



TOWN OF CALAIS

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

SELECTBOARD EMERGENCY MEETING July 15, 2023

MINUTES APPROVED 7/24/23

Attending: Anne Winchester, Gabrielle Malina, Jamie Moorby, Jordan Keyes, Anne Toolan, Nick Emlen, Jake Aho, Sarah Black, Toby Talbot, Greg Pelchuck, Barbara Butler, Jane English

The meeting was called to Order at 11:30 am by Selectboard Chair Anne Winchester.

Anne asked who would take Minutes, and Barbara noted that per state statute, all that needs to be documented are Selectboard actions; discussions need not be documented.

Motion/Vote re: VMERS restriction

Jordan moved to approve waiving the VMERS restriction of part-time Road Crew personnel (specifically Ed Rowell, Dana Huoppi and Bruce Campbell) from being limited to work no more than 20 hours per week in conjunction with emergency flooding recovery and related to VMERS specifications; and to approve Toby Talbot to have the Governor officially waive this restriction. Gabrielle Malina seconded. The motion was approved 5-0.

Motion/Vote re: Webmaster appointment

Jordan moved to appoint Sarah Black as the new Calais primary Webmaster, with Jamie Moorby as the secondary Webmaster, effective immediately. Gabrielle seconded. The motion was approved 5-0.

Motion/Vote re: Purchase of GIS

Jordan moved that the Town purchase a GIS (Geographic Information System) Professional Basic license at the cost of \$800/year, to be administered by Sarah Black. Anne Toolan seconded. The motion passed 5-0.

Other Discussions

- Anne Toolan asked that starting immediately, all reports of road issues be called in directly to the Town Garage (versus contacting Selectboard members, the Town Office, etc.) She now has resources available to answer Town Garage phones and/or check the answering machine frequently. Barbara will post this to FPF and Sarah will post to the website.
- A volunteer flagger has suggested we get walkie-talkies for flaggers to communicate with each other. It was also suggested we get handheld “Stop/Go” signs. Toby will determine what we need and will send ordering links to Barbara to purchase.
- Toby requested that his FEMA time/tracking sheets be printed into pads of 100. He will email the document to Barbara to get them printed asap at JetService.
- Barbara asked if we should replicate the “Curtis Pond Dam Emergency Contact List” by developing a similar “East Calais Mill Dam” contact list of people who live downstream. She and Nick will work together on this.
- Anne W. advised of the Secretary of State’s offer to supply the Town with Starlink mobile kits.

Barbara will follow up with SOS Sarah Copeland-Hanzas.

- It was once again emphasized that everyone (Road Crew, staff, Selectboard, EM volunteers, everyone) needs to fully document all their time and resources, along with before and after photos. Barbara redistributed the new and improved 15-minute FEMA timesheet.
- Sarah will create a “Calais Flood Photos” gmail account to collect and document all photos submitted. Each photo needs to be identified by date, location, full description, along with permission for the Town to use/publish each photo. The WCAX newstory featuring the Road Crew should be added.
- We still need to find a FEMA Coordinator. Anne W. and Gabrielle are both working on this, and suggestions are greatly appreciated. Anne will contact VLCT for recommendations.
- Jake and Sarah showed the draft Volunteer Signup and Needs Signup webpages. Jake and Barbara will finalize it this afternoon and will get it posted to the website and FPF.
- Barbara asked if the Town (Emergency Management) has a loud horn/siren that will go off in the event of an emergency. Nick said he would check into that.

The group agreed to meet again on Wednesday, July 19, 6:00 pm at the Town Hall with a Zoom option.

Meeting was adjourned at 2:15 pm.

Respectfully submitted,
Barbara Butler
Selectboard Administrator