

Selectboard Meeting Minutes

Monday, February 26, 2018 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member, arriving 7:16 pm), Sharon Winn Fannon (Member, arriving 7:31 pm), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Jerome Lipani, Gus Seelig, Judy Robert, Donna Fitch, Scott Bassage

1. Call to Order: Denise Wheeler called the meeting to order at 7:01 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Review Selectboard Correspondence: Clif Emmons motioned to approve the deficit loan (voted on last year at Town Meeting) and the Board signing it; John Brabant seconded, and the motion passed 3-0. The deficit loan document was signed by the Selectboard.
5. Recurring Items, Presentations, Reports: None.
6. Business Items for Possible Vote:
 - a) Town Meeting - Discussion/Planning/Review with Gus Seelig: The Town Moderator, the Town Clerk and Selectboard walked through the articles and sequence of events for Town Meeting Day, considered potential questions and responses, and confirmed people to address particular articles. The Town Clerk reviewed the layout of the space and ballot counting procedure. The Selectboard decided to invite legislators to Town Meeting.
 - b) Reserve Fund Balance Policy: Scott Bassage met with the Selectboard to provide background information on the Town's proposed policy on reserve funds, explaining that the intention was to have a fund of money to draw on for recovery after a natural disaster like Hurricane Irene. The voters have voted to establish this fund, but it has never been added to the budget to be funded. The Selectboard discussed changing the name of the fund to reflect the intention that it be used for emergency purposes and discussed adding this fund to the Town Meeting 2019 budget and warning.
John Brabant moved and Sharon Winn Fannon seconded to approve the Emergency Reserve Fund Balance Policy; the motion passed unanimously.
 - c) Winter Operations Plan Revisions: The Selectboard reported receiving a huge positive response to the Highway FAQ's, then reviewed and edited the content of the Winter Operations Plan and planned to meet with the Road Commissioner and Operations Manager regarding the revised document.
 - d) PACIF Unemployment Insurance Quote Review/Decision: The Selectboard Administrator provided a VLCT quote and summary report of municipal unemployment insurance as

well as other options; the Cemetery Commission has been provided the same summary. The Selectboard Administrator recommended the VLCT VERB (Vermont Employment Resource and Benefit Trust) plan. He reported that the Cemetery Commission has purchased and has begun utilizing the NEMRC module for their record keeping. The Selectboard Administrator will determine how often the premium is reassessed and report back to the Selectboard.

- e) Liquor Licenses Review/Signing: Selectboard members reviewed yearly liquor and tobacco license applications. The Selectboard later learned that this body does not handle tobacco licenses.

Rose Pelchuck motioned to approve the liquor and tobacco licenses for East Calais General Store. John Brabant seconded, and the motion passed unanimously.

Clif Emmons motioned to approve the liquor licenses for the Maple Corner Store and The Whammy Bar. Rose Pelchuck seconded, and the motion passed unanimously.

Rose Pelchuck motioned to approve the liquor license for the Adamant Coop. Clif Emmons seconded, and the motion passed unanimously.

- f) Cafeteria Plan: The Selectboard and Selectboard Administrator reviewed and revised the Cafeteria Plan draft form; the details of a stipend for employees who elect to decline Town health insurance in favor of utilizing their other insurance was discussed. The Town Attorney will be asked to review the document discussed.

7. Review of Assignments, Minutes, Warrants, Upcoming Meetings:

- a) Review, discussion, and approval of minutes: The Selectboard unanimously approved the minutes of the 2/12/18 meeting, as edited.

The Selectboard unanimously approved the minutes of the 2/19/18 meeting, as edited.

- b) Warrants: The Board reviewed the invoices and orders were processed for payment.
- c) Assignments: None.
- d) Other Business: None.

- 8. Executive Session: Sharon Fannon made a motion to go into Executive Session at 8:46 pm per 1V.S.A. 313 (a)(3) personnel matters and 1 V.S.A 313 (a)(1) confidential attorney-client communications made for the purpose of providing professional legal services to the body. The motion was seconded by John Brabant, voted on and carried 5-0. Denise Wheeler made a motion to resume Regular Session at 9:07 pm. Denise Wheeler noted there was nothing to report publicly.

- 9. Adjournment: Sharon Fannon made a motion to adjourn at 9:08 pm. The motion was seconded, voted on and carried 5-0.

Date: 2/27/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 3/12/18 meeting