



TOWN OF CALAIS

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East Calais, Vermont 05650
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calaisvermont.gov

SELECTBOARD MEETING

Monday, March 27, 2023

Approved April 10, 2023

MINUTES

Attending: Gabrielle Malina, Jamie Moorby, Anne Winchester, Anne Toolan, Jordan Keyes, Barbara Butler, John Stafford, Reenie DeGeus, Doug Lilley, Marge Sweeney, Colleen Bloom and Rose Pelchuck.

Call to Order 6:00 pm

Anne Winchester made a **motion** to go into Executive Session in accordance with VSA § 313 (a)(1)(F) to discuss confidential attorney-client communications regarding the Curtis Pond Dam. The motion was seconded, voted on and carried 5-0. Jordan Keyes made a **motion** to come out of Executive Session. The motion was seconded, voted on and carried 5-0. There was nothing to report publicly.

Public Comment - none

Additions or changes to the agenda – Anne Winchester added one item to the agenda.

Consent Agenda Approval – The Selectboard reviewed and discussed the following items on the Consent Agenda:

- Approve Selectboard Meeting Minutes of March 19, 2023
 - Approve Annual Town Meeting Minutes of March 7, 2023
 - Approve WEC permit application to install poles in the Town's ROW on Sadie Foss Road •
- Ratify vote to Adopt Rules of Procedures from March 19, 2023 meeting
- Ratify vote to move \$49,200 for radar speed signs from ARPA Funds expenditure to Highway Department Road Signs line item in the budget from March 19, 2023 meeting
 - Appoint Anne Winchester as Municipal Authorized Official for the purpose of administering the Community Development Grant for rehabilitating the East Calais General Store

Gabrielle Malina made a **motion** to approve the above Consent Agenda. The motion was seconded, voted on and carried 5-0.

Town Appointments

Development Review Board – Rachael Seelig is willing to serve on the DRB. Gabrielle Malina made a **motion** to appoint Rachael Seelig to complete the 3-year term formerly held by Anne Winchester that expires in 2025. The motion was seconded, voted on and carried 5-0.

E-911 Coordinator – Sam Dworkin is willing to serve in this position. Anne Winchester made a **motion** to appoint Sam Dworkin to complete the 1-year term formerly held by Anne Winchester that expires in 2024. The motion was seconded, voted on and carried 5-0.

Selectboard Training Opportunities - Anne Winchester spoke about different training opportunities for Selectboard members. Barbara Butler noted the fee can be put on the town's credit card. The registration fees can come out of the education and training line item in the budget.

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Selectboard Document Sharing and Emails - Jordan Keyes reported rbTech is putting together a proposal to implement Microsoft Office/Outlook for the town and they are a bit backlogged. The proposal will include cost relative to the accounts we are setting up and the cost of doing the migration. We are moving forward as quickly as we can. Outlook is compatible with Apple products. Jordan Keyes is hopeful to know more by next week. Jamie Moorby made a **motion** to ratify the vote from March 19th to have Jordan Keyes go ahead and obtain the Microsoft based email and document sharing system for the town. The motion was seconded, voted on and carried 5-0.

Hire Half-Time Road Crew Member - Anne Toolan and Jamie Moorby, Co-Road Commissioners, reported that Ed Rowell agreed to come back as a half-time road crew employee. Ed had been with the town on and off for about 35 years. The position is year-round up to 24 hours a week and is contingent on passing a drug test. Jordan Keyes made a **motion** to authorize Jamie Moorby and Anne Toolan to sign the Letter of Employment to hire Ed Rowell with the above noted conditions. The motion was seconded, voted on and carried 5-0.

Curtis Pond Dam Request For Proposals and Curtis Pond Association (CPA) - Marge Sweeney provided an update to the Selectboard reporting six permit applications have been submitted and the CPA is waiting for comments. One permit doesn't need Selectboard signatures, and one was signed last July. The four other agencies should receive a letter requesting that the Town of Calais Selectboard be added to the application as co-applicants. Much more information is on the CPA website (curtispond.org).

Marge Sweeney asked the Selectboard to start to get the legal documents together such as Quit Claim and access rights. Marge stated there are four different locations around the pond where an endangered burr reed grows. Those growing near the dam can be moved to town-owned land near the swim area prior to construction.

DuBois & King, Consulting Engineers, have prepared two RFP documents; one is technical and the other is the standard bid document that outlines the process and contractual details. These need to be updated to include Calais specific information. Jamie Moorby added that the CPA is waiting on comments from the agencies reviewing the permits. Once those comments are received by DuBois & King, we should have a good idea going forward of what we need to add to the RFP and of the timeline going forward. Marge Sweeney is working on a grant from Rural Economic Development and would like a letter expressing support from the town. Gabrielle Malina inquired about who is going to be administering these grants. Marge stated any reporting requirements, grant administration will be done by CPA.

Anne Winchester made a **motion** to appoint Jordan Keyes and Jamie Moorby as Selectboard liaisons to CPA and to authorize them to sign four letters making the Town of Calais co-applicants with CPA to the environmental permits, to speak with the town attorney to get the legal documents going, and to look into the RFP to be sure it aligns with Calais' RFP policy. Additionally, the Selectboard states its support for moving forward with the Curtis Pond Dam project. The motion was seconded, voted on and carried 4-0. Jamie Moorby abstained from the vote.

ARPA Grants - Gabrielle Malina reached out to Denise Wheeler to gather information regarding the ARPA funds provided to Calais. The town received \$479,000 and the uncommitted balance is \$33,127. The town has until the end of 2024 to allocate it. To date the following funding allocations have been authorized:

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- CV Fiber \$200,000 for broadband expansion has been spent
- Town office COTTS Historical Indexing - \$20,000
- Traffic calming road design suggested by Rick Kehne - \$30,000
- East Calais water district - \$60,000
- Emergency Management matching grant funds for a water-cooled generator at the Town Hall and an air-cooled generator at the Maple Corner Community Center- \$21,463
- Curtis Pond Dam - \$100,000
- Invasive Species Study by the Conservation Commission - \$15,000

Total funds promised: \$446,463

Total ARPA Funds remaining: \$33,127.36

Jordan Keyes made a **motion** to appoint Gabrielle Malina as ARPA Grants Administrator for the Town. The motion seconded, voted on and carried 5-0.

Revise Existing Town Credit Card Policy - Anne Winchester reviewed the current Credit Card Policy and revised it to enable issuance of a credit card to the Road Commissioner and to authorize those holding Town credit cards to allow other town employees to use them for specific purposes. Jordan is in favor of having policies formatted to include revision dates. Jordan Keyes made a **motion** to approve the revised Town Credit Card Policy as presented with the addition of language stating that credit card information will not be transmitted directly via email. The motion was seconded, voted on and carried 5-0.

Hire Full-Time Road Crew Member - Jamie Moorby reported she created a draft ad for a full-time road crew position. Jamie noted that Calais does not have an application to fill out and people just need to reach out if interested. Barbara Butler will collect applicant information and forward to the Selectboard. The interviewing committee will consist of members of the road crew, Jamie Moorby and Anne Toolan. Jamie would like to see a highway road crew job description; Rose Pelchuck will provide that. Jordan Keyes agrees the job description should be posted on the town's website, under highway department. The Selectboard agreed to go ahead and advertise to fill the road crew vacancy.

Road Issues Update - Anne Toolan reported on the radar speed signs. John Stafford notes the signs are made to be welded in place but can be retrofitted to add a four-inch collar for stability of the 13-foot signpost. John said Toby Talbot knows where we can get radar speed signs that mount on a regular road signpost and are movable. John Stafford, Jamie Moorby, Toby Talbot and maybe Rick Kehne can get together to view these signs and come up with a plan for next steps. Two bases have been installed but the other parts and pieces are in the original package unopened since October 2022.

The Central Vermont Regional Planning Commission has offered to carry out a scoping study to create a plan to upgrade a culvert on Kent Hill Road. Jamie reported that the work would be paid for by a 75% federal grant with a 25% matching in-kind for the town. Disadvantaged communities can apply for a 90% federal grant. Jordan Keyes made a **motion** to authorize Jamie Moorby to sign an agreement with CVRPC for the management of the Kent Hill Road scoping project. The motion was seconded, voted on and carried 5-0. Jamie and/or Toby will return this signed agreement to CVRPC.

Municipal Roads Grant program- the annual report is due to the state on April 1st. Anne Winchester made a **motion** to authorize Jamie Moorby to sign the document. The motion was seconded, voted on and carried 5-0.

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Anne Toolan spoke with Doug Lilley about issues of speed on Lightning Ridge Road. She spoke to Cat Fair, Calais Elementary School Principal. The kids are making some signs to encourage people to reduce speed.

Toby Talbot is working his way through the drinking water situation at the town garage.

Toby Talbot is reaching out to DeWolfe Engineering to see if the contract is still valid for the temporary bridge project on the Moscow Woods Road bridge.

Town Governance – Anne Winchester said that Donna Fitch, Janet Ancel, Jamie Moorby and she have been discussing forming a town governance working group that would examine Calais government personnel structure and operating systems and report back to the Selectboard with recommendations. The group has developed a mission statement and is now working on gathering people who might be interested in participating. They may be ready to come to the selectboard with a work plan as early as the Meeting on April 10th.

Town of Calais v. Shedd Update - Jordan Keyes reported the town attorney submitted a response to the court. We are still in the waiting period to hear the court's response if the remedial action plan still stands.

New Business: Town Appointments

Anne Winchester has been contacting townspeople to see if they would be willing to serve the town in various positions. Anne Winchester made a **motion** to appoint the following people to these respective positions:

- CVRPC Delegate, one year term, John Brabant
- CVSWMD Delegate, one year term, Bill Powell
- CVSWMD Alternate, one year term, John Brabant
- Energy Coordinator, one year term, Bill Powell
- Tree Warden, one year term, Neal Maker
- Conservation Commission, four-year term expires 2027, Larry Bush
- Design Advisory Board, four-year term expires 2027, Ryan Edwards
- Historic Preservation Commission, three-year term expires 2026, Ryan Edwards

The motion was seconded, voted on and carried 5-0.

Union and Town Attorney - Jordan Keyes proposed to schedule a special meeting next week for an executive session for the purpose of discussing the union with the town attorney. This meeting was scheduled for Wednesday, April 5, 2023.

Next Meeting

The Selectboard will meet again next Monday, April 3, 2023.

Adjournment

The meeting adjourned at 9:17 pm with a motion by Jordan Keyes.

Rose Pelchuck
Interim Recording Secretary