

Selectboard Meeting Minutes

Monday, March 12, 2018 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Alfred Larrabee, Mary Jacobsen, Chris Cochran

1. Call to Order: Denise Wheeler called the meeting to order at 7:10 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Organizational Meeting:
 - a) Oaths of Office: Selectboard oaths of office were completed before the start of the meeting.
 - b) Organization of Selectboard: John Brabant nominated Denise Wheeler for Chair, Sharon Winn Fannon seconded, and the motion passed unanimously. Rose Pelchuck nominated John Brabant for Vice-Chair, Denise Wheeler seconded, and the motion passed unanimously.
 - c) Official Meeting Schedule: The Selectboard set the Town Hall as their official meeting place on second and fourth Mondays at 7 pm from May through October, and at the Town Office from November through April. When construction commences at the Town Hall, meetings will be moved back to the Town Office.
 - d) Select Official Town Newspapers and posting locations for agendas: Official posting places for agendas continue to be at the Town Office, East Calais Store, Maple Corner Store and electronically on Front Porch Forum.
 - e) Town Meeting Appreciation: The Selectboard expressed its appreciation for the Town Clerk and Treasurer's Office, including the Selectboard Administrator and Recording Secretary, for their effective efforts behind the scenes running Town Meeting, from how well everything was set up ahead of time, the processes in place to keep things moving smoothly, and the presentation on the Town Hall renovation. The Selectboard thanked the Road Commissioner for his contributions to the discussion at Town Meeting Day.
 - f) Adopting Rules of Procedure: The Selectboard discussed the VLCT Model Rules of Procedure for Municipal Bodies document in detail, considered and selected language that best reflects their process. Questions raised will be researched and the Calais Rules of Procedure for Municipal Boards, Committees, and Commissions with the edits discussed will be voted on at a subsequent meeting.
 - g) Appointments: Delinquent Tax Collector: Denise Wheeler motioned to appoint Sandra Ferver to the position of Delinquent Tax Collector, for a term of one year, effective upon

her acceptance (the Selectboard Chair will sign and send her a letter). Clif Emmons seconded and the motion passed unanimously.

- h) Town Meeting Update: The Selectboard discussed putting in place a committee to review non-profit funding requests ahead of next year's town meeting day; the Selectboard discussed the potential for future joint school-town meetings and the possibility of Selectboard and school board members meeting jointly.
- i) Long Range Planning and Goals: The Selectboard tabled this item for a subsequent Selectboard meeting.

5. Business Items for Possible Vote:

- a) PACE Discontinuance Discussion: The Selectboard noted that the Property Assessed Clean Energy financing program is being eliminated.
- b) Washington Electric Co-Op Right of Way Request: WEC notified the Selectboard with their standard application regarding trimming within the Town right of way. The Road Commissioner has reviewed the marked trimming area. Rose Pelchuck moved and John Brabant seconded to approve the request of the Washington Electric Co-Op to trim within the Town right of way on Lightening Ridge Road (near the Seaver/Reed Residences). The motion passed unanimously.
- c) Expenditure from Conservation Fund re: Memorial Hall: Denise Wheeler moved to approve the letter and the expenditure of \$50,000 from the Conservation Fund as defined in the letter. Sharon Winn Fannon seconded, and the motion passed unanimously. Members of the North Calais Memorial Hall Association and the Selectboard discussed the upcoming VHCB grant meeting.
- d) Sign Employee Vacation Letter: The Selectboard noted that there was not a letter to sign; the document was in memorandum format and referred to an updated memo to Bruce Campbell dated 3/12/18. The Selectboard will be meeting with each member of the road crew and Town Office staff individually to review Town Office benefits and items that employees wish to discuss.
- e) The Road Commissioner provided a highway update.
- f) Unemployment Insurance: The Selectboard discussed details of the Town utilizing unemployment insurance as well their wish to meet with the Cemetery Commission and continue the conversation regarding contracting for Cemetery Commission seasonal employees.
John Brabant moved to purchase the Town's unemployment insurance through the Vermont League of Cities and Towns. Rose Pelchuck seconded, and the motion passed unanimously.

6. Recurring Items, Presentations, Reports:

- a) Act 171: Land Use Planning to Address Forest Fragmentation: John Brabant attended a webinar regarding Act 171 (requiring towns address forest fragmentation in their town plans) and shared information on town planning (Natural Resource Planning already being a process in Calais) and how it affects wildlife corridors and conservation.

7. Review of Assignments, Minutes, Warrants, Upcoming Meetings:

- a) Review, discussion, and approval of minutes: Denise Wheeler moved to approve the special meeting minutes from 2/26/18; John Brabant seconded. Sharon Winn Fannon abstained, and the motion passed 4-0.
Sharon Winn Fannon moved to approve the meeting minutes from 2/26/18, and Clif Emmons seconded. The motion passed unanimously.
 - b) Warrants: The Board reviewed the invoices and orders were processed for payment.
 - c) Assignments: None.
 - d) Other Business: None.
8. Executive Session: John Brabant made a motion to go into Executive Session at 9:00 pm per 1V.S.A. § 313 (a)(3) Personnel Matters and 1 V.S.A § 313 (a)(1) confidential attorney-client communications made for the purpose of providing professional legal services to the body. The motion was seconded by Sharon Winn Fannon, voted on and carried 5-0. Denise Wheeler made a motion to resume Regular Session at 9:50 pm. Denise Wheeler reported Jonathan Williams has notified the Selectboard of his intention to resign effective March 22, 2018. The Selectboard will be posting the vacant position. The Selectboard wishes him well in his future endeavors.
9. Adjournment: Sharon Winn Fannon made a motion to adjourn at 9:55 pm. The motion was seconded, voted on and carried 5-0.

Date: 3/14/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 3/26/18 meeting