

SELECTBOARD AGENDA

LOCATION: TOWN HALL

MONDAY, JUNE 26, 2017 @ 7:00 P.M.

7:00 pm Board of Abatement hearing

UNAPPROVED

Attendance: Calais Selectboard: Denise Wheeler, Rob Richert, Rose Pelchuck, Sharon Winn Fannon, John Brabant; Judy Robert, Town Clerk; Donna Fitch, Treasurer; Alfred Larrabee, Road Commissioner; Scott Bassage, David Schutz

Denise Wheeler called the meeting to order at 7:45 p.m.

- Administrative work and changes or additions to the agenda
- Review & Sign Town Invoices, Highway Orders and Budget Update: Board members circulated and signed invoices and Board orders.
- Approve Minutes: Sharon Winn Fannon moved to approve the minutes from June 12, 2017. Seconded by Rose Pelchuck. Discussion followed; some edits for clarity were suggested. This motion carried unanimously, with noted edits.
- Announcements – *Winooski River Tactical Basin Plan public meeting hosted by CVRPC and ANR on Tuesday, July 11 at 6 pm at the Plainfield Opera House:* Denise Wheeler stated that on this same night, a meeting is set to discuss Roadside Vegetation at Calais Preservation Committee. She would like to ask the CVRPC to present about Winooski River Tactical Basin Plan to the Calais Selectboard, since they will have a conflict on July 11th. John Brabant spoke about invasive species. He suggests that the Selectboard recommend to townspeople, if they have the ability and equipment to do so, to do their own mowing on their roadsides. That would help manage the spread of invasive species. He suggested posting on Front Porch Forum, information to this effect. John Brabant will write a piece for Front Porch Forum.
- Road Commissioner Report: Alfred Larrabee reported that the winter sand pile is already in place. Work on Apple Hill Road began today; part of the road is closed for this project. He has received some complaints about GAR Road, that the brush is getting in the way of drivers' visibility on the road, around a sharp corner. The Selectboard agrees that this brush trimming should be done in accordance with Class 4 Road Policy.; Alfred Larrabee will let the property owner (Ed Walbridge) on that corner of the road know. He has gotten some calls about tires having been punctured on Ballantine Road; the person asked for reimbursement. Denise Wheeler stated that a person can file a claim with Vermont League of

Cities and Towns, who make a decision based on the Calais Town's insurance policy. The car mechanic has asked Alfred Larrabee to come look at the tires. He will take a look; however, the Board made clear that the determination of liability is not his to make; this should be determined by the insurance agency. Some discussion followed about the types and sources of gravel that is used on the roads.

- Town Clerk Report: Judith Robert stated that some other town offices are closed on the Monday of next week; however, the Calais Town Office will be open on Monday, July 3; closed Tuesday July 4.
- Town Treasurer Report: Donna Fitch reported that at the next meeting, she expects to set the tax rate and to sign the tax anticipation note.
- End of FY 17 budget update and review: Donna Fitch will share with the Selectboard a spreadsheet she has created to show grant receipts and expenditures. The Board discussed that the Cemetery Commission is currently \$4,000 over budget. Denise Wheeler reported that the auditors had commented that Calais Town's Cemetery budget is higher than other comparable towns.
- FY 17 Audit: The Board discussed whether to put the audit job out to bid. Some discussion followed around this ongoing issue.
- Decide Life & Disability Insurance coverage: Denise Wheeler moved to use VLCT for life insurance and short term disability, using Lincoln Financial Short Term Disability 60% \$500 option and Lincoln \$50,000 life insurance option. Seconded by Sharon Winn Fannon. Discussion: John Brabant would like to inquire whether the Selectboard can receive life insurance benefits through this policy.
- Historic Preservation Commission report (Scott Bassage/David Schutz): David Schutz reported that the Town Hall Project is "gathering steam;" the plan is to take the conceptual plan, go out to bid to get actual plans so that the incremental and the total cost of the project can be known. He expects that, after such plan is available, then planning for funding from various sources can begin. Mr. Schutz spoke about some interest in the use of the building, in the future, for more cultural community events, such as theater.

Denise Wheeler stated that she believes that the Edible Garden project has stirred up energy and enthusiasm around a more broad community interest in the building. Mr. Schutz stated that the RFP went out last week. Currently only one bid has been received, from Arnold and Scangas. The Commission intends to share the plan, once created, and further along in the process as well, in a community forum at a Selectboard Meeting. Some discussion followed around use of the upstairs, either year-round, or seasonally; especially renovating the stage and considering seating. Capacity for the upstairs of the building was discussed. Mr. Schutz explained that the pews which are currently upstairs were not originally in the upstairs space. He explained that representatives from the Blue Barn have come to look at the space. Mr. Schutz stated that this Town Hall building is one of the most photographed in Vermont. Mr. Bassage reminded that Board that there is a link on the Calais website, to share information about the Town Hall. Mr. Schutz shared the hope that by October or November 2017, the first draft plan could be in place so that the Commission can discuss next steps with the Selectboard. Denise Wheeler asked whether they are communicating with Town Treasurer about grant management.

They are; however, Donna Fitch stated that the process is confusing. Rob Richert suggested Bethany Dunbar as a resource to seek a wider response, from other architects, to the RFP.

- Review draft of Town Hall Usage Guidelines: The Board considered draft 2 of this document and intends to take action to approve the policy in July. Scott Bassage shared some small improvements that are needed in the building immediately, to meet safety specifications. The possibility of completing these tasks with volunteers or “in kind” was discussed.
- Review Sheriff’s contract and report: Denise Wheeler stated that Sheriff Sam Hill plans to come to the July 10 Board meeting to discuss and answer questions as needed.
- Consideration of employee pay rates for FY 2018 and evaluations (*possible Executive Session related to personnel issues*):
 - Selectboard Administrator interview process (*possible Executive Session related to personnel issues*)

By consensus, the Board went into Executive Session at 9:17 for the purpose of discussing personnel issues, to invite Donna Fitch, Town Treasurer.

The Regular Session resumed at 9:46 pm. Denise Wheeler made a motion to approve a 2.00% salary increase for the Calais Road Crew effective July 1, 2017. The motion was seconded, voted on and carried 5-0.

John Brabant made a motion to hire Donna Fitch as Town Treasurer effective July 1, 2017. The motion was seconded, voted on and carried 5-0.

Denise Wheeler, Chair, had nothing to report publicly regarding the Selectboard Administrator position.

Rose Pelchuck made a motion to adjourn at 9:50 pm. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,
Lisa Stoudt, Board Recording Secretary