



TOWN OF CALAIS

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

SELECTBOARD MEETING
Monday, March 27, 2023
6:00 p.m.
Calais Town Hall

Agenda

6:00 Call to Order

Executive session to discuss what we learned from our bond attorney regarding the Curtis Pond Dam. We ask that no one enter the building until 6:30 when we come out of executive session.

6:30 Public Comment

Up to 15 minutes; Time will be divided so that everyone has equal time to speak

6:45 Additions or Changes to Agenda and Consent Agenda

- Approve Minutes of 3.19.23
- Approve Minutes of 2023 Town Meeting
- Approve WEC permit application to install poles in Town ROW on Sadie Foss Road
- Ratify vote of 3.19.23 to Adopt Rules of Procedures
- Ratify vote of 3.19.23 to move \$49,200 for speed signs from ARPA to Highway Sign Budget
- Appoint Anne Winchester as Municipal Authorized Official for purpose of administering the Community Development Grant for rehabilitating the East Calais General Store

6:50 Appointments

- Appoint new DRB member
- Appoint new E-911 Coordinator

7:00 Selectboard Training Opportunities - PRESENTER: Anne Winchester

POSSIBLE ACTION: Authorize expenditures for members to attend SB trainings

7:10 Curtis Pond Request for Proposals and CPA projected timeline for action

PRESENTER: Marge Sweeney, or other CPA member

POSSIBLE ACTIONS:

- Authorize release of RFP or other legal documents
- Authorize CPA to move forward with permitting process

7:30 SB Document Sharing and Emails - PRESENTER: Jordan Keyes

POSSIBLE ACTIONS:

- Finalize plan for town official email addresses and use of document sharing and email systems
- Authorize rbTech to implement a new email and document sharing system

7:45 Hire Half-Time Road Crew Member - PRESENTERS: Anne Toolan and Jamie Moorby
POSSIBLE ACTION: Interview and/or hire half-time road crew member; This may require an executive session

8:00 Hire Full Time Road Crew Member - PRESENTERS: Anne Toolan and Jamie Moorby

POSSIBLE ACTIONS:

- Approve job description
- Authorize Anne Toolan and/or Jamie Moorby to advertise for position and work with road crew to interview candidates

8:15 ARPA Grants - PRESENTER: Gabrielle Malina

POSSIBLE ACTIONS:

- Appoint an ARPA grants administrator to manage ARPA grants
- Make adjustments to unspent ARPA grant awards

8:30 Revise Existing Town Credit Card Policy to allow issuance of credit card to Road Crew
The current policy does not authorize this. Road crew currently must go to town office to borrow credit card in order to fill vehicle gas tanks.

PRESENTERS: Anne Winchester, Jamie Moorby, Anne Toolan

POSSIBLE ACTION: Adopt a revised Town Credit Card Policy. If policy is adopted, authorize issuance of credit card to Road Crew

9:00 Update on Current Road Issues and Actions Taken Regarding Management of Highways

PRESENTERS: Anne Toolan and Jamie Moorby

POSSIBLE ACTIONS:

- Authorize signature on annual report regarding Municipal Roads Grant program due to state on 04/01
- Sign agreement between the Town and CVRPC regarding management of Kent Hill Road scoping study

9:15 Town of Calais v. Shedd Update - PRESENTERS: Anne Toolan and Jordan Keyes

9:30 New Business and Adjournment

Note: Agenda items may be taken up earlier than noted if items are completed more quickly than anticipated.