

## Selectboard Special Meeting Minutes

*Monday, December 3, 2018 at 7pm at the Calais Town Offices*

**Present:** Denise Wheeler (Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani (ORCA)

**Absent:** John Brabant (Vice Chair)

1. Call to Order: Denise Wheeler called the meeting to order at 7:05 pm.

2. Public Comment: None.

3. Review, Additions/Changes to Agenda: None.

4. Updates/Reports

a) Road Commissioner and Operations Manager: The Board discussed Christmastime bonuses for the Road Crew. Changing the amount of the bonus would require a few hours of work on NEMRC; they decided to give gift cards this year (\$250) and discussed methods of purchase.

Sharon Winn Fannon made a motion to authorize the Chair to work with the Town Treasurer to purchase the gift cards for the Road Crew if one of the purchasing solutions is available and timely; if not, the Chair will return to the Board. Rose Pelchuck seconded the motion and the motion passed 4-0.

Sharon Winn Fannon made a motion to do the same for the office staff and Clif Emmons seconded; the motion passed 4-0.

The Road Commissioner and Operations Manager were not present for an update.

b) Treasurer: Sharon Winn Fannon made a motion to authorize the Selectboard stipend amount to \$594 for members and \$1189 for the Chair (calculated to stay within the budgeted amount which was voted on by the taxpayers); Denise Wheeler seconded. The motion passed 4-0. The Treasurer was not present for an update; she will be attending the meeting on December 10 to review the budget.

c) Town Clerk: This item was not needed.

d) Town Hall Renovation Committee: Denise Wheeler reported that the Committee was not able to meet last week; John McCullough and Ernie Parrish have been working on pouring concrete piers in the building and are considering how to handle the primary piers that are under the building (requiring more concrete than can be mixed by hand). Overall, the weather has delayed the project by approximately 4-6 weeks, but they are moving forward on interior projects.

Clif Emmons motioned to authorize the Chair to sign the draft letter which is the last required piece of action required to resolve the asbestos disclosure filing requirements for the Town Hall renovation (as edited). The motion was seconded and passed 4-0.

- e) Act 46 Update: Clif Emmons reported that Dot Naylor (Calais School Board) communicated with him that if an injunction (on Act 46) is *not* enacted, a special election will need to be held in January before Town Meeting, by Australian ballot (and hand count).
- 5. Washington Electric Coop ROW request: Rose Pelchuck made a motion to approve the Washington Electric Coop Right of Way request for a line relocation for the project on Toby Hill Rd., as presented. Sharon Winn Fannon seconded, and the motion passed 4-0.
- 6. Auditor position: The Town has \$6,000 budgeted in this fiscal year for Town Auditor, a position required by the Town Charter. Barbara Butler is willing to take on the duties of Auditor, four hours per week at \$22 per hour, which totals \$2,288 for the remainder of this fiscal year. The Town had already attempted to fill this position twice this year. The Board discussed making a point of clarifying with office staff that because Barbara Butler is currently employed in a position appointed by the Town Clerk, as the Assistant Town Clerk, and is being appointed to a position by the Selectboard, as the Town Auditor, this creates a conflict of interest. The Board will ask her to clearly document and keep separate the time she spends working in her appointed position as Town Auditor; Clif Emmons commented that the office staff has already considered this potential conflict at staff meetings. The Chair will draft a letter articulating the Board's direction on this matter.

Clif Emmons made a motion to appoint Barbara Butler to serve as the Calais Town Auditor; Rose Pelchuck seconded. Clif Emmons amended the motion to be for the duration of this term; Rose Pelchuck seconded. The motion passed 4-0.

Clif Emmons made a motion to have the Selectboard authorize Sharon Winn Fannon and Denise Wheeler to work on the letter as described; Rose Pelchuck seconded. The motion passed 4-0.

- 7. Computer support discussion: Clif Emmons discussed the Town Clerk's efforts in securing sample requests for proposals (RFPs) created by other Vermont towns for computer support. We've learned that developing an outline of our IT needs and issuing RFPs to likely bidders is a common practice, even among small towns, and is a good way to ensure a vendor's solution will be tailored to meet our specific needs. The Board discussed the timeframe remaining for budget discussions and decided that there would not be enough time to put out and obtain responses to an RFP before the budget is finalized for Town Meeting, so the line item will be a placeholder as the Board and office staff move forward on creating an RFP for computer support. Town office staff will work on defining their office's unique computer support needs to create an RFP that is driven by those specific needs.
- 8. Budget/town report:
  - a) Town Meeting Warning: The Board discussed the location of the Central VT State Police Advisory Board in the budget (for \$100); the articles for taxes (regarding due dates, grace period and post marks) have been edited for language and clarification; an article for the Woodbury Fire Department will be drafted after the Department is invited to attend an upcoming meeting.

- b) FY2020 Budget: The Board reviewed every line item in detail, noting any changes or blanks filled in since the meeting last week. Office staff had provided a note that the proposed digital indexing of the cards may be spread out over three years' payments rather than being due on one lump sum. History of the listers' expenses was discussed. The Board noted that it is still awaiting insurance numbers which will impact the budget quite a bit. Board members looked at line items that have been created for Facilities Maintenance and Equipment and discussed in detail the specific needs that have created increases in lines. The deadline for organizations seeking social service appropriation was discussed.
9. Chair update, projects, etc.
- The next meeting is Monday, Dec. 10 (joint meeting with East Montpelier Selectboard in Calais regarding the EMFD budget).
  - The Town Treasurer will be meeting with the Board next week.
  - The warned item regarding the Assessor, written by the Town Attorney, will be reviewed next meeting.
10. Review and approve minutes, warrants
- a) The Board reviewed the invoices and orders were processed for payment.
- b) Rose Pelchuck moved and Denise Wheeler seconded to approve the minutes of the 11/26/2018 meeting, with the changes as noted; the motion passed 4-0.
11. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 8:50 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 9:26 pm. The Chair had nothing to report publicly.
12. Adjournment: Rose Pelchuck made a motion to adjourn at 9:27 pm. The motion was seconded, voted on and carried 4-0.

Date: 12/4/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary  
*Approved by the Selectboard at the 12/17/2018 meeting*

*Click on the link below to view documents associated with this agenda:*  
<https://drive.google.com/open?id=1-b5xCWFDwJ8sAFVWl3Get-psicIvlduM>