



TOWN OF CALAIS

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SELECTBOARD MEETING Minutes – Approved on May 22, 2023

Monday, May 8, 2023

6:00 pm Calais Town Hall

Attending: Jamie Moorby, Gabrielle Malina, Anne Winchester (via speaker-phone), Anne Toolan, Jordan Keyes, Barbara Butler, John Stafford, Louis Porter, Mark Whitman, John Brabant, Jonathan Kohr, Janice Ohlsson, Larry Bush, Jim O'Riordan, Teegan Dykeman-Brown, Reenie DeGeus, Colleen Bloom, John McCullough, Marge Sweeney, Michael Loignon, Chris Steller and Rose Pelchuck.

Actions:

The meeting was called to Order at 5:58 pm by Gabrielle Malina, Selectboard Vice Chair.
Changes to the Agenda and Administrative Business as follows:

Approval of Meeting Minutes – The Selectboard reviewed the April 24th Minutes. Jordan Keyes made a **motion** to approve the Minutes as written. The motion was seconded, voted on and carried 5-0.

R-O-W Permit Issued to Louis Porter. The Selectboard approved this application permit to work in the Town's right-of-way with conditions at the last meeting. Those conditions are now outlined in the document. Jordan Keyes made a **motion** to approve the permit with conditions again and have the Selectboard sign the permit. The motion was seconded, voted on and carried 5-0.

Town Invoices and Sign Orders – The Selectboard reviewed the town invoices presented for payment during the meeting and the four members present signed the orders authorizing payment.

E-911 Coordinator Appointment - Sam Dworkin, who was recently appointed to this position has resigned. Mark Whitman expressed interest in wanting to serve the town and this fits great within his schedule. Mark can start immediately. Jordan Keyes made a **motion** to appoint Mark Whitman as E-911 Coordinator for a one year term, expires in 2024. The motion was seconded, voted on and carried 5-0.

EMFD Fire Truck Loan- In March 2022, the voters authorized the Selectboard to borrow up to \$66,667.00 for a term not to exceed five years, to pay our 1/3 share of a new fire engine pumper truck. Calais did not receive the loan because at the time, we did not have a Town Treasurer as required by the bank. An amount of \$13,667 was allocated for the first loan payment in the FY'23 budget. Nothing was budgeted for FY'24. The fire truck has been ordered and we expect it to be delivered in November or December 2023. Sandra Ferver, our Town Treasurer, has now applied for the loan.

Jamie Moorby made a **motion** to authorize Gabrielle Malina to sign the loan proposal as presented to secure a loan of \$66,667 from Community Bank for payment to the East Montpelier Fire Department for the Calais share of this new fire truck. The motion was seconded, voted on and carried 5-0.

Review Contract with NEMRC for Payroll Services – New England Municipal Resource Center (NEMRC) has sent three potential contracts for payroll services including a bulk payment agreement covering services that may be provided throughout the year, most of which is included in the FY'24 budget (96 hours), a cloud service agreement which will not be possible until we have better internet service at the town office, and a payroll services agreement. The bank reconciliation Sandra Ferver does not do, NEMRC provides that service. Anne Winchester made a **motion** to authorize Gabrielle Malina to sign the two contracts with NEMRC, the bulk payment agreement covering services provided throughout

the year and the remote payroll services agreement and initial the contract dates. The motion was seconded, voted on and carried 5-0.

Contract with Washington County Sheriff's Department - The town budgeted \$4,000 for Sheriff patrol in FY'24. At the last meeting, the Selectboard wondered if the contract allowed for more hours if the town used up the budgeted amount. They would be able to work here for more hours if we needed them Sheriff Poulin reported to Anne Winchester. Jordan Keyes made a **motion** to sign the contract with Washington County Sheriff's Department for FY'24 for \$4,000. The motion was seconded, voted on and carried 5-0.

Repair the Moscow Woods Road Bridge - The Town received a \$90K grant to design and repair this bridge. DeWolfe Engineering has agreed to do the engineering design work for between \$9,000 and \$13,500, plus expenses, which will be paid for from the grant. The total estimate for a temporary solution to fix the bridge is about \$110,000.00. Jordan Keyes made a **motion** to authorize Jamie Moorby, Road Commissioner, to sign the contract with DeWolfe Engineering Associates for designing the bridge repair. The motion was seconded, voted and carried 5-0.

CVRPC Traffic Studies – Jamie Moorby noted the last Selectboard heard from many residents to lower the speed limit on the County Road. This opened the conversations on broader speed limits and the Selectboard made the decision to reduce the speed on some roads. A public hearing was held. The last Selectboard passed an update to the Town's Traffic Ordinance. The new Selectboard learned that in the statute for changing speed limits, the town has to do traffic studies, which were not done by the former Selectboard. The current Selectboard has begun the process to do the required traffic studies in order to change the Traffic Ordinance. Jamie continued to explain there are lots of rules about what you can and can not do with speed limits. We are on the CVRPC list for traffic studies this summer. The town will conduct those traffic studies, review the data with CVRPC traffic analysts and revisit the issue likely in the fall.

John Brabant, former Selectboard member, stated the Agency of Transportation has their own interpretation of the statute. Many other factors including the use of the road, population increasing, people use the road other than for driving, kids on bicycles were all taken into consideration when changing the Ordinance. John said the Ordinance is in effect and the signs should at least be put up. Gabrielle Malina noted the Sheriff Department offered their input and said our street signs are not up to code.

Public Comment – Mark Whitman, John Brabant, Jonathan Kohr, Jim O'Riordan, Marge Sweeney and Michael Loignon offered comments all commonly themed, although differed in their stances about posted speed limits in town and lowering the speed limits or not. Jamie Moorby reported that we'll do the study, hold a public hearing and make the changes deemed appropriate.

Calais Zoning Regulations - The Planning Commission has completed its proposed amendments to the Calais Land Use & Development Regulations and officially handed the document over to the Selectboard tonight for review. The Planning Commission had been working on updates and revisions since 2016. Jan Ohlsson gave the official Final Draft to the Assistant Town Clerk, Barbara Butler. The Planning Commission held its second public hearing on May 2, 2023 to answer questions and hear any public concerns. The adoption process is from statute in part notes the Selectboard will hold a public hearing and if substantive changes are made, a second public hearing will be held. There are statutory guidelines all along the way. Jan Ohlsson reported that September 19, 2023 is the absolute deadline to approve these revised Zoning Regulations. Rose Pelchuck will research if the Selectboard has adopted the revised regulations or if they are approved by town vote. Larry Bush suggested having a special town

vote after Labor Day and before September 19, 2023. Further discussion ensued.

Jordan Keyes made a **motion** to schedule a public hearing on June 12, 2023 for public input on the proposed revised Land Use & Development Regulations for the Town of Calais. The motion was seconded, voted and carried 5-0. The Selectboard plans to have the public hearing at 6:00 pm followed by the regular Selectboard meeting. The Selectboard did not pick a date to Warn for a town wide vote on the proposal that will likely take place some time this summer.

Revised Ordinance to Regulate Livestock Running at Large - Anne Winchester reviewed the changes with the Selectboard and those present at the meeting. Jordan Keyes made a **motion** to adopt the Ordinance to Regulate Livestock Running at Large as amended. The motion was seconded, voted and carried 5-0.

Curtis Pond Dam Reconstruction Project - The Curtis Pond Association (CPA) Board members, Marge Sweeney, Colleen Bloom and Renee DeGeus, came before the Selectboard to inform them that the CPA has decided to recommend that we be prepared to put out the RFP for repair of the dam in September 2023. This is in anticipation of applying to the Municipal Bond Bank for a loan in November 2023 and doing the work in 2024. In addition, the CPA has reviewed an agreement delineating their responsibilities and Selectboard responsibilities. This has been reviewed by the town's Bond counsel, Thomas Melloni, Esq. Marge Sweeney reports with disappointment and frustration that this will be put off till next year. The CPA does not have any of the six necessary permits in hand. Discussion ensued about the bond bank deadline of May 15th in light of the fact that the project will not happen this construction season. Jamie Moorby offered to speak with Sandra Ferver and get her take on the best process to proceed. Jamie mentioned to have the right to accept and/or refuse any and all bids received. The Selectboard will vote to put the RFP out to bid after Jeff Tucker from DuBois & King makes the necessary changes. Marge Sweeney said Dubois & King and the State Dam Safety Engineer want a 10 foot wide spillway and the historic preservation people want a five foot wide spillway like it presently has. Jordan Keyes made a **motion** to authorize Gabrielle Malina to sign the Agreement between the Selectboard and CPA dated May 8, 2023. The motion was seconded, voted on and carried 4-0. Jamie Moorby abstained from the vote.

Reports and Updates:

Highway Department & Roads - Town garage drinking water quality was again discussed. The water was tested before for bacteria and it was negative. Teegan Dykeman-Brown noted The East Calais Fire District may be willing to have this water tested under their usual testing from N-Dyne. Jamie Moorby noted that John Stafford said the road crew is perfectly happy drinking bottled water from the store.

Radar Speed Signs – We are stuck with them since the company has a no return policy. Anne Toolan spoke to the road crew and learned that usually anything with electronics are not returnable. Once the collars arrive, they can be welded in place to the base, therefore the signs will not be movable. Jamie Moorby recommended we should just install them and start using them. Toby Talbot has an app on his phone to download the radar data from these radar signs. Perhaps others should be able to have that ability as well.

Other – Jamie Moorby reported the wooden bridge deck on Stillbrook Road had a significant amount of rot and was deemed quite dangerous. The road crew went to Fontaine Sawmill in East Montpelier and ordered the rough cut lumber at an estimated cost of \$2,100.00 for a new bridge deck. The steel beams for support are in good shape and rough cut lumber is the right way to go Jamie noted.

Secure IT System for Documents and Emails- Jordan Keyes reported that the office staff have their new email accounts set up. The Selectboard login info has been circulated. The shared documents process is still a work in progress. Jamie Moorby will reach out to rbTech for the webmaster credential. Jamie suggested a public notice on the website that lists all the new email addresses. The Selectboard brainstormed ideas about handling the general Selectboard email (Calaisselectboard@calaisvermont.gov) and who would respond and whether Barbara Butler would sort through the emails first. Jordan will speak to rbTech and figure out the best way to sort through this issue.

Status of Shedd v. Calais- Anne Toolan reported June 1st is the deadline for the remediation to be completed.

Collective Bargaining Team - Jordan Keyes reported they had the first negotiation meeting and have dates set for the next few meetings. They are moving through the process.

Rules of Procedure – tabled.

Jordan Keyes declared the meeting adjourned at 8:51 pm.

Rose Pelchuck
Interim Recording Secretary