



TOWN OF CALAIS

3120 Pekin Brook Road
East Calais, Vermont 05650
802-456-8720
calaisvermont.gov

SELECTBOARD MEETING

Meeting Minutes – APPROVED on 4/24/23

Monday, April 10, 2023

6:00 pm Calais Town Hall

Attending: Jamie Moorby, Gabrielle Malina, Anne Winchester, Anne Toolan, Jordan Keyes, Barbara Butler, Marc Mihaly, Scott Bassage, James Dailey, Nick Emlen, Paul Cerutti, Albert Petrella, Donna Fitch, John McCullough, Teegan Dykeman-Brown, Marc Poulin, Bret Meyer, Thomas Melloni, Esq. (Paul, Frank & Collins P.C.) and Rose Pelchuck.

Actions:

The meeting was Called to Order by Anne Winchester at 6:02 pm.

Changes to the Agenda and Administrative Business – Anne Winchester reported that the Planning Commission has nearly completed a new draft updating the Zoning Regulations and will hold a public hearing on May 2, 2023. The Planning Commission requests that the Selectboard attend that hearing and then formally receive the proposal at its regular meeting on May 8th. The Selectboard must hold a hearing on the draft between 15 and 120 days following receipt and may make changes to the draft during that period. Then it may either vote to accept or reject the draft, or it may ask the town to vote by Australian ballot whether to accept or reject it. The process must be completed by early September or the entire process will have to be redone.

Anne Winchester announced that she and Sandra Ferver will be attending the VLCT "Government Finance Overview for Selectboards" on May 3rd. It is a Zoom webinar and the cost is only \$10. She encouraged other Selectboard members to also attend. If interested let Barbara know and she will register you.

Jordan Keyes announced that he, Jamie Moorby and Anne Toolan attended a meeting earlier today in Executive Session with attorney Marilyn Mahusky regarding the Town's collective bargaining process with the Road Crew Union. Due to a misinterpretation of state statute, this meeting was not properly warned, and Jordan Keyes apologized on behalf of the Selectboard. Minutes will immediately be posted to the website, and the Selectboard-appointed liaisons to the collective bargaining work-group will be sure to warn all future meetings.

Town Invoices and Sign Orders – The Selectboard reviewed the town invoices presented for payment prior to the meeting and signed the orders authorizing payment.

Approval of Meeting Minutes – Jordan Keyes made a motion to approve the Minutes from the March 27, 2023 and April 5, 2023 meetings. The motion was seconded, voted on and carried 5-0.

Public Comment - Barbara Butler shared that she has received numerous comments and accolades from community members acknowledging the new Selectboard for the clarity of their Agendas and for the clear, precise and transparent Minutes of all their meetings to date. The community is watching, and they thank the work of this new Selectboard.

Emergency Services - Woodbury Volunteer Fire Department Chief, Paul Cerutti, told the Selectboard that the WVFD has been providing services to the Town of Calais since the 1960's. They work closely and collaboratively with the East Montpelier Fire Department and are partner first responders to support each other's departments due to volunteer shortages. The WVFD meets the national standards of sending a minimum of 14 fire fighters within 15 minutes to any house fire. He noted that the

WVFD now also provides emergency medical first response to give care and aid to residents of Calais before the ambulance arrives. Q&A followed. Gabrielle Malina made a **motion** to approve the WVFD 2023-'24 Fire Protection Contract in the amount of _____ as submitted. The motion was seconded, voted on and carried 5-0.

East Montpelier Fire Department Chief, Albert Petrella, is new to the position of Fire Chief as of December 2022 due to the abrupt resignation of Larry Brown. Albert is up for re-election (along with others) in May 2023. He explained that for many, many years the EMFD annual budget request was part of the Selectboard budget. Only in recent years the Selectboard started separating the EMFD budget request into a separate Article to be voted on at Town Meeting (the same is true for WVFD). So far it has worked out well, Albert explained that this new Selectboard has the option of either process going forward, so this is something they should consider as they head into the next fiscal year's budget planning process. The EMFD requests the Selectboard's participation in three separate meetings each year with the East Montpelier Selectboard and EMFD Board of Directors:

- 1) the April budget meeting,
- 2) the annual "state of the department" meeting, and
- 3) the year-end review.

Anne Toolan agreed to attend the April budget meeting. Chief Petrella also asked who the new E-911 Coordinator is as the WVFD, EMFD, and the Calais Emergency Management Team all need to know, as they all work together collaboratively.

Paul Cerutti inquired if there are any more ARPA funds left in Calais. Paul said they have not received any ARPA funds from the Town of Woodbury. Anne Winchester stated it is unlikely that there are any remaining ARPA funds left to be allocated.

Washington County Sheriff, Marc Poulin, and Captain Bret Meyer, Patrol Contract Supervisor, gave an overview of the Sheriff's Department. Bret Meyer is the point of contact for any issues we may have. Marc Poulin noted the Sheriff department is like a small business, law enforcement for hire. Contracts are their funding mechanism for revenue. They are the first responders for eleven different municipalities. Motor vehicle patrol is their primary focus. Pricing patrol contract has gone up, wages have skyrocketed and they have had to update their way of doing business. They had been losing money doing patrol contracts, therefore there was a need for doubling the contractual rate for the next contract period.

The Sheriff department is looking at emergency medical responder status, whereby they will start providing a little bit of medical response as first responders. CVRPC puts out the traffic monitoring devices and after reviewing the traffic data, we can schedule the patrols where speed seems to be an issue. The Selectboard needs to designate a point of contact between the Sheriff Department and the town. The budgeted amount in the FY'24 is \$4,000 for the year. The Selectboard decided to review and discuss the upcoming contract and sign it at a later date.

Anne Winchester inquired if they see any problems on the town's side. Bret Meyer noted proper road signage is an issue in Calais. Signs have to meet the federal MUTCD sign standards, speed limit signs have to be 24"x30"; a copy of the standards handout was given to Jamie Moorby, Co-Road Commissioner. Marc Poulin noted highway safety is their priority, not to write tickets. For any questions, reach out to the Sheriff at marc.poulin.vermont.gov.

Calais Emergency Management Nick Emlen, Director – summarized the expectation for town participation on the Regional Emergency Management Committee (REMC) for Central Vermont as required by EPCRA federal statute. The CVRPC is doing the administrative part and needs two people appointed from Calais. Anne Winchester made a **motion** to appoint Emergency Management Director, Selectboard Minutes April 10, 2023

Nick Emlen and Emergency Services Rep, Elizabeth Copeland, to represent the town on the REMC for a one year term from 5/1/23 to 4/30/24. The motion was seconded, voted on and carried 5-0. Nick recommended that a member of the Selectboard serve on the staff of the Calais Emergency Operations Center when the EOC is activated, and Anne Toolan offered her participation. Incident Command System (ICS) basic training is available through CVPRC for all Selectboard members.

Nick Emlen reported Calais and other towns are exploring options for upgrading radio communication equipment that is interoperable with fire departments, highway department, Calais Elementary School, electrical utilities, VSP etc. Calais recently received approval for \$3,200 in EMPG grant funding for that purpose. Woodbury Fire Chief Paul Cerutti will follow up with Nick on possible coordination in this effort.

Appointments for Town Offices, Boards and Commissions:

Conservation Commission- Stephanie Kaplan	Term expires in 2027
Design Advisory Board – John McCullough and David Schutz	Terms expire in 2027
Development Review Board – Willa Farrell and Candi Smith	Terms expire in 2026
Development Review Board Alternate – Ashley Moore	Term expires in 2026
Historic Preservation Commission – Tobin Anderson and Susannah Blachly	Terms expire in 2026
Planning Commission – Janice Ohlsson	Term expires in 2027
Trails Committee – Toni Kaeding and Denise Wilder	Terms expire in 2026

Jamie Moorby made a **motion** to approve the above slate to serve in these respective positions for the terms noted. The motion was seconded, voted on and carried 5-0.

Sound Dampening Effort for the Town Hall - John McCullough came before the Selectboard with a proposal to purchase and install window shades on the lower level of the town hall that will help with acoustics. They should cost \$500-600.00 and are linen/beige in color. John would like to hang some town maps on the walls. Donna Fitch would like to have a display about the Mission Ladies, who took great care of the building and to have some aesthetically pleasing historic things on display. Gabrielle Malina made a **motion** to authorize the purchase and installation of window shades for the town hall not to exceed \$650.00. The motion was seconded, voted on and carried 5-0.

Curtis Pond Dam Update - Jamie Moorby reported two years ago the CPA tried to get some federal funding for the dam replacement project. The request did not make it into the funding at that time. Senator Sanders office called Jamie today to see if the town is still desiring some federal appropriation. Jamie said yes and should know within a couple weeks if this project got selected to receive any federal dollars. Jamie noted there are many other hoops to go through during the process.

Rural Economic Development Grant for \$5,000 to hire grants administrator for Curtis Pond project – Jamie Moorby reported on the letter of support to obtain a grant for the purpose of engaging a grants administrator for the Curtis Pond Dam project. Gabrielle said _____ is really great to work with. Gabrielle Malina made a **motion** to approve the letter of support and for Anne Winchester to sign it on behalf of the Selectboard. The motion was seconded, voted on and carried 4-0. Jamie Moorby abstained from the vote.

Marc Mihaly came before the Selectboard to explain the bond bank process. Marc introduced municipal bond attorney, Thomas Melloni, Esq., legal counsel for CPA. He and Marc Mihaly explained options available to the town to finance the dam renovation project. The normal course is to go thru the municipal bond bank, they do two bond issues a year. May 15th is the first deadline for which bonds are issued in July. The town can get a bond anticipation note from a local bank for one year, can use unrestricted general funds, can do a reimbursement resolution to pay capital cost, then get the tax exempt bond to reimburse the town. Jamie inquired if it works doing the legal documents, prepping for the bond

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bank and doing the RFP all simultaneously. Anne Winchester noted the MOU clearly defines who is doing what. The twenty-year bond repayment terms are detailed at the closing. Jamie said she spoke to Sandra Ferver, town treasurer, who is willing to do a lot of the bond bank application and work with the town's bond counsel. The town's attorney is going to solidify the MOU that will protect both the CPA and the town interests. Jordan Keyes said they are still working on timetables for the May 15th deadline. Tom Melloni offered to work with other law firms to spread out the work for a division of labor.

Shared Documents and Secure Email Systems - Jordan Keyes provided a short report. rbTech is working on it.

ARPA Grants - Gabrielle Malina reported she met with Katie Buckley of VLCT as well as with Denise Wheeler regarding ARPA Funds. The required reporting is done for this year. The most recent spreadsheet balance remaining is \$33,127.36. These funds need to be allocated by the end of 2024 and spent by the end of 2026.

Roads Update – Anne Toolan and Jamie Moorby reported making slow progress on the radar speed signs. Toby Talbot has links to other products available that cost less. Jamie will continue to work on this and with the road crew to be sure the town is in compliance with proper road signage. The newly approved Traffic Ordinance may need to be revisited Anne Toolan reported. Anne Toolan informed the Selectboard about *Setting Speed Limits – A Guide for Vermont Towns (2016) from Vermont Local Roads Program handbook* and briefly spoke about best practices for setting speed limits and road signage. Anne Winchester noted according to state law if you change anything on a paved road you need a traffic investigation. CVRPC has someone that can help answer questions as to whether a traffic investigation was done on the County Road. Anne Toolan will continue working on it. The road crew has not changed any road signs and is waiting for direction from the Selectboard.

Kent Hill Road Scoping Grant – Jamie Moorby reported this is for an anti-flooding project related to the town hall. The contract with CVRPC to manage the scoping is \$2,000 and the town's match is for \$1,196.00. Gabrielle Malina made a **motion** to authorize Anne Winchester to sign the contract with CVRPC to manage the study of options for replacing culverts on Kent Hill Road near the Calais Town Hall. The motion was seconded, voted on and carried 5-0.

New Business - Gabrielle Malina made a **motion** appoint Jordan Keyes to the union bargaining team that will bargain with the road crew union. The motion was seconded, voted on and carried 5-0.

Anne Winchester declared the meeting adjourned at 9:05 pm.

Rose Pelchuck
Interim Recording Secretary