

Selectboard Meeting Minutes

Monday, July 9, 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, Sandra Ferver, Judy Robert, David Delcore, Alfred Larrabee, Scott Bassage, Ken Trask, Chris Cochran

1. Call to Order: Denise Wheeler called the meeting to order at 7:10 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Updates
 - a) Treasurer
 - i) End of FY18 financial: The Town Treasurer reported that the FY 18 budget-versus-actual looks good so far; auditors may make some changes (the Town has just transition from an accrual basis to cash basis). The Town Treasurer reminds the Board that the sand line item is under budget for FY 18 because the Highway department was not able to truck sand in June this year (due to the broken truck) and that expense will show up next month, in FY 19 budget. The Road Commissioner will determine in June 2019 whether to truck sand in June or July (i.e., which fiscal year).
 - ii) Sullivan and Powers audit: FY17 is in the process of auditing (the auditors were in the office for two days two weeks ago and are now completing work in their offices). The Town Treasurer described the process that occurred. The FY18 audit will be largely done in the office over two days this week and next, and the remainder of the process will be completed in the auditors' offices. The auditors will have recommendations on personnel policies. The office has taken up a dialogue with the Swim Committee regarding how the Committee receives Swim monies; the Town Treasurer expressed appreciation the work of the committee members and will continue to work with them to align with auditors' best practice advice. All accounts have been consolidated as previously approved by the Selectboard.
 - iii) NEMRC: Office staff are programming historic payroll data in to NEMRC. NEMRC and RB Tech are trouble shooting some program performance issues. This Friday July 13 will run a large payroll, and the Town Treasurer is working to have all employees entered by then; she reports that overall the system is running better than previously.
 - iv) Other: Rose Pelchuck moved to allow the Town Treasurer to pay the catering bill to the East Calais General store for \$143 and change; Clif Emmons seconded. The motion passed unanimously.

The Selectboard and Town Treasurer discussed a question from a Cemetery Commissioner, clarifying that the Cemetery Commission authorizes payment for their own Commissioners. The Board confirmed that unused Cemetery funds were authorized to be rolled over into a cemetery fund by the Town Treasurer at Town Meeting in 2016.

Denise Wheeler made a motion to sign the scope of services with Sullivan & Powers for FY 17 and 18. Rose Pelchuck seconded, and the motion passed 5-0.

The Town Treasurer reports that the Town is waiting on the release of renovation loan funds, which should happen any day now. She also reported that the listers do not have a final grand list, which is needed in order to set a tax rate (they are working on a grievance hearing).

b) Road Commissioner

i) Consideration of ROW for Adamant Coop: The Coop has requested a 4" drain pipe for the basement, across the ROW. The Road Commissioner specified appropriate depth, compaction back to current conditions and insulation for the top of the pipe as it is not below frost level. The work is being done by volunteers, and the Road Commissioner is coordinating for signage; the road will not be closed for traffic.

Clif Emmons moved and Rose Pelchuck seconded to approve the ROW for the Adamant Coop. The motion passed unanimously.

ii) Truck: The Road Commissioner continued updating the Board on the truck situation: J&B no longer has a motor adequate for the Town truck and is now offering \$5,000 toward a new motor; the Town has secured a slot for a new truck through Charlebois. The Road Commissioner and Operations Manager will have a face-to-face meeting with J&B this week and will begin documentation of communications in writing.

iii) Review summer projects schedule: The Board and Road Commissioner discussed a summer road projects Front Porch Forum post.

iv) Other: The Road Commissioner reported on an additional quote he solicited on guardrails, which was higher than the existing contractor.

Municipal Roads General Permits are due to the state of Vermont; the Board will add this expense as an item on the budget next year.

v) Discussion of gravel pit ideas: Scott Bassage attended to offer his services in pursuing this possibility. He is working with the Conservation Commission who has surveyed all of Calais to identify areas with gravel but not neighbors. He commented that a gravel pit within the Town could reduce trucking and material costs and have an increase in the quality and specific type of material needed by the Highway Department. The Chair and Road Commissioner discussed a potential site on County Road, and the Board encouraged Scott Bassage to continue working with the Conservation Commission.

c) Operations Manager: The Operations Manager was not present for an update..

d) Town Clerk: The Town Clerk reported that the newly appointed Assistant Town Clerk Barbara Butler brings senior management and technical experience and has been a terrific addition to the office. They are preparing for the August 14 Primary Election (held in the Town Office from 7am-7pm). The Town Clerk reported that office staff are eagerly anticipating and planning for a renovation that will allow for improved concentration, privacy and focus within the space.

5. Town Hall Renovation Committee: Denise Wheeler updated the Board on activity progressing at the Town Hall Renovation. The committee will post progress updates on the front of the building and on Front Porch Forum. Zoning permits have been initiated and the DAB made a recommendation to the DRB (because this is an historic site); the DRB hearing is July 19. The Board discussed the possibilities for historic flooring (much of it had been sanded after the flood to less than ¼” thick). The play brought the Town \$3,000 (as a donation).

- a. Approve Deconstruction Works contract: Sharon Winn Fannon made a motion to approve the bid from Deconstruction Works in the amount of \$4,800. John Brabant seconded, and the motion passed 5-0.

6. Memorial Hall and consideration of letter in support of BGS grant: Chris Cochran updated the Board on activities of the North Calais Memorial Hall Association: they have created a brochure and are fundraising with big donors first. They have raised over half the amount needed (approximately \$600,000 total) and are aiming for a closing in the fall, remaining in contact with the Stow Women’s Relief Corp. Eric Sorensen completed a natural resources inventory on the property which will be delivered to the Conservation Commission. They received the VHCB grant and are applying for a \$25,000 BGS grant for recreation facilities which requires public support. They plan to close this fall and begin construction in the spring.

John Brabant moved to authorize the Selectboard’s support by signing the letter to BGS for the BGS grant. Sharon Winn Fannon seconded and the motion passed 5-0.

7. Consideration of request for Special Events Ordinance: This item was tabled until a subsequent meeting due to a time constraint.

8. Consideration of Act 46 Resolution: The Selectboard discussed a drafted resolution, emphasizing the community aspect of the school’s purpose and discussed potential additional resolution recipients. Rose Pelchuck made a motion to authorize Denise Wheeler and Sharon Winn Fannon to make changes, working with Scott Thompson, attaching the David Kelley op-ed, and send the final version of the Act 46 Resolution to Board members when complete. The motion was seconded and passed 5-0.

9. Chair update, projects, etc.: The East Calais Certified Local Government grant required an RFP, which Denise Wheeler mailed to 25 addresses; bids are due back and the Historic Preservation Committee will meet to recommend who they would like to hire.

The DRB will hold a public hearing at the Town Office on July 19 at 7 PM to consider changes to Town Hall, which is in an historic district and flood hazard overlay district, so a change-of-use permit is required.

The Chair updated the Board on Town positions that require appointment or reappointment. The Collar Hill horse cart is now off the road and the horses look healthy; the Board received reports of the horses continuing to graze on neighbor land.

The Calais Town Health Officer has resigned, and the Board brainstormed ideas of individuals who could be invited to fill the position.

John Brabant noted that he received a call about dust on the road just west of Maple Corner; the Road Commissioner has responded already today. He also noted that people drive fast through that section, and the sheriff should be called regarding this area this summer.

10. Review and approve minutes, warrants
 - a. The Board reviewed the invoices and orders were processed for payment.
 - b. Rose Pelchuck moved, and John Brabant seconded to approve the minutes of the 6/25/18 meeting, with the changes as noted; the motion passed 4-0 (Sharon Winn Fannon abstained because she was not in attendance at the 6/25 meeting).
11. Executive Session for Personnel Matters: This item was not needed.
12. Adjournment: Rose Pelchuck made a motion to adjourn at 9:02 pm. The motion was seconded, voted on and carried 5-0.

Date: 7/10/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 8/27/2018 meeting