

Selectboard Meeting Minutes

Monday, January 15, 2018 at 7:00 pm Calais Town Office

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (member), Clif Emmons (member), Jonathan Williams (Selectboard Administrator), Judy Robert (Town Clerk, Minute Taker) Donna Fitch (Treasurer, arrived at 7:20), Alfred Larrabee (Road Commissioner, arrived 7:40), Toby Talbot (Operations Manager, arrived 8:05)

1. Call to Order: Denise Wheeler called the meeting to order at 7:02 pm.
2. Public Comment (for items not on agenda) The Town Meeting Warning will be added to the agenda.
3. Executive Session 1 V.S.A. 3139(a) (2) – Postponed until February 12, 2018.
4. E911 Coordinator Appointment – The Selectboard discussed Jonathan Williams assuming the E911 coordinator responsibilities and approved.
5. S.97 Public Notice on Electronic Media Review and Discussion
The Selectboard reviewed this bill related to posting town public notices.
John Brabant moved and Rose Pelchuck second the motion to provide signatures in support of the bill, and this was unanimously approved.
6. Review of Minutes
The Selectboard reviewed 1/8/2018 minutes and approved.
7. Town Hall Committee Proposal
Donna Fitch updated the Selectboard on progress of the Town Hall Committee’s work. Discussion included the anticipated process for renovations related to the decisions regarding whether or not to move the building for foundation work and related to removal of windows during renovations. Grant writing and fundraising for the project was discussed. Cultural Facilities Grant Guidelines were discussed. Donna Fitch suggested a discussion should be had between the Selectboard and the Blue Barn Players to clarify expectations. Realistic future scheduling of plays for the spring/summer 2018 should be reviewed.

The Town Hall Committee is requesting an article in the Town Meeting Warning for a \$200,000.00 loan to be approved by the voters.

The project budget was discussed regarding income, expenses, grants, and matches required from the town. The Town Hall Committee will prepare a presentation of the project and budget for a “road show” and for Town Meeting. Suggestions were made for the presentation.

The Selectboard discussed using the Town Hall as an emergency shelter.
8. Budget: Salary/VMERS discussion

The Selectboard discussed the expected employer and employee contribution rate increases announced by the State Treasurer for the VMERS retirement program. The Selectboard discussed increasing the Calais employee share of the VMERS contribution.

The current employee contribution rate is currently 3.3%. The question is: Shall this be increased to 4.5%? (1.2% increase for employees.) It was discussed that a salary increase could compensate for this increase in VMERS that would reduce the paycheck.

Alfred Larrabee discussed the issue of salary increases.

9. Operations Manager Job Description Review

Moved to January 22, 2018

10. Budget

Donna Fitch reviewed the budget with the Selectboard.

Denise Wheeler suggested the Selectboard interview the one internal applicant for the Treasurer position on January 22, 2018. This will affect the budget discussion of salaries and benefits.

11. Warning for Town Meeting

The Climate Resolution was reviewed to be added to the warning. The Selectboard discussed the start time of the Town Meeting and the order of School/Town or Town/School.

The Selectboard approved the School meeting to start at 8:00 am and Town meeting could start at 9:30, with a fifteen minute break between meetings.

Jon Williams reviewed changes and updates to the draft Warning.

12. Executive Session 1 V.S.A. 3139(a) (3) – Personnel Matter

Denise Wheeler made a motion to go into Executive Session at 9:07 pm in accordance with 1 V.S.A. subsection 313 (a) (3) for the purpose of discussing personnel matters with the Operations Manager, Toby Talbot. The motion was seconded by John Brabant, voted on and carried 5-0. After pertinent discussion with Toby, he was excused from the meeting and the Selectboard continued in Executive Session. John Brabant made a motion to resume the regular session at 10:40 pm. The motion was seconded by Clif Emmons, voted on and carried 5-0. Denise Wheeler stated there was nothing to publicly report.

John Brabant made a motion to adjourn at 10:41 pm. The motion was seconded by Rose Pelchuck, was voted on and carried 5-0.

Respectfully submitted, Judy Fitch Robert, Town Clerk/Minute Taker

Approved by the Selectboard at the 1/29/18 meeting