



# TOWN OF CALAIS

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## SELECTBOARD MEETING APPROVED MINUTES

Monday, December 15, 2025

6:00 pm Calais Town Hall

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

**In-Person Attendees:** Kari Bradley, Shana DuBois, Teegan Dykeman-Brown, Neal Maker, Nigel Friend

**Zoom Attendees:** None.

Jordan called the meeting to order at 6:01 pm.

### Call Selectboard Meeting to Order, County Road Repaving Project

- Discuss invoice for shoulder work on County Road: Kari provided context of the initial quote versus the invoice which was significantly higher. Nigel Friend from Pike came to help provide additional information. Nigel stated the number generated was truly an estimate and the materials applied always vary based on various surface types and levels. Discussion continued surrounding details of the paving job specifics.

### Ash Bore Project update

Neal Maker advised there is an estimated ten cords of log length of excess firewood from the project and discussion continued surrounding potential logistics of temporary storage and distribution for the wood.

### Fiscal Year 2027 Budget

- Conservation Commission reserve fund plans: Neal provided background on how the Commission is thinking about future use of the fund. Barbara asked to clarify the date when funds were used, Neal advised approximately thirty years of historical usage. Kari provided current budget numbers with current pipeline projects accounted for in balances.

Discussion continued surrounding outside funding organizations, fund guidelines, and the Conservation Commission vision.

- Consider options to reduce draft municipal budget: Kari provided an updated budget worksheet. Discussion continued surrounding specific line items for potential reduction. Changes were made to Luce Road culvert grant match, Conservation Fund, Lakes & Streams newsletter and Sheriff patrol. Kari spoke about potential lowering of the ambulance expense.

Jordan confirmed an additional revision session on January 5 before the final draft of the budget.

Public Comment: None at this time.

### Administrative and Possible Action Items

- Approve minutes of December 8 Selectboard Meeting: Bill made a motion to approve the December 8 minutes. Motion was seconded, voted on and passed 5-0.
- Vote to Approve Board Orders; Sign Board Orders: Barbara made a motion to approve Board Orders. Motion was seconded, voted on and passed 5-0.

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- Authorize Town Administrator to distribute payments as needed prior to January 5 meeting: Jamie made a motion to authorize Town Administrator to distribute payments as needed. Motion was seconded, voted on and passed 5-0.

### Town Meeting Warning

- Review draft warning: Kari acknowledged all of Teegan's work thus far; one item pending is if they want to include initiating a Land Acquisition Fund and how much to commit to it as the establishment of a reserve fund requires a town vote; Selectboard agreed for initial funding suggestion of \$500 to open conversation of the initiation of the Fund. Discussion continued surrounding additional edits to the draft warning. It will now undergo a legal review.

### Selectboard Report

- Review draft report for 2026 Town Report: Selectboard members thanked Christy for all her efforts on the draft report and discussed potential edits and additions to the draft.

### Office Staffing Model

- Discussion of draft job descriptions and task lists including office assistant position: Kari advised the draft Town Administrator job description is submitted for their review and to have on hand; and the summary of the essential needs for the position replacing the Assistant Town Clerk. The Selectboard was enthusiastic about combining recording secretary duties with the Assistant position and staff will provide a draft job description at the next meeting.

### Reports

- Town Clerk: Teegan advised the School Board meeting was canceled due to weather, but the rescheduled meeting would be held January 20<sup>th</sup>.
- Town Administrator: Kari stated they heard back from truck vendor Charlebois truck and they had significantly reduced and the trade-in value they are offering; staff will pursue selling it ourselves; Kari will confirm the EMFD meeting date change; Kari advised the road crew worked 60 hours the prior week.

The Selectboard discussed the Pike overage from quote to invoice and the significant difference and agreed they could offer an additional 10% over the quote.

Town Seal Christy reported there are no real restrictions on use of the Town Seal, but the concern is someone using it to fraudulently damage the town. The Selectboard agreed to delay additional conversation to a later date.

Adjournment Jordan declared the meeting adjourned at 8:42 pm.

Shana DuBois  
Recording Secretary