

Selectboard Special Meeting Minutes

Monday, October 15, 2018 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani (ORCA), Sandra Ferver (Town Treasurer), Alfred Larrabee (Road Commissioner), Scott Bassage, Melissa and Ben Cohen, David Healy, Bill Powell

Absent: Sharon Winn Fannon (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 7:03 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Consideration of Cohen Curb Cut Application: Ben and Melissa Cohen attended with an application for a curb cut at the intersection of Jack Hill Rd. and Moscow Woods Rd., where they are building a driveway. The Road Commissioner commented that the visibility is fine, and a 15-inch culvert will be needed. Rose Pelchuck moved to approve the curb cut with a 15" culvert to be put in at the owner's expense, and applicants will check in with the E-911 coordinator regarding an address; John Brabant seconded, and the motion passed 4-0.
5. Updates/Reports
 - a) Road Commissioner and Operations Manager: The Road Commissioner reported that the Sadie Foss culvert is done; the road crew has just started berm removal on Old West Church Road. He discussed progress on the Town Hall project and reported that the trucks have been readied for winter. He said he had spoken with a resident about a highway concern that was voiced through Front Porch Forum and added that it is the Town's desire for residents to contact the Road Commissioner directly with concerns. The Selectboard and Road Commissioner discussed tire dumping locations in Calais and neighboring town roadways and clarified that the Town road crew would never use tires for alerting travelers to potentially dangerous traffic spots (as was conjectured on Front Porch Forum). The repaired truck is back in the shop due to an undiagnosed motor issue; the Selectboard was in support of selling the truck as soon as possible.
The Operations Manager was not in attendance.
 - b) Treasurer
 - i) Liability and casualty insurance: The Town Treasurer reported that these insurances are up for renewal, and she had reviewed the policies and shared two concerns. First, coverage on the Town Office is for replacement value, which may need to be adjusted higher by an underwriter. They considered the exceptional cost of the vault. Second, there is a concern of Town Hall's coverage while it is under renovation (construction is excluded from the current policy— "Builder's Risk" coverage is required). The Chair

will raise several questions with the NEMRC insurance person to clarify and determine how to proceed.

- ii) FY 18 Highway Surplus: The Town Treasurer reported that the FY 18 highway surplus amount was \$43,441, which is the amount of money the highway was over budget (\$14,307) subtracted from unanticipated highway revenue (\$57,748, comprised mostly of grant money). Denise Wheeler made a motion to approve the transfer the FY 18 highway surplus of \$43,441 into the capital equipment fund, based on the figures as explained by the Town Treasurer. John Brabant seconded, and the motion passed 4-0.
 - iii) Bond on the Town Office: The Selectboard reviewed the municipal bond bank's certificate for the Town Office bond. Although the project is long complete, this certification is an annual requirement. Denise Wheeler made a motion to sign the Certification of Project Completion on the Town Office; the motion was seconded and passed 4-0.
 - iv) Brookfield Generator Contract: The Selectboard discussed the annual service contracts for the two generators, one located at the school (approximately \$1200 per year cost) and the other at the Town Office (approximately \$800 per year). The school has requested the Town to pay half of the amount for the school generator since the school is the town's emergency shelter. Rose Pelchuck made a motion to pay the annual generator maintenance contract with Brookfield Service in full for both generators, serviced twice a year, acknowledging the school accommodates the Town at Town Meeting and with the trash depot location. The motion was seconded and passed 4-0.
 - v) Approve reimbursement of .gov domain payment: Rose Pelchuck has paid for the .gov domain expense out of pocket for several years (this cost requires use of a credit card, which the Town has just obtained recently), and receives reimbursement from the Town. Rose Pelchuck moved to authorize the Town Treasurer for reimbursement of the .gov domain and John Brabant seconded. The motion passed 4-0. In the future, the newly established Town credit card will be able to be utilized.
- c) Town Clerk: No update was needed.
 - d) Town Hall Renovation Committee: Scott Bassage commented on what an asset the Road Commissioner has been in his work on the Town Hall. Interior renovation and septic system quotes are forthcoming.
6. Central VT ISP update: David Healy, Calais' appointed representative to the CVISP, attended and updated the Board on the direction of the project. He shared details regarding the structure and operating practices of other ISPs in Vermont and the relationship between CVISP and Washington Electric Coop (WEC). Bill Powell, WEC management, attended and voiced his support for the CVISP. He commented that unlike other utility companies, WEC is the sole owner of its poles and they seek to be in partnership to make the ISP possible. David Healy let the Board know that CVISP will be doing a survey to gauge interest in Calais and discussed pricing models and a map of buildings in Calais showing distances between houses and stated that sixteen towns have joined so far. The CVISP draft annual report will be made available next week; the Chair advised that the Selectboard is working on the Town Report, and invited David Healy to write an update for inclusion in it. Bill Powell commented on the history of power companies and telecommunications, and the various barriers and incentives for this project to proceed, including possible resistance from phone companies.
7. Budget/town report schedule: This item was tabled until a subsequent meeting.

8. Draft road naming policy: The Selectboard reviewed and edited the draft policy document in detail.
9. Draft credit card policy: The Selectboard reviewed and edited the draft credit card policy document in detail.
10. Chair update, projects, etc.:
 - The BCA meeting for 10/17 was cancelled; Craig Line has withdrawn his appeal.
 - Town Attorney Jim Barlow is changing the way he bills; the Town has received a refund from him for having not utilized as many hours as were paid. He will now be billing a rate by the hour. The Selectboard commented on his commendable honesty.
 - John Brabant reported the CPI (consumer price index) for the region of New England (for budgeting purposes) is at 2.7%.
 - Another appreciation dinner is being planned soon.
 - The Chair reviewed a document listing ongoing Town Office maintenance needs and asked the Board to consider approving paying someone to work on identified maintenance needs.
11. Review and approve minutes, warrants
 - a) The Board did not have warrants to review.
 - b) Rose Pelchuck moved and John Brabant seconded to approve the minutes of the 9/24/18 meeting, with the changes as noted; the motion passed 4-0.
12. Rose Pelchuck moved and John Brabant seconded to approve the minutes of the 10/1/18 meeting, with the changes as noted; the motion passed 4-0.
13. Executive Session for Personnel Matters: John Brabant made a motion to go into Executive Session at 9:08 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 4-0. The Board resumed Regular Session at 10:10 pm. Denise Wheeler had nothing to report publicly.
14. Adjournment: Rose Pelchuck made a motion to adjourn at 10:11 pm. The motion was seconded, voted on and carried 4-0.

Date: 10/16/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 11/5/2018 meeting

Click on the link below to view documents associated with this agenda:
<https://drive.google.com/open?id=1vUvNphF5TW5Vr5axxzLqVSHBRaqKOSW2>