

Selectboard Meeting Minutes

Monday, November 27, 2017 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Donna Fitch, Jerome Lipani, Arlyn Bruccoli, Melanie Rodjenski, CPA, Alfred Larrabee, Tammy L. Leno, Jan Olhsson, Michael F. Fullerton, Toby Talbot, Jamie Moorby, Karin McNeill, Neal Maker

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. Transportation Items
 - a) Hayden Road Bridge Guardrail Decision & Approval: Denise Wheeler commented that the metal guardrails are installed, temporarily, due to safety; the Selectboard intends to look into wooden guardrails in the spring. The Selectboard, Road Commissioner and public discussed the aesthetic and insurance/liability concerns regarding guardrail materials used, as well as the guardrail posts' locations in relation to a tree. The Selectboard plans to revisit the location of the guardrail in relation to the tree in the spring, when the guardrail is reconsidered. Sharon Winn Fannon moved and Clif Emmons seconded to approve the Hayden Road Bridge Guardrail Decision; the motion passed unanimously.
5. Recurring Items, Presentations, Reports:
 - a) Warrants for Payment: The Selectboard Administrator pointed out a couple of discrepancies that he will speak with the Town Treasurer about tomorrow, and will return to the Selectboard if not resolved.
 - b) Close of FY17 Budget Discussion and Review: The Town Treasurer and Melanie Rodjenski, CPA, presented informational summaries reviewing town funds as of June 30, 2017, and activity in different categories. Discussion included potential reasons for this summary's showing an excess of revenue in some categories, and the 2017 deficit. The Selectboard discussed how to categorize grant monies within the budget, as well as ways that the management (and format of reporting) of financial information will be different when the Town moves to the NEMRC computer system. The delineation between a "highway fund" and a "general fund with a highway reserve" was discussed, along with how the general fund and highway reserve are currently related; and the language of the warned item for the Town Meeting article related to highway surplus. Details such as vehicles and liability, highway employee insurance and retirement costs, legal fees, etc. were identified as needing to be considered when looking at the highway department budget.

The Selectboard asked Accountant Melanie Rodjenski to summarize the information covered today, which can then be considered with the Town Attorney.

- c) Budget Review: Town Expenses; Salaries & Related Benefits/Salary Schedule: The Town Treasurer shared a list of items regarding salary and dental benefits for the Selectboard members to consider in advance of upcoming meetings. The Selectboard discussed the way the VMERS retirement plan is paid, and intends to have a specific time on an upcoming agenda for discussing Listers' salaries.
- d) Review/Select Town Health Insurance Plan Options: The Selectboard reviewed spreadsheets comparing the health insurance options, plus the HRA account contributions. John Brabant moved for the upcoming budget year to select the "Standard Gold" plan. Denise Wheeler seconded, and the motion passed unanimously.

6. Business Items for Possible Vote

- a) Town Hall Update: The Selectboard Administrator updated the Selectboard based on a meeting with members of the Town Hall planning group, reiterating the Board's intention regarding the Town Hall remaining primarily a municipal building, for municipal use. The discussion topics included grants already received, the possibility of hiring a grant writer and fundraiser, the Historic Preservation Commission's grant activity. The Selectboard Administrator confirmed that there is no intention from the planning group for a Town loan for this renovation. The Selectboard wants to talk further about the need for the renovation to meet potential future municipal Town use requirements.

The Selectboard discussed the creation of a Municipal Town Hall Committee: members from the planning group have volunteered, and the Selectboard wishes to include two Selectboard members, with the assistance of the Selectboard Administrator.

The Selectboard considered keeping an eye on the Town's portion of grant matching going forward, as well as the public's desire for the level of Town financial commitment. The Selectboard may make use of periodic public outreach efforts.

- b) Lister Appointment: Denise Wheeler moved to appoint Wilson Hughes to fill the vacancy spot of Laura Fillbach until the March, 2018 ballot. John Brabant seconded, and the motion passed unanimously.
- c) Riparian Buffer around Riparian Buffer Town Hall Presentation/Plan/Agreement: Jamie Moorby brought a plan and proposed agreement that would provide a joint grant from the US Fish and Wildlife Service and Friends of the Winooski River; the grantor would provide a team to install the buffer as described; the Town would be expected to sign a ten year agreement to allow the buffer to remain undisturbed. The Town Hall planning group has been made aware of the diagram of the proposed agreement; the Friends of the Winooski has been made aware of the upcoming possibility of the Town Hall moving, being renovated, and having a septic installed.
Sharon Winn Fannon moved to approve the agreement and plan that Jamie Moorby presented. Denise Wheeler seconded, and the motion passed unanimously.
- d) Internal Controls Guidance Document Review: The Selectboard wishes to wait until Nicole Sancibrian can be present to discuss this item.
- e) Review Operations Manager Job Description: The Selectboard was saddened to hear of the passing of Cy Lamberton's wife, Pat Lamberton. Cy was on the Selectboard for countless years and has helped at the Town in many capacities.

The Selectboard reviewed the job description for the Operations Manager, and compared it with a version containing suggested edits. The Selectboard members agreed that the timing is right to be defining this position's responsibilities, and wishes for the Operations Manager to be present to share his perspective on the job description.

7. Review of Assignments/Minutes

- a) Review, discussion, and approval of Minutes: 9/25, 11/20: Rose Pelchuck moved and Denise Wheeler seconded to approve the Minutes of the 9/25/17 Selectboard Meeting, as amended. Clif Emmons recused himself, as he was not present at the meeting. The motion passed unanimously.

Rose Pelchuck moved and Clif Emmons seconded to approve the Minutes of the 11/20/17 Selectboard Meeting, as amended. The motion passed unanimously.

- b) Other Business: The Selectboard Administrator discussed the Memorial Markers installation and recent concerns raised by the public.

The Selectboard discussed road gravel material and wishes to revisit these concerns in the end of the season.

- c) Executive Session – Employee Evaluation: Rose Pelchuck made a motion to go into Executive Session at 9:54 pm in accordance with 1 V.S.A. subsection 313 (a) (3) for the purpose of discussing employee evaluations/personnel matters. The motion was seconded, voted on and carried 5-0. The regular session resumed at 10:34 pm. Denise Wheeler stated there was nothing to report publicly.

8. Adjournment: Sharon Fannon made a motion to adjourn at 10:35 pm. The motion was seconded, voted on and carried 5-0.

Date: 11/28/2017 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 1/8/18 meeting