



TOWN OF CALAIS

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

Selectboard Meeting Minutes

Monday, May 9, 2022 at 6:00 PM, Calais Town Hall

Called to Order at 6:00 PM Shade Tree Preservation Plan Hearing – Neal Maker, Tree Warden
Present: Sharon Winn Fannon (Chair), Denise Wheeler (Member), Rick Kehne (Member), John Brabant (Member), ORCA Media, Donna Fitch, Dan Singleton, Richard Hyde, Larry Bush, Meg Dawkins, Charlotte Hanna Bassage

Neal Maker provided an overview of the Shade Tree Preservation Plan and what it is intended to do pursuant to 24 VSA Chapter 67 §§ 2501 and 2502.

A shade tree hearing must be warned 15 days prior to the cutting of a tree. Notices will be posted in the usual posting locations (town website, FPF, East Calais PO and Maple Corner Store) as well as giving notice to adjoining landowners. The selectboard holds the hearing with the tree warden.

The plan must be adopted and approved by the selectboard and then an ordinance is adopted.

Comments, questions and suggestions were given by the board and others in attendance. Neal will redraft the Plan and discuss it with the Conservation Commission. The board will hold another hearing on Monday, July 11, 2022 at 6 pm.

The hearing ended at 6:50 PM

Selectboard Meeting:

Present: Sharon Winn Fannon (Chair), Denise Wheeler (Member), Rick Kehne (Member), John Brabant (Member), ORCA Media
Lisa Grace (Recording Secretary), Jan Ohlsson, John McCullough, Willa Farrell, Candi Smith, Ty Rolland, Larry Brown, Paul Guare
Absent: Marc Mihaly (Member)

1. Call to Order: Sharon Winn Fannon called the meeting to order at 7:03 p.m.

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

3. Additions/Changes to the Agenda:

Sharon Winn Fannon would like to save consideration of the April 25th minutes for the next meeting.

The board decided to postpone consideration of the dog warrant letter until the next board meeting.

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

5. Consent Agenda Part One: **Denise Wheeler moved to approve the consent agenda (with the exception of two items noted above). Seconded by Rick Kehne, this motion carried unanimously.**

- Adopt edited minutes of May 2, 2022 Special Meeting
- Reappoint Mark Brown to Conservation Commission; 3 year term ending 2025
- Ratify May 15 deadline for submission of Private Maintenance of Public Roadside Applications (discussed April 25)
- Approve Management Agreement with Friends of Town Hall (discussed April 25)
- Approve Law Enforcement Fingerprint Authorization Certificate (FAC) for chair signature

6. Consent Agenda Part Two:

Denise Wheeler recused herself from this action.

- Approve Enhanced Grant Request to Vermont Community Development Program for ECCT (Sharon, Rick, John only)

Rick Kehne moved to approve the request as presented. Seconded by John Brabant, this motion carried; Denise Wheeler recused herself from this vote.

7. Roads Report:

Rick Kehne reported that we are still waiting to hear about the structures grant for the temporary repair of the bridge, as discussed at the previous meeting.

We are also still waiting to hear more details about the East Calais stormwater project and the culvert project.

Rick Kehne shared, regarding a project which involves fire cable going across Lightning Ridge Rd., a property owner had expressed concern by contacting the selectboard. Rick reported that he had followed up with Washington Electric who acknowledged that they had been working on the right of way. Rick noted that much of the concerns were around lack of clear communication.

8. Charlebois Surcharge \$5700:

Rick Kehne shared that the dump truck is scheduled for delivery; however, the supply chain at this time is causing delays. He had shared a memo from Daimler Truck explaining a “pricing surcharge update.”

John Brabant asked, when we signed the contract for this equipment, did we provide a downpayment? Did we sign a contract with them?

John Brabant indicated that if there is an established contract and an agreed upon price, he would like to run this by our attorney: he is not sure they have the latitude to impose this surcharge. Rick Kehne will find out. John Brabant would like to see the paperwork that was submitted to Western

Star, in the event that there actually was a binding contract/ commitment.

John Brabant moved to run the contractual language by Joe McLean, our legal counsel, to see whether Charlebois has the latitude to assess this surcharge. Seconded by Denise Wheeler, this motion carried unanimously.

The board will revisit this on May 23rd.

Regarding replacing another town dump truck, Rick Kehne explained that Ford is not currently taking orders; however, we have been able to get a dump truck that had already been ordered by another entity who had changed their mind; however, we don't yet know the date that the truck will be ready.

9. Speed carts and permanent electronic speed alerts/Lightening Ridge traffic calming:

The board discussed traffic calming measures. Currently we have in place: pole mounted signs (movable) on County Road, and 2 on Rt 14 (coming into and exiting East Calais) Rick Kehne explained that one of these signs is not working well; Toby Talbot is working on repair.

Rick Kehne explained that the speed cart is very old, and is jointly owned with Marshfield and Plainfield. Rick has been investigating the cost of replacing this item (approximately \$4K).

Rick stated that if we get a mobile unit, we would be able to use it more; e.g. during temporary construction. He explained that there are various possible energy sources: electric, solar, battery.

Rick has been researching the various manufacturers and models. He shared some information about the various models. Discussion followed about speed reduction efforts. Rick stated that he is still in the information-gathering mode. He hopes to have a proposal available at the next board meeting. Sharon Winn Fannon suggested the first meeting in June (6-13-22), to allow for time to gather firm information.

Candi Smith asked, what would be the purpose for collecting data? - as Rick noted, some of the signs have the capability to gather data.

Brief discussion followed around data providing information about, for example, traffic trends.

10. DRB Applicants (All) – Interview and Appoint:

- Interview Applicant Willa Farrell to serve for one year as regular member, i.e. to complete a three year term that ends 2023
Willa Farrell introduced herself to the board. She explained her interest in serving on the DRB (Development Review Board). A brief interview followed.

- Interview Applicant Candi Smith to serve for one year as alternate member, i.e. to complete a three year term that ends 2023;
Candi Smith introduced herself to the board. A brief interview followed.

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Denise Wheeler moved to appoint Willa Farrell as member to DRB to complete a 3 year term that ends in 2023, and to appoint Candi Smith to serve for one year as an alternate to DRB, to complete a three year term that ends in 2023. Seconded by John Brabant, this motion carried unanimously.

11. East Montpelier Fire Department – Larry Brown and Paul Guare

- Introduction of new Chief Larry Brown:

Larry Brown introduced himself; he stated that he has spent approximately 45 years in fire and EMT. He shared that he has a business background.

Sharon Winn Fannon and Denise Wheeler shared their request to exchange information and explanations, sometimes several times, so they can understand the information that is an important component in working together.

Paul Guare, assistant chief, shared the ask for permission to release \$66,667. He explained that the delivery date for the truck is unknown (it might be in a different fiscal period);

Denise Wheeler explained that the voters would have to approve a reserve fund for the amount; as we have nowhere to put the money that was approved to be spent in this fiscal year.

Paul Guare suggested that if the truck does not come in by June 2023, the Calais Selectboard could pay the amount as a down payment.

- Request to Release Funds

Denise Wheeler reviewed the warning that voters had approved. She stated that we would require an invoice and will need a due date (as we will need to procure a loan). Denise noted that she would check with the town treasurer about what paperwork is needed to submit to the bank to procure the loan.

Denise indicated that she will call the treasurer tomorrow to find out what is needed, and how soon this can happen.

Paul Guare suggested that the Calais Selectboard speak with the East Montpelier Selectboard, as it might make sense for the Calais Selectboard to pay the amount toward the chassis.

John Brabant moved to give permission to the East Montpelier FD to withdraw money from the capital account to pay the note for the new truck. Seconded by Rick Kehne, this motion carried unanimously.

John Brabant moved to authorized the use of up to \$250,000 from the EMFD capital reserve fund for the purchase of the Toyne fire engine. The board expects to be provided with a copy of the purchase contract when finalized. Seconded by Rick Kehne, this motion carried unanimously.

Rick Kehne moved to authorized the use of up to \$13,830 (i.e., all

that is left) from the ESF fund for the two projects – the LED upgrade and the small area paving. Seconded by Denise Wheeler, this motion carried unanimously.

The board will revisit the release of funds (as discussed earlier) at the May 23 meeting.

12. Appoint select board liaison to work with listers on 2023 Property Reappraisal

Sharon Winn Fannon suggested appointing a board liaison to work with Jan Ohlsson and the other listers on this upcoming project.

Denise Wheeler moved to appoint Marc Mihaly as liaison with listers for property reappraisal, and lead on behalf of the selectboard on the 2023 property reappraisal project. Denise Wheeler will back him up as needed. Seconded by John Brabant. This motion carried unanimously.

Jan Ohlsson asked what will be the role of the liaison? She asked Barbara Schlesinger at Property Valuation and Review (PVR) what the roles are between the selectboard and the listers regarding the reappraisal. She learned that the bulk of the work to produce an RFP will fall to the listers. She asked, does the town have any administrative help to offer? The listers can't begin the reappraisal project until after the grand list is complete, and she suggested that the listers may request an extension to complete the grand list process. She noted that the 2023 property reappraisal project will not begin until the grand list process is complete.

Jan also confirmed that this reappraisal will be more thorough than a statistical appraisal process. Every property in town is inspected inside and out. A statistical process is not permitted at this point, because the town has done two statistical reappraisals in a row.

Some discussion followed around the administrative support that the listers will be needing to complete this project. The assistant would send letters to property owners, set up a matrix to track information, etc. Sharon Winn Fannon asked Jan and John to give some thought to the hours and timeframe, tasks, and skills that would be required so the board can consider what budget there is to hire administrative assistance. The board noted that Marc, as liaison, likely has the skills necessary to help the listers figure out what the administrative task is.

Denise Wheeler asked that the listers create a bullet point list of the duties that an administrative person would do. It may be that a limited timeframe position, with very discrete tasks, could be created with a specific start and end date to attract candidates.

Jan is planning to attend a webinar on May 10th, and expects to have more specific information after.

Jan noted that as long as we are making a good show of faith toward this process then we will not be penalized by the state, even if we are not able to acquire appraisers until, for example, 2025.

Jan explained that even completing a statistical reappraisal took nine months. She noted that it is not the actual job of inspecting and being on property that is time consuming; it is much of the paperwork and coordination and administrative support duties.

The board repeated its request that the listers work with the board's liaison, Marc Mihaly, to scope specific next steps and resources requested from the board. Denise Wheeler said she would be available to assist Marc if needed.

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, 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 Denise Wheeler, seconded by John Brabant, and unanimously approved.

The Board exited Executive Session at 9:36 pm and had nothing to report.

Adjourn: John Brabant made a motion to adjourn at 9:37 pm, seconded by Rick Kehne and unanimously approved.

Respectfully submitted,
Lisa Grace, Board Recording Secretary

May 23, 2022 Agenda Items

- Curb Cut Application (updated) and Curb Cut Application Assessment Form (new) (Sharon/Denise) – ACTION ITEM ([Curb Cut Materials](#) at this link) (Denise had drafted an application; Sharon had drafted an assessment tool)
- Planning Commission – Zoning Regulation Update; Process and Timeline – Jan Ohlsson
- Bi-Weekly Payroll and Direct Deposit – ACTION ITEM
- Curtis Pond; review Dubois/King permit from 2013 – John/Denise – DISCUSSION ITEM
- Tasks for a well-functioning board – Denise – DISCUSSION ITEM
- Proposal for town hall cleaning
- Charlebois surcharge

Future Agenda Items

- CV Fiber – ARPA match?
- Highway Capital Plan – Rick
- County Road Speed Limit -- Rick/Denise
- Immunizing Ash Trees – Rick/Neal Maker
- 2023 Property 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](#))
- Town Hall Usage Policy – Review and Renew July 2022

Create Ordinance/Policy

Junk Ordinance – requested

Issues Awaiting Further Development

- Worcester Cell Tower – John
- ARPA funds utilization process
- East Calais Stormwater Project

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