

## Selectboard Meeting Minutes

*Monday, June 25, 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), Susan Bettmann (ORCA), Toby Talbot, Alfred Larrabee, Doug Newton

**Absent:** Sharon Winn Fannon (Member)

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: The Town Treasurer update was moved to the end of the meeting.
4. Road Commissioner update/discussion
  - a) Bids for Jack Hill/Moscow Woods Rd. intersection: Bids for culvert replacement were received from Bowen (\$44,054.22), Gravel (\$40,397) and Lamoille (\$39,942). The Road Commissioner, Operations Manager and Doug Newton discussed previous experiences with the bidding contractors. Gravel was recommended to the Board  
Denise Wheeler made a motion to accept the bid from Gravel in the amount of \$40,397 for the replacement of the existing structure on Town Highway 33 which is Jack Hill Road. Rose Pelchuck seconded, and the motion passed 4-0.  
The Road Commissioner reported that the road closure will be for the week of July 9; contractors have two weeks, and the Town has one additional week to finish work. The Road Commissioner will notify the bidders on the decision.
  - b) Guardrail material: The Selectboard decided to use Core Ten guardrails for the Jack Hill road section. The Road Commissioner reported on the cost and installation. The Board and Doug Newton discussed state grants limiting guardrail materials to only galvanized. The Selectboard discussed communicating with the AOT regarding acceptable guardrail materials funded, future budgeting of the guardrail line item and asked the Road Commissioner to investigate an additional vendor.
  - c) Municipal Roads Grants-in-aid Program participation: The Selectboard had signed a letter stating interest in the CVRPV grant, which will be based on the inventory Calais participated in to identify places where roadways need improvement.
  - d) Review list of summer projects: The Board and Operations Manager discussed notifying the public in advance of road work as best able (depending on weather, repairs, etc.). They discussed replacing Core Ten rails with wooden rails (for historic preservation) as previously discussed on the new North Calais bridge. It was noted that wood rails involve insurance and design engineer concerns and a marked cost difference that need to be addressed. The Board decided to meet on 7/23/18 at 6:15pm for a site visit at the bridge.

- e) Update on truck motor: The Road Commissioner and Operations Manager shared the most recent detailed information repair, new and used purchase, and lease options for trucks from J&B and Charlibois. The Board noted that buying a truck involves holding a Special Town Meeting. Repair cost and trade value of the broken truck was considered with a new motor and a used motor. Other considerations such as unavailability of a new motor, the length of production time to have a new truck, unavailability of rental trucks, total outfitting and warranty costs were discussed.

The Selectboard and Road Commissioner decided to put the used motor in the broken truck, bring the truck and load of sand back and have it be a spare without loan to, other towns (the Town can sell it or it can be used as a trade vehicle), see if J&B has a slot for a Western Star lease to purchase; if they don't, the Town will have to look at the remaining spot at Charlibois. The Board commended the Road Commissioner on his work and thanked him

- f) The Road Commissioner brought a piece of the basswood tree that the Tree Warden had identified as a hazard tree and the Road Department removed during culvert work.

5. Consideration of Conservation Commission request: The Chair reported that the Conservation Commission would like to use money from the conservation funds to have Matt Peters come meet with them for consulting and continuing natural resources inventory work.

John Brabant moved to authorize the Conservation Commission an amount not to exceed \$1,000 for Matt Peters to do further work on the natural resources inventory and meeting with landowners. Clif Emmons seconded. An amendment to the motion was made to specify that Matt Peters understands that the Town is only obligating itself for the landowner work at \$27 per hour and it is up to him to collect any additional amount from landowners; the town is not committed to collecting any defaults from landowners. John Brabant seconded, and the amendment passed 4-0.

6. Treasurer updates/discussion/decisions on:

- a) End of FY 17 financial update: This item was tabled until a subsequent meeting.
- b) Sullivan and Powers audit update: The Chair reported on the auditors' efficient progress on the FY17 audit this past week; they will be back in July to work on the FY18 audit.
- c) Approve Town Hall loan: Denise Wheeler made a motion to sign the Town Hall loan documents from Community Bank in the amount of \$200,000, with an interest rate of 2.74%, running from June 30, 2019-2023. Rose Pelchuck seconded, and the motion passed 4-0.
- d) NEMRC update: The Town Treasurer has been working with a person from NEMRC. Each employee will be hand entered into the system this week, and NEMRC will be online effective July 1.
- e) Warrants: The Selectboard discussed the need for a board member to be able to sign off on orders when necessary to ensure that checks can be timely released when a Selectboard meeting is not imminent (reviewing orders and ratifying their release at the next regularly scheduled meeting)—for example, legal holidays and the close of the fiscal year. John Brabant made a motion to authorize the Chair to sign off on orders outside of a regular meeting. Rose Pelchuck seconded, and the motion passed 4-0.
- f) Setting the town tax rate: The Board considered potential routes of action for setting the town tax rate in consideration of the state legislature's decision in the next few days.

7. Review and/or approve
  - a) CLG grant/RFP for E. Calais Village designation: East Calais Village received the Certified Local Government grant and RFPs out for a consultant who will designate significant historic items.
  - b) Contract with Wash. Co. Sheriff's Dept.: The hourly rate remains the same (\$28.75). Rose Pelchuck moved to approve the Sheriff's annual contract in the amount of \$3,000 from July 1, 2018-June 30, 2019. Clif Emmons seconded, and the motion passed 4-0.
  - c) Contract with Woodbury Volunteer Fire Dept.: John Brabant moved to accept the contract as proposed and with the Woodbury Volunteer Fire Department with the corrections to the typos as noted. Clif Emmons seconded, and the motion passed 4-0.
  
8. Town Hall Renovation update: The Chair reported that the opera at the Town Hall exceeded expectation and was well attended. Work can now begin on the renovations with Geddes as contractor. The team has considered safety with the windows, septic issues, power, phone line and WiFi, auctioning to raise funds, portable toilets, materials that can be reused and working with Historic Preservation in renovation planning.
  - a) Delegation to approve demolition bids: Bids for interior demolition are due Tuesday. Denise Wheeler and Clif Emmons along with the Committee will approve a demolition bid this Wednesday, reporting back to the Board at the next meeting.
  
9. Road crew job description: The Board has worked directly with the Road Commissioner to create a description that can be used as a tool in evaluation and in defining pay grades. John Brabant moved to approve the revised road crew job description. Rose Pelchuck seconded, and the motion passed 4-0.
  
10. Chair update, projects, etc.: John Brabant moved to reauthorized to pay Denise Wheeler's monthly stipend for the next quarter (July, August and September). Rose Pelchuck seconded, and the motion passed 3-0 (Denise Wheeler abstained).

The new copier is being installed this week.

Melanie, formerly from Fothergill, is now home with her five children. She has been coming in free of charge to assist the Town Treasurer. The Board considered still having an auditor and Melanie has expressed her interest to do it voluntarily. The Board is considering offering her a stipend and travel reimbursement.

The Chair reported on the hard work of the Planning Commission at their June 19 meeting regarding zoning changes to the proposed Shoreland regulations, and communication with the chair of the Conservation Commission.

The Town Treasurer and Selectboard Chair continue to investigate domestic partner health insurance coverage.

By statute the Town is obligated to take on Poplar Cemetery whose association is folding. The Chair has communicated with the Town Attorney in reviewing documents and issues that are raised by suddenly acquiring an additional cemetery. The Board decided to pay the Town Attorney out of the Town budget and not Cemetery Commission budget.

The Board is planning a discussion about a special event ordinance for a future meeting.

The Board reviewed a resolution created by Brattleboro regarding Act 46. The Chair will create a draft resolution for the Board to look at at the next meeting. Board members discussed concerns regarding Act 46, including the Town's ownership of the CES.

The Chair reminded the Board that there is a joint meeting with the CES Board on July 9.

The Town Animal Control Officer and Selectboard member Clif Emmons have visited resident Elisabeth Shedd regarding parking her tarp covered wagon on the road and care and keeping of her horses. Clif Emmons reported that legally the only recourse the town has is to create a "pound keeper" which is not advised. A pound keeper can impound animals, but statute limits the amount the pound keeper can charge and requires a facility for the impounded animal. The Board discussed the concern of a loose horse or the wagon in the road with no reflectors on it being hit by a car. The Animal Control Officer suspects that the neighboring residents will file suit together in civil court, and he continues to document details. The Board has consulted with the Town Attorney regarding this issue.

John Brabant updated the Board on the CVRPC's work updating the energy aspect to the overarching regional plan. The revised plan passed with a majority vote. Until and unless the Town updates its plan, we have an overarching regional plan that provides some protection. He also explained details of the Project Review Committee and its function.

11. Review and approve minutes, warrants

- a) The Board reviewed the invoices and orders were processed for payment.
- b) Denise Wheeler moved and Rose Pelchuck seconded to approve the minutes of the 5/14/18 and 6/11/18 meetings, with the changes as noted; the motion passed 4-0.

12. Personnel Matters: this item was not needed.

13. Adjournment: Rose Pelchuck made a motion to adjourn at 9:55 pm. The motion was seconded, voted on and carried 4-0.

Date: 6/26/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary  
*Approved by the Selectboard at the 7/9/18 meeting*