



# TOWN OF CALAIS

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## SPECIAL SELECTBOARD MEETING

### Minutes

Approved 4/17/23

Monday, April 3, 2023

6:00 pm Calais Town Hall

**Attending:** Jamie Moorby, Anne Winchester, Anne Toolan, Jordan Keyes, Barbara Butler, John Stafford, Scott Bassage, Marge Sweeney, Colleen Bloom, Marc Mihaly, Jeffrey Tucker, John McCullough, Rob Richert and Rose Pelchuck.

**Absent:** Gabrielle Malina

### Actions:

The meeting was Called to Order by Anne Winchester at 6:03 pm.

Additions or changes to the agenda – Anne Winchester added two items to the agenda as follows:

Interim Highway Grants Administrator Compensation – Jordan Keyes made a **motion** to change Toby Talbot's compensation payment to a straight \$16,000 a year, to be paid in equal payments twice a month, instead of weekly hours at \$30 per hour as previously approved. The motion was seconded, voted on and carried 4-0. (*Note: this is the same amount Toby had been receiving for the past eight plus years.*)

Liquor License Renewal Applications – The Selectboard reviewed the application from the Adamant Co-op Store for renewal of the beer/wine permit. Jordan Keyes made a **motion** to approve the permit as presented. The motion was seconded, voted on and carried 4-0.

The Selectboard reviewed the application from the Maple Corner Store for renewal of the beer/wine permit. Jordan Keyes made a **motion** to approve the permit as presented. The motion was seconded, voted on and carried 3-0. Jamie Moorby abstained from the vote.

Public Comment - none

### Documents signed by the Selectboard:

PM1 form authorizing Anne Winchester to be Municipal Authorized Officers for the purpose of administering a Community Development grant, which has been sub-granted to the East Calais Community Trust

Credit Card Policy adopted March 27, 2023

Town Meeting Minutes from March 7, 2023, approved on March 27, 2023

Zoning Administrator New Computer Request - John McCullough reported his work as ZA requires a sophisticated mapping computer set up at the town office. John priced a Dell around \$1,800.00. rbTech might cost a bit more, but after discussion rbTech does our other technology systems so it may be better to go with them. Jordan Keyes will ask rbTech to update a quote for the ZA operational hardware needs. Funds are in the current General Office budget, Office Equipment line to make this purchase. Jordan Keyes made a **motion** to authorize rbTech or John McCullough to purchase a PC workstation, including requisite hardware, to reside at the town office relative to work for the Zoning Administrator and/or Zoning Administrator Assistant, not to exceed \$2,300.00. The motion was seconded, voted on and carried 4-0. (*Note: Jan Ohlsson agreed to be Assistant ZA; that appointment will be forthcoming.*)

Common Level of Appraisal - Anne Winchester shared the annual equalization study results that adjust our grand list for purposes of determining our state property taxes. Due to the higher sale values compared to current assessments, the town grand list will be adjusted upward by about 20% for purposes of determining our statewide property taxes for fiscal year 2024.

Presentation from Curtis Pond Association - Marge Sweeney asked for a letter of support from the Selectboard for the Rural Economic Development Initiative Grant for \$7,500 that she is applying for. Jamie Moorby will share the document with the Selectboard this week. It will be on the next agenda.

The Selectboard discussed the Memo Of Understanding (MOU) entered into between the former Selectboard and CPA signed November 3, 2021. Jordan Keyes reported the town attorney will add conditions to the MOU that have been brought up since the approved town bond vote in March and clearly describes the roles and responsibilities of each party.

Marge Sweeney introduced Jeff Tucker from DuBois & King, Consulting Engineers, to the Selectboard and to Zoning Administrator, John McCullough. Jeff Tucker has been involved with the Curtis Pond Dam since 2003.

Options for liability coverage during dam construction – Marc Mihaly spoke about PACIF insurance through VLCT, a policy for one million dollars in downstream liability is available but doesn't cover the dam itself (not property insurance). Jamie Moorby reported that more likely than not, the amount of insurance cannot be increased.

Process for issuing bonds authorized by Calais voters on March 7, 2023 – Marc Mihaly reported that May 15<sup>th</sup> is the deadline for the bond bank application. Marc said it would be good if the RFP could go out soon.

Jeff Tucker, Consulting Engineer, outlined the next steps and offered to speak to the town attorney if he has any technical questions regarding the dam replacement documents. Jeff spoke about the six permits waiting to be approved, noting the town doesn't even have one approved permit yet. The Army Corp of Engineers permit includes a historical preservation component. Curtis Pond Association has hired an archaeologist consultant. Jeff believes that this dam design is consistent with historical design and will have no adverse impact but won't know until Ms. Quinn has her report done (perhaps her preliminary work will be done in a month from now).

Legal documents that are needed prior to beginning construction – Marc Mihaly spoke about the legal documents needed for this project. Marge Sweeney said the Fothergills acknowledged they own the Camp Road. The Heise's are concerned about public access once this is a public dam since they own the land under the dam. Jordan Keyes spoke with the town attorney today to get the legal documents in order. We want to be sure the town is in the best position of authority to make decisions, Jordan remarked.

Anne Winchester made a **motion** that the Selectboard find that public knowledge of a draft RFP and other related legal documents regarding ownership and construction of the Curtis Pond Dam could place potential bidders and signers at a disadvantage and the documents should only be made available to the public when they are final. The Selectboard, with the members of the Curtis Pond Association Board and Jeff Tucker from DuBois & King, therefore shall enter into Executive Session to discuss legal documents which are exempt from Vermont's open meeting law under 1 V.S.A. Section 313(a)(6). The motion was seconded, voted on and carried 4-0.

Jordan Keyes made a **motion** to come out of Executive Session at 9:30 pm. The motion was seconded, voted on and carried 4-0. There was nothing to report publicly.

The meeting adjourned at 9:30 pm with a motion by Jordan Keyes.