

DRAFT Minutes for Selectboard Meeting

November 13, 2017, 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); Donna Fitch (Town Treasurer), Katie Lane-Karnas (Minute Taker), Pam DeAndrea, Nicole Sancibrian, Jerome Lipani, John McCullough, David Schutz, Dan Bragg, Paul Cate

Call to Order: Denise Wheeler called the meeting to order at 7:09 pm.

Public Comment: None.

Review of Agenda/Correspondence: Introduce Katie Lane-Karnas, Minutes Taker

Transportation Items

- a) Town Highway Right-of-Way Permit
(Clarence Fitch Historical Marker in Adamant)

This historical marker sign permit requires approval again because the location has changed. Paul Cate and Dan Bragg, representing Adamant Coop, explain that the new location is more visible across the road from the Coop. Dan Bragg offered to install the sign in coordination with the Road Commissioner. John Brabant moved to approve, Rose Pelchuk seconded, and the motion passed.

Recurring Items, Presentations, Reports:

- a) Warrants for Payment

The treasurer reported there was a \$0.04 discrepancy, which will be resolved by the Board being credited.

- b) East Calais Falls Erosion Issue – Pam DeAndrea

Pam DeAndrea led discussion around the contributing factors to water runoff onto Moscow Woods Road, and potential solutions. The existing plunge pools are not handling the amount of stormwater that exists. Pam DeAndrea provided a number of visuals of what the plunge pools should look like. Denise Wheeler discussed the town going in and cleaning out the existing plunge pools, which can be done now, and that the Board is going to work with CVRPC as part of the grant process for the Stormwater Master Plan.

- c) Town Hall Update – John McCullough

John McCullough, with support from the Town Treasurer, presented a document displaying the most current layout of the Town Hall design, and highlighted ADA accessibility, flexibility of the space for a variety of uses, and having the building out of the 100 year floodplain. The existing small stairwell and lift will be gone; a new lift is included which requires its own mechanical room. An ADA bathroom would be added in addition to the existing (not ADA-compliant) bathroom. The square footage has been increased for a couple of reasons (including garden shed,

theater storage, election materials storage), and the space has been designed with flexibility of use in mind. The election material storage area extends from the building to add stability to the exterior wall. The chairs can be stacked and stored so the room is open for dancing, etc. Locations for people doing sound and lighting have been created. There was discussion about the importance of input at this point from all invested local players including the Blue Barn Players, Edible Garden, town employees, and the Calais Historical Society. Discussion included location of heating system in the building's first floor, the possibility of storing videography equipment under the performance platform, the need for the Calais Historical Society to meet with Town Hall to discuss meeting their needs in the design, remembering the building's primary use as a government building, and the relief the space will bring for much-needed overflow work space.

Business Items for Possible Vote:

a) Meet Potential Auditor Nicole Sancibrian & Review Auditor Job Description

The town passed a charter last Town Meeting in order to be able to appoint an auditor. The Board met Nicole Sancibrian for this position, which is anticipated to include 2-3 hours per month. Nicole commented that she has been doing municipal accounting for 20 years; she served as an auditor in the past. Nicole is the acting finance manager, as a contractor, at the Regional Planning Commission, and has assisted with the Plainfield Health Center's audit; she lives in East Montpelier and considers this a "fun job," mentioning the welcoming tone of the evening's meeting. Nicole outlined challenging incidents and how she has handled them in her professional career. The Board plans to move forward once Nicole's references have been contacted. The Board chair requests that Nicole send her engagement letter to the Board.

b) Begin Health Insurance Renewal Options

The Town Treasurer and Selectboard Administrator presented a number of documents regarding health insurance renewal options, which must be completed before December 1. The discussion included a comparison of plan choices, the town's current HSA and retirement offerings, and the need for town employees to be engaged in the discussion of benefits; it was discussed that the Town Treasurer may reach out to employees to provide education around benefit options and board decision making, in order to facilitate communication between employees and the Board around the insurance package choices and employees' best interest. The Board intends to look at the current total package at an upcoming meeting.

c) Begin Budget Process for FY19

An expense document was reviewed, including the amount of interest on debt; principle on long term debt; insurance; dues; zoning administration.

d) Conflict of Interest Policy/Personnel Policy Revisions/Review & Approval

The Board intends to review this document to be voted on at the next meeting.

e) Review Upcoming Meeting Schedule/Dates/Town Report Deadlines, etc.

Several tentative special meetings have been planned, and upcoming agenda items were

discussed. Items to be scheduled were discussed: Town Hall grant application, Conservation Commission and Historic Preservation Committees meeting with the Town Treasurer. It was also discussed that being a Green Up Day Coordinator would be a great project for a young adult for their high school project.

Review of Assignments/Minutes

- a) Review, discussion, and approval of minutes:
9/25, 10/23, 10/30

The Selectboard did not take action on these minutes.

- b) Grants Update

The Selectboard Administrator reported meeting with Toby, having reviewed what grant applications he is submitting. John Brabant made a motion to go into Executive Session at 9:30 pm 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 5-0. The regular session resumed at 9:37 pm. Denise Wheeler stated there was nothing to report publicly.

- c) Assignments

Warrants for Payment – Sharon Fannon had some questions about the Orders and was not comfortable signing off on the Orders tonight. John Brabant also had similar concerns and is waiting for clarification.

The meeting adjourned at 9:39 pm.

Date: 11/14/2017 Respectfully Submitted, Katie Lane-Karnas, Minute Taker

Approved by the Selectboard at the _____ Meeting

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