

**CALAIS SELECTBOARD
Minutes**

LOCATION: TOWN OFFICE

MONDAY, April 10, 2017 @ 7:00 P.M.

Approved 4-24-17

Present: Selectboard Members Denise Wheeler, Rose Pelchuck, John Brabant, Sharon Winn Fannon

Others Present: Lisa Stoudt, Board Recording Secretary; Donna Fitch, Town Treasurer; Judith Robert, Town Clerk; James Barlow, Esq., Nedene Martin, Larry Smith, VLCT, Candy Smith, Jan Ohlsson, John McCullough

Call to Order: Denise Wheeler called the meeting to order at 7:07 p.m.

• Administrative work and changes or additions to the agenda:

Donna Fitch noted that Scott Bassage had asked for the Selectboard to consider funding a consultant around fundraising for the Town Hall. Sharon Winn Fannon moved to fund up to \$250 from the Town Hall Reserve Fund for the purpose of hiring a consultant. Seconded by John Brabant, this motion carried unanimously.

• Review & Sign Town Invoices, Highway Orders and Budget Update: Selectboard Board orders circulated and were signed by Board members.

• Appointed Officials (make appointments or reappointments as needed)

Denise Wheeler moved to reappoint Greg Pelchuck to the position of Inspector of Lumber. (1 year appointment) Seconded by Sharon Winn Fannon, this motion carried unanimously.

• Appointments and reappointments (Swim Committee): Denise Wheeler moved to reappoint the following to serve on the Swim Committee: Lisa McCarthy, Dillon Burns, Katie Lane-Karnas, Laurie Grigg, Mark Whitman. (1 year appointments) Seconded by John Brabant, this motion carried unanimously.

• Approve Minutes: March 27, 2017. Sharon Winn Fannon and Denise Wheeler had suggested some edits. Denise Wheeler moved to approve the minutes as edited. Seconded by Sharon Winn Fannon, this motion carried. Rose Pelchuck abstained.

Denise Wheeler noted that she had minutes from the special meeting at Armstrong Farm. These will be approved at the next Board meeting.

• Road Commissioner update: Alfred Larrabee reported that the road crew has been grading

the roads today, as the weather warmed and created muddy conditions.

- **Purchase of excavator trailer:** Donna Fitch stated that Merchant's Bank had quoted a 2.65% interest rate for a loan for this purpose. Alfred Larrabee quoted the price of \$132,470 for trailer and excavator. Mr. Larrabee reported that he intends to sell outright, the trailer and excavator that is currently owned (to be replaced). Some discussion followed around various ways to advertise and sell equipment locally.

The Board asked for guidance from Jim Barlow around the issue of borrowing under circumstances such as this. The excavator and the trailer each will be purchased from separate vendors. Discussion followed around logistics around the loan for this equipment. The Board discussed borrowing from the Equipment Reserve Fund to purchase the trailer, and then replenishing after the old trailer and excavator are sold. The loan of \$100,000 which was approved by the voters at Town Meeting Day, will be used to purchase the excavator.

John Brabant moved to use \$32,470 from the Highway Equipment Reserve Fund, toward the purchase of the trailer and/or excavator, as needed, to be replenished after the sale of the currently owned trailer and excavator. Seconded by Sharon Winn Fannon. This motion carried unanimously.

- **Operations Manager update:** Mr. Larrabee reported that they are currently working on the grant Project for Apple Hill; awaiting state approval for the grant for the bridge in North Calais. He also reported that they are currently working on a Better Roads Grant - for two different Class 4 roads.

Denise Wheeler reviewed the changes in permitting for roads, under Act 64. Some discussion followed.

- **Town Clerk report:** Judith Robert reported that she has been processing dog licenses, as well as requests for property bills due to tax season. She continues to work on recording work, to follow up from Town Meeting.

She reported that she will be taking vacation next week. Additionally next week, the office will be closed for two days for the radon mitigation work.

- **Town Treasurer report:** Donna Fitch reported that she is setting up accounts in NEMRC. Some discussion followed around accounting codes under this new system. She explained the practice of assigning a separate code for each piece of equipment for the road crew. Donna Fitch reminded the Board that a Worker's Comp audit is scheduled for April 25, 2017. Some of the information needed for this audit will come from Toby Talbot. She has requested this information from him.

Ms. Fitch spoke about the varying definitions of Independent Contractor. She asked Jim Barlow for clarification around payment for services and equipment rental, for example, for cemetery maintenance work through the Cemetery Commission. He will explore that issue further at a later time. They will share back with the Board after this is resolved.

- **Budget update and review**

- **Life and disability insurance – move from Dearborn to VLCT?**

Larry Smith spoke to the Selectboard about opportunities through VLCT for life and disability

insurance, through Lincoln Financial. The Board asked for a quote from VLCT, after Donna Fitch provides information about the census of this group. The Board will consider this at a later date.

Because of the late hour, Jan Ohlsson and John McCullough will provide an update to the Board at the next meeting. The Board discussed the difficulty of planning adequate times on the agendas. Board members suggested that when planning agendas, estimated times be provided for discussion items.

- Update from Planning Commission (Jan Ohlsson & John McCullough) (move to April 24)
- Update on CVRPC activities (John Brabant & Jan Ohlsson) (move to April 24)

• **Discussion of delinquent tax penalty.**

Denise Wheeler moved that Executive Session is needed, for the purpose of discussing delinquent tax penalty, where premature general public knowledge would put the Town at a disadvantage. Seconded by John Brabant, this motion carried unanimously.

Executive Session: John Brabant moved to go into Executive Session at 8:18 p.m., and to invite the Town Treasurer, and Delinquent Tax Collector, and the Town Attorney. Seconded by Sharon Winn Fannon, this motion carried.

Reports/Updates (as needed or as time permits)

Other/New/Old Business that may come before the Board

As needed: Zoning enforcement issue(s)

Legal/litigation updates

Adjourn/continue meeting:

Respectfully submitted,

Lisa Stoudt, Board Recording Secretary

Executive Session

The Selectboard came out of executive session at 9:15 pm with nothing to report. The issue is still being worked on, the Board will discuss again, and when a decision is made it will be announced publicly.

Budget

The Board reviewed the Treasurer's FY17 End of Year Budget Projections. The review excluded cemeteries, grants and delinquent tax collector penalty (commission). In summary:

Budget Summary - YE Projections at April 10, 2017

	Yr End	
	Budget	Projection
EXPENSES		
Highway	783,063	718,436
Selectboard	546,720	537,870
Other Town Disbursements	121,700	154,353
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	1,451,483	1,410,659
INCOME		
Taxes	1,313,537	1,384,057
Highway	190,000	191,347
Licenses & Fees	31,525	30,671
Other Income	12,450	10,871
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	1,547,512	1,616,946

The Board agreed all town garage addition expenses should be posted to account #6997 Garage Addition so the total cost of the project is readily apparent. Total cost of the garage to date is \$64,489. The Board would like to see a copy of the Request for Proposal. Denise will ask Toby for a copy.

At 10:00 pm Sharon made a motion to adjourn the meeting. Denise seconded and the motion passed 4-0.

Respectfully submitted,

Donna Fitch, Treasurer