

Selectboard Meeting  
*Approved*

May 12, 2014

7:00 pm Calais Town Hall

Present: Selectboard members Denise Wheeler, Scott Bassage, John Brabant, Toby Talbot, Rose Pelchuck; Alfred Larrabee, Paul Rose, Ginny Kern, Bill Davis, Dot Naylor, Renee Carpenter, Peter Harvey, Ty Rolland (EMFD).

The meeting was called to order by Denise Wheeler, Chair, at 7:10 pm.

Non-agenda Items

Use of Town Hall for Yard Sale: Scott Bassage said that Ernie Parrish and neighbors asked to use the Town Hall for a yard sale especially if it rains. They will clean up. The Board agreed that it was okay to hold the yard sale. Scott requested a copy of the Maple Corner Community Center's building usage policy. Donna will get him a copy.

Reappraisal Contract: The Board reviewed the Update/Reappraisal Agreement from New England Municipal Resource Center (NEMRC). Donna Fitch questioned "*Section A: Data Quality Study: NEMRC and the Calais listers will develop a procedure to complete a data quality study to determine the quality of the assessment data. If the study indicates the data quality is acceptable then a valuation update will be completed. If the data is inadequate then the Town will need to complete a full reappraisal and this agreement will become void.*" Donna will ask Ed Clodfelter, Senior Appraiser – NEMRC, to explain more precisely what the data quality study means. The cost of the reappraisal is \$44,000. The agreement will be on the next meeting's agenda.

Thank You: Peter Harvey thanked Toby Talbot, Temporary Operations Manager, for spending time with him driving the Calais roads. Peter said he is very satisfied that Toby is trying to follow the directions of the Calais Roads Advisory Committee.

Budget Update

Donna reviewed the budget and balance sheet. Except for one account used for delinquent tax reconciliation, all bank accounts and long term liabilities (monies voted for special projects by the voters) are now on the balance sheet so the town's assets and liabilities are presented completely. Reviewing the budget, Donna pointed out that the temporary highway operations manager's pay is coming out of account 5003 Highway Wages. Payments for road crew classes are now coming out of the Highway budget rather than the Selectboard budget. Software contracts used for the grand list have been moved from the Contracts account to Listers, so that all listing expenses are consolidated.

The Board discussed how much money would be left in the highway budget on June 30. Donna said money left in the highway budget can be carried over to the next fiscal year, however, Calais has voted any highway fund balance go into the highway equipment fund. Scott asked if it would make sense to pay off the equipment loans if we have a surplus.

Toby reviewed a list of upcoming projects to possibly be completed by the end of the year, including stockpiling gravel, eliminating clay boils (which have already been marked out), a culvert on Max Gray Road. These are the priorities and will cost money, but they are beneficial improvements, he said. Toby and Alfred will review the highway budget and the Selectboard will review at the next meeting to determine if there will be a surplus. Scott said he wanted to see what the education tax will be compared to last year. (The town has not yet received the final education tax amount.) Scott said there are a number of possible ways to use excess highway money – construction projects, equipment debt, reduce the tax rate. The Selectboard should have it all laid out before them, he said, and discuss at the next meeting.

Curb Cut and ROW Permits

Curb cut and ROW permits are now being recorded in the land records. The Board asked Donna to add the curb cut engineering document passed out at the last meeting to the ordinance and to add wording from the zoning regulations regarding corner lots. John Brabant reminded the Board that changes to an ordinance need to go through the ordinance approval process. Donna will make these updates.

#### Approval of Minutes from 5-12-14

The minutes of April 28, 2014 were unanimously approved with a couple minor changes (add explanation of engineering document regarding curb cuts and change the word March to May regarding Rick DeWolfe's meeting availability).

#### Road Commissioner Update

Road Commissioner Alfred Larrabee reported that the Ford truck is in the shop for a day having a belt fixed. The hydraulic pump is off making the belt wear. Alfred is looking at other brands for the town's next vehicle purchase. The grader class with Dave Antone has not been scheduled yet. Alfred moved boulders on the Benjamin's property on Jack Hill Road that were in the town right-of-way. Mrs. Benjamin put them there to deter people from parking on her property (probably to use cell phones). Denise thanked Alfred for responding so quickly. The road crew has new pagers. Alfred distributed the pager numbers. A new culvert will be installed on Pekin Brook Road with the work beginning this week. The road will be closed for a short time while the culvert is being installed.

Denise would like to put a list of summer projects on Front Porch Forum. Toby will make a list of projects. The projects the road crew is planning to undertake are riverbank hardening on Pekin Brook Road, installations of culverts on Max Gray Road and Chapin Road, and grading. Scott asked for costs of these projects. Toby will estimate costs

#### North Calais Retaining Wall

Toby talked to Tom Anderson at Agency of Transportation (AOT) who said there is a slight possibility there will be remaining funds in this grant round. He will know in early June. Calais would have to apply for these funds. Tom explained that the town can rescind the grant awarded for the North Calais wall and reapply next year. The North Calais project would be put on a high priority list. If the town receives the grant in 2015, it will lower the town's share. Currently, the low bid is \$167,000 and the structures grant approved for Calais is for \$98,000. The town's portion is \$69,000. If the town applies next year, the town could apply for \$180,000 and would receive \$162,000 with the town paying only \$18,000. This would be a savings of \$51,000 for the town. Toby suggested rescinding the grant, putting together an accurate estimate and reapplying next year

John made a motion that in light of the info received from the Agency of Transportation that the Selectboard rescind its vote of the last meeting to hold a special town meeting to raise money for the North Calais wall. The motion was seconded and unanimously approved. Toby will talk to Tom Anderson about the process to rescind the grant.

#### Noguiera ROW

A motion was made, seconded and approved 0-5 to issue a permit to the Norguerias for the existing, as-built fence that is in the town's right-of-way; the town will not be responsible for any damage to the fence. The Noguierias have completely removed the boulders that were in the right-of-way and the boulders are not to be relocated in the right-of-way. Donna will write this up and the Selectboard will stop by the office to sign the permit. The Noguierias also need to pay the application fee.

#### Recording Curb Cuts

Donna is now recording curb cut and right-of-way permits in the land records. There are many pages to the curb cut permit process. Donna will simplify the form to reduce the number of pages that need to be recorded, making sure that the permit page with the road commissioner's sign-off is included.

#### EMFD Tanker

Ty Rolland, EMFD Chief, presented the reasons for replacing the fire department's tanker. Currently, the fire department has two tankers, a 1992 and a 1994 built on old town truck chassis. EMFD is looking to

replace two tankers with one. Ty said there are only two or three trucks on the market in the 2,000 gallon range. He has found chassis available that were fleet trucks and a local vendor in Williamstown who could rebuild. A used chassis would be used on the front, and a new chassis on the back. Additional equipment for brush fires could be added. The cost is in the \$115,000 range. The old tankers will be sold. The chassis are from Airgas in Ohio. The vendor has looked at them. One chassis has 152,000 miles on it. It is an automatic.

The Calais/East Montpelier Fire Department Contract states that the EMFD needs approval from the East Montpelier and Calais Selectboards to approve purchases out of the capital budget. Ty said the department is asking to approve \$100,000, with financing over a two-year period for the remainder of the costs. The overall cost is \$115,000. Denise expressed concern about making sure the EMFD does not go over that amount so that the town would then have to go to voters for money. Ty said money from the sale of the old tankers would be credited back to the capital fund. Scott said it is good proposal. John wanted to make sure the department didn't buy a truck where two years from now it has too much rust or too many miles.

The motion was made to approve East Montpelier Fire Department's purchase of a tanker truck not to exceed \$115,000, which will be taken from capital funds, with the condition that proceeds from the sale of EMFD's two tanker trucks will be deposited back into the fire department's capital fund. The motion was seconded and approved 4-0 with Toby abstaining.

#### Hutch Crane Accident Complaint

Attorney Joe McLean is representing the town in the complaint *CCS Constructors, LLC v. Hutch Crane and Pump Rental Corp. and East Montpelier Fire Department and Town of Calais*. He asked the Selectboard to authorize adding the town as a party to this matter and that he be allowed to enter an appearance. Rose made a motion to authorize Joe McLean to represent and add the town as a party in the suit. Toby seconded and the motion passed 5-0.

#### Internet at Town Hall

The Selectboard approved installing internet at the Town Hall. Fairpoint has been overbilling the town so even with the additional internet connection, the monthly cost will be lower than what is being paid now at the Town Office. Donna will call Fairpoint and arrange for installation. The Board discussed allowing residents access to the internet since they are the ones paying for it.

#### Zoning Application Fees

The 5/7/14 draft of zoning, curb cut and ROW application fees was reviewed. Donna will add a blurb noting it is the applicant's responsibility to look into other state requirements. Donna will add the definition of a curb cut to ensure that applicants know that only a curb cut, and not a driveway, is being approved.

Renee Carpenter suggested writing a letter to Front Porch Forum introducing herself as the new zoning administrator and mentioning the zoning fee change. She suggested offering a grace period to those who have built something without a permit and waiving the doubling of the fee. (If development commences prior to application for permit, the fee will be doubled.)

#### Executive Session

Scott made a motion to go into executive session, including Dot Naylor, Rene Carpenter and Donna Fitch, in accordance with 1 V.S.A. § 313 (a)(1) for the purpose of discussing a legal matter Toby seconded the motion and it passed 5-0.

At 9:35 pm the Selectboard came out of executive session. John made a motion to authorize attorney David Rugh to commence zoning enforcement action against Shaun and Laura Fielder if the Notice of Violation is final. Rose seconded the motion and the motion carried 5-0.

Due to the Memorial Day holiday on May 26, the next Selectboard meeting will be held on Tuesday, May 27 at 7 pm at the Town Hall.

The meeting adjourned at 9:45.

Respectfully submitted,

Donna Fitch, Clerk