

Minutes for Special Selectboard Meeting

Monday, November 20, 2017 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Selectboard Chair), John Brabant (Vice Chair), Rose Pelchuck (Selectboard Member), Sharon Winn Fannon (Selectboard Member), Clif Emmons (Selectboard Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Steve Gray, Alfred Larabee, Nedene Martin, Toby Talbot, Alfred Larabee

Call to Order: Denise Wheeler called the meeting to order at 7:04pm.

Public Comment:

Toby Talbot, Operations Manager, advised that the bridge on Hayden Road requires a guardrail, and pointed out the difference in state standards and certification between wood and metal rails (the state standard being a metal rail, not a wood rail, for bridge rail installation). The Selectboard discussed reusing a rusted (an intentionally rusted exterior) metal guardrail as an interim measure, with the option of revisiting this solution next Spring.

Denise Wheeler advised that the Calais Listers have been short staffed and have advertised to fill the vacancy. Wilson Hughes has been interviewed and is willing to be appointed (until the elected position comes up for vote at Town Meeting) as a trainee at a reduced rate while he is training. His performance in his current roles within the Town was discussed very positively.

Sharon Winn Fannon notes that she let Doug Lilley know the details of the private road sign, which was met with their approval.

The Town still needs an E911 Coordinator.

Mtn. Tamers Snow Mobile Trails Annual Usage Request

Steve provided the list of roadways which are to be used by the snow travellers and remains unchanged from last year. Rose Pelchuck moved to approve the list as presented from the Mountain Tamers Snow Mobile Trails Usage Request as Steve outlined. Seconded by John Brabant, the motion passed unanimously.

Finalize Amended Delinquent Tax Policy

The Selectboard and Delinquent Tax Collector Nedene Martin reviewed changes to the updated Delinquent Tax Policy. The changes were to the wording and sequence, rather than the process, of the policy.

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The Board had requested the Delinquent Tax Collector send delinquent taxpayers follow-up letters by certified mail the last time they met, and she was invited to and did offer feedback on completing this process. The Delinquent Tax Collector and the Selectboard discussed issues regarding the amount of time, effort, expense and lead-up preparation required to mail the certified letters, as well as procedures for abatement, payment schedules and referring a delinquent tax property to an attorney.

The Selectboard further discussed the possibility of sending a certified letter and its utility as a 'wake-up call' to residents who may be unable to take appropriate notice of their incoming mail. The Selectboard and Delinquent Tax Collector weighed potential options to draw delinquent taxpayers' attention to the mail that is coming from the Town, in the interest of helping taxpayers not miss the communication from the Town prior to the communication being sent on to an attorney. The Selectboard intends to provide for a final notice on the envelope exterior prior to a property being referred to an attorney for tax sale.

The Board agreed to the changes discussed on the Finalized Amended Tax Policy document. Sharon Winn Fannon moved and John Brabant seconded to accept and sign the Delinquent Tax Policy document, with edits to be generated by the Selectboard Administrator. The motion passed unanimously.

The Delinquent Tax Collector updated the Board that there are currently three properties with the attorney, and having received no response, will likely go to tax sale.

TH 22 Road Discontinuance

Vernon Turner saw that the roadway leading to his property (which is off of Dugar Brook Road) was listed on a state database as "Town Highway 22." The Listers and the Selectboard Administrator, after considerable research, have determined that it was in fact a highway that was discontinued in 1838 and relisted as a town highway in the '30s, then referenced in a number of documents in following years. The Selectboard will re-discontinue the road, and intends to do a site visit and walk the road end-to-end (as required for the discontinuance process) in the spring.

Continue Board discussion of Town Hall Renovation plan

The Selectboard discussed their preference to be updated on specifics at least monthly at this point in the Town Hall renovation process. The Selectboard discussed issues related to focusing on the building's primary use as a municipal government building, including filing space,

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upstairs heat for year-round use, identifying the exact municipal uses and costs to the town (including costs associated with occupancy and septic size). The need for detailed information on significant budget implications was discussed, as well as the Selectboard's expectation that the renovation group be aggressively pursuing grants. The Selectboard considered the common and distinct uses of the current Memorial Hall project and the Town Hall renovation. The Board discussed and decided on appointing a Municipal Town Hall Steering Committee, to set policy for the development and future use of this building.

Town Auditor - review letter of engagement and potential appointment

The Selectboard reviewed Nicole Sancibrian's references and she comes highly recommended. Rose Pelchuck motioned to appoint Nicole Sancibrian as Town Auditor effective now, to be reappointed July 1; Denise Wheeler seconded the motion. The motion passed unanimously.

Conflict of Interest Policy Revisions/Review & Approval

John Brabant moved, and Denise Wheeler seconded, to approve the Conflict of Interest Policy, with formatting changes to be made by the Selectboard Administrator. The motion passed unanimously.

Consideration of Creation of a Budget Committee

Denise Wheeler suggests that the Town announce at Town Meeting that they seek residents to serve on a Budget Committee. The Selectboard Administrator offers to participate on said committee.

Approval of Selectboard Minutes (9/25, 10/23, 10/30, 11/13)

Rose Pelchuck moved and Clif Emmons seconded to approve the Minutes of the 10/30/17 Selectboard meeting, as amended. The motion passed unanimously.

Rose Pelchuck moved and Denise Wheeler seconded to approve the Minutes of the 11/13/17 Special Meeting, as amended. The motion passed unanimously.

Rose Pelchuck moved and Clif Emmons seconded to approve the Minutes of the 11/13/17 Selectboard Meeting, as amended. The motion passed unanimously.

Warrants for Payment

The Board reviewed the invoices and orders were processed for payment.

Personnel Matters - Executive Session anticipated per 1 VSA 313(a)(3)

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John Brabant moved, and Rose Pelchuck seconded, to enter into executive session for the purposes of an employee evaluation pursuant to 1 VSA section 313(a). The Board unanimously approved the motion.

The Selectboard resumed the regular session at 9:50pm. The Board unanimously approved the motion and exited executive session. Denise Wheeler had nothing to report publicly.

Adjournment: The meeting adjourned at 9:51 pm.

Date: 11/22/2017 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 11/27/2017 Meeting