

SELECTBOARD MEETING  
*Approved Minutes*

March 12, 2012

7:00pm Calais Elementary School

**Attending:** Denise Wheeler, John Brabant, Mike Garand, Toby Talbot, Scott Bassage, Donna Fitch, Alfred Larrabee, Rolf Mueller, Peter Harvey, Wilson Hughes, Doug Lilley and Rose Pelchuck.

**Actions:**

Class 2 Highway Grant Program Document – The Selectboard signed the paperwork from AOT in order to receive the grant funds for repaving the County Road.

Tobacco and Liquor License Renewal Application: Adamant Co-op Store – The Selectboard reviewed the application for a tobacco license and liquor license renewal for the Adamant Co-op Store. Toby Talbot made a motion to approve both the tobacco and liquor licenses for the Adamant Co-op Store as presented. The motion was seconded, voted on and carried 5-0.

Town Constables Blue Light Permits – The Selectboard signed the application for the First and Second Constables to apply for a Blue Light Permit with DMV with full approval of the Board. Training will be forthcoming in proper use of blue lights.

Budget Update - Donna Fitch, Town Clerk, reviewed the year to date budget with the Selectboard. Donna made a new category for election materials and supplies (i.e. printing ballots, food for election workers). The Selectboard discussed various line items that are close to being maxed out. Other income line item – Toby Talbot noted the town did not take out two loans that would have totaled \$375,000.00 in income.

Approval of the February 13<sup>th</sup> Meeting Minutes - The Selectboard reviewed the Minutes. Scott Bassage made a motion to approve the Minutes as written. The vote was seconded, voted and carried 5-0.

Approval of the February 27<sup>th</sup> Meeting Minutes – The Selectboard reviewed the Minutes. Denise Wheeler offered one clarification. Scott Bassage made a motion to approve the Minutes as amended. The motion was seconded, voted and carried 5-0.

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

Post-Town Meeting Day Organization and Election of Selectboard Officers – Denise Wheeler and John Brabant took the oath of office administered by Town Clerk, Donna Fitch, as newly re-elected members of the Selectboard.

Scott Bassage made a motion to reappoint Denise Wheeler as Selectboard Chair. The motion was seconded. Toby Talbot moved nominations cease and instruct the clerk to cast one ballot for Denise Wheeler for Chair.

Scott Bassage made a motion to reappoint John Brabant as Selectboard Vice Chair. The motion was seconded. Toby Talbot moved nominations cease and instruct the clerk to cast one ballot for John Brabant for Vice Chair.

Scott Bassage made a motion to appoint Donna Fitch as Selectboard Clerk. The motion was seconded. Toby Talbot moved nominations cease and instruct the clerk to cast one ballot for Donna Fitch as Clerk.

Denise Wheeler made a motion to reappoint Rose Pelchuck as Selectboard Administrative Assistant. The motion was seconded, voted on and carried 5-0. *Thank you!*

Scott Bassage made a motion to adopt Roberts Rules of Order for small boards as the procedure to be used by the Selectboard. The motion was seconded, voted on and carried 5-0.

Denise Wheeler made a motion to set the official meeting date and location as follows: regular

meetings will be held on the second and last Mondays each month at 7:00pm. Beginning with the first meeting in November, the meetings will be held at the Calais Elementary School and beginning with the first meeting in May, at the Calais Town Hall. Agenda items need to be given to the Chair by the close of business on the Wednesday preceding each meeting for inclusion on the agenda. Meeting notice posting locations are as follows: Adamant Co-op Store, Maple Corner Store, East Calais General Store, East Calais Post Office, Front Porch Forum and on the town's website ([www.calaisvermont.gov](http://www.calaisvermont.gov)). The motion was seconded, voted on and carried 5-0. John Brabant inquired about posting notices at the Adamant Co-op in a location that is very far in the back of the store. The Selectboard discussed having a community posting area, perhaps outside the facility. This would be something to consider in the future.

Roads Update – Alfred Larrabee reported there is water on the road in some areas especially on portions of Lightening Ridge Road. Mud season is here.

Public Comment / Clarification - Tim Scandale is still the secretary for the DRB; he did not resign as incorrectly reported a few meetings ago. We apologize for the misinformation.

Draft Revised Dog Ordinance – Wilson Hughes made the recommended changes since the last meeting. John Brabant suggested putting language in this revised ordinance referencing that it is unlawful to shoot any dog, even if it is chasing deer and referencing the appropriate State statute. One can't take a situation into your own hands; contrary to popular belief.

Trustee of Public Funds – Denise Wheeler would like to meet with the auditors and trustee of public funds to devise a reserve fund policy for the town (VLCT model polices are available for referencing).

Roads Advisory Committee – The Selectboard reviewed the revised charge from the Roads Advisory Committee. Toby Talbot made a motion to approve the charge as revised. The motion was seconded, voted and carried 5-0.

Personnel Policy Final Draft – Toby Talbot made a motion to approve the Town of Calais Personnel Policy as presented in final draft form. The Selectboard signed it and the road crew will each receive a copy of the new policy and sign off that they received it.

Appointed Positions for 2012 - Rose Pelchuck will send the current list of town appointed positions for 2012 to the Selectboard members electronically. The list is also on the town's website.

Town Meeting Wrap Up – Doug Lilley offered comments about town meeting. Donna Fitch reported that Olivia Gay, Board of Civil Authority, suggested having more voting booths. Further discussion ensued regarding fire coverage with Woodbury Fire Department and East Montpelier Fire Department both serving the town.

Vote Tabulator Machine – The Selectboard discussed the process for obtaining a vote tabulator machine to tabulate election results electronically. The town would need to have a special town meeting to vote to use the electronic vote tabulator machines. The State covers the \$6,300.00 cost and \$200.00 annual maintenance on the machine. Individual towns have to pay for the programming of it prior to elections. A bill before the legislature, H298, will require the use of a vote tabulator for towns with more than 1000 voters (including Calais). Toby Talbot stressed the importance of why we are considering the vote tabulator and how the Selectboard must inform the public. Denise Wheeler suggested publishing a one-page mailing and informing people on Front Porch Forum.

Other Business - Doug Lilley came after the Roads Advisory Committee meeting. Doug reported the committee wants to fix Pekin Brook Road the right way. Doug Lilley also wants the town to reconsider paying his \$290.00 bill. Doug stated he put eight loads of topsoil in there. Alfred Larrabee talked to Doug Lilley about taking the berm/curb of material off the side of the road near his house. Doug Lilley informed the

Selectboard that he values the hedge in front of his house at \$60,000.00 to \$70,000.00. *Note: the hedge is in the town's right-of-way.* Doug reported in his conversation with Alfred Larrabee they discussed hourly rates. "That's what I get and I think that's fair," Doug stated referring to the rate of \$65.00 per hour. Doug Lilley feels like he was told he could do the work; he feels he had permission and therefore should be paid.

Doug Lilley said water is running into his garage as it drains off the road. Alfred Larrabee put 1 ½" gravel in front of his house earlier this week to smooth the bumps and get the standing water off the road. Doug doesn't want more gravel there in front of his house; Doug thinks the road should be cut down four feet. Mike Garand asked Doug, "How can we get the water off the road in front of the barn?" Mike Garand wants to look at the steel galvanized culvert saying the culvert may be rotted. Mike asked if Alfred and Mike could look at the culvert; the culvert should be inspected as Doug thinks it could be at least 40 years old. Doug Lilley agrees we need to drain the road in front of his barn and house. Mike Garand, Alfred Larrabee and Doug Lilley will inspect the culvert and look at the road for drainage. John Brabant would also like to attend.

Alfred Larrabee did give Doug Lilley grass seed and mulch. Alfred Larrabee said they did talk about hourly rate but just in general, conversation and Alfred did not say it's okay to bill the town. John Brabant reminded everyone about the State statute. John Brabant explained things have evolved and the road got maintained and that's where we are at.

No Curtis Pond dam updates

Capital budget Planning with Rick Kehune – will meet to assist the Selectboard.

Zoning Violations, Appeals, Litigation, and Personnel Matters – John Brabant made a motion to go into Executive Session at 8:45pm in accordance with 1 V.S.A. subsection 313 (a) (1) for the purpose of discussing a real estate matter. The motion was seconded, voted and carried 5-0. The regular session resumed at 9:20pm. Denise Wheeler stated there was nothing to publicly report.

Tentative Agenda for the March 26<sup>th</sup> Meeting:

- Procedure for adopting revised Animal Control Ordinance
- Secretary of State representative for informational meeting re: vote tabulator
- Draft a public brochure about selling the vote tabulator to voters
- Appointments for town offices and positions

Toby Talbot made a motion to adjourn at 9:25pm. The motion was seconded, voted and carried 5-0.

Respectfully submitted,

Rose Pelchuck  
Selectboard Administrative Assistant