

Selectboard Special Meeting Minutes

Monday, October 29, 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 (ORCA), Toby Talbot (Operations Manager), Scott Bassage, Jennifer Whitman, Riley Cook, Alfred Larrabee (Road Commissioner), Greg Pelchuk, Chance Payette, Paul Cerutti, Tim Neill, Jim Barlow, Esq. (Town Attorney)

1. Call to Order: Denise Wheeler called the meeting to order at 7:01 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports (as needed or requested)
 - a) Road Commissioner and Operations Manager: The Operations Manager reported that he applied for two Better Roads grants for Town (bank erosion and ditches on the Marshfield Road); there are additional grants to apply for in the spring. He reported that the repaired truck is in the process of being sold (\$45,000); the Selectboard thanked the Operations Manager and Road Commissioner for their work on the sale.
 - b) Treasurer: This item was not needed.
 - c) Town Clerk: This item was not needed.
 - d) Town Hall Renovation Committee: This item was not needed.
5. Budget/town report items:
 - a) Cemetery Commission: The Cemetery Commission shared updates in their report to the Selectboard, including that they have advertised an RFP for a mowing and maintenance contractor for the 2019 season, Commissioner Jennifer Whitman taking on administrative responsibilities and their multi-year plan for maintenance.
 - b) Woodbury Volunteer Fire Department (WVFD): The WVFD reported expecting their budget increase (which they will present to the Board in December, after their own board has voted on it) to be around 2 percent. They received a donation from VSECU of a piece of foreclosed property across the street from the fire station; volunteer in-kind donations on the project so far have exceeded \$100,000; a committee will be formed and will include a Calais Selectboard member. They are looking ahead to eventually asking the towns for contributions to the costs of a fire station.

The WVFD shared the details of a proposed (new) Capital Replacement Fund. The towns (Woodbury and Calais) are currently paying \$17,850 per year on loans for trucks for an additional six years. WVFD said they have two trucks over 20 years old in need of replacement (combined cost of over \$650,000) and that this Fund should have been

initiated ten years ago. The Fund shows a total yearly replacement cost of \$79,500 per year, 50 percent of which would be Calais' share. The Board discussed their concern about proposing this tax increase.

The Board and Department discussed rule of thumb for distance between fire stations and the stress and challenge of getting firefighters; John Brabant proposed a simple outpost in Calais. Scott Bassage commented on eliminating one engine to lower costs; WVFD stated they will be combining two trucks into one which will return \$5,000 per town.

WVFD clarified that this meeting is for getting feedback on the proposed Capital Replacement Fund and ideas for funding, and they will return to share an approved budget in December. The Board stressed the challenge of proposing a tax increase of this size to voters and asked the FD to consider this in making their budget.

- c) Historic Preservation Commission: Scott Bassage reported that the Calais HPC will be applying for another Certified Local Government (CLG) grant to put Adamant on the register; this would require a \$5,334 in-kind match from the Town. He and the Board discussed unique features of Adamant; he said they plan to include oral history in the project.
 - d) Office/Selectboard/Highway: The Board, Operations Manager and Road Commissioner reviewed changes to the Highway proposed budget from the previous meeting. The permit for the Municipal Roads Grant Program is now down from \$2,000 to \$1,350. The Operations Manager reported that his position's salary is already included in the wages line, and they are requesting \$2,000 for merit to be added to the line. The Road Commissioner will investigate pricing a tractor and side arm mower and consider wages for a 12-week part time employee to operate it. Conversation included capability of a roadside mower being used for encroaching brush and a boom versus a rear side mower. The Board looked at the first version of the Town Office budget spreadsheet. The Chair reported that the listers' work scope has grown significantly, and the Board will be considering this in the upcoming meeting with the Calais Listers. The Board discussed increased risk from Ransomware and the need for IT security resulting in increased IT costs; Clif Emmons shared details regarding internet security and risk. Clif Emmons also reported that office staff is considering the options for a multi phone line system.
6. Act 46 Update: The Chair announced that Attorney David Kelley of Greensboro and Attorney Charlie Merriman are working pro bono on behalf of the groups who are joining in support of the appeal. The Board reviewed and edited a letter of engagement. Sharon Winn Fannon moved to authorize the Selectboard Chair to sign the letter of engagement from the Town of Calais, as edited; Clif Emmons seconded. The motion passed 5-0.
 7. Consideration of "draft" road naming policy: This item was tabled until a subsequent meeting.
 8. Consideration of "draft" credit card policy: This item was tabled until a subsequent meeting.
 9. Chair update, projects, etc.: None.
 10. Review and approve minutes, warrants
 - a) The Board reviewed the invoices and orders were processed for payment.
 - b) Approval of minutes was tabled until a subsequent meeting.

11. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 8:33 pm per 1 V.S.A. 313(a)(2) - the negotiating or securing of real estate purchase or lease options. The Chair invited Scott Bassage, Greg Pelchuck, Town Attorney Jim Barlow, Esq., and Road Commissioner Alfred Larrabee to join the Board. The motion was seconded, voted on and carried 5-0. Scott Bassage, Alfred Larrabee and Greg and Rose Pelchuck left Executive Session and the Selectboard continued its discussion. Regular Session resumed at 9:40 pm. The Chair had nothing to report publicly.
12. Adjournment: John Brabant made a motion to adjourn at 9:41 pm. The motion was seconded, voted on and carried 4-0.

Date: 10/30/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 11/5/2018 meeting

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https://drive.google.com/open?id=19K8p3U1VQ0iblMHNc7OK5n-ZiW_0QxjP