

Selectboard Meeting Minutes
October 27, 2014
Approved

Present: Selectboard - Scott Bassage, John Brabant, Rose Pelchuck, Toby Talbot, Denise Wheeler; Donna Fitch, Clerk; Alfred Larrabee, Road Commissioner; Mary Ormsby and Ginny Kern, Auditors; Paul Rose, Bill Davis, Will Walters (Hardwick Gazette).

Denise Wheeler, Chair, called the meeting to order at 7:00 pm. Will Walters passed out chocolate and informed the Selectboard that the next meeting of the Woodbury Fire Department (WFD) building committee would take place after the Woodbury Special Town Meeting on October 30. Two committees have been formed: 1) building committee, 2) village plan committee to include locating a village site for a new fire department building. Toby Talbot will attend the building committee meetings to share his expertise and experience with the East Montpelier Fire Department (EMFD).

Appointments – Denise nominated Greg Pelchuck and Rick Kehne to be appointed to the Calais Roads Advisory Committee. The motion was moved by Toby, seconded by Scott Bassage and passed 5-0.

Minutes – Minutes of the Sand Hill Road discontinuance hearing of October 13, 2014 were approved 5-0 with no changes. Selectboard minutes of October 13, 2014 were approved 5-0 with no changes. The minutes of the Joint Meeting of the Calais Selectboard, East Montpelier Selectboard and EMFD Board of Directors Quarterly Financial Review on October 16, 2014 were approved with a couple changes. Rose Pelchuck took the minutes at this meeting.

Road Commissioner Update – 1) The Martin Road culvert is completed. 2) The rented excavator will be moved from Martin Rd. to Marshfield Rd. to fix a chronically muddy spot below the cemetery. Water run-offs will be created. 3) The bridge in North Calais linking North Calais and Upper Roads is closed. The Selectboard asked Alfred to contact engineer Doug Newton to determine if there is a temporary fix that would make the bridge safe so it could be opened to traffic. 4) EMFD is selling a tanker truck for \$10,000 with a two-year warranty. Calais could use it to water roads in the summer, following the grader to keep dust down. (The chloride trailer would follow the other grader.) It would free up a truck to haul gravel. Scott expressed concern about maintenance and repair costs. He would like the decision to purchase the tanker truck to be made by the voters. Alfred and Toby confirmed the truck is in excellent condition. Toby will speak with the EMFD Board and see if they will hold the truck until a town meeting vote. Denise asked Alfred and Toby to let her know about similar issues before selectboard meetings so she can put them on the agenda. 5) “Rusty” guardrails were installed on Max Gray Road which pleased John Brabant. (Background: The Selectboard and CRAC feel that “old” looking guardrails fit with the rural character of Calais roads better than shiny, silver guard rails.)

The Selectboard agreed that it has been an awesome year for road work and thanked Alfred and the road crew. Alfred said he has a good crew and the weather has cooperated.

Operations Manager Update - 1) Lilley ROW – Digging across Lightening Ridge Road to install Fairpoint lines was undertaken without payment of the ROW fee and without Calais Road crew supervision as stipulated in the permit submitted by Doug Lilley and approved by the Selectboard. The fee has since been paid by Fairpoint, with Doug Lilley also agreeing to pay. The

town needs to find out who did the digging to ensure the depth of the buried lines. 2) Damage to car – A bill was submitted for \$3,195 for repairs to a car that drove into a ditch/hole in Maple Corner. The hole is eight feet off the traveled roadway and is caused by drainage from the Maple Corner Store yard. Donna has sent a loss notice form to the town's insurance company. 3) Dry hydrants have been replaced/repared on Max Gray, Peck Hill and Leonard Roads with payment for the work based on a 75/25 match grant, the 25% being paid by either the fire departments or the town. Dry hydrants are tested annually. 4) The road crew will be attending an all-day winter maintenance workshop on Thursday, October 30.

Auditors – Ginny Kern and Mary Ormsby reviewed "Internal Control Procedures" checklist (from VLCT) with the Selectboard. Ginny said the document is a management tool and provides a comfort level knowing that proper procedures are in place to avoid fraud. Mary noted that over the last couple years the auditors have worked with various committees to develop written procedures. Scott pointed out that the State auditor's web site has a one-page list. It is an annual requirement that the town treasurer fill it out and the selectboard acknowledges its receipt. Regarding inventory of equipment, Donna will provide the auditors with a list of equipment/vehicles. There is no list of office equipment. Scott mentioned the VLCT "suite" of financial policies that are available for the selectboard to adopt.

Lakes & Streams Committee – The selectboard agreed the Lakes and Streams funding request could be put on the town meeting 2015 warning without a petition.

EMFD Templeton Road Building – Toby visited the Templeton Road fire station with officials from East Montpelier. Mike Garand, East Montpelier Road Commissioner, would like to store the town grader and excavator in one side of the fire station during the winter. East Montpelier town would pay for needed renovations, including raising the door height and electrical modifications. The EMFD Board will discuss at their meeting this week. There would be additional heat and electricity costs; Calais would be reimbursed/credited. Denise said she supported this as long as it didn't cost Calais anything. Toby will report back.

Woodbury Fire Dept – Toby attended a meeting regarding the WFD building. There is no viable option in their current location. Toby's focus will be on the footprint of the building and the cost, and he will attend future meetings.

Dog Ordinance – The Selectboard will review the VLCT model ordinance (developed since the Selectboard last worked on a revision of the Calais dog ordinance). The goal is to approve the ordinance at its November 10th meeting and develop two penalty fee schedules, one for vicious dogs and one for nuisance dogs. The ordinance will then go through the ordinance adoption process. The model ordinance is available on the VLCT web site in the "Big Book of Woof."

Budget Schedule for Town Report – Donna handed out a schedule showing the dates that specific budget items will be discussed at selectboard meetings. She will notify the appropriate committees as to dates relevant to that committee. She also has a schedule for items to be included in the warning. In an attempt to mail the annual report to voters earlier than last year, deadlines are firm and late items will not be included in the report.

Ancient Roads – Toby reported there are 19 spurs, 3.8 miles, that need to be visited by the

Selectboard in order for the roads to be discontinued. Toby will create a list so the “walkabouts” can be scheduled efficiently. The meetings need to be warned with 30 days notice. The walks are scheduled for December 2 and 3 and, once specific times and sites are developed, Donna will warn the meetings.

The meeting adjourned at 9:03 pm.

Respectfully submitted,

Donna Fitch, Clerk,