

SELECTBOARD MEETING

Approved Minutes

June 24, 2013

7:00pm Calais Town Hall

Attending: Denise Wheeler, Scott Bassage, Toby Talbot, John Brabant Rose Pelchuck, Donna Fitch, Alfred Larrabee, Will Walters, Donna L. Bowen, Margaret L. Bowen, Donald Mucherino, Eva Grumprecht, Janet Ancel, Paul Cerutti, Stephen Morse, Tim Neill, Jim Corson, David Schutz and Bill Davis.

Actions:

Approval of the June 10th Meeting Minutes – Toby Talbot made a motion to approve the Minutes. Three corrections were made. The motion was seconded, voted on 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.

Budget Update FY 2013 – Donna Fitch provided budget figures as the fiscal ends this week. The Highway Budget has \$39,928.00 remaining with about \$13,000.00 in invoices yet to arrive. We still don't have the \$9,000.00 reimbursement for Ballentine Road (Better Back Roads Grant) and two other highway payments, Donna Fitch stated.

Tax bill change – Scott Bassage is concerned that people won't realize that they have to make two equal tax payments this year (approved at Town Meeting). People do need to file the State Homestead Declaration each year Janet Ancel reminded us. Tax bill due dates are the same as they have been (30 days after the tax bill goes out sometime in July and in November).

Swim Program person has been mowing the lawn at the swim area – Donna Fitch requested authorization to pay him; the Selectboard granted authorization.

Signage at intersection at East Calais Church – The Selectboard received a complaint from Rich Larow regarding traffic going around the church and sometimes hitting the church. Alfred Larrabee suggests putting up a sign behind the church that says DO NOT ENTER on the Marshfield Road side and the traffic would have to go onto Back Street to get to Route 14. Toby Talbot also suggested we talk to the storeowners to talk about enforcing the No Parking on Back Street to improve traffic flow.

Woodbury Fire Department – Stephen Morse, President WFD, and Paul Cerutti, Chief WFD, presented the FY 2014 contract for Fire Protection for The Town of Calais for \$19,831.00. The figure is derived from a three-year rolling average of the actual operating expenses, minus the Woodbury dispatching fees and dividing the figure to obtain a one-third cost figure. Toby Talbot made a motion to approve the contract as presented for \$19,831.00. The motion was seconded voted and carried 5-0.

Denise Wheeler notified the WFD members about the bridge closing on Route 14 (not for a couple of years) and the upcoming meeting with AOT to coordinate fire response during the construction. Stephen Morse spoke about three-year averaging and weather or not we still wanted to continue with that. Toby requested to see their budget as we do with EMFD and then we may be more comfortable using the actual numbers instead of a three-year average. Using the fiscal year and calendar year for calculations was also discussed. Denise Wheeler said the town prefers using the fiscal year.

State Representative, Janet Ancel, End of Session Update – Janet Ancel thanked the Selectboard for the chance to speak. The state is ahead 31 million which is better than forecasted. Denise Wheeler spoke to Janet about the struggles the town has been working on with regards to roads to manage the needs of the town with the wants of the townspeople. The Selectboard would prefer more discretion in varying from the "AOT Orange Book". Toby Talbot spoke about the state complying with federal regulations (FEMA regulations). John Brabant spoke about this being an ongoing struggle and welcomes clarification from AOT. It would be desirable

to have something in writing that says we can vary from the state standards. John said it would be great if AOT could come up with a separate set of standards for RURAL ROADS that addresses storm water erosion that would satisfy FEMA regulations but also met our local concerns. Janet will get in touch with Sue Minter, State Deputy Transportation Secretary, to let her know what a concern this is for you. Janet will also contact the State Rep for Waitsfield since Denise suggested Waitsfield is dealing with the same roads issues.

Roads Committee – Next meeting is Thursday, June 27th at 8:30pm. Scott Bassage said they are breaking down into small groups and working on different tasks. Denise Wheeler wants to know about the subcommittees and when we can expect to hear from them. Denise wondered about using survey monkey to get data. Rose Pelchuck spoke about the late hour of the scheduled meeting that begins at 8:30pm. The town wants to encourage public participation and the late hour for the meeting does not encourage that. Scott Bassage said the meeting is scheduled so late to accommodate Doug Lilley and Trey Martin but will bring Rose's concerns back to the committee on Thursday. Suggestions made were to have Doug Lilley and Trey Martin work on a subcommittee or have one meeting begin at 7:00pm and the next begin at 8:30pm. Bill Davis commented on the great job Alfred Larrabee did on ditches near his house.

Town Hall Restoration Update – David Schutz, Historic Preservation Commission Chair, reported happily the Commission received a report from Arnold and Scangas Architects "Calais Town Hall Report" dated February 25, 2013 about improvements needed at the Town Hall. Reed Cherington drafted a summary of priorities and a plan for improvements over time. Reed's summary, dated June 11th, has not yet been reviewed by the Historic Preservation Commission. After they review the plan, they plan to bring it formally to the Selectboard. The Arnold and Scangas Architects report started with flood mitigation as the heart of it – we are no longer held to a FEMA 100 year floodplain, David Schutz noted, but there are things in the report to keep the building safe. David recognizes the building has a lot of needs; the Historic Preservation Commission will try to digest Reed's work. David Schutz is applying for another grant for which the Town Hall will be the recipient. The Town Hall needs an ongoing maintenance plan, roof replacement this year; some maintenance can be done with volunteer energy – how to put together a plan with not only funds but volunteer energy for the long term. Toby Talbot asked David to identify capital investments for the Town Hall to be included in the town's capital plan.

Historic Preservation Commission Appointment – Scott Bassage made a motion to reappoint Curtis Johnson to the committee for a three-year term, expires 2016. The motion was seconded, voted and carried 5-0.

Kennedy Planting Trees in Town's R-O-W – The Selectboard discussed this issue and listened to input from the Road Commissioner. The Selectboard will go look at the site again since the new plantings are three-foot closer to the road, in the Town's R-O-W. The former plantings were removed by Washington Electric Co-op line clearing crew. Denise Wheeler will ask Dan Weston if WEC had a permit to work in the Town's R-O-W.

Proposal for work at the Recycle/Trash Depot – The town received a \$3,000.00 grant from CVSWMD for work at the Recycling/Trash Depot on Moscow Woods Road. Scott Bassage reported Brian Stevens is working on a fence design. Donna Fitch said Chris Miller is designing a sign. Scott continues to work on this project; another update will be forthcoming soon.

Vermont Municipal Employees Retirement System Rate Change – Donna Fitch reported the rates are going up 0.25% beginning in FY 2014. This will be put into the budget.

EMFD Cost Allocation Agreement – Scott Bassage made a motion to approve the EMFD Cost Allocation Agreement for Fire Suppression, Ambulance and Other Emergency Response Services between the Towns of Calais and East Montpelier as follows: Calais share is one-third (1/3) and East Montpelier share is two-thirds (2/3) beginning September 2, 2013 as presented and approved by the Town of East Montpelier on June 3, 2013; furthermore authorizing Denise Wheeler, Chair, to sign this contract on behalf of the town. The motion was seconded, voted and carried 5-0.

Curtis Pond Dam Update – John Brabant reported in letter dated 5/22/13 on the annual dam inspection from the State Dam Safety Engineer, Steve Bushman P.E., several recommendations were made regarding the area all around the dam. The following three things are noted from that letter:

5. *The footbridge over the spillway should be raised to insure a clear unobstructed spillway channel.*

7. *Remove the tree on left side of downstream slope. Leaving it in place can lead to further displacement of the stones in the downstream wall.*

8. *Discourage the use of the crest as a sandbox for children, especially if crest material is being disturbed or removed. In an overtopping event, the exposed soils can become a weak point and act as a conduit for erosion and failure.*

John Brabant drafted a letter to Don Heise and Chris Miller, since it is unclear where the property lines are near the Curtis Pond Dam, asking them to implement the above three recommendations from Steve Bushman, P.E. The Selectboard reviewed the draft letter; agreed to send it to Don Heise and Chris Miller and authorized Denise Wheeler, Chair, to sign it on behalf of the Selectboard.

Appointments for Town Offices, Boards and Commissions - Town Service Officer, Marianne Miller, was reappointed for a one year term, expires in 2014. The Selectboard signed the State Health Department form acknowledging this reappointment.

Borrow Revenue in Anticipation of Taxes - Scott Bassage made a motion to authorize Town Treasurer, Donna Fitch, to borrow \$513,000.00 in anticipation of tax revenue at 1.76% interest. The motion was seconded, voted and carried 5-0.

Better Back Roads Grant Application – Donna Fitch has the information for a Better Back Roads Grant with the July 15th deadline fast approaching (the information just arrived as the program was recently reorganized). The Selectboard and Alfred Larrabee discussed targeting a road project for this grant; Toby Talbot offered to assist with paperwork as needed.

Road Commissioner Update – Alfred Larrabee reported July 9th is the scheduled date for the shim coat on County Road. The road crew has been hauling gravel to stockpile for mud season next year and taking some vacation days. Donna is covering for him! Alfred Larrabee informed the Selectboard that the North Calais Road would be closed for a culvert replacement on Thursday, June 27th. Toby Talbot will notify both EMFD and WFD of the closing.

Structures Grant for North Calais retaining wall project – The Selectboard signed the form for AOT in order to receive the \$98,000.00 State Structures Grant (the town share is \$14,000.00). Scott Bassage made a motion to authorize Denise Wheeler, Chair, to sign it. Toby Talbot inquired who was managing the project – Denise said last time (first phase of the project) Rick DeWolfe and Chris Cochran managed the project. Denise Wheeler will notify them and ask for three bids, which need to be approved by the Selectboard and work needs to be done in conjunction with the Road Commissioner. The motion was seconded, voted on and carried 5-0.

Tentative Agenda for the July 8th Meeting:

- Town Appointments for various positions still vacant
- Roads Committee update
- McCullough's Gravel Pit – Executive Session for legal/real estate matter

John Brabant made a motion to adjourn at 9:30pm. The motion was seconded, voted and carried 5-0.

Respectfully submitted,

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Rose Pelchuck
Selectboard Member & Administrative Assistant