



TOWN OF CALAIS

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SELECTBOARD MEETING APPROVED MINUTES

October 6, 2025

6:00 pm Calais Town Hall

Selectboard Attendees: Barbara McAndrew, Christy Mihaly, Jamie Moorby, Jordan Keyes, Bill Davis

In-Person Attendees: Kari Bradley, Barbara Butler, Shana DuBois, Clif Emmons

Zoom Attendees: Betsy Parah, Sandra Ferver

Jordan called the meeting to order at 6:03 pm

Call Selectboard Meeting to Order, Fiscal Year 2027 Budget Requests

- Development Review Board: Jordan confirmed Willa sent in a letter via email with the updates. Christy asked if it mirrored last years and Jordan confirmed.
- Listers: Jordan outlined the budgeted line items compared to last year and the Selectboard reviewed printed copies of draft budget. Discussion continued surrounding specific amounts for each line item.
- Zoning Administrator: Budget line items from previous year were compared to current requests.
- Delinquent Tax Collector: Sandra advised she hasn't requested an increase as the current stipend is fine for the work involved as the number is fairly small. She is currently working on the 2024 delinquent list and if not paid in full they will be subject to collection action. Sandra feels the town is in a good place overall.
- 2026 Medical Insurance Premiums: Kari advised the renewal rate increase for MVP Standard Gold plan is 1.1% and will be brought to the union for review.
- Next steps in budgeting process: Kari confirmed which items are coming up.

Public Comment: Up to 15 minutes; time will be divided so that everyone has equal time to speak

Bill asked about the Curtis Pond Dam stating that previously the Dam had some leakage and since the repair there is no longer any flow downstream which is impacting folks downstream. Jamie confirmed there is a valve to allow for water to be released but it isn't something that has come up.

Jordan suggested a possible policy to help determine when steps need to be taken.

Jamie confirmed they're required to open the valve twice a year but with water levels for maintenance purposes but the State does not have an opinion about releasing water.

Jordan asked who the people of authority would be to advise on water levels and the use of the valve.

Kari highlighted there are potential ecological, resident, and safety issues both downstream and upstream and will do some additional research.

Administrative and Possible Action Items

- Approve Minutes of September 22, 2025 Selectboard Meeting: Christy made a motion to approve. Motion was seconded, voted on and approved 4-0 with one abstention.

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- Vote to Approve Board Orders; Sign Board Orders: Bill made motion to approve. Motion was seconded, voted on and approved 5-0.
- Approve expenditure for County Road shoulder work: Jordan provided some context for Selectboard members and public about the quote; everyone expressed appreciation of the results of the paving project. Kari confirmed Pike Industries can do it more efficiently versus the town road crew having to do it by hand. Bill asked if this work would include the driveway aprons, Kari said he was not certain. Kari advised he'll circle back to this at the next meeting.
- Approve transfer of \$3,000 to Cemetery Fund: Kari provided context about the approved town budget versus the article which was voted on had a discrepancy and Kari is advising the move from the General Fund is the right thing to do. Jamie made a motion to approve. Motion was seconded, voted on and approved 5-0.
- Accept Patrick O'Donnell's resignation from Trails Committee: Jordan thanked him for his service on the committee. Christy made a motion to approve. Motion was seconded, voted on and approved 5-0.

Town Hall Management Agreement

- Discussion of current agreement and potential changes for renewal: Jordan confirmed this session is not for any final decisions but for the open discussion on possible edits to the various documents.

Beginning with the Friends of Calais Town Hall bylaws, Jordan questioned the notice going out to officers and directors and if it would be prudent to add the Selectboard members to the notice and Barbara agreed it should be all members. Jordan asked if the Friends would be open to amending the bylaws and adopting language similar that allows for not following Robert's Rules.

Clif confirmed the last official annual meeting was in 2022 as members didn't want another online meeting.

Jordan is seeking more consistency with information sharing and meeting dates.

Discussion continued surrounding specifics within the bylaws and potential edits.

Discussion moved onto the agreement document between the town and Friends of Calais Town Hall with suggested edits and potential shortcomings in the document.

Barbara requested the Friends of Calais Town Hall have their suggested edits to her by October 22nd so she can compile, and it can be uploaded and provided to the Selectboard.

Reports

- Town Clerk: Kari provided the update below.
- Report on annual technology check-in with rb Technologies: Kari advised they provide an annual summary on how a customer is progressing and the town has implemented all their initial priorities except for a password manager, which the town will work on. The capital plan calls for replacing three or four computers annually. Kari also advised their consulting rates will likely be increasing.
- Town Administrator: Kari wanted to provide update for the road projects, see below. Kari stated there was a request to add signage on County Road in relation to giving bikers the required berth. Kari stated a request to review speed limits is likely coming.

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Jordan stated will be a need to review a portion of the traffic ordinance before the spring season.

Kari also brought up ensuring the importance for the drought contingency plan.

- Update on County Road and Kent Hill Road projects: Kari advised during the course of the project they excavated more materials, and the final invoice is \$37,255 over what was budgeted, including the grant reimbursement. Kari is getting clarity on why they excavated more, and they've gone back to the state asking if there are more grant funds available since the project went over.

Jordan expressed interest in having a better process for receiving bids and quotes and the scope of projects where things are standardized to where if an aspect goes over there is clarity on who pays for what.

Bill requested having the engineer reviewing the project as well to help understand why there was such a disconnect.

Highway Department Labor Contract Negotiations: Kari confirmed a proposal is coming this week, so this item is delayed until additional information is available.

Jordan called the meeting adjourned as of 8:26 pm.

Shana DuBois
Recording Secretary