

Selectboard Meeting Minutes

Monday, August 27, 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, Ben Reed, John McCullough, Alfred Larrabee, Scott Bassage

1. Call to Order: Denise Wheeler called the meeting to order at 7:02 pm.
2. Public Comment: Scott Bassage reported that the Historic Preservation Commission received a grant and secured a contractor (Brian Knight) to work on getting East Calais Village added to the National Register of Historic Places. There will be a meeting upcoming to introduce East Calais residents to the process and advantages to being on the register.
3. Review, Additions/Changes to Agenda: None.
4. Updates:
 - a) Road Commissioner
 - i) Truck lease: The old truck had the brand-new motor installed; it quit several times on the way to Calais; the truck has also been not starting. The Road Commissioner has been in discussion with the shop (J&B) regarding the problems and a fix. The new truck's cab and chassis is on schedule for November arrival; the old truck will be sold before the new year. The Road Commissioner and Selectboard reviewed options for financing the truck (\$194,560). The Chair and Clif Emmons will further research the lease term possibilities when meeting with staff on Wednesday (early payoff, timing of payments, 5-year vs. 7-year lease).
 - ii) The Road Commissioner gave updates on recent work, including completing the Luce Road grant project, working on the Town Hall and plant boxes for the Hayden Bridge project.
 - iii) Request for signage: The Selectboard inquired about adding cautionary signage to Kent Hill Road per a neighbor request; the Road Commissioner will communicate with the citizen directly.
 - b) Operations Manager: The Operations Manager was not present for an update.
 - c) Town Clerk: The Chair reported on the smooth operation of the Primary Election process in the office; November 6 is the date of the General Election. It will be held in the Town Office.
 - d) Town Hall Renovation Committee: John McCullough reported that the necessary demolition of the Town Hall is finished and contractors did a great job; the lift and move

(4 feet back, 4 feet toward Maple Corner) happened; the Road Commissioner and crew completed the work for the footings; Perry's out of Hardwick was able to schedule concrete within 5 days of request and did the work well under budget. Insulation and stone back fill begin tomorrow; John McCullough explained details regarding the process of raising and lowering the building, rot, building contractors, project management and schedule and accessibility grant billing.

e) Treasurer: The delinquent tax balance is down to \$6969.72, which the Board considered may be the lowest number in 15 years. Office staff remain in need of improved modifications to office space and the phone system during incredibly busy times. The Board discussed researching noise cancelling headset and an office phone system with transferring capabilities.

i) Town credit card: The Board discussed details of a town credit card: \$5,000 limit, two cards, two signors, and kept in the vault. The Selectboard will work with the Town Treasurer to come up with a policy for allowed uses.

Sharon Winn Fannon made a motion to approve the credit card proposal with the understanding that the Selectboard will put a policy in place to address the items noted by Sandra in her update; Denise Wheeler seconded, and the motion passed unanimously.

ii) Audits: The Management letter on FY17 audit will arrive for discussion for the September meeting, and work continues on the FY18 audit.

5. Consideration of request for naming a private road: Ben Reed was present for discussion of naming his private road. E-911 requirements have been satisfied, and the Road Commissioner stated that the Town will install the first sign to ensure the sign meets requirements. The Chair commented that if the sign has to be replaced, responsibility for replacing with a compliant sign may fall to the landowner. Denise Wheeler made a motion to approve the name "Reed Wood Rd PVT," John Brabant seconded. The motion passed unanimously. The Board noted this is the third request in the past year for a private road name. To ensure consistency in practice and provide clarity to residents, the Board talked about putting a formal policy in place. Sharon Winn Fannon offered to develop a draft.

6. Approve hiring John McCullough as Town Hall Renovation architectural consultant and fees: The bids for hiring an architectural consultant on the Town Hall Renovation project came in at \$48,000 and well above; the Chair expounded upon the amount of work and diligence John McCullough has devoted to this project and has had to decline other jobs. John Brabant made a motion and Rose Pelchuck seconded to have John McCullough officially hired as the architectural consultant for the Town Hall Renovation Project for an amount of \$20,000. The motion passed unanimously.

7. Consideration of "draft" letter to Elisabeth Shedd: The Board discussed background and worked on a draft letter to resident Elisabeth Shedd, articulating that horses need to be fenced so they are not located in the travelled portion of the Town Right of Way. The Chair receives email and calls from people all over town where the horses are grazing in people's yards and roads. The horses have been found out at night, causing a danger to the travelling public and the horses. Elisabeth Shedd grows mushrooms, farms organically, offers holistic healing work and travels by horse. Neighbors have offered her space for her horses that she has declined.

The details for impounding horses was reviewed, including the lack of authority the Selectboard holds over this. The law articulates that the horses always must be under her control. The Board will continue work on a draft letter and will consult with the Town Attorney.

8. Public access to Google documents: The question had been raised regarding the public having access to the documents that the Selectboard is using; the Board has created a solution that increases transparency. There is now a Google folder where copies of Selectboard documents are located; a link to this folder is now available to the public in the agendas and minutes, which are published online.
9. CVRPC/Water Quality update: John Brabant is the Town's representative to CVRPC and serves on the Clean Water Advisory Committee (CWAC) as well. ANR is tasked for managing and limiting pollutants going in to each regional watershed; John reported that sediment and nutrients are the only contaminants being looked at, and on the need to broaden the plan to include analytics for pesticides and herbicides running off into waters. Due to John's efforts, CWAC staff people (who include Pam Deandrea, Calais resident) are doing outreach to look toward influencing ANR's approach to include pesticide runoff, and John is developing a strategy for pilot sampling in Calais. John met with the Calais Conservation Commission and gained their support for doing work in Calais to gather background data on pesticide numbers currently in the water. John will develop a strategy for what water bodies and analytics should be selected and create a sampling plan according to EPA protocol; he will bring it to the Selectboard in the spring when the plan is ready to launch. The Board discussed implications of pollutants in the environment and thanked John Brabant for his work on this important topic.
10. EMFD quarterly meeting dates: Rose Pelchuck is drafting a letter regarding the July EMFD meeting date which the Calais Selectboard did not attend; the EMFD has communicated their concern that lack of attendance is a sign of disrespect. The Calais Selectboard historically attends all meetings and missed the July meeting after not receiving communication in the form of a reminder, on which they rely. The Board discussed the EMFD being a critical resource for the town, making check-ins important with improved communications being appreciated and necessary. They discussed the importance of improved relations between East Montpelier Selectboard, Calais Selectboard, and EMFD. The next meeting is scheduled for October, which is timely for budget work.
11. Chair update, projects, etc.: The Chair updated on reports of what may be target shooting at the Moscow Woods trash and recycling drop center. RB Tech and the Town Treasurer have discussed Town protection from Ransomware; there is to the extent that is possible, security in place, and staff will be diligent about not responding to emails that look suspicious. Denise Wheeler made a motion to nominate Jamie Moorby to attend the Vermont Council on Rural Development's summit for future community leaders. Rose Pelchuck seconded, and the motion passed unanimously.
The Chair reported on a resident who had concerns about their road (Old West Church Road) not being mowed due to trying an alternative strategy to manage invasives. Peter Harvey requested the alternative but apparently did not contact this particular neighbor. The residents report much burdock, limited sight distance and limited parking for events on the road. The

Board discussed resolving this concern and the Town's ongoing efforts toward best practice for managing invasives.

The New Hampshire Charitable Foundation has offered a grant for \$1,000 for the Calais Trails Fund in honor of Reed Cherrington, for use in trail purposes approved by the Town. Sharon Winn Fannon moved and Rose Pelchuck seconded to accept the grant; the motion passed unanimously.

The Chair reported on a neighbor dispute on Lightening Ridge Road involving Tim Seaver, Ben Reed and Rolf Mueller. The Chair updated the Board as to the details of the situation including the requirements to obtain a burn permit from the Forest Fire Warden.

12. Review and approve minutes, warrants

- a) The Board reviewed the invoices and orders were processed for payment.
- b) John Brabant moved to approve the minutes from the 7/9/18, 7/9/18 CES Joint Meeting, 7/23/18 Special Meeting, and 7/23/18 Meeting, with changes as noted; the motion was seconded and passed unanimously.

13. Executive Session for Personnel Matters: This item was not needed.

14. Adjournment: Rose Pelchuck made a motion to adjourn at 9:19 pm. The motion was seconded, voted on and carried 5-0.

Date: 8/28/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 9/10/2018 meeting

Click on the link below to view documents associated with this agenda:
<https://drive.google.com/open?id=1KhTbkXGKT2vgSXiUCHmLUcS66NUju7bO>