



TOWN OF CALAIS

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SELECTBOARD MEETING APPROVED MINUTES

Monday, November 24, 2025

6:00 pm Calais Town Hall

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

In-Person Attendees: Kari Bradley, Teegan Dykeman-Brown, Barbara Butler, Shana DuBois, Darral Garland, Thomas Parker, Lauren Wells, Jim Wells, Captain Brett Meyer, Sheriff Marc Poulin

Zoom Attendees: Richard Brigham, David Ellenbogen, David Delcore, Noreen Bryan

Call Selectboard Meeting to Order, FY2025 Financial Audit Report

Jordan called the meeting to order at 5:58 pm. Bill Davis who was on Zoom reported that he was having connectivity issues and left the meeting.

➤ Presentation of Audit Report by Richard Brigham, Sullivan & Powers:

Jordan advised the first agenda item is a presentation from Rick Brigham, attending via Zoom, on the FY2025 audit report.

Rick advised there is a lot of information in the report, and he would provide an overview of key items within the report and the fund sheets, as well as required communications. The report was generally favorable with the Town improving its financial position in Fiscal Year 2025.

Discussion continued on specifics within the report.

Jordan asked for clarification regarding Calais using a modified cash basis accounting versus an accrual accounting and if that was an issue and Rick stated it isn't an issue and expanded on when the differences might come into consideration.

Discussion continued surrounding the recommendations listed in the report.

Jamie made a motion to accept the FY2025 Financial Audit Report as presented by the firm Sullivan, Powers & Co., P. C. Motion was seconded, voted on and passed 4-0.

Vermont Internal Control Checklist

➤ Discussion of checklist as presented by Town Treasurer: Kari provided context on the checklist: it's an annual requirement for municipalities to review their basic financial internal controls.

Jordan suggested including neighboring towns for some of the financial training opportunities to allow more formal training for financial literacy.

Barbara made a motion to accept the Vermont Internal Control Checklist. Motion was seconded, voted on and passed 4-0.

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Fiscal Year 2027 Budget

- Budget request from Washington County Sheriff: Jordan advised the town did receive the proposed increase for budget and rates. Sherriff Marc Poulin advised the staffing is the biggest hurdle.

Captain Brett Meyer provided detailed context for the proposed budget numbers.

- First draft of FY2027 General and Highway Funds operating budget: Kari advised the board has heard from most of the parties and the budget draft stands at an 11.5% increase over the current year budget.

Kari provided more detailed breakdown on specifics driving the increase.

Jordan brought up the idea of using the General Fund Balance towards some of the slated projects coming up and capital expenses or using the funds from the Highway Capital Equipment Fund towards a payment on one of the trucks in an effort to minimize budget impacts.

Discussion continued surrounding the speeding trends and data.

Jim Wells asked to see the proposed numbers and encouraged using the data from the speed signs to share with the community on a regular basis.

Jordan agreed and discussion continued surrounding the impact of sharing the data.

Jim Wells circled back to ensuring the data collected by the Sherriff's office is shared with the town to then share with the community.

- Next steps in budgeting process: Kari is going to request a presentation on road projects in the budget from John and/or Toby.

East Montpelier Fire Department Utility Truck Purchase Request:

- Possible Action: Approve request to purchase new utility truck: Thomas Parker stated there are currently two utility trucks and when the new ambulance was purchased, they tried to repurpose the old ambulance but it's not working as needed.

The department found a F-350 truck in Massachusetts and was offered trade in for the F-250 that has body rot.

Christy made a motion to authorize the use of the Fire Dept Capital Reserve Fund for the procurement of the F-350 utility truck. The motion was seconded and approved by the Selectboard.

Lakes and Streams Committee

- Discuss history and structure of Committee: Jordan provided some context surrounding the point raised during a previous meeting on the fluidity of the structure and the potential for Lakes and Streams to become a stand-alone committee.

Teegan clarified the reason there was a budget line item because it was required for a grant but then the grant went away, so the Conservation Committee started including a line item for the newsletter cost previously covered by the grant.

Noreen advised they held a meeting, and the members have all participated in various bodies but to add the administration levels required with a formal committee would hinder other projects they work on with volunteer efforts.

David stated so much of their work is accomplished informally, and the current members of the committee wish to remain informal and continue operating the way they have been.

Discussion continued surrounding the status of committee and their body of work.

Public Comment: Up to 15 minutes; time will be divided so that everyone has equal time to speak: Nothing at this time.

Administrative and Possible Action Items:

- Approve Minutes of October 27 Selectboard Meeting: Jamie made a motion to approve the Selectboard minutes. Motion was seconded, voted on and passed 4-0.
- Vote to Approve Board Orders; Sign Board Orders: Barbara made a motion to approve and sign the Board Orders. Motion was seconded, voted on and passed 4-0.
- Approve employee bonuses: Kari advised he will bring a proposal to a future meeting.

Office Staffing Model:

- Discussion of job descriptions and task lists, current and future states: Kari clarified how he estimated hourly data for job roles as administrator.

Teegan advised the job description for assistant town clerk and town clerk has a lot of overlap; she strives to bring access and responsiveness as a vital key to the role.

Kari shared the realization that customer service efforts can often turn into project work.

Jordan asked to try and capture the supplemental roles and requirements to bolster the Town Administrator and Town Clerk roles.

Discussion continued surrounding future role planning and growth.

Mailing Town Reports:

- Discuss possible Town Meeting Warning item to consider changing requirement to mail Town Reports: Jordan provided context that there could be a considerable savings if the town changed how they are distributing the report, which is currently via mailing.

Barbara Butler provided a more detailed transition plan to switch from mailing as a default.

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Teegan provided the statutory requirements for the Town Report, and which pieces require public notice to all town members.

Discussion continued surrounded potential voting options down the road.

Reports:

- Town Clerk: Teegan advised WCUSD is preparing for potential vote; working on hanging the plaque for Eva; also working on learning the finance processes from Kari; got an InDesign subscription for the Town Report.
- Financial Report as of October 31, 2025: Kari advised revenues are on track; Highway expenses somewhat high.

Jordan asked if there's a way to include a forecast model on some of the highway material expenditures. Kari advised he might be able to generate a report of use and will report back.

- Town Administrator: Kari stated it has been fairly busy; confirmed they were able to switch the plow systems but the vehicle didn't include an extended warranty and Kari is working to get one priced; Kari wanted to thank Barbara Butler for all her work in her final tax season; Kari advised the Planning Commission is going to invite the public and Selectboard to their next meeting; EMFD inner-local meeting is on Dec 11th and the budget will be discussed.

Highway Department Labor Contract Negotiations:

- Executive Session: Discussion of upcoming negotiations under 1 V.S.A. 313(1)(B): *labor relations agreements with employees*

Barbara made a motion to enter executive session under 1 V.S.A. 313(1)(B): *labor relations agreements with employees* at 8:28 pm. Motion was seconded, voted on and passed 4-0.

Jamie Moved, Christy seconded and Selectboard voted to leave executive session at 8:40pm.

Jordan on behalf of the Selectboard reported their appreciation for the Highway Department staff and their union. The board is thrilled to have reached a long term agreement.

Jamie moved, Christy seconded and Selectboard voted to approve Highway Department labor contract with minor corrections.

Adjourned at 8:43pm.

Shana DuBois
Recording Secretary