

Selectboard Special Meeting Minutes

Monday, January 29, 2018 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Donna Fitch, Sandra Ferver

Absent: Sharon Winn Fannon (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 7:00 pm.
2. Public Comment: None.
3. Review of Agenda/Correspondence: None.
4. Executive Session – Personnel Matters per 1 VSA 313(a)(3): Denise Wheeler made a motion to go into executive session with Assistant Town Clerk Sandra Ferver at 7:04 pm in accordance with 1 V.S.A. subsection 313 (a) (3) for the purpose of discussing personnel matters. The motion was seconded, voted on and carried 4-0. The regular session resumed at 8:00 pm. Denise Wheeler had nothing to report publicly.
5. Town Hall Renovation Committee Update - Proposal/Contract Review & Possible Approval: The Town Treasurer updated the Selectboard on details from the past week from the Town Hall Renovation Committee, and reviewed a contract with CPG Enterprises (fundraising consultation), submitted for approval from the Selectboard. (The fundraising contract is being funded by a grant.)
John Brabant moved and Clif Emmons seconded authorizing the Selectboard Chair to sign the contract with CPG Enterprises; the motion carried 4-0.
6. Budget Review & Approval & Final Review of Warning: The Town Treasurer shared an analysis of potential Town and education tax rates on one property, as an example, and identified the areas that the Town has reduced budget items. The Selectboard clarified or reduced items throughout the budget, and checked current accounting of the highway contingency and heavy equipment reserve funds. The Selectboard discussed their anticipation that this year's budget will be close to level-funded.

The Selectboard reviewed article sequence, content and grammar on the warning. The Selectboard Administrator clarified the deadlines for the warning to get to the printer and how that impacts the statutory requirements for distribution, and reviewed the layout and artwork of the town report.

7. 'Cafeteria Plan' Health Care Opt-Out Stipend: The Selectboard Administrator had researched the possibility of offering Town officials a stipend as an alternative to signing up for the Town's health insurance plan. His research brought the same result as the information provided by the town's attorney. This process is called a "cafeteria plan," and the Selectboard intends to follow up on this with the Treasurer at a staff meeting. The Selectboard considered making the stipend a flat rate annually.
8. Review of Assignments, Minutes, Upcoming Meetings:
 - a) Review, Discussion, and approval of minutes (1/15, 1/22): Rose Pelchuck moved to approve the 1/15/18 minutes as listed on the agenda, with edits. Denise Wheeler seconded and the motion passed unanimously. Denise Wheeler moved to approve 1/22/18 minutes as listed on the agenda, with edits. Rose Pelchuck seconded and the motion passed unanimously.
 - b) Warrants: The Board reviewed the invoices and orders were processed for payment.
 - c) Assignments: None.
 - d) Other Business: The Selectboard discussed creating a document to post to the Town website regarding questions about road conditions, potential channels for addressing concerns, and plow schedules and winter maintenance policy. The Selectboard discussed the Town's options for unemployment insurance.
9. Executive Session – Personnel Matters per 1 VSA 313(a)(3): At 9:38 pm Denise Wheeler made the motion to go into Executive Session per 1 VSA 313(a)(3). The motion was seconded, voted on and carried 4-0. Regular Session resumed at 9:55 pm. Denise Wheeler reported the Selectboard has finalized the salary adjustments for FY 2019 for all town employees.
10. Adjournment: Rose Pelchuck made a motion to adjourn at 10:00 pm. The motion was seconded, voted on and carried 4-0.

Date: 2/1/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 2/12/18 meeting