

Selectboard Special Meeting Minutes

Monday, November 5, 2018 at 6pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani (ORCA), Judy Robert (Town Clerk), Sandra Ferver (Town Treasurer), Stephanie Kaplan, Jan Ohlsson, Peg Bowen

1. Call to Order: Denise Wheeler called the meeting to order at 6:00 pm.
2. Executive Session with Town Office Staff: Denise Wheeler made a motion to go into Executive Session at 6:00 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters, inviting Town Clerk Judy Robert and Town Treasurer Sandra Ferver to join them. The motion was seconded, voted on and carried 5-0. The Board resumed Regular Session at 7:08 pm. The Chair had nothing to report publicly.
3. Public Comment: None.
4. Review, Additions/Changes to Agenda: None.
5. Updates/Reports (as needed or requested)
 - a) Road Commissioner and Operations Manager: This item was not needed.
 - b) Treasurer: This item was not needed.
 - c) Town Clerk: This item was not needed.
 - d) Town Hall Renovation Committee: The Chair reported that the current stage of the renovation process is the septic.
 - e) Act 46 Update: The Chair reported that the Act 46 appeal engagement letter has been filed.
6. Budget/town report items:
 - a) Conservation Commission: Stephanie Kaplan reported on the work of the Calais Conservation Commission. She communicated the Commission's work on handling Emerald Ash Borers and the Commission's wish to implement a tree warden ordinance for Calais. The Board and Stephanie Kaplan discussed having an informational Emerald Ash Borer presentation in February, sponsored jointly by the Selectboard and Conservation Commission, and a town-wide event for using a phone app for identification of ash trees to create a town road inventory of ash trees.

Stephanie Kaplan reported on specialists the Commission has met with in moving forward with Act 171 requirements for town plans regarding connectivity of forest habitat blocks. The Commission is also updating its Conservation Fund Guidelines. She shared that the Fall Foliage Walk led by Town Tree Warden Neal Maker was a success last month. The Commission wishes to continue to hire their recording secretary, and otherwise has their

budget level funded. The Selectboard shared their appreciation and thanks for the Conservation Commission's work.

- b) Development Review Board (DRB): Peg Bowen reported that the only budget request the DRB has is their recording secretary's salary, and a small expense for a building rental while the Town Hall is being renovated. The Selectboard and Peg Bowen discussed how to handle a member who is not attending meetings, nor responding to correspondence. The Selectboard thanked Peg Bowen and the DRB for their hard work.
- c) Planning Commission (PC): Jan Ohlsson shared the current membership of the PC and the assets that individual members bring. She reported on the progress of working on the Shoreland Overlay district. Upcoming zoning regulation changes fall under water quality issues, and include stormwater management, erosion control and flood hazard zones. There will be no zoning changes for this upcoming Town Meeting. The PC wishes to include a few hundred dollars to hire a person to work on data entry; the Chair asked Katie Lane-Karnas to work on this using remaining funds from this year. Jan Ohlsson commented on the challenges of balancing detailed work with the work of planning. She requested \$5,000 for the initial creation of a long-term planning fund, the criteria for which would be for grant matching; it could be a pool between Town committees. She commented on the challenge of finding member volunteers, and in the event of a town not having a planning commission, the regional planning commission serves as the town's. Jan Ohlsson proposed ideas for the Board to consider for the future: the Town buy the East Calais Recreation Field and a local option room and board tax for the Air bnb's, bed and breakfasts and rentals. The Selectboard thanked Jan Ohlsson and the PC for their hard work.

The Board planned to add all requests to the draft of the budget, and then prioritize from there.

- d) Office/Selectboard/Highway: The multiline phone system has been ordered and is due to be delivered this month. Clif Emmons and the Chair will meet with Andy Felice regarding the town office's more involved maintenance needs.

The Board discussed ongoing feedback regarding the need for an improved environment for staff concentration in the busy office. The Board considered the potential for interior physical configuration changes as well as waiting until after the Town Hall renovation is completed before considering any Town Office renovation or space changes. The Chair reiterated her role in continuing communication between office staff and the Board.

The Board discussed a "COTT" estimate for digitizing Calais' land records, creating an online index that would allow Town officials and others to access records electronically, making document searches faster and less disruptive to office staff than the current method. The estimate includes digitizing records back to 1980.

- 7. Consideration of "draft" credit card policy: The Board worked on edit and detailed review of the draft credit card policy. Discussion included the need to create the policy to clearly state expectations in advance of any foreseeable situation. The Board requested the Recording Secretary make changes as noted and send a clean copy to the Board for approval at the next meeting.
- 8. Consideration of "draft" road naming policy: This item was tabled until a subsequent meeting.
- 9. Chair update, projects, etc.: This item was tabled until a subsequent meeting.

10. Review and approve minutes, warrants
 - a) The Board reviewed the invoices and orders were processed for payment.
 - b) Clif Emmons moved and John Brabant seconded to approve the minutes of the 10/15/2018 special meeting, with the changes as noted; the motion passed 4-0 (Sharon Winn Fannon abstained because she was not in attendance at the 10/15/18 meeting).
 - c) Rose Pelchuck moved and Clif Emmons seconded to approve the minutes of the 10/22/2018 meeting, with the changes as noted; the motion passed 5-0.
 - d) Denise Wheeler moved and Clif Emmons seconded to approve the minutes of the 10/29/2018 special meeting, with the changes as noted; the motion passed 5-0

11. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 9:15 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 5-0. The Board resumed Regular Session at 9:49 pm. Denise Wheeler had nothing to report publicly.

12. Adjournment: Clif Emmons made a motion to adjourn at 9:50 pm. The motion was seconded, voted on and carried 5-0.

Date: 11/6/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 11/26/2018 meeting

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<https://drive.google.com/open?id=1Q2nffQqMPy90bxHzlBjSTEx1L0QMTa2>