

Approved Selectboard Meeting Minutes

Monday, August 14, 2017

7pm at the Calais Town Hall

Note: A site visit was conducted by the Selectboard at 6pm prior to this meeting at two locations at Apple Hill Road (Robinson Cemetery Rd. side of Apple Hill)

Selectboard meeting attendance: Chair Denise Wheeler, Selectboard members Sharon Winn Fannon, Rose Pelchuck, John Brabant, Rob Richert, Road Commissioner Alfred Larabee, Selectboard Administrator Jon Williams, Operations Manager Toby Talbot, Jerome Lipani of ORCA, Scott Bassage, Town Clerk Judy Robert

Denise Wheeler called the meeting to order at 7:13.

Public Comment (for items not on agenda)

None

Review of Agenda/Correspondence

Request to add Hayden Bridge Road project to agenda under transportation. Sharon Winn Fannon moved. Seconded. Unanimously approved.

Recurring Items, Presentations, Reports:

Review, discussion, and approval of minutes: 7/24, 7/30, 7/31

Sharon Winn Fannon moved to approve 7/24/17 Minutes. Seconded. Denise summarized changes to be made to the minutes. Rose suggested streamlining minutes in general. Approved unanimously.

Denise Wheeler moved to approve 7/30/2017 minutes. Seconded. Request to change title of meeting to “Emergency Selectboard Meeting”. Approved. John Brabant abstained.

Denise Wheeler moved to approve 7/31/2017. Seconded. Unanimously approved.

Warrants for Payment

Warrants were passed around for approval.

Reports from Various Municipal Officials

Denise Wheeler said the Selectboard prefers face-to-face updates over written reports from employees/officials.

- Alfred Larrabee updated on culvert construction, ditching work, and upcoming projects.
- Toby Talbot discussed the road inventory being done with Central Vermont Regional Planning Commission, and upcoming projects.
- Denise gave overview of invasive species work group.
- Judy Robert gave update on town office work, tax payments being received, the positive impact of the #10 Pond public meeting. The Selectboard discussed being transparent about any follow up with the public regarding #10 Pond issue.

Animal Neglect Training–

Second Animal Control Officer Anne Toolan has requested to attend four trainings and is asking for approval of funds to support those training. Sharon Winn Fannon moved to approve expenditure. Seconded. Approved unanimously.

Business Items for Possible Approval Vote

Transportation Items:

Approval & Signing of Jack Hill Rd.

Structures Grant Agreement

Sharon Winn Fannon made motion to approve Selectboard Chair signing the grant. Seconded. Unanimously approved.

Hayden Bridge Road Bridge grant.

John Brabant made motion to approve Selectboard Chair signing the grant. Seconded. Unanimously approved.

Apple Hill Road Culvert

Denise Wheeler provided update from the meeting at the Apple Hill culvert site with neighbors. The culvert will be removed. New solutions are being explored. Another meeting will be held regarding the culvert.

Drew Lamb Sugar Works, Sap Lines, & Tank Request Lease Agreement

The Selectboard discussed and reviewed the request from Drew Lamb to lease town forest land for his sugaring operation. Rob Richert provided updated of his site visit and discussion with Drew Lamb. Denise Wheeler explained Attorney Jim Barlow's legal advice regarding terminology and implications regarding leasing town land versus giving permission for use. A final draft will be reviewed for approval at the next Selectboard meeting.

Application to work in the ROW for the Calais Town Hall Steps

The Selectboard reviewed the Right-of-Way permit request provided by Scott Bassage for the Town of Calais to work in the right-of-way on Kent Hill Rd at the front of the Town Hall. Rob Richert made a motion to approve the ROW permit. Seconded. Unanimously approved.

Insurance Issues Q&A

Denise Wheeler provided an overview of insurance issues regarding the Town Hall as community groups are being encouraged to use the building. VLCT PACIF insurance representative Larry Smith is scheduled to attend Selectboard meeting August 28th. Questions are to be generated in anticipation of his attendance. Questions that arose: What is covered by insurance now? What is not? What are the boundaries of contractual relationships with other entities in terms of insurance coverage? How do we clarify contractual relationships in terms of a fee structure for use of town buildings and properties? How do we balance concern for insurance coverage with common sense ability to engage local citizens?

Personnel Policy

Jon Williams said he consulted with Attorney Jim Barlow and the Personnel Policy needs to be updated. Jon will generate a draft revised policy for review. Jon will also redraft the Conflict of Interest policy in light of new statutes.

Payment Period

Denise Wheeler and Jonathan Williams will meet with road crew regarding the one-week change to two-week pay period. The Selectboard discussed ways to support the road crew through the transition.

Schedule– Review of Assignments

Denise Wheeler reviewed assignments for SB member. Sharon Winn Fannon agreed to review “municipal checklist for internal control” to ensure we have what the Town of Calais needs for internal controls.

Moved to go into Executive Session. 9:09pm

Executive Session – Employee Evaluation

Sharon Fannon made a motion to go into Executive Session at 9:10 pm for the purpose of discussing employee evaluations and personnel matters in accordance with 1 VSA Section 313. The motion was seconded, voted on and carried 5-0. The Regular Session resumed at 10:02 pm. Denise Wheeler stated there was nothing to publicly report.

The meeting adjourned at 10:03 pm.

Adjournment

Respectfully submitted,

Judy Fitch Robert, Town Clerk

Approved at the August 28, 2017 Calais Regular Selectboard Meeting