



# TOWN OF CALAIS

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## SELECTBOARD SPECIAL MEETING July 19, 2023

### MINUTES APPROVED 7/24/23

**Attending:** Anne Winchester, Gabrielle Malina, Jamie Moorby, Jordan Keyes, Anne Toolan, Nick Emlen, Jake Aho, Sarah Black, Toby Talbot, Charlotte Hanna, Scott Bassage, Greg Pelchuck, Donny Mucherino, Marc Mihaly, Barbara Butler

**Via Zoom:** Teegan Dykeman-Brown, Sandra Ferver, Geof Hewitt, Reenie De Geus, Jane (no last name)

The meeting was called to Order at 6:05 pm by Selectboard Chair Anne Winchester.

#### **Motion/Vote re: General Grant in Aid Agreement**

Gabrielle Malina moved to approve Jamie Moorby to sign a general Grant in Aid agreement related to the Town's MRGP for \$1,500 in Clean Water Funds. Anne Winchester seconded. Motion was approved 3-0.

#### **Motion/Vote re: Kent Hill Road "French Mattress"**

Anne Winchester moved to approve Jamie Moorby to sign a grant agreement in the amount of \$121,349.60 for the Kent Hill Road "French Mattress" project by the Town Hall. Gabrielle Malina seconded. Motion was approved 3-0.

#### **Motion/Vote re: Temporary Road Foreman appointment**

Gabrielle moved to appoint Tyler Stecker as a Temporary Road Foreman during the days/weeks of emergency flood recovery, at a temporary rate of \$26.00/hour. Jamie seconded. The motion was approved 3-0. *NOTE: this motion and vote was rescinded later in this meeting in Executive Session and replaced with a new motion/vote. See the end of these Minutes for details.*

#### **Roads Reports**

- Toby gave an update on the Moscow Woods Road bridge.
- Greg Pelchuck gave a report on Black Rock Coal participation.
- Greg, Anne W, Jordan, Nick and others gave updates of various businesses and contractors who are lending support with trucks, equipment and operators.
- It was agreed that Toby Talbot will coordinate the comings and goings of all trucks and heavy equipment.
- Anne W. reported she met with a geologist to review and discuss a potential Moscow Woods Road landslide. The geologist agreed it is a tenuous situation and will work with the SB on remedial action.
- Anne W. confirmed that the intersection of Bliss Pond Road / OWC Road / Fowler Road will keep a triangle and will not be converted to a T. Anne T. confirmed she will make sure the contractor(s) know this.
- Barbara noted that the new walkie-talkies (soon to arrive) need to have a "caretaker" assigned to make sure they are always charged and ready in an emergency. Nick said someone on the Emergency Management Team will take responsibility for that.
- Anne T. agreed to draft a FPF message to advise citizens of the overall road restoration plan; i.e. they are first working on main arteries, etc.

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### Curtis Pond Dam

Jamie reiterated her July 17 FPF post and said the new wedge/retaining wall below the dam is halfway built and will be finished by tomorrow, Thursday, July 20.

### Emergency Management

- Nick reported he was contacted by the Vermont National Guard, who has offered its assistance.
- Communication confusion abounds. Toby offered to develop a ICS (Incident Command Sheet?) flow chart. Marc Mihaly suggested that when it is finished, we should share it with CVRPC.
- Barbara asked, “How does someone file a VTAlert? And, how does VTAlert know we’re authorized to file a report?” Nick said he would distribute instructions to any Town Official he feels should be authorized to do so.
- Barbara asked if we want to have a follow up discussion re: Starlink mobile kits. Following discussion, it was agreed that Nick would ask the VT National Guard to make a recommendation, and if they feel this is something we should pursue, he will ask the Nat’l Guard if they can get for us.
- Barbara showed everyone a sample of the “deep cleaning” kits provided by Salvation Army. If anyone needs one, there are 5 at the Town Office.

### Public Information

Jake and Sarah reminded everyone of all the forms and files they have set up in a google folder and posted to the website.

### FEMA

- Charlotte and Scott distributed a FEMA “Developing a Damage Inventory” handout and talked everyone through the filing deadline of August 12. They also emphasized the need for documenting everything, from the Road Crew, all contractors, to all volunteers.
- Going forward, email everything FEMA to [calais.fema@gmail.com](mailto:calais.fema@gmail.com)
- Sandra noted the importance that ALL FEMA hardcopy paperwork must be turned into the Town Office on a weekly basis. It is the Town Treasurer’s responsibility (as the Town’s Chief Financial Officer) to organize and file all FEMA paperwork on a weekly basis and keep it in the Town vault.
- Sandra noted the importance of the SB keeping a vigilant eye on the Town’s cashflow. As the Town will be hemorrhaging money to pay for recovery services, we must still pay our regular bills. She noted the Town might need to take out a short-term loan, and she said the bank is ready to work with us. A reminder that the SB can authorize a bank loan for less than one-year, without a public vote.

### Volunteer Coordination

- Jake will add to the online Volunteer tracking for to designate if the volunteer time/resources was for assistance to the Town, or to a resident.
- Jake said he would convert the “Volunteer” and “Needs” signup sheets to a printer-friendly format that can be distributed to MCCS, ECPO and Adamant Coop.
- It was agreed that Barbara will deliver printed copies of the “Volunteer” and “Needs” signup sheets around town for pickup, and that people can deliver their completed sign up sheets at those sites, to be forwarded to the Town Office.
- It was agreed Barbara will post another FPF announcement on how to sign up as a Volunteer or ask for assistance.
- Gabrielle directed Barbara to emphasize to volunteers the need to turn in complete volunteer time and resources used. Don’t think that volunteering without reporting is “altruistic”. The Town needs all this information to make its case for FEMA reimbursement.
- Barbara asked if the SB wants to discuss setting up a “Calais Disaster Relief Fund”. Anne W. said she would work directly with Sandra on that.

**Next Meeting**

The SB agreed to meet as a regularly-scheduled SB meeting this coming Monday, July 24, 6:00 pm at the Town Hall, which will have a Zoom option.

**Executive Session re: Personnel Matters**

- Finding that further discussion would result in premature general public knowledge that would clearly place the public body at a substantial disadvantage in ongoing labor agreement negotiations with employees, and per VSA § 313 (a)(1)(B), Anne Winchester made a motion to enter executive session. Barbara Butler was invited into executive session to provide context for a portion of the personnel issues being discussed, and was dismissed following her input. The motion was seconded without further discussion and carried unanimously.
- Anne Winchester made a motion to exit the executive session. The motion was seconded without further discussion and carried unanimously. The Board has nothing further to report, but took action relative to discussions in the executive session.

**Motion/Vote re: Emergency Road Crew Coordinator appointment (replacing Temporary Road Foreman appointment)**

The Selectboard recognizes the immediate short-term need for a member of the Calais Road Crew to assume additional responsibilities associated with managing the Highway Department's response to recent flooding. At the recommendation of Interim Road Commissioner Anne Toolan, Jordan Keyes made a motion to rescind the earlier vote appointing Tyler Stecker as Temporary Road Foreman at \$26.00/hour. He replaced this with a motion to appoint Tyler Stecker as Emergency Road Crew Coordinator on a temporary basis for 60 days retroactive to July 9, 2023 for the purpose of organizing Road Crew response to and documentation of the events of July 9/10, 2023. In recognition of this work, Jordan moved that Tyler receive an additional \$200 per pay period from July 9 and for 60 days, through September 11, 2023. Gabrielle seconded. The motion was approved 5-0.

**Motion/Vote: re: Part-time Road Crew Benefits**

Upon finding that the Town's Personnel Policy was not followed at the hiring of part-time Road Crew member Dana Huoppi, and that the Town had incorrectly withheld sick and vacation time benefits for a part-time employee in a manner that was inconsistent with its Personnel Policy, Jordan Keyes made a motion to approve the prorated accrual of sick and vacation time for Dana Huoppi. And, that the accrual be applied retroactively to date of hire. The motion was seconded without further discussion and carried unanimously.

The meeting was adjourned at 8:50 pm.

Respectfully submitted,  
Barbara Butler  
Selectboard Administrator