

Selectboard Meeting Minutes

Monday, February 12, 2018 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member, arriving 7:30 pm), Sharon Winn Fannon (Member, arriving 7:10 pm), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Jerome Lipani, Craig Line, Lou Cherry, Tom McKone (Kellogg-Hubbard Library), Craig Line, Alfred Larrabee, Neal Maker, Richard Maizell, Mary Jacobsen, Jan Bruff, Stephanie Kaplan, Larry Bush, Gus Seelig

1. Call to Order: Denise Wheeler called the meeting to order at 7:02 pm.
2. Public Comment: None.
3. Review of Agenda/Correspondence: The Selectboard Administrator reviewed a couple of pieces of correspondence. Two curb cuts are requested for a subdivision that has not yet been approved by the DRB, and the Selectboard decided to await the DRB's decision before acting.
4. Recurring Items, Presentations, Reports:
 - a) Kellogg Hubbard Library Update: Tom McKone and Craig Line shared a summary of Calais' support of the Kellogg-Hubbard Library over the past eight years, as well as comparison to statewide average per capita amounts. The Selectboard and library representatives discussed the history of member towns' contributions, usage, and proposed increases to per capita amounts, and explained the library's intention to get the member towns to an equitable level of contributions over the next few years.
5. Business Items for Possible Vote:
 - a) Sign Warning: Selectboard members signed the warning for Town Meeting.
 - b) Town Employee Appointments: The Chair reported that the position of Town Treasurer was offered to Sandra Ferver, and she accepted contingent upon receiving the letter the Selectboard is creating in executive session the same evening.
 - c) Review Calais Roads FAQ Document: The Selectboard and Road Commissioner reviewed and edited a document that will be provided for the public's information outlining details about how Calais' road crew works during winter weather. The Road Commissioner described in detail a process that the department is currently testing that utilizes a local product which is byproduct of alcohol distillation. The Road Commissioner reiterated his encouragement for residents with road concerns to contact him directly to receive his response.
 - d) Unemployment Insurance Claims Review/Discussion: The Selectboard Administrator updated the Board with a quote from VLCT (for unemployment insurance), and clarified

that this insurance will not cover the current claims made by the Cemetery Commission employees.

- e) Ordinance & Policy Revisions Review: Draft Reserve Fund Balance Policy: The Selectboard tabled this item until a subsequent Selectboard meeting.
6. Calais Conservation Commission: The Selectboard Chair reviewed the background of North Calais Memorial Hall Association (NCMHA) and the criteria to be met when requesting money from the Conservation Fund, and stated that the Town does not have any interest in owning Memorial Hall. The first step is for the organization to approach the Conservation Commission; the Conservation Commission comes to the Selectboard with their recommendations; finally, the Selectboard holds a Public Informational Meeting. The Chair outlined these pieces coming in to place for the NCMHA to receive funds, and she saw no need for this discussion to be held in executive session. Discussion included potential written commitments between the Selectboard and the Conservation Commission and the NCMHA, and consideration of a Conservation Advisory Committee within the NCMHA. The Selectboard and Conservation Commission expressed the need for the NCMHA to provide their expected funding outside of Town funds. The Conservation Commission clarified that if the NCMHA is a recipient of federal grant monies, the property would have a permanent conservation easement, as well as a public access easement, requiring that if there is ever a future sale, public access would be assured through the easement language of the VHCB.
7. Review of Assignments, Minutes, Warrants, Upcoming Meetings:
 - a) Approval of minutes: Clif Emmons moved and Rose Pelchuck seconded to approve the minutes of the 1/29/18 meeting, as edited; the motion passed 4-0 (Sharon Winn Fannon abstained).
 - b) Warrants: The Board reviewed the invoices and orders were processed for payment.
 - c) Assignments: Special Meeting Agenda and Highway FAQ Document are to be prepared by the Selectboard Administrator.
 - d) Other Business – February 19 Joint Meeting with East Montpelier Selectboard: East Montpelier’s Budget Committee has suggestions for improving the Fire Department budget, and a Special Meeting has been set to begin discussions on this matter.
8. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 8:52 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 5-0. Denise Wheeler made a motion to resume Regular Session at 10:00 pm. Denise Wheeler reported the Selectboard is working to clarify the Cafeteria Plan benefit, authorized Denise Wheeler to sign the final version of the letter of employment for Sandra Ferver, newly appointed Town Treasurer, and the Selectboard will review and revise the Town of Calais Personnel Policy this spring.
9. Adjournment: Rose Pelchuck made a motion to adjourn at 10:04 pm. The motion was seconded, voted on and carried 5-0.

Date: 2/14/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 2/26/18 meeting