

SELECTBOARD MEETING
Approved Minutes

May 28, 2012

7:00pm Calais Town Hall

Attending: Denise Wheeler, John Brabant, Mike Garand, Toby Talbot, Scott Bassage, Alfred Larrabee, Donna Fitch, Peter Harvey, Rolf Mueller, Steve Gray, Sharon Winn Fannon, Mary Ormsby and Rose Pelchuck.

Actions:

Approval of the May 14th Meeting Minutes – postponed until the next meeting.

Budget Update - Donna Fitch presented the calculations in anticipation of taxes worksheet to help decide how much money the town needs to borrow in the short term. Donna will check when the truck payments are due. John Brabant made a motion to approve short term borrowing up to \$474,868.00 in anticipation of tax revenue. 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.

Road Commissioner Update - Denise Wheeler began the report since Alfred Larrabee arrived late. Denise said Alfred is working on getting road material prices and sieve tests results at various gravel pits. Donna Fitch said the town received a grant for the Singleton Road culvert project. Donna noted before the town can obtain further grants, we need to have an AOT Historic & Archeology Review. Alfred Larrabee will complete the required checklist.

Alfred Larrabee said the 2012 truck is back in service but he hasn't used it much. Alfred said he is switching to liquid chloride this week ideally on a trailer. Mike Garand inquired about the 1972 Ford fire truck, donated by EMFD to the town for \$1.00, that was suppose to be used as a chloride truck. Alfred is interested in having a trailer for a chloride tank that can also be used for other purposes rather than using the former fire truck. Mike Garand would like the opportunity to have the truck and said "too bad the town of Calais hasn't been using it for the past four years. The fire department gave it for a dollar and if there was an opportunity, I would like it for East Montpelier". Mike was clear that the truck pump could have been used for flushing culverts and the poly tank was intended to be used for calcium chloride. Alfred said the pump was stripped out and scraped at Gates Salvage and the money went back to the town. Mike will talk to the East Montpelier Selectboard to get the okay to use the truck for chloride in East Montpelier. Alfred Larrabee said, "I thought it was town property and made a little effort to do the right thing with that truck". Alfred is fine with giving the truck to East Montpelier.

Toby Talbot asked Alfred Larrabee to determine a price to replace both culverts on Singleton Road (with assistance from Doug Newton, Engineer). The Selectboard agreed the project would go out to bid. No news on the go ahead for Balentine Road with the Better Back Roads; needs follow up.

Alfred Larrabee has some sieve test analysts in a folder at the town garage. Denise asked him to bring them to the next meeting. Mike Garand suggested bringing samples to the state lab on the Barre Montpelier Road to have an independent test on the materials rather than relying solely on the information provided by a company in the gravel business.

Curtis Pond Dam Fund - Toby Talbot suggested putting any funds, not earmarked for specific purposes, be put into a Vanguard short-term investment grade fund. Donna Fitch will ask Jeff Fothergill, accountant, about it later this week.

Appointments for Town Offices, Boards and Commissions:

Development Review Board: Barbara Weedon, incumbent, is interested in serving again on the DRB. Toby Talbot made a motion to reappoint Barbara Weedon to a three-year term to the DRB, expires in 2015. The motion was seconded, voted on and carried 5-0. Two alternate positions to the DRB remain vacant.

Town Clerk Authority to cash in Cemetery Funds – Toby Talbot made a motion to approve the following resolution. The motion was seconded, voted and carried 5-0. The Selectboard signed the following resolution dated

May 28, 2012: *Be it resolved that Donna Fitch, Town Clerk and Treasurer of the Town of Calais, Vermont duly voted in to office on March 1, 2011, has the authority to sign on behalf of the Town of Calais Cemetery Funds and Town of Calais funds held at the Toronto Dominion Bank through TD Bank.*

Conservation Commission Funds – John Brabant made a motion to move the Conservation Commission funds from a money market fund to the Vanguard short-term investment grade fund. The motion was seconded, voted and carried 5-0.

Delta Dental Plan #2 for Town Employees - Toby Talbot made a motion to offer town employees Delta Dental Plan beginning July 1, 2012. The motion was seconded, voted and carried 5-0.

VAST Trail Work – Steve Gray, representing Mountain Tamers Snowmobile Club, came before the Selectboard to describe trail maintenance projects in Calais and to request signed authorization to work on these trails from the town as property owner of two parcels. The club has six projects they are working on this summer. On Leonard Road, they want to correct drainage problems, ditch the road, replace four failed culverts, and regrade the road to prevent erosion. The goal is to make the roadbed usable from 12/16 to 4/15 when the VAST trail systems are legally open. Steve Gray wants to get the applications in to VAST for grant funds to fund the work. Behind David Morse's, there is a north-south trail. Margaret Murray's property has a very, wet area so David Morse gave permission to move the trail on his property and part remains on the town forest property. Steve Cusick, Conservation Commission Chair, weighed in and provided his recommendations. John Brabant suggested revisiting the issue of making Leonard Road a pent road or legal trail. Toby Talbot made a motion to approve the request to work on the trails on town-owned land and authorize Denise Wheeler, Chair, to sign off on the request by completing the VAST Landowner Permission Form, subject to additional terms to install 18" culverts on Leonard Road. The motion was seconded, voted and carried 5-0. Furthermore, the town will not be expected to reimburse VAST if in the future the town decides to change the road classification of Leonard Road from a Class 4 road.

TH 8 Site visit – not yet determined

TH 7 Site visit – The Selectboard did not receive anything in writing from Gary Schultz.

Town Auditors - Sharon Winn Fannon and Mary Ormsby came before the Selectboard to review the Municipal Checklist for Internal Controls with the Selectboard and Town Clerk & Treasurer, Donna Fitch. It will be used to see the gaps in town financial controls and help decide what the auditors and Selectboard want to work on to tighten controls. The Selectboard reviewed each item and discussion ensued. The Selectboard discussed writing financial policies so the next town treasurer follows town policies. After going through the checklist for more than an hour, Denise Wheeler announced she would make a list and the Selectboard would begin working on policies that can be implemented. Scott Bassage already has a draft cash handling policy that he will present at the next meeting. Computer security, access and passwords were also discussed. The town may consider purchasing computers that will be used exclusively for town business by elected or appointed officials. These computers will have back-up systems in the event of a loss.

Zoning Violations, Appeals, Litigation, and Personnel Matters – John Brabant made a motion to go into Executive Session at 9:25pm in accordance with 1 V.S.A. subsection 313 (a) (1) for the purpose of discussing ongoing legal and real estate matters. The motion was seconded, voted and carried 5-0. The regular session resumed at 9:40pm. Denise Wheeler stated there was nothing to publicly report.

Tentative Agenda for the June 11th Meeting:

- Sieve analysis discussion on gravel samples, material price, trucking and labor considerations
- Highway budget funds remaining
- TH 8 process to change entrance
- TH 7 process to discontinue
- Developing new financial control policies

Scott Bassage made a motion to adjourn at 9:42pm. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,

Rose Pelchuck, Selectboard Administrative Assistant