



TOWN OF CALAIS

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

Selectboard Emergency Meeting Minutes

Monday, September 19, 2022 at 7:30 PM

LOCATION: Via Zoom Only

Selectboard members attending: Sharon Winn Fannon, Denise Wheeler, Marc Mihaly, John Brabant and Richard Kehne

Others attending: Director of Public Works Erik Oberlin, Ginny Sassaman and Barbara Butler

7:33 PM

- Call to Order
- Public Comment

Barbara Butler asked what this meeting is about and will the board have anything to report out after executive session? Ms. Butler stated that sometimes actions are taken and reported but are not in the minutes. Sharon explained the board reports out information as appropriate to do so after executive session. In some circumstances, there is nothing to report because the nature of the discussion is confidential, consistent with the statutory purpose of the executive session. If an action is necessary after executive session, the board will, as appropriate, make a motion to take a particular action. If an action is necessary but it is not appropriate to share the nature of the action, the board will make a motion to take action "consistent with discussion in executive session."

- At 7:38 pm Denise Wheeler made a motion to enter executive session to discuss personnel matters per 1 VSA § 313) (a)(3), specifically related to the appointment or employment or evaluation of a public officer or employee. We are inviting the director of public works, Erik Oberlin to join us. Rick Kehne seconded the motion, unanimously approved by the board. Denise noted that, consistent with the statute, the board will make any final decision to hire or appoint a public officer or employee in an open meeting.

The Board said it would welcome both Ms. Butler and Ms. Sassaman to rejoin the Board at approximately 8:30 pm.

At 8:30 pm Marc Mihaly moved to resume regular session, this was seconded by Denise Wheeler and unanimously approved.

Ms. Butler rejoined the meeting.

The Board reported the following:

We have received a letter of resignation from the road commissioner Alfred Larrabee effective September 29 and recently received an email resignation from the operations manager, Toby Talbot effective September 15. The letters of resignation are personnel documents, as are all employment related documents (including applications for employment), and as such are confidential to the selectboard and cannot be shared with members of the public.

The duties and responsibilities of the operations manager will be absorbed by the director of public works.

Upon resignation of a road commissioner, the board is required to appoint a new road commissioner. Denise Wheeler made a motion to appoint Rick Kehne as acting road commissioner effective at the end of the work day on September 29, this was seconded by Marc Mihaly and unanimously approved by the board.

The board welcomed Mr. Oberlin to the team and asked him his plan for the next two weeks. Erik said he will be meeting with the road commissioner, Alfred Larrabee on Tuesday. He plans to shadow the road commissioner and gain as much knowledge as possible including but not limited to equipment, operations, truck orders, etc. over the next two weeks. The board asked Erik to consider arranging a meeting for the board with the road crew, considering that the crew is in a time of transition and the board would like to show its support for the crew. Erik said he likes that idea. Eric Oberlin advised the Board that he has started doing research to find some grants management training.

John restated the DPW job description made clear the roles and responsibilities of the DPW which do not overlap with the road commissioner and include transitioning the functions of the operations manager to the DPW. After leaving the Selectboard, Mr. Talbot continued to serve as operations manager and brought in a lot of grant money. This position was always intended to be temporary. The DPW was not hired to replace or displace the road commissioner and has broader overarching responsibilities including all grants, town building maintenance and properties and more as described in the job description.

The DPW will not have direct day-to-day oversight of the road crew, except as necessary if there is otherwise no leadership.

Rick also clarified he will not be doing day-to-day oversight as acting road commissioner.

Adjourn 8:42 by motion of Denise Wheeler, seconded by Rick Kehne and

unanimously approved.

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