



TOWN OF CALAIS

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SELECTBOARD MEETING

Monday, August 28, 2023

APPROVED 9-11-23

Attending: Anne Winchester, Jamie Moorby, Gabrielle Malina, Anne Toolan, Jordan Keyes, Teegan Dykeman-Brown, Toby Talbot, Scott Bassage, Tobin Anderson, Larry Bush, Donna Fitch, John McCullough, Betsy Parrah and Rose Pelchuck.

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

Emergency Generator Stand – After the last meeting, Anne Winchester was called by Nick Emlen, Emergency Management Director, who wanted to buy a generator stand for the new Town Hall generator being installed close to the flood plain. It costs \$2,200, and needed to be special ordered immediately. Anne authorized him to go forward since the money was available in ARPA funds. Jordan Keyes made a **motion** to authorize the Emergency Management Committee to add a generator stand to the scope of the installation work for the Town Hall generator, and for the funds to be appropriated out of the ARPA funds. The motion was seconded, voted on and carried 5-0.

Approve Minutes of August 14, 2023 – The Selectboard reviewed the Minutes from August 14, 2023. Jordan Keyes made a **motion** to approve the Minutes as written. The motion was seconded, voted on and carried 5-0.

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

Sign Johnson Curb Cut Permit – The Selectboard signed the Curb Cut Permit that was approved on August 14, 2023 for Jenny Johnson at 1289 Haggett Road with no conditions. No other motion needed.

Line of Credit with Community Bank for Flood-related Expenses – As previously noted at the July 24th meeting, Community Bank reached out to Sandra Ferver to offer the town a loan or a line of credit to pay for flood related damages. The town can take a loan or draw from a line of credit for one year on a Selectboard motion. FEMA reimbursement is likely to take 6-12 months. Sandra Ferver noted in the meantime, we are drawing on our fund balance to cover current flood-related expenses, but may need to borrow against the line of credit in order to pay contractors in a timely fashion.

The Selectboard had previously approved to take out a line of credit and the Bank had drawn up the closing document. Gabrielle Malina made a **motion** to sign the document to open a line of credit for \$1.7 million with Community Bank at 3.99% for funds taken out to cover flood-related expenses while waiting on FEMA reimbursement, and that Jamie Moorby be added as an authorized town official to request advances and authorize payments on behalf of the Town. The motion was seconded, voted on and carried 5-0.

Public Comment – none

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Errors and Omissions Certificate from Listers – John McCullough explained that a property owner took down a building during the tax year and was still taxed for it. He has adjusted their tax bill and this authorizes the Town to release an revised tax bill. Gabrielle Malina made a **motion** to sign the Errors and Omissions certificate. The motion was seconded, voted on and carried 5-0.

Hiring Committee Report – Donna Fitch, Chair, reported the Hiring Committee has done two interviews for a new Town Treasurer and is in the process of contacting references. They are hoping to forward candidates' names to the Selectboard by the next meeting. Sandra Ferver and Lewis Franco have asked to leave the committee before the Town Administrator search begins. Cornelia Carey will be invited to join the committee. The Committee still needs to decide if the position is salaried and, if so, what the salary is. Jordan Keyes explained that an administrative position over a certain threshold of pay must be salaried. Also, the Personnel Policy is very out-of-date. However, because it's technically still our policy, candidates should probably read it with the understanding that it will be updated.

Hiring a New, Full-Time Road Crew Member – Donna Fitch presented draft Town Administrator (/Road Commissioner) and Road Foreman job descriptions. The Road Foreman would be a union member as long as he/she is a working member of the Road Crew. The town would need to work out a side agreement on pay, etc., to accommodate the supervisory role until the contract is revisited at the time of its renegotiation. Gabrielle Malina noted that the Road Crew says they're short a person. Anne Toolan explained that we have three FT employees, two PT employees, and one temporary PT employee; so, yes, they are short a FT employee. The temporary PT employee was brought on for FEMA flood damage work and will not be part of the crew much longer.

Anne Toolan wants it to be very clear in the job description whether or not the Foreman will be expected to be in the field, and ideally outline how much time in the office versus the field. She also noted that it may be challenging to find a candidate equally talented and interested in field work and administrative work. Jamie Moorby said that melding a Town of Monkton Road Foreman job description and the one Donna Fitch composed is a good idea. While the Foreman will keep records, the Town Administrator, as Road Commissioner, will compile and utilize those records. Anne Winchester appreciates that the Road Foreman in the Monkton job description does not have to be responsible for a lot of paperwork or dealing with difficult personnel issues, but will report to and work with the Town Administrator when administrative difficulties and personnel problems arise.

Gabrielle Malina inquired about the highway budget and what funds there are for a Road Commissioner. There is money for an additional member of the Road Crew, but last year's budgeting assumed the Director of Public Works would be Road Commissioner, so the money moved to that line item. The current budget is not adequate for all of these positions. If we have \$210,000 plus whatever portion of the DPW position (currently \$80,000), how can that be divided between five FT members? We also had not budgeted for the current pay scale in the new Road Crew union contract. Jamie Moorby pointed out that none of these new hires will need a full salary since we're already two months into FY'24 and we still have some time before we will get employees hired, up and running. Donna Fitch will present an updated Road Foreman job description at the next meeting.

Draft of Town Administrator Job Description – Jordan Keyes suggested that on item 8, add that "the Town Administrator updates the Selectboard on capital planning and long-range planning," instead of just "prepares and reports on". Donna Fitch envisioned that the Town Administrator and the Treasurer would be working together on a lot of the job duties. Jordan envisioned that the Treasurer would do a lot of the

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actual number crunching and the Town Administrator would be bringing it to the Selectboard on a regular basis. Anne Winchester envisioned the Treasurer being more of a bookkeeper job, in which case it would make sense for the Treasurer to report to the Town Administrator and assist as needed. We will need to clarify Treasurer/Town Clerk roles.

Roadside Tractor Mower – Toby Talbot reported that Pete's Equipment Sales & Rentals, Inc. in Morristown has one available to rent in October for three weeks, including blades, for \$11,288.00. The Selectboard agreed to rent the mower from Pete's Equipment and have the Road Crew do the roadside mowing work this fall. The Selectboard gave the okay to Toby to enter into the contract for \$11,288.00.

Develop a Plan for Purchase of a New Tractor Mower – Toby Talbot looked at the capital plan, recognizing the need to look at the big picture of all equipment needs. We need to buy two new trucks in the coming years. Jordan Keyes is trying to review and become familiar with the town's capital plan spreadsheet. The big question is we need to figure out which makes the most sense, buy a tractor mower or rent one. Toby provided a quote for \$97,000.00 for a new Kubota tractor mower. Toby will call and ask if we can reserve to rent for fall and spring, and then can we cancel in the spring if we don't need it. Toby said the Selectboard can do a lease purchase for up to five years without going before the voters.

Town Employees & Staff Payroll – The Town Office staff requests to change the payroll distribution from weekly to biweekly. Jordan Keyes made a **motion** to change to biweekly payroll distribution beginning with the next payroll cycle. The motion was seconded, voted on and carried 5-0.

East Calais General Store Liquor License Application – The state requires towns to approve one-time event liquor licenses and annual business liquor licenses before issuance. Jamie Moorby made a **motion** to authorize the Town Clerk to issue one-time event liquor license approvals and *renewals* of annual permits that already had permits in the past. The motion was seconded, voted and carried 5-0. Jamie Moorby made a **motion** to approve the Second Class liquor license permit application for the East Calais General Store (under new management). The motion was seconded, voted on and carried 5-0.

Annual Re-authorization of Agreement with Friends of the Calais Town Hall – This year the Friends group proposed to add language to the agreement with the Town regarding use of the building by quasi-municipal organizations. Friends of the Calais Town Hall have their own liability insurance policy. Donna Fitch stressed the need to develop a manual all about the Town Hall. We do have a Gospel Hollow Warden, but there is no clear schedule of building maintenance. Teegan Dykeman-Brown agreed to interview John McCullough to develop a manual since John knows *everything* about the building. Jordan Keyes made a **motion** to approve the amended agreement as presented by the Friends of the Calais Town Hall, with the addition of municipal and quasi-municipal groups to use the building. The motion was seconded, voted on and carried 5-0. It will be signed at the next meeting.

Appoint a New Policy and Ordinance Review Committee – Several of the town's policies and ordinances need updating. Town Office staff feels that adoption of some new policies would provide them with much needed guidance. Anne Winchester made a **motion** to appoint a new Policy and Ordinance Review Committee comprised of Teegan Dykeman-Brown, Sandra Ferver and Jordan Keyes. The committee will review our policies and ordinances to determine which need updating, and bring recommendations of language changes to update polices and suggestions for updating or writing new town ordinances. The motion was seconded, voted and carried 5-0.

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Selectboard Reports

- FEMA Team Report – Gabrielle Malina reported the recovery scoping meeting held last week went very well. Michelle Miller is our point of contact. Together they reviewed a slide show of photos, looked at the degree of damage, and were very impressed with what we were able to put together. Once one project is all put all together, completed and submitted, then that will be the first thing we get reimbursement for.
- Curtis Pond Dam Project Bid Opening - Jamie Moorby reported the Curtis Pond Dam reconstruction project bid opening is scheduled for Tuesday, September 26, 2023 at 3:00 pm at the Calais Town Office, 3120 Pekin Brook Road in Calais. This will be a Warned Selectboard meeting for the singular purpose of opening these bids.
- Condition of Roads – Anne Toolan reported a lot of town roads still need gravel road material and grading. JA McDonald in Marshfield is crushing stone again and now has road material to sell again.
- Collective Bargaining Team – Due to a drafting error, Labor Day was not included in the recently signed Union Agreement as a paid holiday. The lawyer drafted an Addendum adding this. Jordan Keyes made a **motion** to accept the addendum presented and to authorize Selectboard Chair, Anne Winchester, to sign the addendum on behalf of Selectboard. The motion was seconded, voted on and carried 5-0.
- Status of Shedd v. Calais - Jordan Keyes reported the status of this litigation is unchanged.

Jordan Keyes declared the meeting adjourned at 8:05 pm.

Rose Pelchuck
Interim Recording Secretary