

Calais Selectboard Minutes

March 23, 2015

Approved

Present: Selectboard members John Brabant, Scott Bassage, Toby Talbot, Rose Pelchuck, Toby Talbot, Denise Wheeler; Donna Fitch, Clerk; Peter Harvey, Sage Kennedy, Pam DeAndrea, Stephanie Kaplan, Alfred Larrabee, Paul Rose, Matt Lutz, Marge Garfield, Art Edelstein, Michelle Meacham, Ray Pealer, Mary VanVeghten, Terry VanVeghten, Sandra Robinson, Peter Wells, Cynthia Johnson.

Denise Wheeler, chair, called the meeting to order at 7:02 pm at the Calais Town Office.

Town Plan: The Town Plan was received from the Planning Commission and accepted as of this date, March 23, 2015. A hearing on the Plan must be scheduled by the Selectboard within 60 days.

Liquor Licenses: Rose Pelchuck made a motion to approve the tobacco and liquor licenses for the East Calais Store, the Maple Corner Store and the Whammy Bar. Motion carried 5-0.

Town Hall Grant: Scott Bassage reported the town has received a grant for \$16,319 to develop a long-term use and historic preservation plan for the town hall. The town will match 40% of the grant, which can be partially satisfied with in-kind contributions. The grant is a federally funded Certified Local Government (CLG) grant. Calais has CLG status which makes it eligible to apply for these grants. This is seed money to get preservation efforts underway at the town hall, initiated by the Historic Preservation Commission (HPC). Scott noted that through this grant process, he discovered "competitive negotiation," a process by which organizations that receive less than \$100,000 in grants can call three consultants for bids and make decisions based on those calls. The process applies to consultants, not for "bricks and mortar." Scott noted that the consultant who wrote the grant for the renovation of the Plainfield town hall will be working with Calais. Denise asked Scott to take the Selectboard's appreciation back to the HPC.

Appointments: Toby made a motion to approve the slate of one-year appointments, the motion was seconded. Motion carried 5-0. The appointees are: Town service officer – Marianne Miller; Emergency plan coordinator – Toby Talbot; First constable/animal control officer – Wilson Hughes; Delegate to CVSWMD – Bill Powell; Town Energy Coordinator – Bill Powell; Alternative to CVRPC-TAC – Rick DeWolfe; Inspector of lumber - Greg Pelchuck; Weigher of coal – Peter Harvey; E911 coordinator – John McCullough; Gospel hollow warden – Ernie Parish; Dam monitors – Chris Miller & Lewis Franco; Web masters – Scott Bassage & Judy Robert. Donna Fitch pointed out that Ernie wants to remain Gospel Hollow Warden but doesn't have time to mow the lawn and is willing to put his \$50 monthly stipend toward payment for lawn mowing. Donna has spoken with Dan Weston and his daughter about lawn mowing both town office and town hall lawns. The Weston children (young adults) mow lawns to help out with their college expenses.

Moving on to appointments for three-year appointed positions, Stephanie Kaplan said she was chagrined that the Selectboard had not advertised these positions. She said the Selectboard adopted a policy several years ago that they would advertise positions and interview candidates so people were aware of openings on commissions and committees. Donna pointed out it is difficult to find volunteers. Rose said that in her 11 years as administrative assistant to the Selectboard, she did not remember a policy but did remember that people new to town express their interest in serving on a committee by sending a letter to the selectboard. She pointed out this is the process the Selectboard used in

appointing Paul Rose to an open position on the Planning Commission. Toby suggested listing the open positions on Front Porch Forum and invite interested people to send a letter to the selectboard. Denise expressed concern that she had already contacted people about the positions (most reappointments), had received letters of interest and she would now have to tell them they had not yet been appointed. (The positions are Planning Commission, Design Advisory Board, Historic Preservation Commission, Conservation Commission, Development Review Board, VT State Police Advisory Board, Trails Committee.) John Brabant said he is probably the person who suggested advertising these positions, but he reminded people the Selectboard is not bound by previous Selectboard precedence.

Minutes: The minutes of the Selectboard meeting of 3/9/15 were approved unanimously with no changes.

Road Commissioner Update and Truck Purchase: The plow wings are being taken off the trucks. Alfred gives logging trucks the okay to run in the morning if the roads are frozen.

Alfred and Toby reviewed their research on a six-wheel truck purchase which had been approved at town meeting (Article 12). Toby circulated a spreadsheet of vendors and prices. Major manufacturers have a municipal rate and are restricted as to how much can be charged when selling trucks to municipalities. The cost for the runs between \$80,000 – \$90,000. Alfred and Toby recommend a Western Star 4700SF from J&B International for a cost of \$88,362 (without attachments) after a trade-in of \$17,000 and including a 7-year warranty. Attachments would be purchased from Fairfield Equipment for \$67,000. It will take 10 weeks to get the chassis. The truck will be financed with a 5-year loan with the first payment in FY2017. Scott thanked Toby for the detailed information. John thanked Alfred for his negotiating skills. Denise made a motion to approve the purchase as it was approved by voters in an amount not to exceed \$160,000. The motion was seconded. The motion passed 5-0. Toby mentioned they have not been able to find many used F250 trucks but, with the municipal rate, a new truck can be purchased for almost the same price as used. Alfred has looked at a new F250 and a GMC Chevrolet 2500. More information will be brought to the next meeting.

Road Standards: Toby made a motion to readopt the Calais Road & Bridge Standards that were readopted on April 14, 2014 and are now dated March 23, 2015. The motion was seconded. The motion passed 5-0. The Board signed the Certificate of Compliance which Donna will send to Tom Anderson, Agency of Transportation District 6 Engineer.

Calais Road Advisory Committee (CRAC): Peter Harvey had circulated via email CRAC's recommendations for Lightening Ridge Road and the minutes of the committee's March 8, 2015 meeting. The Selectboard will review the recommendations at its next meeting.

Natural Resource Inventory: Stephanie explained the Conservation Commission had gotten quotes from three consultants in order to know how much to ask for at town meeting for the Natural Resource Inventory. Pam DeAndrea explained the process they went through and who submitted proposals. They are recommending Matt Peters who lives over the Calais line in Woodbury. His cost is lowest and he was the most comprehensive and thoughtful when providing information when the Conservation Commission was applying for grants to help fund the inventory. Toby made a motion to approve Matt Peters for the Natural Resources Inventory and to rescind the board's decision at the last meeting requesting bids. The motion was seconded. The motion passed 5-0. Denise signed the contract and Donna will mail it.

At 8:03pm Denise recused herself and John Brabant took over as chair.

Wifi Tower: There is a 45-day window in which to request that VTel hold a hearing in Calais regarding the wifi tower on Bayne Comolli Road. That window closes on April 12, 2015. After that date, VTel submits its application to the Public Service Board. The neighbors have hired a consultant. John Brabant made a motion to invite VTel to present their project on Monday, March 30 (or 31 as an alternate date) at 7pm at the Calais elementary School library and to schedule a time to perform a balloon test. The motion was seconded. The motion passed 4-0. John emailed a draft letter to Donna to format. Scott will sign and Donna will send. That meeting will be continued to April 6 so the Selectboard can discuss VTel's presentation. Paul Rose suggested the town take the initiative by identifying a potential site for a tower where no people live, buy the land, locate the tower there and receive the financial benefit. Stephanie pointed out that a 21-day period follows this 45-day period and questions can be asked during this interrogatory period.

Denise came back as chair.

LEOP and NIMS: Denise made a motion to approve the updated Local Emergency Operations Plan which Toby updated. The motion was seconded. The motion passed 5-0. Toby will finalize the National Incident Management System document and Denise will sign at the next meeting.

Incident Command Center (ICS) Training: The Selectboard and Road Commissioner are required to take the ICS-100 course either on-line or over 3 nights in person at the East Montpelier Fire Station in April and May. This is a one-time course and a certificate is received for completion. Proof of having attended this course may be needed for future grants.

Budget: Donna reviewed the FY2015 budget and balance sheet, accompanied by notes that point out areas the Selectboard may want to pay special attention to.

Wifi and Purchasing Policies: Scott presented drafts of a proposed wifi policy and a proposed purchasing policy. He requested input be emailed to him.

At 9:15 Denise made a motion to go into executive session in accordance with Title 1 V.S.A. § 313 (a)(3) for the purpose of discussing a personnel matter. The motion was seconded, voted and carried 5-0. At 9:30pm the board came out of executive session with nothing to report.

A motion was made, seconded and approved to adjourn the meeting at 9:30pm

Respectfully submitted,

Donna Fitch, Clerk