

## Selectboard Special Meeting Minutes

*Monday, December 18 at 6pm at the Calais Town Offices*

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member, arriving 7:00 pm), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Jim Barlow, Alfred Larrabee, Donna Fitch, Judy Robert, Bruce Westcott, Bill Powell, Paul Cerutti, Chantz Payette, Tim Neill

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

1. Call to Order: Denise Wheeler called the meeting to order at 6:05pm.
2. Public Comment: None.
3. Executive Session – Personnel Matters per 1 VSA 313(a)(3): Denise Wheeler moved to enter into executive session for the purposes of an personnel matters pursuant to 1 VSA section 313(a). The Selectboard invited the town’s attorney, Jim Barlow, to attend. The motion was seconded and the Board approved the motion 3-0.

The regular session resumed at 6:33pm. Denise Wheeler reported that the Board would follow up with the Selectboard Administrator per his request.

4. VMERS Discussion with Town Employees: The Selectboard Chair shared history on the Town’s retirement plan, VMERS (initiated in 2011). The Treasurer, Selectboard and Town employees compared the employees’ current contribution to VMERS (3.3%) with the standard percentage contribution defined by VMERS (4.875%); they considered potential implications to increasing the employee contribution.

The Selectboard looked at Highway wages for FY19 with the Road Commissioner, and discussed the Town’s salaries and workload with retraining and losing employees. The Selectboard Administrator has prepared an at-a-glance handout on Town benefits for prospective employees. Jim Barlow advised that discussions of compensation amounts are a public matter. The Selectboard asked the Road Commissioner to complete performance appraisals for the road crew, so the Selectboard will have them as an information source as it considers compensation issues..

5. CVSWMD Presentation: Bruce Westcott and Bill Powell (Calais’ representative and Chair of the Financial Oversight Committee) of CVSWMD reported to the Selectboard on their joint municipality, and asked for the Town of Calais’s continued support, at the same rate as in the past. They provided a summary of their FY19 Budget, and discussed changes to and methods of the emerging market of food waste composting in our region. Topics discussed included CVSWMD’s Municipal Services Plan; the lease of their facility in Barre; implications as Asia accepts less recycling; efforts with food waste at schools and the Tunbridge Fair; grant funds within the budget.

6. Budget Review:

- a) Fire & Ambulance: Representatives of the Woodbury Volunteer Fire District (WVFD) discussed their proposed FY19 budget, for a total increase of roughly \$4800 (2.21%). The WVFD and Selectboard discussed topics of dispatch contracting and potential town coordination, and shared detailed information explaining individual items on their budget. They invited the Selectboard to their weekly meetings on Tuesdays at 7pm. Rose Pelchuck motioned to approve the proposed budget for the Woodbury Fire Department as presented (the budget amount and the truck fund amount). Clif Emmons seconded, and the motion passed 4-0.
- b) Conservation Commission: The Conservation Commission (not present) requested an increase in their budget amount from \$4,000 to \$8,000. The Selectboard discussed fund amounts the Commission holds, and the progress of the Memorial Hall project and implications to the beach and veteran's monument. The Selectboard decided to put \$8,000 in the budget for the Conservation Commission.
- c) Cemetery Commission: The Selectboard is in favor of including this in the warning.
- d) Highways – Second Draft: The Treasurer provided updated, edited amounts based on the original document provided. The Selectboard reviewed the hourly wages reported by neighboring towns for road department employees.
- e) Town Meeting Warning: The Selectboard considered the possibility of the school informational meeting being the evening before Town Meeting Day, and the possibility of the town and the school meeting order alternating yearly. The Selectboard and Treasurer reviewed and edited the first draft of the warning and upcoming deadlines.

7. CHPC Member Appointments:

Denise Wheeler motioned to appoint Tobin Anderson (term expiring 2020) and Jeremy Ingpen (term expiring 2018) to the Calais Historic Preservation Committee. John Brabant seconded and the motion passed 3-0.

8. Review of Assignments, Minutes, Upcoming Meetings

- a) Review, Discussion, and approval of minutes: This item was moved to a future meeting.
- b) Assignments: None.
- c) Other Business: None.

9. Executive Session: Rose Pelchuck made a motion to go into executive session at 9:15 pm with Selectboard Administrator, Jonathan Williams, in accordance with 1 V.S.A. subsection 313 (a) (3) for the purpose of discussing personnel matters. The motion was seconded, voted on and carried 4-0. The regular session resumed at 9:43 pm. Denise Wheeler stated there was nothing to report publicly.

10. Adjournment: Rose Pelchuck made a motion to adjourn at 9:44 pm. The motion was seconded, voted on and carried 4-0.

Date: 12/19/2017 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary

Approved by the Selectboard at the 1/8/18 Meeting