



## TOWN OF CALAIS

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

Selectboard Meeting Minutes  
Monday, August 8, 2022 at 6:00 PM  
Location: Calais Town Hall (note no Zoom option)

**Present:** Sharon Winn Fannon (Chair) (by phone), Denise Wheeler (Member), Rick Kehne (Member), John Brabant (Member), ORCA Media, Marc Mihaly (Vice Chair)

Donna Fitch, David Schutz, John McCullough, Larry Bush, Reeney DeGas, Karen Bonowith (could not understand from the recording?....)

1. Call to Order
2. Executive Session (personnel matters) per 1 VSA §313

The board came out of executive session at 7 p.m.  
There was nothing to report.

3. Public Comment (for items not on the agenda):

Donna Fitch noted that not all of the town hall shutters were painted. Some discussion followed around whether the contractor had already been paid to paint all of the shutters.

Sharon Winn Fannon stated that the shutters need to be painted so the board will do some research and figure out whether this was included in the original contract, which was already paid, or whether we will need to pay for this job.

David Schutz shared that the painter had provided an estimate for some work upstairs at the town hall, but the issue of the shutters came up. He had noted that it would be easier to do the job now; otherwise it would have to wait until the winter.

Sharon Winn Fannon suggested that, as the board has special meetings coming up later this week, board action can be included that will allow for hiring Grady to paint the shutters. First,

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some research will be completed, regarding the original contract and invoice.

David Schutz will reach out to Grady and line up this work in the meantime and the board intends to take action as needed later this week.

4. Additions/Changes to the Agenda: none

5. Review and Sign Warrants: Warrants were circulated and board members signed.

6. Consent Agenda:

**Marc Mihaly moved to approve the consent agenda, without the adoption of minutes. Seconded by John Brabant, this motion carried unanimously.**

- Reappoint Sandra Ferver delinquent tax collector

7. Roads Report – Rick, Alfred

Rick Kehne reported briefly about the Moscow Woods clay boils sites. Alfred Larrabee is organizing the staging for this project; should start around August 15th and should take around three weeks. He is going to put a post on FPF to alert the community, and will provide updates on the town website. This project will close one side of the road for each boil. Denise Wheeler stated that we should let the fire departments know as well, and let the town office staff know. She thinks this should be posted on FPF at least a couple of times, and have Jaime Moorby post it on the town website. She noted that Cat Fair at Calais School should be made aware, too.

- John Risse ROW application #2022-04: Rick Kehne stated that he has not been able to connect with Alfred Larrabee about this memo yet. The board might discuss this on August 22nd and depending on whether all of the information is available, may or may not be ready to take action at that time.

- Memo to Road Crew, re: confirm in writing review of Calais Road Standards:

Denise Wheeler had shared this with board members in advance of the meeting. The board had decided at a previous meeting that we would revisit these standards after Alfred Larrabee had reviewed them with road crew members. Sharon Winn Fannon and Denise Wheeler stated that they would like to have Alfred Larrabee review these standards with the road crew in a meeting and provide opportunities to ask questions and to sign that they had reviewed the standards, by August 31, 2022. **Rick Kehne so moved, Marc Mihaly seconded; this motion carried unanimously.**

8. CV Fiber ARPA Request for \$200,000

David Healy, Calais Rep for CV Fiber Board, joined the meeting by phone.

Denise Wheeler noted that if we are to give \$200,000 to CV Fiber, this needs to take place soon, as there are matching funds available. David Healy shared that the CV Fiber Board has a meeting on September 12, 2022. John Brabant shared the background of the ARPA funds availability as well as the CV Fiber project. He believes it is an action that the board could take to show good faith. Denise Wheeler shared that other towns in the CV Fiber district are taking similar action. Sharon Winn Fannon reviewed that in the past David Healy has educated the board at their public meetings about this project.

David Healy asked whether the proposal about how the money will be spent is acceptable

to the board; he suggested that the board seek legal counsel. Denise Wheeler stated that she has shared this with legal counsel and that she believes the board should take action to approve the MOU: Memorandum of Understanding/ Agreement.

**Marc Mihaly moved to approve this request as discussed. Seconded by John Brabant.** Marc Mihaly stated that the board has received requests for these funds and that he feels comfortable committing this \$200,00 as the request has met the requirements and criteria that the board had indicated for ARPA funds. **This motion carried unanimously.**

**Marc Mihaly moved to agree to sign the MOU to implement the \$200,000 funds. Seconded by John Brabant.** This board will take action at Wednesday's meeting to finalize this transaction.

David Healy thanked the board for its support for this project.

9. ARPA public input process:

Denise Wheeler shared that we have discussed criteria and checklists for deciding on how to allocate ARPA funds. She shared that some towns are bringing this to Town Meeting Day so that voters have an opportunity to take part in the process.

The board discussed the idea of delegating a committee to consider ARPA funds and articulating criteria as needed. Sharon Winn Fannon stated that the board has continued to consider: what is the right process for making this decision? We are considering putting off the decision making until March; this gives time to develop a process and brings us to Town Meeting Day. Denise Wheeler noted that there is no risk in losing the funds, if waiting until that date.

John Brabant asked if there is a deadline to spend the money. Is there a deadline for projects to be completed? He suggested that we have a backup list for the funds, should something arise. Denise Wheeler will ask, if there is money left over, can we put it in a reserve fund?

10. End of Fiscal Year '22 INFORMATION ONLY: Denise Wheeler reviewed the end of year information. She noted that there are a few outstanding issues that require follow up:

- outstanding \$1200+ hazard mitigation grant payment
- Maple Corners CLG grant - requires follow up
- loan payment approximately \$66K (was paid in July 2022 so will show up in 2022-23 fiscal records.)

Some discussion of fund balance for "contingency fund" followed.

11. Authorize Denise to draft and send a memo to Sullivan and Powers, summarizing history and status of treasurer hiring (Ratify 8/22/22)

Denise Wheeler explained that NEMRC had suggested that this be drafted; she proposes that she work on this draft, run it by Sharon Winn Fannon, and bring to the board for approval. Sullivan and Powers is the board's annual external auditor. Denise Wheeler shared that we expect

the audit this year to be difficult in light of the status of treasurer hiring and would like to create this document in anticipation of the audit.

**Marc Mihaly moved that Denise create this document, run it by Sharon Winn Fannon, and then provide to Sullivan and Powers. Seconded by John Brabant, this motion carried unanimously.**

Denise Wheeler noted that we are not the only organization that is faced with hiring challenges.

## 12. Personnel Report

- Approve creation of Treasurer/Business Manager position: **Marc Mihaly moved to approve the creation of Treasurer/ Business Manager position. Seconded by Rick Kehne. This motion carried unanimously.**

- Approve Treasurer/Business Manager job description: Sharon Winn Fannon and Denise Wheeler had worked on this job description and shared with the board for consideration. **Marc Mihaly moved to approve this job description and to authorize to post for this position immediately. Seconded by Rick Kehne.** Sharon Winn Fannon circulated this job description for board members to sign their approval. **This motion carried unanimously.**

- Next steps director of public works position: Sharon Winn Fannon reviewed that the board has discussed this position at previous board meetings and has considered input and feedback during discussion. She would like the board to discuss this position, given previous discussions and provided public comment around this position. John Brabant stated that there is a great deal of focus on the title of the position and less focus on the roles and responsibilities of the position. He stated that there is a lot that goes on behind the scenes because we do not have this position in place at the town office. He noted that the time and energy that board members spend on these roles and responsibilities are unsustainable.

Marc Mihaly stated that one of the points that was made during discussion was the “things are falling through the cracks,” and that we are thinking about how to address this concern. He stated that he feels with the approval of Treasurer/ Business Manager position, as well as a Director of Public Works position, that we can cover what we need, which in a larger town might be covered by a Town Manager position. He feels that the pair of both of these positions is appropriate for a town of our size. He supports the idea of the Director of Public Works working on grants; he believes there is grant money available that we do not have the staffing/ bandwidth to seek.

Rick Kehne expressed his support for this position. He feels that the Director of Public Works position falls within realm of infrastructure planning and development, which we need. He reiterated the sentiment that selectboard members are not able to carry out the duties of this position due to lack of time.

Denise Wheeler shared that she has researched other job descriptions and she feels that this job description covers what is needed in the town. She appreciated hearing input from others around this position; she feels that Director of Public Works is a fitting title and that the job description is appropriate.

Sharon Winn Fannon noted that the money in the current budget for other positions that are not filled, cover this position.

- Authorize Sharon and Denise to revisit director of public works job description and (possibly) post for the position: **Rick Kehne moved to authorize Denise Wheeler to post the position as presented tonight, through August 31, 2022. Seconded by Marc Mihaly, this motion carried unanimously.**

Denise Wheeler suggested posting in these places: Times Argus, Hardwick Gazette, FPF, VLCT, FB page, Town Website, Seven Days

13. Additional Signage: Denise Wheeler shared that she had received communication from Heidi Thompson on behalf of her and her husband, thanking the board for the work that they do.

Curtis Pond Swim Area: Denise Wheeler reviewed the verbiage for proposed signs. **Denise Wheeler moved to approve purchase of two signs, not to exceed \$150 total, as discussed and reviewed. Seconded by Rick Kehne.** Discussion: Marc Mihaly noted that though he is on the Curtis Pond committee, he does not feel the need to recuse himself from this vote. **This motion carried unanimously.**

Biking signs: Board members discussed possible road signs for County Road, regarding bicyclists. Board members will collect information and consider this for action at the next regular board meeting. John Brabant shared an experience he had as a pedestrian where drivers going both north and south on the road were driving way too fast and dangerously. He stated that he could not imagine a bicyclist on that road at that time. Some discussion followed around speed signs which were previously discussed, and concerns around displaying the speed to drivers, as some drivers use the sign to see how fast they are able to drive!

Bicycle Signs will be on the agenda for the August 22 meeting (consideration of purchasing 4 signs.)

14. Update on Pay Data contract: Sharon Winn Fannon reported that she and Denise Wheeler had investigated Pay Data and asked whether there was a possibility of making some changes to the contract, and they had not been willing to make changes. She shared that she and Denise Wheeler are going to investigate other payroll companies.

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

Rick Kehne shared that he and Alfred Larrabee have investigated the possibility of renting a grinder and creating grooved sections of the road. He stated that the speed sign would be moved. John Brabant noted that warning signs will be needed for motorcyclists.

Rick Kehne shared information with the board about the possibility of purchasing either four or two speed signs, as discussed at previous meetings. Board members discussed the possibility of using ARPA funds to purchase these signs. Board members agreed to take action, possibly at the next board meeting.

John Brabant would like to consider a traffic ordinance at a September board meeting.

Denise Wheeler shared that she has recruited help to work on tax bills later this week (on Thursday). She also shared information about logistics around Election Day.

Marc Mihaly shared that the permit application for the dam has been filed. He shared that the bids for the East Calais Store are advertised and are available on the E.F. Wall website, and he shared information about a construction loan for this project.

John Brabant shared some possible updates on the horse situation.

16. Review future agenda items: The board will meet this Wednesday (August 10th) for a special board meeting.  
Executive Session as needed under 1 VSA §313

17. Adjourn: The board adjourned by consensus at 9:00 p.m.

Respectfully submitted,  
Lisa Grace, Board Recording Secretary

### **August 22, 2022 Agenda Items**

- Meet with road crew members
- CKC LLC Application for Curb Cut
- Follow-up Proposal re: speed carts and permanent alerts (Rick)
- Meet with Alfred Larrabee re: road commissioner reappointment (likely executive session)

### **September 12, 2022**

- Town Hall Usage Policy – Review and Renew July 2022 (Marc)
- Follow-Up Shade Tree Preservation Plan
- Report on Peter Harvey Private Maintenance Public Roadside (Alfred/Peter) – 15 minutes

### **Future Agenda Items**

- East Calais Tree Removal (Denise follow up with Neal Maker, tree warden)
- 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) – August
- Highway Capital Plan – Rick
- County Road Speed Limit -- Rick/Denise
- Immunizing Ash Trees – Rick/Neal Maker
- 2023 Property Reappraisal Process – Marc Mihaly/Jan Ohlsson
- ARPA Process

### **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](#))

### **Create Ordinance/Policy**

- Junk Ordinance – requested

### **Issues Awaiting Further Development**

- East Calais Stormwater Project – Rick

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