



TOWN OF CALAIS

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SELECTBOARD MEETING

Monday, July 24, 2023

MINUTES APPROVED AUGUST 7, 2023

Attending: Anne Winchester, Jamie Moorby, Gabrielle Malina,, Anne Toolan, Jordan Keyes, Barbara Butler, Cole Bliss, Marge Sweeney, Elsa Ingpen, Judy F. Robert, Lisa McCarthy, David Healey, Teegan Dykeman-Brown, Donna Fitch, Nick Emlen and Rose Pelchuck.

Via-Zoom: John Brabant, Chase (last name unknown), Marianne Miller, Michael Hildenbrand, D+K, Reenie DeGeus.

The meeting was called to Order at 5:30 pm by Anne Winchester, Selectboard Chair.

Jordan Keyes made a **motion** to go into Executive Session for the purpose of discussing the RFP for reconstruction of the Curtis Pond Dam under section 3 VSA §313(a), contracts, where premature public knowledge could place potential bidders at a disadvantage. The motion was seconded, voted on and carried 5-0. Jordan Keyes made a **motion** to resume the regular session at 6:00 pm. The motion was seconded, voted on and carried 5-0. Jordan Keyes made a **motion** to authorize DuBois & King, consulting engineers, to issue a RFP for the Curtis Pond Dam project as written and reviewed by the Selectboard with a few minor changes. The motion was seconded, voted on and carried 5-0.

Approval of Meeting Minutes – The Selectboard reviewed the June 26th Minutes, the July 10th Minutes, the July 15th Minutes and the July 19th Minutes. Gabrielle Malina made a **motion** to approve all sets of Minutes as written, except striking the reference to Jake Aho from the July 12th Minutes. The motion was seconded, voted on and carried 5-0.

Sign Board Orders – The Selectboard reviewed the town invoices presented for payment during the meeting and signed the orders authorizing payment.

Public Comment - John Brabant spoke regarding the squash culvert in Adamant worked well but is half full of debris. Anne Toolan reported it is known and the road crew is going to clean it out. The upper culvert is the reason Adamant got washed out, John noted. *Note: the squash culvert job was new in 2015.*

Consider Request for Modification of Ingpen Dog Decision and Protective Order – There are multiple double gates that are padlocked on Elsa Ingpen's property. Cole Bliss's, Animal Control Officer, only concern is that the gates may be left unlocked. The main gate is self-locking. The other parts of the request have been met. Gabrielle Malina made a **motion** to accept the modifications to the dog protective order issued to Elsa Ingpen on June 1, 2023 and authorize Anne Winchester to sign it. The motion was seconded, voted on and carried 5-0.

CVFiber Update - David Healy, our Calais representative on the CV Fiber Board, provided an update. Referring to the Distribution Areas map, there are five zones in Calais with the pink zone able to sign up for service in August. Orange zone, on the west side of town is after that in September. Route 14 service

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area, they have not received permission to attach to Green Mountain Power or Hardwick Electric poles. GMP plans to go underground next year on Route 14. David reported CV Fiber is not able to connect to off grid houses. 42 people in the pink area have signed up for service. Most questions are answered on the cvfiber.net web page. They have hired some office staff. The ARPA money Calais gave will be used for connecting the town hall, town office, town garage, Maple Corner Community Center, Adamant Community Club, Memorial Hall and Kent Museum. David reached out to these organizations and all want to connect, although he hasn't heard from the Kent Museum people. David spoke about signing up the town office and town hall, with the need to decide on the different service levels; need to plan for Cloud based upload and download speeds. Jordan Keyes suggested waiting a few more weeks to do some research about any contract with Consolidated Communications. Anne Winchester will put this on the next agenda.

Orr Curb Cut Application and Remedial Work for Leonard Road - Anne Toolan said when Larry Orr is done, the town will come in and finish off the final part of the curb cut. Anne Toolan noted he has submitted a check to the town. Jamie Moorby made a **motion** that when Larry Orr has completed excavation on his property on Leonard Road, the road crew will come in and finish the curb cut for any remedial work necessary at his expense. The motion was seconded, voted on and carried 5-0.

Report from Hiring Committee – The Committee believes the Town Treasurer the job description is ready to post. Donna Fitch listed the organizations to advertise. Teegan Dykeman-Brown will find out if she can get an email account and forwarded via a distribution list. It was discussed if the treasurer position would be salary versus hourly. According to state statute, a salaried treasurer must have supervision of two or more employees and have the ability to hire and fire, which our town treasurer does not have. Therefore it will be an hourly position. Sandra Ferver said it is a different skill set for the Delinquent Tax Collector. Discussion about whether the treasurer can or should be the Delinquent Tax Collector ensued.

Financial Report FY'23 End of the Year Review - Sandra Ferver, Town Treasurer, provided an unaudited report noting we are \$405,900.52 in the black at the end of this fiscal year (6/30/2023). For the year, we were over budget by \$115,641.57 so we used the fund balance, which leaves us with the above amount in the fund balance. Sandra and Toby Talbot have been tracking FEMA expenses related to the recent flood event and she can easily track unbudgeted expenses separately in NEMRC. Community National Bank reached out to Sandra for a line of credit between \$300-400,000.00 if needed; authorization to borrow will come from the Selectboard. The town can take a loan for less than a year on a Selectboard motion (draw from the line of credit). FEMA reimbursement is likely going to take 6-12 months. May need this to be on an article for town vote. Sandra noted in the meantime, we are going to draw on our fund balance. The FY'24 tax rate will be set at the August 7th meeting.

Certification of Road and Bridge Standards – Sandra Ferver noted the town reimbursement portion is better once these standards are certified by the town. It needs to be done every year and filed every year with VTrans. The Selectboard will review it and Anne Winchester will put it on the next agenda. Sandra was very positive in her estimation after crunching numbers and plans to attend the next meeting.

Selectboard Reports

- Highway Department and Roads – Road Commissioners, Anne Toolan and Jamie Moorby provided updates. Anne Toolan noted the Road Crew and outside contractors are working on putting the roads back together. Daily road condition updates are on the town's website. Barbara Butler will forward the daily update to the Selectboard. Jamie Moorby reported some residents on Woodbury Mountain Road asked for assistance in fixing their Class 4 Road. The Road Crew can speak to the contractor they choose to hire to fix the road.
- Curtis Pond Dam - Jamie Moorby reported the dam is still standing after the recent flood. The water level is back up to the average water height and going over the rocks; seems pretty stable. Ben Greene was there till 11:00 pm on July 10th ; he recommended four things all of which contributed to helping the dam stay put. The last thing was building a siphon over the dam till construction or to have the ability to increase the pond storage capacity (estimated cost of \$10-15,000.00). Jamie reported we have some of the necessary permits for the dam construction project. Gabrielle Malina has the list of approved permits to date.
- Information Technology - Jordan Keyes had nothing to report.
- Status of Shedd v. Calais - Jordan Keyes noted there are evolving circumstances in this legal case. The Town filed a motion to dismiss, Shedd's lawyers rebutted the motion to dismiss. The town's lawyers are waiting for it to play out and waiting for the court to respond.
- Collective Bargaining Team - Jordan Keyes reported a meeting tomorrow is supposed to be the final negotiating meeting and hopes to have it resolved. Potentially at the August 7th meeting Jordan will have more to report with a proposal to consider for the Road Crew to join a union.

Next Meeting – The Selectboard discussed the need to meet on August 7th to set the town tax rate so tax bills can go out. It remains to be decided if the Selectboard will need to meet also on August 14th, which is the next regular meeting date.

Other Business - Barbara Butler discussed FEMA hours that Toby Talbot is putting in above the Highway Grants Administrator hours. The following hourly pay rates were agreeable to Toby: FEMA Coordinator rate \$25.00 per hour and Town Grants Administrator \$30.00 per hour. Jamie Moorby made a **motion** pay Toby Talbot \$25.00 per hour for time spent on storm related administrative activities retroactive two weeks from today (July 10, 2023). The motion was seconded, voted on and carried 5-0.

The Chair declared the meeting adjourned at 8:10 pm.

Rose Pelchuck
Interim Recording Secretary