



# TOWN OF CALAIS

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## SELECTBOARD MEETING August 14, 2023 APPROVED August 28, 2023

**Attending:** Anne Winchester, Jamie Moorby, Gabrielle Malina (via speaker phone), Anne Toolan, Jordan Keyes, Barbara Butler, Scott Bassage, Larry Bush, Jacob Aho, Jenny Johnson, Marge Sweeney, Dana Huoppi, Donna Fitch and Rose Pelchuck.

The meeting was called to Order at 6:01 pm by Anne Winchester, Selectboard Chair.

**Approval of August 7, 2023 Meeting Minutes** – Jordan Keyes made a **motion** to approve the Minutes as written. The motion was seconded, voted on and carried 4-0.

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

**T&T Leasing Contract** – Anne Winchester signed the contract as approved by the SB at the August 7 meeting.

**Public Comment** – Larry Bush spoke on behalf of the Calais Conservation Commission requesting a hedge trimmer for cutting invasive phragmites in the public right of way. Anne Toolan noted that the road crew may have one that the CCC could use. Jordan Keyes spoke about having tools in town for use by various committee members in order to carry out work for the town. Liability may be an issue. Barbara Butler offered to forward the Town's "Hold Harmless" agreement to Jordan and Larry for review. Larry Bush and Jordan Keyes will put together an equipment list that may work into a budget proposal.

### Commission Appointments

- Calais Conservation Commission – Walt Ames is interested in serving on the Conservation Commission. Larry Bush, Chair, noted the Conservation Commission wholeheartedly supports his willingness to serve. Jamie Moorby made a **motion** to appoint Walt Ames to complete a 4-year term that expires in 2024. The motion was seconded, voted on and carried 5-0.
- Planning Commission - Vicky Arthur is interested in serving on the Planning Commission. Jamie Moorby made a **motion** to appoint Vicky Arthur to a 4-year term on the Planning Commission which expires in 2027. The motion was seconded, voted on and carried 5-0.

**Jenny Johnson Curb Cut Application** – The Selectboard reviewed the Curb Cut application from Jenny Johnson at 1289 Haggett Road in Adamant. The present U-shaped driveway has two curb cuts and was badly damaged by the recent flood. The Road Crew did a site visit today and sees no problems with this proposed new, single curb cut that will allow for two parking spaces. Jenny Johnson said in the past three flood events, the water deluge has taken out her driveway. Anne Toolan said the culvert above her property is grossly undersized and will take much more detailed planning to devise a permanent solution for the town. Jordan Keyes made a **motion** to approve the Curb Cut application for Jenny Johnson with no conditions. The motion was seconded, voted on and carried 5-0.

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**Curtis Pond Dam Project** - DuBois and King has presented the Town with an amendment to our contract for services which adds three (3) tasks totaling \$90,000. Our understanding had been that these services were covered in the original contract. Therefore, we delayed the release of an RFP until the Curtis Pond Association (CPA) can meet with Dubois and King in order to discuss this. Jamie Moorby reported they met with DuBois & King and that she signed Amendment #1 and the RFP went out to bid. CPA wants a further dialogue before recommending to sign Amendment #2. Marge Sweeney from the Curtis Pond Association, informed the Selectboard that the State Historic Preservation, under the Army Corp of Engineers, has forwarded the Memorandum of Agreement to Washington D.C. for review. Marge does not know how long it will take to hear back from them.

Marge Sweeney provided the initial draft of a Memorandum of Agreement (MOA) from the US Army Corp of Engineers (USACE) for the Curtis Pond Dam project to the Selectboard. The MOA is required since an "adverse effect" was determined because the Vermont DEC Dam Safety required the current dam spillway be increased from 5 feet to 10 feet for safety reasons. Although the USACE engineers and Dubois & King, Inc. (D&K) will be meeting to determine whether any changes to the design will be required due to the adverse effect determination due to the recent flooding, Marge asked if the Selectboard could get a jump on the review of the draft MOA now. The CPA has done a quick review and have suggested that the second "whereas" include that the changes were a requirement of the Vermont DEC Dam Safety Division for safety reasons.

Marge Sweeney also asked for a copy of the latest version of the legal document for the quit claim/easement for the dam. Marge will be having a preliminary discussion with each of the landowners to give them a heads-up before the meetings with the lawyers are scheduled.

The RFP's will get mailed to the town office in envelopes clearly marked "sealed bid". Barbara Butler will put them in the vault.

**Calais Roadside Mower** - Anne Toolan reported our current tractor mower is in need of repairs, which are likely to be in excess of \$4,000. Anne Toolan said we won't have a mower before spring and recommends the town invest in one that will last for decades. Jordan Keyes asked Toby Talbot where this would fall in the capital plan. Jordan will work with Toby to put out an RFP for a mowing contractor to mow the town's roadsides this fall. The Selectboard will have to decide about replacing the mower next year (possible Article for Town Warning).

The Selectboard spoke at length about possibly hiring out contractors to finish working on the town roads since there is so much more summer work that needs to be done. The Selectboard will talk to Toby about hiring some contractors after we develop a bid process. The Selectboard agreed that Toby Talbot could work under the FEMA hours for all this additional work he's being asked to do.

Dana Huoppi noted the Road Crew is still one person short and time is running short to hire someone before winter gets here.

**Purchase of Emergency Management Radio Communications Equipment** – Jake Aho provided the information about purchasing radio communications equipment under an EMPG grant at the last Selectboard Meeting last week. Jake reported on behalf of Nick Emlen, Emergency Management Director, the amount due to Brook Field Service for the purchase of two new generators, one for the Maple Corner Community Center (\$7,693.00) and the other for the Calais Town Hall (\$19,279.00) for a total of \$26,972.00. A \$400 deposit has been paid. The town will be invoiced the day of or day after installations are complete. Upon completion, Nick will submit the reimbursement request to the State to obtain the 50% matching funds. Jamie Moorby made a **motion** to authorize the emergency management team purchase of the generators and radio communication equipment from the EMPG. The motion was seconded, voted on and carried 5-0.

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**Brook Field Service Generators Maintenance Contract** - The Selectboard reviewed the maintenance contract proposal with Brook Field Service for generator maintenance at the town office and town hall. Anne Winchester spoke to them this morning. Jordan Keyes made a **motion** to sign the generator maintenance contract for one annual visit to the town office and town hall; and to authorize the purchase and installation of the two new generators as proposed. Anne Winchester spoke to Jamie Moorby about coordinating for the Maple Corner Community Center generator installation. The motion was seconded, voted on and carried 4-0. Gabrielle was not on the phone at this time.

**Report from Hiring Committee** – Donna Fitch, Hiring Committee Chair, reported on the status of recruitment for a full-time Treasurer. Donna said six applications were received and the committee will interview three applicants. Donna is following up with VLCT to answer some questions she has and interviews may happen as early as next week.

Development of a job description and salary range for a Town Administrator – Donna Fitch provided “New position description of job responsibilities – DRAFT” which was reviewed and discussed. Agreed upon changes were made. Donna worked on the job descriptions of other positions to come up with the current list of responsibilities for this position. Donna will revise the list of job responsibilities to make it into a real job description and bring it back to the Selectboard.

### Selectboard Reports and Updates:

- **FEMA** - Gabrielle Malina reported that the FEMA supervisor for Washington County will assign us a program manager soon. Toby Talbot will continue to update the damage reports. Jeff Kantor may be willing to assist the town. Scott and Charlotte Bassage are continuing to gather info and pictures of the flood damage.
- **Highway Department and Roads** - Anne Toolan reported that the Road Crew is going to attend a safe tree removal training tomorrow at Hubbard Park in Montpelier.
- **Curtis Pond Dam Project** – see above.
- **Information Technology** - Jordan Keyes had nothing to report.
- **Status of Shedd v. Calais** - Anne Toolan and Jordan Keyes – We received a decision from the court regarding our motion to dismiss Elizabeth Shedd’s lawsuit against the town. It was, in part, denied. Jordan and Anne will schedule a conference call with Joe McLean, Esq. and the board will schedule an Executive Session at the next meeting to discuss.
- **Collective Bargaining Team** - The Selectboard’s Collective Bargaining Team, Jamie Moorby, Anne Toolan and Jordan Keyes, and the Calais Road Crew’s Union have reached a first time union agreement. Anne Winchester made a **motion** at 8:30 pm to go into Executive Session under 3 VSA section 313 (1)(B) for the purpose of discussing a response to the agreement between The Town of Calais and Calais Road Crew. The motion was seconded, voted on and carried 5-0.

Jordan Keyes made a **motion** to come out of Executive Session at 9:20 pm. The motion was seconded, voted on and carried 5-0. Jordan made a **motion** to ratify and sign the contract between the Town of Calais and the Calais Highway Department, represented by the Massachusetts & Northern New England Laborers' District Council on behalf of Laborers' Local 668 of the Laborers' International Union of North America, AFL-CIO. The motion was seconded, voted on and carried 5-0. Everyone signed the contract except Gabrielle Malina, who was participating by phone. Jordan Keyes made a **motion**, per the agreement, to make all raises in the contract retroactive to July 1, 2023. The motion was seconded, voted on and carried 5-0. Jordan Keyes made a **motion**, per the agreement, to give all Road Crew members a \$750 seasonal bonus in recognition of their service under extraordinary flooding and resulting damage to our roads. The motion was seconded, voted on and carried 5-0.

Anne Winchester declared the meeting adjourned at 9:25 pm.

Rose Pelchuck, Interim Recording Secretary