

## Selectboard Meeting Minutes

*Monday, May 14, 2018 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), Katie Lane-Karnas (Recording Secretary), Jerome Lipani, Alfred Larrabee, Judy Robert, Sandra Ferver, Sandra Luce

1. Call to Order: Denise Wheeler called the meeting to order at 7:18 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: The Chair moved the Town Hall Renovation update agenda item to follow the Delinquent Tax Collector update.
4. Road Commissioner update: The Chair and Selectboard discussed a number of updates. FEMA and CVRPC requested the Town's update on the recent storm damage, which the Town estimated at \$230.

Clif Emmons and Denise Wheeler reported that they met with the Road Commissioner regarding utilizing new technology including an iPad. This access to technology will allow the Road Commissioner to take pictures and improve inventory updating.

The "Winter Q&A" document was well received this past winter and the Board intends to create a similar handout for summer. The Selectboard and Road Commissioner are working on updated road crew job descriptions, based on years of service and expectations.

Mowing will not be needed at the Town Hall and the small amount of mowing at the Town Office will be delegated to a road crew member using the Town's lawn mower.

A Local Roads workshop is being offered on June 7 at 8:30 pm at the Calais Town Garage.

The Town did not receive the grant required (by the Town Meeting article) to purchase a chipper.

The Board and Road Commissioner discussed renting a chipper for this year in advance of a project on Jack Hill Road that requires tree removal and will provide for a realistic experience of the renting process that the Road Commissioner may share with voters.

The Road Commissioner reported branches close to the road and heavy with snow damaging Town truck windshields; the Selectboard will check with the insurance carrier about changing policy to include windshield coverage without a deductible, or if there is a comprehensive coverage option for commercial trucks.

The Selectboard and Road Commissioner discussed mowing for invasive plants twice a year as covered in the budget; the Road Commissioner will confirm the contract and timing of the mowing for invasive species with resident Doug Grout, and report back to the Selectboard. The Selectboard will discuss this year's right timing of mowing invasive species with Joanne Garton at an upcoming meeting and with the Conservation Commission as well.

The Road Commissioner reported on his progress in pursuing a resolution for the truck with the broken motor, including potential avenues based on the information he's gained in the past two

weeks. He remains in communication with two truck sales companies and the manufacturer of the motor. The Selectboard thanked the Road Commissioner for his work on this continuing issue.

5. Operations Manager update (as needed): This item was tabled until a subsequent meeting.

6. East Calais Church ROW request: Sandra Luce requested a Right of Way approval for blocking off roadway (Marshfield Road from Route 14) for the scraping and painting of the East Calais Church on May 17-19 during daylight hours. The Road Commissioner identified which roads will be barricaded and which residences will be affected. Sandra Luce will post the details to Front Porch Forum.

Sharon Winn Fannon moved and Clif Emmons seconded to approve the ROW as discussed; the motion passed unanimously.

7. Treasurer - Budget/financial update: The Treasurer reported that the percentage of the budget used so far this year is in line with the percentage of budget used at this time last year, and grant monies that have not yet been received this year. The Road Commissioner commented on the state of a road grant that is in process and will follow up to confirm where it stands. The Treasurer and Selectboard discussed the Highway Fund Budget and the Highway Equipment Reserve Fund, and the relationship between the two as established by the voters (any fund balance retained in the Highway Fund at the end of a fiscal year is moved to the Highway Equipment Reserve Fund); this year's fund balance retained was \$12,580 and was calculated by the Town's accountant because of limitations within the Quick Books system. The Town's upcoming move to the NEMRC system will make this calculation easily obtained within the office. The Selectboard and Treasurer discussed the flexibility that would be possible if the the "Highway Equipment Reserve Fund" was voted to be the "Highway Reserve Fund" (not limiting the fund balance to be used solely for equipment, but for any highway need). The Selectboard will consider this as an article in advance of next Town Meeting.

The Selectboard, Treasurer and Road Commissioner discussed costs that affected the Equipment Reserve Fund's current total.

Rose Pelchuck motioned and John Brabant seconded to allow the Town Treasurer to close up FY2017 and convert to NEMRC based on the data provided from the Town accountant (Highway surplus \$12,580). The motion passed unanimously.

8. Delinquent Tax Collector update: The Delinquent Tax Collector reviewed with the Board a prepared "Delinquent Taxes Outstanding" document which included the status of parcels that are delinquent, and her process of sending monthly bills. The Delinquent Tax Collector requested that the Board authorize her to use an accounting process in NEMRC that allows delinquent amounts less than one dollar to be abated. The Delinquent Tax Collector outlined potential plans for eliminating 2016 and 2017 arrears; she requested approval to check with the Town Attorney whether, for parcels owing less than \$1,000, any future tax payments would first be applied to these arrears and then to the 2018 bill. She also asked for authorization to send a letter defining payment arrangements to people owing more than \$2,000; the DTC will continue communication with the Selectboard regarding the responses she receives and how the Town wishes to proceed in advance of tax sale. The Selectboard asked the Delinquent Tax

Collector to create a post on Front Porch Forum as one additional way to bring attention to delinquent property owners' obligations before taking action toward tax sale.

9. Town Hall Renovation update: The Chair reports that she and Clif Emmons have been meeting every Wednesday with the Town Hall Renovation Committee, and shared specific details from the most recent meetings. There is a functional electric stove that will be posted for free on Front Porch Forum, and a player piano that will be auctioned as is. History and details of pews, heating holes in the floor, original architectural detail and information from the Blue Barn Players' involvement were discussed. The RFP for lifting the building has been distributed and the Board reviewed the anticipated schedule.
  
10. Appointments/reappointments: The Central VT ISP appointed person has been out of the country and unable to attend meetings; the Selectboard stated their preference that Calais be represented at each of the meetings. John Brabant moved and Rose Pelchuck seconded to appoint Scott Bassage as the Alternate to the Central VT ISP. The motion passed unanimously.
  
11. Review and approve updated 2018 LEOP: The Selectboard looked over the East Montpelier Local Emergency Operations Plan (LEOP) and considered pieces that may be added to Calais' plan (including animal contingencies). Denise Wheeler moved to approve Calais' updated 2018 LEOP; Rose Pelchuck amended to allow Denise Wheeler to sign the document; Clif Emmons seconded. The motion passed unanimously. A quorum of the Board has attended the LEOP training.
  
12. Chair update, projects, etc.: John Brabant passed along incredibly positive feedback and appreciation for Toby Talbot and the Calais emergency responders. The appreciation came from a local carpenter who sustained serious injury in an accident in Calais this winter and was responded to by Toby Talbot Calais emergency responders. The Selectboard noted the valuable skill offered by the Calais emergency responders and what an asset the Town has in them.  
The Town phone system now has voice mail when the office staff is on the phone; RB Tech is working to investigate the speed of internet access.  
Poplar Cemetery is currently owned privately but its association is going to fold, and the cemetery therefore comes under Town ownership. The Town Attorney is looking into the situation surrounding the cemetery.  
The Chair is investigating a domestic partner health insurance question and is setting up a meeting with the school board which will include communicating regarding disposal of compost waste in Calais.  
Ernie Parrish currently does small handiwork monthly in and around Town buildings; the Board authorized the Chair to get a price from Ernie to do some additional small projects.  
The Board discussed details of an upcoming event to celebrate a Town employee's service.  
The Chair noted that the Recording Secretary has been assisting on office administrative tasks.  
Rose Pelchuck notified the Board that Steve Sparrow on Lightening Ridge is creating piles of material to create a curb cut without a permit; the Road Commissioner reported that Sparrow isn't creating a curb cut - he is leveling his land to that of the road. Jim Hogue put fence posts in the Town's right of way in an especially narrow area to keep his chickens in his yard and so

the neighbor's dog can't kill any more or his chickens. The Board noted that if it is for agricultural purposes, it is exempt, and if it is temporary, it does not affect the snow plowing.

13. Review and approve minutes: John Brabant moved and Clif Emmons seconded to approve the minutes of 4/23/2018 regular and special meetings; Sharon Winn Fannon abstained. The motion passed 4-0.
14. Warrants: The Board reviewed the invoices and orders were processed for payment. A question was raised about an RB Tech price on cloud storage; the Selectboard will consult with the Treasurer and Clerk.
15. Personnel Matters (as needed) - possible Executive Session per 1 V.S.A. § 313 (a)(3) Personnel Matters and 1 V.S.A § 313 (a)(1) confidential attorney-client communications (as needed): This item was tabled until a subsequent meeting.
16. Adjournment: Clif Emmons made a motion to adjourn at 9:09 pm. The motion was seconded, voted on and carried 5-0.

Date: 5/15/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary  
*Approved by the Selectboard at the 6/25/18 meeting*