

SELECTBOARD SPECIAL MEETING  
*Draft Minutes*

December 16, 2016

9:00am Town Office Building

**Attending:** Denise Wheeler, John Brabant, Scott Bassage, Toby Talbot, Rose Pelchuck, Donna Fitch, Judith Robert and Jim Barlow, Esq

Denise Wheeler called this continued special meeting from December 9, 2016 to order and again stated we are trying to plan for the town's future needs and identify goals to achieve that end. Donna Fitch, Town Clerk and Treasurer, and Judith Robert, Assistant Town Clerk and Assistant Treasurer provided detailed explanations of their respective job duties and all talked about all the other things that crop up in the course of doing business in the office.

Jim Barlow summarized the current operations, after hearing from the attendees, by saying there is more work to do with the current structure and a reorganization of duties from elected positions to appointed positions will redistribute the work load. The Charter will provide the ability to appoint a Town Treasurer and Auditors. Jim Barlow, who doesn't have anything vested in this plan, clearly stated the Selectboard needs to be unified when presenting this to the townspeople. Toby Talbot is concerned about the public perception of the Selectboard doing a power grab with moving to a Charter. Toby noted this to be a huge political shift from the way it's always been done. Those of us in this meeting know it is what's best for the town, it's another thing to get buy-in from the public. After further discussion, the Selectboard along with Donna, Judy and Jim all agreed that we all need to put the effort in to communicate to townspeople that restructuring town operations is in the best interest of all Calais residents.

Job descriptions for Town Treasurer, Auditors and Selectboard Assistant were reviewed line by line. The statutory duties of each are included in the job descriptions along with certain other duties most aligned with that position. Jim Barlow reported employees of the town are hired under the authority of the Selectboard and the Selectboard is responsible for Human Resources administration, which includes the personnel policy, attendance records and all things that go with managing people. The payroll administration should go to the appointed Treasurer. Judith Robert noted the list for the Selectboard Assistant could be pared down with some duties given to the Assistant Town Clerk. The job description for the East Montpelier Town Treasurer was reviewed and discussed.

In discussing compensation for the Auditors, in 2012 \$4,000.00 was budgeted. Jim Barlow suggested for 40 weeks a year, the auditors would work 3-5 hours per week, then for about 10 weeks a year, work 20 hours per week in preparation of the proposed budget and other items associated with the annual town report. (Estimated calculation 400 hours X 20.00/hr = \$8,000.00 rounded up to \$10,000.00.)

Looking back at how things were done in Calais was thoroughly discussed. The Town Clerk has statutory responsibilities and over time many things have segwayed to the Town Clerk. There is a bunch of stuff the Selectboard knows it is responsible for and a bunch of stuff nobody knows who is really responsible for doing – it just has always gotten done. One goal is narrowing down the Town Clerk's responsibilities and having the Selectboard Assistant manage the other Selectboard responsibilities. The Town Clerk will still appoint an Assistant Town Clerk in accordance with statute. Donna Fitch will pull together the various figures discussed today for further review at the next meeting on December 19, 2016.

Scott Bassage made a motion to adjourn at 12:00 pm. The motion was seconded, voted on and carried 4-0. Rose Pelchuck left for work at 11:20 pm.

Respectfully submitted,

Rose Pelchuck, Calais Selectboard Member