting; Marc Mihaly recused himself from this board action.**

17. Board round-robin on items of old business and other business

Rick Kehne stated that he is excited about the traffic calming measures that we are currently working on; he anticipates a feasibility study.

Traffic calming measures are being considered for the following: Adamant, Maple Corner, Number 10 Pond intersection, Worcester Road/ Maple Corner intersection, and other “Y” intersections.

Denise Wheeler shared, regarding Parcel Mapping Contract - there is not a current contract that is signed; this will need to go on the Sept. 12th agenda for signing.

18. Review future agenda items

19. Executive Session as needed under 1 VSA §313

At 8:10 p.m. Marc Mihaly moved to enter Executive Session for the purpose of discussing personnel matters, pursuant to 1 VSA §313(a), this was seconded by Rick Kehne, and unanimously approved. At 8:45 pm Marc Mihaly made a motion to exit Executive Session, this was seconded by Denise Wheeler, and unanimously approved.

Denise Wheeler made a motion to impose the penalty of a one day suspension without pay on a member of the road crew after taking evidence for an incident that occurred on July 18, 2022. The motion was seconded by Marc Mihaly and unanimously approved.

20. Adjourn: At 8:45 pm Marc Mihaly made a motion to adjourn, this was seconded by Rick Kehne and unanimously approved.

Respectfully submitted,  
Lisa Grace, Board Recording Secretary

[Final/Approved 9-12-2022](#)