

## Selectboard Special Meeting Minutes

*December 4, 2017 at 6:30pm at the Calais Town Offices*

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Donna Fitch (Town Treasurer), Judy Robert (Town Clerk), Alfred Larrabee (Road Commissioner), Janice Ohlsson (Lister), Rick Kehne

**Absent:** Sharon Winn Fannon (Member), participating by phone (item 9)

1. Call to Order: Denise Wheeler called the meeting to order at 6:35pm.
2. Public Comment: None.
3. Personnel Matters - Executive Session per 1 VSA 313(a)(3)  
Clif Emmons moved, and Rose Pelchuck seconded, to enter into executive session for the purposes of an employee evaluation pursuant to 1 VSA section 313(a), and invited Jonathan Williams to join the Board. The Board unanimously approved the motion. The Selectboard resumed regular session at 7:01pm. Denise Wheeler had nothing to report publicly.
4. Review of Agenda/Correspondence: Town Treasurer Retirement  
Town Treasurer Donna Fitch has announced her intention to retire in March of 2018. John Brabant motioned to support Donna Fitch's decision to retire; Rose Pelchuck seconded. The Selectboard Chair recognized Donna Fitch's dedication and commitment to the Town and regrets to see her go, wishing her well in retirement. The motion passed unanimously.
5. Town Report Printing Review & Approval: The Selectboard discussed bid comparisons and the ultimate selection for printing Town Reports, Repro. The Selectboard considered having enough spiral-bound copies for office staff's use. The Selectboard Administrator reported that the committee working on the Town Report is compiling and updating this year's publication and expects it to be done in a timely manner.
6. Budget Review
  - a) Town Office Expenses: The Selectboard and the Town Treasurer reviewed each of the town office expenses proposed for FY2019, including details of the proposed copier/printer/scanner, computer maintenance, and the land records computer-based system.
  - b) Planning Commission: The Selectboard, the Town Treasurer and Planning Commission Chair Janice Ohlsson discussed the anticipated budget and needs for the Planning Commission for FY2019.
  - c) Lister Salary: The Town Treasurer and Lister Janice Ohlsson shared considerations in budgeting for the Listers' salaries in FY2019, including considering the impact of paying

Listers from the reappraisal fund. The Selectboard discussed the budgeted amount for Listers' salaries in Calais.

- d) Salaries & Related Benefits: The Town Treasurer had communicated with the Delinquent Tax Collector regarding the anticipated work hours and salary for the Delinquent Tax Collector's position including considerations for setting the delinquent tax rate. The Selectboard, Town Treasurer and Town Clerk reviewed Town positions and salaries and related benefits in detail. The Selectboard intends to look at the figures for changes to the employee contribution to health insurance this year, as well as potential changes to retirement plan contributions.
  
7. Selectboard IT Session: The Selectboard Administrator presented instruction on individual and shared use of Google Drive, Calendar, and its relationship to Gmail.
  
8. Executive Session: Denise Wheeler made a motion to go into Executive Session at 8:47 pm in accordance with 1 V.S.A. subsection 313 (a) (3) for the purpose of discussing personnel matters. The motion was seconded, voted on and carried 4-0. Sharon Winn Fannon participated in the Executive Session via telephone. The regular session resumed at 9:44 pm. Denise Wheeler stated there was nothing to report publicly.
  
9. Adjournment: John Brabant made a motion to adjourn at 9:45 pm. The motion was seconded, voted on and carried 4-0.

Date: 12/5/2017 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary  
Approved by the Selectboard at the \_\_\_\_\_ Meeting