

SELECTBOARD MEETING

Approved Minutes

February 11, 2013

7:00pm Calais Town Office

Attending: Denise Wheeler, John Brabant, Scott Bassage, Toby Talbot, Donna Fitch, Janice Ohlsson, Jennifer Whitman, Richard Kehne, Julie Hand, Will Walters, Steve Cusick, Rod Buck and Rose Pelchuck.

Absent: Mike Garand

Actions:

Approval of the January 28th Meeting Minutes – Toby Talbot made a motion to approve the Minutes. Scott Bassage and Denise Wheeler offered minor changes. The motion was seconded, voted on and carried 3-0.

Town Invoices & Road Commissioner's Orders of the Day – The Selectboard reviewed and processed the town invoices and orders of the day as per usual protocol.

Town Contacts for CVRPC GIS Mapping Project – The Planning Commission is working on the digital mapping of the town with the assistance of Central VT Regional Planning. The digital mapping includes the town's Grand List data and parcel maps. Denise Wheeler reported Dan Currier from Central Vermont Regional Planning Commission would like specific contacts for any questions or information needed. Scott Bassage made a motion to appoint Gary Root, Planning Commission Member, and Donna Fitch, Town Clerk, as the point persons to work with Dan Currier at CVRPC on this project. The motion was seconded, voted on and carried 4-0.

Appointments for Town Offices, Boards and Commissions:

Conservation Commission:

Julie Hand and Jennifer Whitman have expressed interest in serving on the Conservation Commission. Toby Talbot made a motion to appoint Jennifer Whitman and Julie Hand each to a four-year term that expires in 2016. Jennifer Whitman fills the vacant seat from Reese Hersey, unfilled from 2012. Julie Hand fills the open, ninth seat on the commission with the term expiration set to balance out the other term expirations. The motion was seconded, voted on and carried 3-0. John Brabant arrived after the vote.

Planning Commission:

Janice Ohlsson has expressed interest in serving on the Planning Commission. Toby Talbot made a motion to appoint Janice Ohlsson to a four-year term that expires in 2015. This was a vacant seat, unfilled since 2011. The motion was seconded, voted on and carried 4-0.

Annual Highway Mileage Certificate – The Selectboard reviewed the road mileage data on the form and town highway map, which do not reflect the road changes made over the past twelve months. The Selectboard discussed the letter from Wayne Morse dated January 11, 2013 regarding changing part of Wheeler Road from Class 3 to Class 4 road as agreed to in the Stipulated Settlement Agreement written by John Klesch, Esq. between Wayne Morse and Charles Storrow. The changes made to TH 64 between Paul Weisbart and Pat Malone also needs to be reflected in the annual Highway Mileage Certificate and on the Official Town Highway Map. Toby Talbot suggested getting the survey from Paul Weisbart or Pat Malone for the exact numbers to be included on the highway mileage certificate and town highway map. John Brabant made a motion to sign the annual Certificate of Highway Mileage as amended to include the above noted changes both to Wheeler Road and TH 64. The motion was seconded, voted and carried 4-0. With regards to Charles Storrow not producing the deeds as agreed to in March 2011 and posting a "No Trespassing" sign on a town road, John Klesch, Esq. will be notified to send Charles Storrow a letter on behalf of the town.

Trustees of Public Funds – Rod Buck, Steve Gallagher and George Morse, Trustees of Public Funds, met to learn about the Cemetery Commission's funds. Rod Buck reported George Morse provided historical

perspective. Rod Buck explained they have a group of differently managed accounts and it seems reasonable to consolidate them into one higher yielding account. Rod Buck noted the objective of the cemetery funds is as an endowment and should be managed like an endowment fund. The other thing the trustees have been looking at is town loans and refinancing higher interest loans to lower interest loans, which the town treasurer, Donna Fitch, recently did. Scott Bassage is particularly interested in establishing the capital reserve funds for financial stability. One capital reserve fund would be for unexpected revenue shortfalls and the other would be for capital highway expenses (roads, bridges, culverts, equipment, machinery, etc.). Scott noted at some point we need to develop a policy to establish the goals of each reserve fund. Scott Bassage would like to work with Rod Buck and the other trustees to develop such policy.

Executive Session: Zoning Enforcement, Appeals, Litigation, etc. – John Brabant motion to go into Executive Session in accordance with 1 V.S.A. subsection 313 (a) (1) at 7:50pm for the purpose of discussing a legal and real estate matters with Steve Cusick, Conservation Commission Chair. The motion was seconded, voted on and carried 4-0. The Regular Session resumed at 8:10pm. Denise Wheeler had nothing to publicly report.

Creating Capital Highway Reserve Fund - Denise Wheeler said the town is planning ahead by establishing a Capital Highway Reserve Fund and thanked Rick Kehne, who has extensive experience developing such plans, for agreeing to work with Scott Bassage to develop a capital plan for Calais. Rick Kehne noted the purpose of a capital plan is to smooth out the ups and downs of paying for trucks, equipment and big expenses like roads and bridges. Trucks return on investment is 7-8 years as most towns have found that out. Loaders and excavators track time in hours used. Rick can incorporate projected major engine repairs right into the spreadsheet. The Selectboard reviewed the spreadsheet that Rick Kehne has developed thus far. Rick has worked on this extensively both for the Calais Elementary School and other towns. The Selectboard would like to have a handout for Town Meeting Day about the capital plan, what is the cost of funding the capital plan and showing the cost of borrowing funds. Rick Kehne said he would try to have it ready for town meeting. We want people to understand why we need to make this investment. Denise Wheeler said, “We want to get our new philosophical approach out there in the simplest way to understand”. “This is a great planning tool to stage the replacement,” Rick Kehne said. Rick Kehne will forward the information electronically to Scott Bassage to disseminate to the Selectboard.

Town Hall Preparations for Town Meeting – Steve Owens will assist with the microphone set up. Scott Bassage suggested Judy and two other people would be needed to run the mikes around the room. Denise Wheeler made a motion to spend \$60.00 for two cordless microphones for the town. The motion was seconded, voted and carried 4-0. Cleaning prior to town meeting will happen Donna Fitch reported. There is a question of hot water for in the bathroom or not. BCA meeting will happen before time. Scott Bassage will be available on speakerphone at the next meeting on 2-25-13 since he will be out of town.

EMFD Interlocal agreement – The Selectboard has agreed on the Draft Interlocal Agreement with the Town of East Montpelier and East Montpelier Fire Department, Inc. Toby Talbot will notify Bruce Johnson, East Montpelier Town Administrator, that the split of 31% determined by the five factors is what Calais is agreeing to pay towards emergency services per the Interlocal Agreement.

Environmental Court Appeal – Denise Wheeler would like the town to file a Notice of Appearance to Environmental Court in the Notice of Violation Appeal from Bill Blachly. John Brabant made a motion to file the Notice of Appearance and ask Rolf Mueller, Zoning Administrator, to file that appearance. The motion was seconded, voted and carried 4-0. The Selectboard spoke about the Notice of Violation but the Selectboard does not know where we are in the process. Denise Wheeler will contact Rolf Mueller, Zoning Administrator.

Other Business: The Selectboard discussed the proposed budget and higher tax rate. Toby Talbot wants to be sure the voters know that their approval of the town's capital reserve funds and zero in the fund, is still a

step in the right direction towards planning for future expenses. Scott Bassage is going to a workshop tomorrow on grant writing and a breakfast with the legislators on February 20, 2013. John Brabant has a general concern with VLCT about how they take positions of big towns. "They (VLCT) are very influential since they represent all the towns in Vermont" John said. Steve Jeffries position on issues at the Statehouse isn't always from the VLCT Board. The Selectboard discussed the matter and Toby Talbot suggested writing a letter to VLCT Board of Directors to notify them we would like more small town representation on the board.

Tentative Agenda for the February 25th Meeting

- Meet with Town Moderator, Gus Seelig to review Warning
- Review the Town Report
- Town Invoices and Orders of the Day

Toby Talbot made a motion to adjourn at 9:15pm. The motion was seconded, voted on and carried 4-0.

Respectfully submitted,

Rose Pelchuck
Administrative Assistant