

## Selectboard Minutes

April 13, 2015

Approved

Present: Selectboard Scott Bassage, John Brabant, Rose Pelchuck, Toby Talbot, Denise Wheeler; Donna Fitch, clerk; Alfred Larrabee, Nedene Martin, Jan Ohlsson, Paul Rose, John Simanskas, Will Walters (Hardwick Gazette).

Chair Denise Wheeler called the meeting to order at 7pm at the Calais Town Office.

### Town Plan Hearing

The Selectboard set a tentative date for its hearing on the proposed Town Plan for May 11, 2015 at 7:30pm at the Town Office.

### Loan in Anticipation of Taxes

Documents for a loan from Merchants Bank will be signed at the meeting of April 27, 2015.

### Minutes

Scott Bassage moved to approve the minutes of March 23, 2015. John Brabant seconded the motion. The minutes were approved with a change in the wording of a quote from John and a clarification from Rose regarding the names of two highway equipment vendors.

### Appointments

Paul Rose reviewed the topics covered at the last Central VT Regional Planning Meeting (CVRP). He assured the Selectboard that if appointed as the official town delegate to CVRP he would be there representing the town and not as an individual with his personal opinions.

The following reappointments were made after a motion, a second and unanimous approval:

- CVRP Delegate – Paul Rose
- CVRP Alternate Delegate – John Brabant
- Planning Commission reappointments for terms ending 2019 – Jan Ohlsson, Paul Rose, John McCullough
- Design Advisory Board terms ending 2019 – John McCullough, David Schutz
- Historic Preservation term ending 2018 – Larry Bush, Syver Rogstad
- Conservation Commission term ending 2019 – Stephanie Kaplan
- Development Review Board (DRB) – Barbara Weedon and Peg Bowen terms ending 2018; Ann Winchester, alternate

Nedene Martin (DRB member) suggested that one alternate on the DRB be from the Planning Commission (PC). It was discussed whether this alternate could be picked from a pool of PC members. Paul Rose will take this information back to the PC and ask which members would like to be in the pool.

- Trails Committee – Denise Wilder and Michael Fullerton terms ending 2017
- VT State Police Advisory Board – Toby Talbot one year term

### Road Commissioner Update

Alfred Larrabee reported that mud season probably won't be as bad as expected. He is buying gravel with crushed stone from J.A. McDonald (formerly Bickford's). The company can crush the stone to the specifications Alfred provides and is considered "spring gravel." "Summer gravel" is purchased from Manosh and is harder with more fines. A new pickup will be purchased at a municipal loan rate which makes the purchase less than buying a used truck. The old pickup will be sold outright. Six individuals applied for the road crew position. Ed Rowell, former highway department employee, applied. It was agreed that Ed should be hired with no probationary period. A spare driver is needed and Alfred will review the applications for this fill-in position. Rose reported that the Lightning Ridge and Adamant Road signs are gone...again.

#### Operations Manger Report

Toby and Alfred have completed grant applications for Class 2 Roadways (\$225,000 to pave last mile of County Road) and Structures (\$170,970 for North Calais retaining wall). The Annual Town Financial Plan for Highways form was completed by Toby. Donna will mail all to Tom Anderson, Agency of Transportation (AOT), along with the signature sheet for the town's road standards which must be sent to AOT annually. Alfred mentioned the closed bridge in North Calais and said he'd like to discuss how to proceed with this project this year.

#### Curb Cut

Michael-Ryan McCarty applied for a curb cut for one of the houses on his property in E. Calais next to the mill. Donna said there was a DRB decision concerning this property, and the Board discussed postponing a decision until the next meeting when they could review additional information relating to the property. Jan Ohlsson said there is a 10' property line setback in the zoning regulations. The Selectboard agreed to deny the curb cut application based on the setbacks and to send Mr. McCarty the zoning regulations. (Since then Mr. McCarty's subdivision permit and DRB decision have been reviewed by the clerk, and the Selectboard will discuss the curb cut at the next meeting.)

#### Fellows Road Property for Sale

The property the town owns at 40 Fellows Road will be sold by sealed bids due at the office by 4pm on Monday, April 27, 2015. Bids will be opened at the selectboard meeting that evening.

#### Tax Sale

Delinquent tax collector Nedene Martin reported there were no bids at the tax sale for the property at 12 Durkee Drive. The bank holding the mortgage on the property will take possession of the property, but the process can take one to one-and-a-half years. Delinquent property taxes are the first lien on the property.

#### Cemetery Budget

Cemetery Commissioner John Simanskas met with the board to discuss an expected overage in the cemetery budget of \$2,500 for cleaning stones in Robinson Cemetery. The Cemetery Commission had expected the money to come out of the cemetery endowment, however, removing money from the endowment does not coincide with the Trustees of Public Funds' investment policy. The Selectboard agreed to cover the overage as the cemetery budget has had a surplus the last four years. At next town meeting, voters will be asked to set up a reserve fund for any cemetery budget surplus so the money can be carried over into the next fiscal year.

#### Dog Ordinance

As part of updating the town's dog ordinance, animal control officer Wilson Hughes provided a list of fines for people who do not register their dogs: 1<sup>st</sup> offense \$25; 2<sup>nd</sup> offense \$50; 3<sup>rd</sup> offense \$100. (The Vermont Dept of Agriculture estimates one quarter of dogs in the state are not registered.)

#### Purchasing Policy

Scott presented a second draft of the policy. Comments should be sent to Scott before the next meeting.

#### Budget

Reviewing the budget, Toby said that Center Road culvert money will probably carry over to FY2016 because the project won't happen this summer. (Highway funds can carry over; general funds cannot.) Denise asked about the overage in Computer Support and Listers pay. Donna explained the town office server and hard drives have had significant issues requiring unanticipated computer support. Currently, the town is using NEMRC's computer support service. Donna is meeting with RB Technologies in E. Montpelier and will determine if this is a less expensive alternative and closer to the office. Donna explained that she is making a journal entry to move any lister pay related to the reappraisal out of lister pay in the budget and debit it to the reappraisal fund (which shows on the Balance Sheet). This is the first time the town has had three listers actively involved in all aspects of the listers' responsibilities and future budgets may have to increase.

#### Executive Sessions

A motion was made to go into executive session in accordance with Title 1 V.S.A. § 313 (a)(1) for the purpose of discussing a legal matter with delinquent tax collector Nedene Martin. The motion was moved by Rose and seconded by Toby. The motion passed 5-0. The Board came out of executive session at 9:20pm and Nedene reported that a tax sale be coming up if taxes are not paid by the end of May. Affected property owners will receive a warning letter.

John Brabant made a motion to go into executive session in accordance with Title 1 V.S.A. § 313 (a)(1) for the purpose of discussing a legal matter regarding litigation with CCS Constructors, LLC & CCS Constructors, Inc. (CCS). Toby seconded the motion. The motion passed 5-0. The board came out of executive session at 9:52pm. Denise made a motion to ratify the action of the Selectboard Chair in executing the mediation agreement in the lawsuit filed by CCS against the town and others and to authorize the town attorney to take all additional steps necessary to finalize the settlement between the town, CCS and the other parties to this litigation. Toby seconded the motion. The motion passed 5-0.

#### VTel Tower Proposal

Having previously recused herself from the selectboard during discussions of this project, Denise withdrew her recusal since she is not an adjoining landowner and neither she or any family members have any legal or financial interest in the project.

#### Meeting Continued

The meeting was continued to Thursday, April 16, 2015 for a meeting with the East Montpelier Fire Department at their building in E. Montpelier.

Respectfully submitted,

Donna Fitch, Clerk