



TOWN OF CALAIS

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SELECTBOARD MEETING

DRAFT Minutes
APPROVED 5.8.23

Monday, April, 24, 2023

6:00 pm Calais Town Hall

Attending: Jamie Moorby, Gabrielle Malina, Anne Winchester, Anne Toolan, Jordan Keyes, Barbara Butler, John Stafford, Jon Winston, Louis Porter, Nick Emlen, Michael Loignon and Rose Pelchuck.

Actions:

The meeting was Called to Order by Anne Winchester at 6:00 pm.

Changes to the Agenda and Administrative Business as follows:

Approval of Meeting Minutes – Gabrielle Malina suggested one addition to the April 10th Minutes to reflect that she spoke to Katie Buckley of VLCT regarding ARPA Funds before she met with Denise Wheeler. Jordan Keyes made a **motion** to approve the Minutes as amended. The motion was seconded, voted on and carried 5-0.

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

NEMRC Contract – The Selectboard just received a new contract for auditing, payroll, and other financial services from NEMRC. The Selectboard will review and discuss this at the next meeting.

Town Annual Audit with Sullivan Powers & Co. – The Selectboard reviewed the three-year contract for municipal auditing services, which included \$17,000 for FY'23, \$18,400 for FY'24 and \$18,900 for FY'25 totaling \$54,300. Gabrielle Malina made a **motion** to approve the contract with Sullivan Powers & Co. as presented. The motion was seconded, voted on and carried 5-0.

Late Dog Registration Notices - It is time to contact dog owners who have not registered their dogs to remind them to do so and to include a late fee of \$4 per dog. Jordan Keyes made a **motion** to authorize Barbara Butler, Assistant Town Clerk (in lieu of an Animal Control Officer), to send out reminder notices to delinquent dog owners (36 people that own 78 dogs) and include the late fee. The motion was seconded, voted on and carried 5-0.

Public Comment - Jon Winston, long time Calais resident and member of the East Montpelier Fire Department for the past 45 years, including past Fire Chief offered his public comments. Jon reflected on the long history Calais has with the fire department and named former Chiefs that were Calais residents. Jon spoke about the comments made in the Times Argus article on April 19, 2023, which were inappropriate and unfortunate. Jon urged the Selectboard to not give up at the hands of another Selectboard, don't be bullied, we share all our operating and capital expenses and have a long history of service with EMFD. The Selectboard asked Jon if he'd be willing to write a public statement from the Selectboard and Jon will consider it. Anne Toolan is hoping the statement can put a positive spin on this unfortunate situation.

R-O-W Permit – Louis Potter requests permission to work in the town's right-of-way near his home at 1118 Martin Road. Mr. Porter proposes to replace a sewer line which will involve digging across the road and on either side of the Town right-of-way (early morning on a Sunday preferably). John Stafford, Road Crew member, discussed conditions to be included in permit; after mud season, notice in

FPF for road closure. Jordan Keyes requested the road crew do an inspection afterwards to be sure the road is put back in the proper condition. John Stafford noted there should be a record of where this pipe is for future reference. Dig Safe will be contacted by Louis Porter. Barbara Butler will reach out to Toby Talbot to find out how it can be permanently recorded.

Anne Winchester made a **motion** to approve a permit to work in the highway right-of-way as requested by Louis Porter with the following conditions: the project is to be completed in 2023 following mud season, the applicant shall warn neighbors of the date and time of the project in Front Porch Forum, work with the road crew to properly sign during road closing and the applicant shall refill the trench with fill removed during pipe excavation and may also add 3/4 inch plant mix gravel. The motion was seconded, voted on and carried 5-0. The Selectboard will sign the permit at their meeting on May 8th.

Calais Local Emergency Management Plan for 2023-2024 - Nick Emlen, Calais Emergency Management Director came before the Selectboard to review our local Emergency Management Plan that is required to be filed annually with CVRPC, Vermont Emergency Management and FEMA. Nick reported the Town Hall generator grant is in the works, hopefully it will be installed this summer. The Maple Corner Community Center and The East Calais Recreation Center may be other additional options for emergency shelters. That determination is made by the American Red Cross since they operate the shelters and have certain necessary requirements. Gabrielle Malina made a **motion** to adopt and sign the Calais Local Emergency Management Plan for 2023-2024 as presented. The motion was seconded, voted and carried 5-0.

Washington County Sheriff Proposed 2023-2024 Contract – The town budgeted \$4,000 for Sheriff patrol in FY'24. The Selectboard discussed if the contract allowed for more hours if the town used up the budgeted amount. Anne Toolan wondered if the town can expand time in Calais, do they have confidence that they could cover more hours for Calais? Anne Winchester will postpone signing the contract as some other questions are answered. Send Jordan Keyes your questions. Anne Winchester will check with Sandra Ferver to see if the allotted amount can be increased.

Traffic Ordinance - Anne Winchester, Selectboard Chair explained that changing of speed limits on any paved road and on any unpaved road for which the proposed limit is to be less than 35mph can only be done following state law and in accordance with a traffic study. The former Selectboard identified 10 areas for lowering of speed limits, each of which will require a traffic study. We have requested that CVRPC conduct the required traffic studies this summer. They will do this at no cost to the town. While they have scheduled us for study this summer, they may not be able to carry out all of the 10 studies that would be required for all the proposed speed limit changes. Traffic study on each road needs to be done and the studies were not done. The speed that 85% of people are driving is what you're supposed to post as the speed limit.

Mike Loignon would like the speed lowered on Lightning Ridge, the road is wide; Mike would like it to get the traffic study on this road and have the speed limit lowered to 25 mph. Jordan Keyes suggested targeting County Road and Lightning Ridge Road to study these roads would be a wise use of resources. North Calais Road and Pekin Brook Road would be the second tier to study. Anne Winchester will contact CVRPC to do the traffic studies.

Presentation of draft revisions to “Livestock Running at Large Ordinance”- Anne Winchester reviewed the revisions included in the draft with the Selectboard of the above-named ordinance. A copy of the draft with changes highlighted can be found on the town website: [calaisvermont.gov / governance / ordinances and policies / Draft Livestock Ordinance](http://calaisvermont.gov/governance/ordinances-and-policies/Draft-Livestock-Ordinance). This will be taken up at the May 8th meeting for possible adoption. In talking about Constables, Barbara Butler will reach out to surrounding towns to see if their constable would be willing to serve Calais for a fee.

Reports and Updates:

Curtis Pond Dam: Anne Winchester has a letter of engagement for Thomas Melloni, Esq. from Paul, Frank + Collins to represent the Town as Bond Counsel for the Curtis Pond Dam Project. Sandra Ferver, Treasurer, will fill out the Bond Bank application forms and Thomas will review what Sandra has done. Jordan Keyes inquired who would be the town's legal counsel if an unforeseen situation arose? Anne Winchester stated her understanding that either this firm or Joe McLean's firm, Stitzel Page & Fletcher, would represent the town if any such situation arose. Gabrielle Malina asked Anne Winchester to confirm with Joe McLean's firm that they would represent the town. Gabrielle Malina made a **motion** to authorize Anne Winchester to sign the letter of engagement with Paul, Frank + Collins for services from Thomas Melloni as the town's Bond Counsel for the Curtis Pond Dam Project. CPA has released Thomas Melloni from representing the Curtis Pond Association. The motion was seconded, voted on and carried 4-0. Jamie Moorby abstained from the vote.

*Note on page 3, paragraph 3, in the Letter of Engagement, the Selectboard changed subsection as follows: (a) to charge attorneys' fees "due but" in the event it becomes necessary to bring an action against the Town to collect fees;

Curtis Pond Dam Update – The Agreement by and between the Town of Calais and The Curtis Pond Association Memo Of Understanding was reviewed. Jamie Moorby explained where they are in the process of still waiting for the Department of Environmental Conservation permit and five other permits. Gabrielle Malina noted the town is very much taking ownership of this project; wants a web-page from the town to FPF and we can lean on CPA to give us the updated content. List introduction of the project and ongoing updates. Collaborate with the town's webmaster to keep the web-page current with regular communication and updates. Gabrielle Malina wondered about what future maintenance would be needed on the new dam and the cost of such.

Meeting of East Montpelier Fire Dept, East Montpelier Selectboard and Calais Selectboard - Anne Toolan was going to attend the joint meeting on April 13, 2023 but inadvertently missed the date. Anne Toolan did contact the Fire Chief, Albert Petrella, and East Montpelier Selectboard members to apologize. Anne Toolan plans to meet with Toby Talbot, EMFD President, to be filled in on the content of the meeting.

Secure Document Sharing and Town Email Accounts - Jordan Keyes reported the process is moving forward with rbTech to provide the town with this service. Jordan recently reviewed a list of email accounts with town office staff. It is expected to roll out soon. Jordan and Teegan Dykeman-Brown, Town Clerk, will be trained to be trainers beginning with town office staff and those town computers. Once they learn the system and get comfortable with it, then others will be brought on board.

Status of Shedd v. Calais - Anne Toolan and Jordan Keyes reported in the last decision, the judge upheld the previous decisions about Ms. Shedd doing the required remedial actions before June 1, 2023.

Collective Bargaining Team - Jordan Keyes reported the collective bargaining team is meeting Wednesday for the first closed-door negotiating meeting. They plan to review the first draft of the bargaining agreement. The Selectboard team is Jamie Moorby, Anne Toolan and Jordan Keys and the meeting is closed to the public.

Roads and Highway Department - Anne Toolan and Jamie Moorby, SB liaisons

- Drinking water at the town garage – Toby Talbot had the water tested for bacteria and the result are negative for bacteria. Toby did get a quote for a filtering system that was pricey. Anne Toolan would like to have further in-depth tests run on the water. John Stafford is okay with buying the water as he has been doing.

- Road signs – The Radar Speed signs that were bought last year should be returned. Jamie Moorby asked Toby Talbot to inquire about returning these signs. Jamie has called people at the company and they have not returned calls. Barbara Butler will go online and check what their return policy is and follow up with Jamie. The original proposal was to buy two portable radar signs; these are not portable and remain in the box.
Several regular street signs in town need attention, such as height adjustment or pruning of brush around them – no action taken.

Other – Anne Winchester reported there will be a Planning Commission meeting on May 2, 2023 at 7 pm in the town hall where they will be presenting the proposed revisions to the Calais Land Use & Development Regulations. On May 8th the Planning Commission formally presents it to the Selectboard for further action.

Rules of Procedure – tabled.

Anne Winchester, Chair, declared the meeting adjourned at 8:50 pm.

Rose Pelchuck
Interim Recording Secretary