

**SELECTBOARD MEETING**  
**LOCATION: Calais Town Office**  
**MONDAY, FEBRUARY 13, 2017 @ 7:00 P.M.**

*Unapproved*

**Present:** Selectboard Members Denise Wheeler, Scott Bassage, John Brabant, Toby Talbot

**Others Present:** Lisa Stoudt, Board Recording Secretary; Donna Fitch, Town Clerk & Treasurer; Tom McKone; Rob Richert; Alfred Larrabee; Craig Line; Jan Ohllson

**Call to Order:** Denise Wheeler called the meeting to order at 7:04 p.m.

**Administrative work and changes or additions to the agenda:** Denise Wheeler shared that she will be testifying tomorrow at the State House, on telecommunications issues.

**Review & Sign Town Invoices, Highway Orders and Budget Update:** Invoices and board orders were circulated and signed.

**Appointments: John Brabant, CVRPC:** Denise Wheeler explained that John Brabant is willing to take back his appointment to the committee, as Paul Rose has not been able to attend for some time. Denise Wheeler moved to appoint John Brabant to the CVRPC. Seconded by Scott Bassage, this motion carried unanimously.

**Approval of Minutes:** Denise Wheeler moved to approve the minutes of January 30, 2017. Seconded by Scott Bassage. Discussion: Ms. Wheeler pointed out one error in the spelling of a name in the minutes. This motion carried unanimously, with noted correction.

**Road Commissioner Update:** Alfred Larrabee reported on all of the plowing and sanding that has occurred so far this winter. He stated that the sand supply is getting low already. January was unusually rainy.

Denise Wheeler explained to him that the Selectboard intends to visit the town highway crew (possibly at the new town garage) to discuss the proposed conversion to bi-weekly pay.

Alfred stated that the road crew members are getting tired from working long days and overtime. He intends to enlist the help of the substitute plow driver, to give the regular crew some reprieve.

Denise Wheeler asked about an incident with one of the trucks (wheel hubs). Alfred shared that the repairs have been complete. Alfred shared that this repair will cost less than \$1K; however, the labor has been completed by the town crew – this saved a great deal of cost.

**Operations Manager Update:** Toby Talbot stated that he had shared on Front Porch Forum about individuals plowing properties and pushing snow across the state roads and sometimes into the right-of-way. Alfred Larrabee is going to talk to a few people, and offer a copy of the statute, to see if he can resolve this. Denise Wheeler suggested that if that approach does not work, the Selectboard or the Operations Manager might write a letter to explain this requirement and to ask for compliance.

Some discussion followed around plowing, for instance, on Sunday night (last night.)

**Update LEOP for 2017:** This happens after Town Meeting Day.

**Documentation for subcontractors for Worker's Comp audit:** Denise Wheeler checked with Toby Talbot that this documentation is being completed.

**VTrans highway reclassification paperwork (due 2/9/17):** Board members signed this document.

**VTrans Grant Assessment form:** Toby Talbot reported that he completed this online.

**Conversion to paying town employees bi-weekly:** Toby Talbot stated that the highway crew members are concerned about this proposed change. He suggests that the Board invite them to a meeting to discuss their concerns. Donna Fitch stated that the impetus for this change is to work more efficiently, and that most of the rest of the workforce operates on a bi-weekly pay period.

**VLCT PACIF Insurance - adding garage addition, follow up on other town garage and town office suggestions and Hazard Communication Program:** Toby Talbot stated that the salt shed had not been previously included in this insurance policy. He shared that James Barlow, Esq., has advised that all of the hazardous materials in the town garage be inventoried and documented. Some discussion followed around the new town garage.

**Winter Operations Plan - include less/ later plowing of less-traveled roads?** Toby Talbot shared that the letters have been received by residents, and he has heard from two separate people. He has talked with them and he believes that everyone is satisfied and understands the plan.

Toby Talbot moved to add the following language to the Winter Operations Plan: "15) At the discretion of the road commissioner, and for the safety of the road crew who may have worked long hours, some low-traveled roads may wait until the next day from a snow event for final plowing and cleanup. No roads will be left with more than 6 inches of snow and will be passable by emergency vehicles." Seconded by Scott Bassage, this motion carried unanimously.

**Universal Recycling Exemption:** Scott Bassage explained that by July 1, 2017, all of the transfer stations are required to have signage and containers for recycling. Some discussion followed around exemptions to this requirement.

**Kellogg Hubbard Library presentation (Tom McKone/ Craig Line):** Tom McKone and Craig Line explained the amount this is requested on Town Meeting Day, which is the same amount as previous years: \$25,760. They invited questions from Board members. Some discussion followed around utilities such as heat. Mr. McKone shared that approximately 1/3 of Calais residents have active library cards. The Board discussed the fact that Berlin residents approved last year's request, and that the Library is planning on Berlin in this year's proposed town contributions.

Mr. McKone explained the Endowment Fund at the Library. This Fund contributes to about a quarter of the budget; the towns together contribute about half. Statewide average for towns is to

contribute approximately \$31 per capita; Kellogg Hubbard asks approximately \$16 per capita.

**Radon mitigation proposal for town:** The Board discussed radon issues, especially during heating system. John Brabant explained the two separate proposals that had been considered. The Board agreed on the exterior eradication proposal, which is quoted to cost \$1,435.

**2020 Census Local Update:** The Board discussed this upcoming task. Denise Wheeler agreed to take home the documents for review. Scott Bassage will review them as well.

**CVRPC Energy Survey:** Jan Ohlsson shared "constraint maps" and explained that this survey is to find out where residents are willing, and where they are unwilling, to have energy sources. Some discussion followed. Toby Talbot suggested taking a look at the maps, with the various layers (for example wetlands, vernal pools, etc), and to consider which portions are not constrained in some way. John Brabant and Jan Ohlsson briefly explained their experiences so far in this work and these discussions. Jan Ohlsson stated that she is curious how much energy the state expects the town of Calais to be responsible for. Discussion followed around this topic. John Brabant explained some of the issues having to do with forests and carbon. The issue of "sequestering" was discussed. John Brabant will share with the Board a report about sequestering forests, for more information.

Jan Ohlsson and John Brabant will talk together further about how this energy plan relates to Calais. Some discussion followed around various energy sources in the area.

John Brabant agreed to represent the Calais Selectboard, and Jan Ohlsson will represent the Planning Commission, with possibly someone from the Conservation Commission, to work on this survey document. They discussed the possibility of meeting next Monday, Feb 20th, to work on a draft.

**Continue discussion of Charter public outreach process and mailing:** Denise Wheeler shared the final letter and Q&A page, to go to the printer. Scott Bassage had researched and will use The Mailing Center to complete this job for approximately \$700.

Ms. Wheeler reminded Board members that at the next meeting (February 27th), the Board will work out the logistics around Town Meeting Day preparation.

**Adjourn/ continue meeting:** The board adjourned by consensus at 8:37.

Respectfully submitted, Lisa Stoudt, Board Recording Secretary