



TOWN OF CALAIS

3120 Pekin Brook Road
East Calais, Vermont 05650
802-456-8720

Selectboard Meeting Minutes
Monday, April 25, 2022 at 7:00 PM, Calais Town Hall

Present: Sharon Winn Fannon (Chair), Denise Wheeler (Member), Rick Kehne (Member), John Brabant (Member), ORCA Media, Alfred Larrabee, Neal Maker, Lisa Grace (Recording Secretary), Jerry Partin, Dennis Shaffer, Reed Cherington
Friends of Calais Town Hall members: Art and Nancy Toulis, Clif Emmons (via Zoom), David Schutz, Barbara Weedon, and Carol Beatty-Owens
Absent: Marc Mihaly (Member)

1. Call to Order: Sharon Winn Fannon called the meeting to order at 7:00 p.m.

2. Public Comment (for items not on the agenda): none

3. Additions/Changes to the Agenda: Curb cut application will be moved to a later meeting.

4. Review and Sign Warrants: Circulated for review and signing.

5. Consent Agenda

Rick Kehne moved to approve the consent agenda. Seconded by Denise Wheeler, this motion carried unanimously.

- Adopt Minutes of February 19, 2022 Town Meeting Informational Meeting
- Adopt Edited Minutes of April 11, 2022 Regular Meeting

6. Roads Report (Rick/Alfred)

• Engineer Report, Moscow Woods Bridge Abutment: Alfred Larrabee had provided the written report; he reviewed that the grant application has been submitted and he is awaiting the decision. He reviewed the need for a temporary bridge and bypass. Some discussion followed about the possibility of closing the road during repair. Alfred Larrabee said there is nothing more to do until we hear back about the grant (expected in June); the engineer report provides recommendations for next steps. Denise Wheeler asked, does it make sense to just do the permanent repair rather than a temporary fix followed by a permanent repair? Alfred Larrabee stated that the temporary repair can be done as soon as this summer, whereas the work for the permanent repair will not be able to start as soon and should last 5 to 10 years. He explained that the grant would provide 80% of the cost. Sharon Winn Fannon stated that if we get the grant, the plan for this summer is fairly straightforward. However, if we don't get the grant, then we will have to address the repair, regardless. Alfred Larrabee shared that he will need to create a berm to force water around the sinkhole. Sharon Winn Fannon asked, what is the

timeline for a permanent fix? Alfred Larrabee stated that, conceivably it could begin next year (with the same timeline for applying for grant next year), but that the temporary fix would buy us time (five years or more) for the permanent repair.

Denise Wheeler asked, is there additional grant funding for the permanent repair? Some discussion about grant possibilities followed; this will be addressed at a later date. Denise Wheeler reiterated that the Town will need to be saving money over the next several years to pay for the permanent fix (\$500 to \$600,000 dollars). Since this is Town owned bridge it is not eligible for state funding.

John Brabant asked for details about the bill related to repair to the grader. Alfred Larrabee provided specifics about the repair; he provided an update on roads that have been graded. He explained that the chloride trailer is “on its last leg.”

Some discussion followed about roadside mowing season (which will begin in the very near future). Alfred Larrabee asked, should we have a deadline for applications related to mowing (private maintenance). Rick Kehne plans to reach out to people who have applied in the past and ask them to get applications in by May 15th.

Rick Kehne moved to establish a May 15th deadline for the application. The board will put this on the consent agenda for May 9th to ratify, since this action item was not warned for tonight. The application form will be edited to reflect this, and the website will be edited to reflect this deadline.

- East Calais Stormwater Project: Rick Kehne shared that we are waiting to hear from the state regarding the status of the grant. This is a project for next year. Rick Kehne explained, regarding the Kent Hill culvert: we will not hear back about this until mid- to late-summer. Currently with this project, there are issues pending; it is still under development.

7. Application(s) for Use of Town Right-of-Way Permit(s) (Rick/Alfred)

- Jerry Partin on Quarry Road #2022-01: Alfred Larrabee reviewed that this application is straightforward; he needs to replace a sewer line and will bore under the road. Alfred noted that he suggests that the project include running the forced main into a sleeve on the right-of-way. Alfred noted that because this project will be under the road bored, the road will remain open during the construction.

Rick Kehne moved to approve this application, with the condition that Alfred had noted regarding the sleeve. Seconded by Denise Wheeler, this motion carried unanimously.

- Christopher Ciaburro on Old West Church Road #2021-03: Alfred Larrabee stated, in follow up to the previous board discussion with Alfred about this project, that he will not be taking on this project in his private business. Alfred shared that this is an application for a water line across the road; this is suggested as an open dig. Again Alfred suggests a sleeve, and

compaction. This may require road closing during the work. The applicant will be expected to announce the road closure on Front Porch Forum, using road cones for traffic calming. A condition will be to complete the job within 8 hours, during daylight.

Rick Kehne moved to approve this application, subject to the conditions indicated above. Seconded by Denise Wheeler, this motion carried unanimously.

8. Curb Cut Application (updated) and Curb Cut Application Assessment Form (new)
(The board did not take up this item.)

9. DRB Applicants (All)

- Interview Applicant Dennis Shaffer:
Mr. Shaffer introduced himself and the selectboard interviewed him.

- Appointment Dennis Shaffer; 3 year term ending 2025 (currently vacant)

Denise Wheeler moved to appoint Dennis Shaffer to the DRB 3 year term, ending in 2025. Seconded by John Brabant, this motion carried unanimously.

- Appointment Megan Sullivan Alternate, 3 year term ending 2024 (currently vacant)

Denise Wheeler moved to appoint Megan Sullivan as DRB Alternate, 3 year term, ending 2024. Seconded by John Brabant, this motion carried unanimously.

10. Friends of Town Hall Management Agreement and Rental Schedule (Denise)
(Clif Emmons joined via zoom).

Denise Wheeler thanked the Friends of Town Hall for the work they have done in drafting this document.

Clif Emmons walked the group through the draft document.

Sharon Winn Fannon noted that this is a one year contract, and this has been discussed in different draft iterations three or four times.

Discussion followed around the insurance requirements, especially around the topic of serving alcohol.

Clif noted that the Friends will schedule an annual meeting with the Selectboard in March or April each year to revisit this agreement.

This item will be on the agenda for action at the next meeting (May 9th). The board expects to approve this document at that time.

11. Reschedule Site Visit and Hearing – TH #7:

The board discussed the need for this site visit and agreed on the date: Saturday, June 11, 2022 at 9:00 a.m.

Reed Cherington stated that the wording in the resolution allows for either discontinuing the road or not; there is no other option. Sharon Winn Fannon explained that the board intends to change the verbiage in the hearing notice, in consultation with legal counsel.

Denise Wheeler moved, pursuant to the requirements of Title 19, Chapter 7 of the Vermont Statutes Annotated, that on Saturday June 11 at 9:00 AM, the Town of Calais Selectboard conduct an examination of the premises and hold a public hearing, each upon public notice, to consider discontinuing Town Highway # 7, also known as “Carr Road,” as a public highway in the Town. Pursuant to 19 V.S.A. § 305(j) and § 775, the Selectboard may also consider designating the aforesaid town highway to a legal trail in the context of this proceeding. Seconded by John Brabant, this motion carried unanimously.

12. Review Upcoming (May 9 and May 23) and Future Agenda Items

13. Board Round-Robin on Items of Old Business; Other Business; Future Business

14. Executive Session if needed, under 1 V.S.A. §313

At 9:07, pursuant to 1 VSA § 313(a)(1), after first making a finding that premature general public knowledge would clearly place the selectboard and persons involved at a substantial disadvantage, the selectboard entered executive session to discuss personnel issues under motion of Rick Kehne, seconded by Denise Wheeler and unanimously approved. The Board resumed regular session at 9:45 pm. Denise Wheeler made a motion, seconded by John Brabant, to authorize Sharon Winn and Denise Wheeler to investigate a third party payroll resource. At 9:45 pm pursuant to 1 VSA § 313(a)(1), after first making a finding that premature general public knowledge would clearly place the selectboard and persons involved at a substantial disadvantage, the selectboard entered executive session to discuss real estate matters under motion of John Brabant, seconded by Rick Kehne and unanimously approved. The Board resumed regular session at 10:10 pm and had nothing to report.

Adjourn

Rick Kehne made a motion to adjourn at 9:45 pm, seconded by John Brabant and unanimously approved.

Respectfully submitted,
Lisa Grace, Board Recording Secretary

May 9, 2022 Agenda Items

- Shade Tree Preservation Plan Hearing, with Tree Warden at 6PM (will warn this as an action item: hearing and approval)
- Tasks for a well-functioning board – Denise
- Speed Carts and permanent electronic speed alerts discussion/Lightening Ridge traffic calming – Rick/Alfred (where are they? (permanent and cart) do they work? do any need replacement? which places are we hearing from where there is a need? what are the options for Lightening Ridge traffic calming?) Sharon asked for this information to be provided in advance of the meeting (and possibly a proposal).
- Curtis Pond; review Dubois/King permit from 2013 – John/Denise
- 2023 Townwide reappraisal (RFP?) (Sharon will ask Mark to consider being the “point person” for this)
- Dog license
- DRB interview & appointment
- Conservation Commission appointment
- East Montpelier Fire Department

Future Agenda Items

- CV Fiber – ARPA match?
- Highway Capital Plan – Rick
- County Road Speed Limit -- Rick/Denise
- Immunizing Ash Trees – Rick/Neal Maker
- Planning Commission – Town Plan Update Process and Timeline – Jan Ohlsson
- 2023 Reappraisal – Jan Ohlsson

Review and Update Existing Policies and Ordinances

- Traffic Ordinance – Rick
- Personnel Policy – Sharon/Denise
- Job Descriptions Review and Update – Sharon/Denise
- Conflict of Interest Policy ([Conflict of Interest Background](#))

Create Ordinance/Policy

Junk Ordinance – requested

Issues Pending

- Worcester Cell Tower – John
- ARPA funds utilization process - Denise