



TOWN OF CALAIS

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SELECTBOARD MEETING APPROVED MINUTES

Monday, September 22, 2025

5:30 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, James Dailey, Jonathan Fitch

Zoom Attendees: David Delcore

Call Selectboard Meeting to Order

Jordan called meeting to order at 5:28 pm

Emergency Management Director James Dailey

Jordan provided context surrounding check-ins on-going throughout the year.

James confirmed the Emergency Management (EM) committee has commenced working on the budget. The EM committee has also worked to revamp the volunteer form and tracking system and is ready to go live. The plan is to work with the town office and add a link on the town's website as well as posts to the FPF.

James advised the town's local hazard mitigation plan is due October 2026, it is re-done every five years. The Regional Planning Commission advised the total cost for assistance on creating a draft was estimated previously at almost \$11,000 and would need to start in Spring if they're to work with the town. Unfortunately, the State has paused hazard mitigation planning subgrants until further notice. Kari advised including it as a budget line item and getting a current quote from the Regional Planning Commission.

James advised the Committee finalized moving everything off the Google Drive and migrated onto the SharePoint drive with the town.

The Selectboard thanked James for his service and attention to detail.

James stated WebEOC is how towns request help, be it physical manpower or supplies, to the state as well as a town obtaining important state updates. Currently only James and Kari have access to the ticketing system with a third individual from the EM committee undergoing the process to gain access.

The committee thinks there should be an additional one or two individuals with access to ensure timely action is taken and tickets filed as needed. James advised with the additional access a protocol would be put in place to ensure everyone with access would be aware of who is doing what and when.

James confirmed Kari currently sets up any alerts as needed for the VT Alerts and James confirmed he obtained access for submitting alerts specific to the town. Kari advised Toby Talbot also has access for submitting VT Alerts. Discussion continued surrounding submission of VT Alerts.

Reports

- Town Clerk: Teegan advised she's been working on maps to get them logged and organized for re-search purposes; she found documents related to the Curtis Pond Dam and reached out to the Curtis Pond Dam committee for assistance in getting it all organized; she also worked on the town website; she also worked on the upcoming election and the town office logistics specifics; she advised the Ordinance Advisory Committee is continuing to work through each ordinance; she advised the East Calais Fire District is curious what it would look like if they came partially under the umbrella of the town and will have more to bring.
- Financial Report as of August 31, 2025: Kari advised taxes started coming in and a few line items on the expense side are slightly over budget. Kari also detecting an error in the budget as loaded into the accounting software which requires additional research.
- Town Administrator: Kari wanted to thank Barbara and Teegan on processing the tax payments and answering questions. Kari advised the Kent Hill project is completed and still waiting on the final bill. Kari confirmed County Road is set to begin repaving Wednesday and Thursday. Kari confirmed the new garage generator was installed and the propane tanks will be installed in a few weeks. Kari confirmed the financial audit is almost complete with no negative findings with the formal report coming October or November.
 - Update on East Calais dam removal: Kari advised Friends of Winooski is working the issue of 'what happens with the land that is exposed when the dam is removed'; there is Vermont case law in both directions with state retaining ownership versus reverting to abutting landowners and it is not certain at this time, but the project is continuing to move forward. Kari advised the town should have a meeting with the seven impacted landowners over the winter and potentially a consensus could be reached.

Discussion continued surrounding town plans for conversations with landowners.

Public Comment:

Jonathan asked if there was a dry hydrant put in on Curtis Pond and Jamie confirmed there is a hydrant on the other side of the dock that's been there for years and was not disturbed.

Kari advised there is a resident interested in installing a dry hydrant near Bliss Pond and he'll follow up with the resident to see if they've moved forward.

FY2027 Budget

- Draft Town Clerk, Town Administrator and Selectboard budgets: Kari advised potentially reducing the Assistant Town Clerk hours by half going from 24 to 12 hours per week on average. Kari advised the staff believes all service levels can be maintained and having a regular check-in to ensure everything is running smoothly.

Jordan wanted to confirm the town administration staff can sustain the additional work loads and inter-personal communication with the community as well as ensuring job descriptions are capturing what everyone is doing and responsible for and that institutional knowledge is documented. Discussion continued surrounding roles, capacity and continuity.

Christy asked about the 'Professional Fees' line item and Teegan explained last year it was for a shredding company, but it serves to encompass any type of such services. Teegan advised as they've worked on the budget, they're finding how buckets have shifted and where or how various items would be included.

Discussion continued surrounding general line items, increases, and potential cost-saving opportunities.

- Next steps in budgeting process: Kari confirmed the budget sections up for review at the next meetings.

Administrative and Possible Action Items

- Approve Minutes of September 8 Selectboard Meeting: Jordan had an edit note of adding a time exiting the executive session at 8:04 pm as an amendment to the minutes.

Jamie made a motion to approve the minutes with the slight amendment. The motion was seconded, voted on and approved 4-0.

- Vote to Approve Board Orders; Sign Board Orders: Barbara made a motion to approve the board orders. The motion was seconded, voted on and approved 4-0.

Highway Department Labor Contract Negotiations

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

Christy made a motion to enter executive session at 6:56pm. The motion was seconded, voted on and approved 4-0.

Christy made a motion to exit executive session at 7:37 pm with no action taken. The motion was seconded, voted on and approved 4-0.

Adjournment

The meeting was adjourned at 7:38 pm.

Shana DuBois
Recording Secretary