

## Selectboard Meeting Minutes

Monday, March 26, 2018 at 7pm at the Calais Town Offices

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani, Judy Robert, Sandra Ferver, Donna Fitch, John McCullough, Alfred Larrabee

1. Call to Order: Denise Wheeler called the meeting to order at 7:07 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Recurring Items, Presentations, Reports:
  - a) Town Hall Update: The grant writing consultant provided positive feedback on the work of the Town Hall Renovation Committee, which is now moving into the fundraising stage (update provided by Donna Fitch). John McCullough updated the Selectboard on the immediate engineering needs of the project and upcoming construction expenses. They also discussed plans for grant applications.
  - b) Road Commissioner Update: The Road Commissioner provided an update on mud season road work and discussed repairs needed for the 2012 truck.
  - c) VTrans Highway Certification of Compliance: Clif Emmons motioned to allow the Selectboard to approve and sign the annual Highway Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Rose Pelchuck seconded, and the motion passed unanimously.
  - d) Highway Plan: Rose Pelchuck motioned to allow the Selectboard to sign the annual Financial Plan for Town Highways in Calais. Sharon Winn Fannon seconded, and the motion passed unanimously.
  - e) Arc & Arrow Proposal: Rose Pelchuck motioned to authorize the Chair to sign the Arc & Arrow contract when it comes through, using the existing grant money. Sharon Winn Fannon seconded, and the motion passed unanimously.
5. Business Items for Possible Vote and/or signature:
  - a) Staff Transition: The Selectboard discussed the transition in office staff: Sandra Ferver begins serving as Town Treasurer on April 1 and was hired to serve as Delinquent Tax Collector for 2018. Selectboard members, the Town Clerk and Treasurer, the Recording Secretary and Sandra Ferver have all agreed to work on supporting organization and management of office tasks during the transition time. The Town Clerk shared her observations about office staff needs.
  - b) Internal Controls/Material Weaknesses: When the audit was completed in 2015, Fothergill provided a list of internal control-material weaknesses, to which the Town needs to

respond; the Selectboard discussed the Town Auditor's necessary participation for addressing these weaknesses.

- c) Auditor Position: The Selectboard moved this item to the executive session portion of the meeting.
- d) Budget Review: The Selectboard tabled this item until a subsequent meeting.
- e) Decision re: Equipment Expenses Tracking in NEMRC: The Selectboard tabled this item until a subsequent meeting.
- f) Audit Scheduling: The Selectboard tabled this item until a subsequent meeting.
- g) Computer Systems & Accounts Access Policy and Vendor Payment Policy: The Selectboard reviewed the Computer Systems and Financial Accounts Access document; Board members will review and vote on approval at the next meeting.

The Town Treasurer explained the need for specific approved vendor payments to be made prior to approval at a Selectboard meeting and reviewed the Draft Vendor Payment Policy document. Clif Emmons moved and Sharon Winn Fannon seconded to approve the Vendor Payment Policy. The motion passed unanimously.

- h) Letter to VLCT re: S.260 (Senate Water Quality Bill): The Selectboard reviewed the background of S.260, regarding water quality and administration of laws as intended and reviewed a draft letter to VLCT stating the Calais Selectboard's support of S. 260 and requesting VLCT support it. Sharon Winn Fannon moved to authorize the Board to sign the letter, with edits as discussed. Clif Emmons seconded, and the motion passed unanimously.
- i) Calais Recycling Center Inspection Notice (WA300): The former stump dump location site inspection by the state did not meet the certification requirements. Rose Pelchuck moved and Clif Emmons seconded to authorized John Brabant to draft a letter to send to the people running the recycling and trash collection on weekends regarding action items required in order to come to compliance. The Selectboard discussed fencing and gating the area.
- j) Adopt Calais Rules of Procedure for other Calais commissions, committees, etc.: The Selectboard has adopted this Procedure and the Chair will send it to other groups for consideration of adoption.
- k) Review Appointments/Reappointments Spreadsheet: Denise Wheeler motioned to reappoint John Brabant as delegate and Jan Ohlsson as alternate to the CVRPC; Rose Pelchuck seconded, and the motion passed unanimously.  
Sharon Winn Fannon motioned and Denise Wheeler seconded to appoint Bill Powell as the Town's representative to the CVSWMD Board of Supervisors; the motion was amended by moving and seconding to appoint John Brabant as the alternate; the motion passed unanimously.  
Denise Wheeler motioned to appoint David Healy as the Town's CVISP representative for a one-year term; John Brabant seconded, and the motion passed unanimously.

- 6. Executive Session: The Selectboard moved to enter executive session at 8:53 pm for the purposes of 1 V.S.A. § 313 (a)(3) Personnel Matters and 1 V.S.A § 313 (a)(1) confidential attorney-client communications, and invited the Town Clerk, Town Treasurer, Sandra Ferver and the Recording Secretary to join them. The Selectboard resumed Regular Session at 9:25 pm, and the Chair reported that they are reviewing their options regarding the town audit and completing their audit obligations in the fall.

7. Other Business: The Selectboard Chair reported that it is time to revisit the LEOP (Local Emergency Operations Plan). The Chair and Nick Emlen will meet to update aspects of the plan and will research grant funds.
8. Review of Assignments, Minutes, Warrants, Upcoming Meetings
  - a) Review, discussion, and approval of minutes: Sharon Winn Fannon moved and Denise Wheeler seconded to approve the minutes for the 3/12/18 meeting with edits; the motion passed unanimously.  
Denise Wheeler moved and Clif Emmons seconded to approve the minutes for the 3/6/18 Town Meeting with edits; the motion passed unanimously.
  - b) Schedule site visit for Perennial Field Project major subdivision @ 100 Worcester Rd. (Permit Application #2017-28): The Selectboard reviewed the status of the DRB review and planned a curb cut site visit for 6:30 pm on Monday April 2, 2018.
  - c) Schedule special meeting to meet with staff individually re: benefits: The Selectboard tabled this item until a subsequent meeting.
  - d) Schedule special meeting to review job descriptions, Personnel Policy: The Selectboard will meet Monday, April 2, 2018.
  - e) Warrants: The Board reviewed the invoices and orders were processed for payment.
  - f) Assignments: None.
9. Adjournment: The Selectboard adjourned at 9:50 pm.

Date: 3/27/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary  
*Approved by the Selectboard at the 4/23/2018 meeting*

Tentative Items for Next Agenda:

Notify parties of curb cut

Roof structure over generator at town offices