

SelectBoard Minutes (Draft)
2.2.2016

Present:

Michael Button	Joan Goodrich	Susan Elder	Ruben Hook
Karen Lathrop	Kevin Geiger	Andy Williamson	Mark Lembke
Cassandra Hemenway			

Mike Button, Vice Chair opened the meeting at 6:32 PM.

Additions to the agenda

- Executive session for personnel
- Grants - Town Administrator Report
- TRORC -Hazard Mitigation Grant Application Update – Kevin Geiger
- Bench sheets – Water Department
- Town Meeting
- Open House

Approve minutes to prior meeting

Tabled to next meeting for amendment.

TRORC – Hazard Mitigation Grant Application Update

Kevin G. reported FEMA is in the review process with the Town's application for buy outs & elevations and is requesting additional information. Kevin G. is working with Karen L. on this. Board concerns- Utility Deed Restriction as it pertains to dug well behind town garage. Town does not want to lose the well. Board questioned if Town had ability to withdraw application if needed? Kevin G. stated yes, but could leave it pending. Mike B. would like to keep options open. Kevin G. stated grant is made to Town not individuals, so Town can withdraw applications as needed. Karen L. reported there are three deeds to be researched on the Town Garage property. There is a possibility of subdivision of the land. Board questioned if there would be fees attached to tonight's visit and ongoing help to Town Administrator. Kevin G. stated no, but if Grant is awarded to Town, and they wanted TRORC to manage it there would be fees. The Board thanked Mr. Geiger for the update and answering questions. **No action taken.**

Transfer Station

a. Central Vermont Solid Waste Management District – New Facility – Cassandra Hemenway, Outreach Manager for CVSWMD, spoke about the proposed new \$1.5 million facility. There will be a vote to bond for it. Their current facility is costly and too small. The per capita tax for member municipalities went up to \$2.00 with the caveat that if the District does not get bonding, the increase will fall back to \$1.00 and money returned to Towns. She went on to list the benefits Chelsea receives through being a member of CVSWMD. The

Board had questions on the food scrap piece of legislation of Act 148 and how that would work for people in apartments. No answers for sure but Cassandra stated Landlords are going to have to offer this and so will trash haulers. This will be implemented by 2020. Mark Lembke, Town Rep, said he would ask at the next Hardwick meeting to see if he can find out answers. Board wanted to know if the Town would be notified of the hearings. Cassandra H. to look into whether we are already being notified. The Board thanked her for the information. **No action taken.**

b. Rates – Karen handed out an excel spreadsheet with what we currently charge at the Transfer Station and what the surrounding Towns charge for solid waste, demolition, metal and tires. Karen L. noted hauling fees have increased this year for all items being hauled from our Transfer Station and we have incurred new fees for items such as refrigerators, freezers, air conditioners and such as we have to pay to have the coolant removed and then pay to have the metal hauled. In past years there were companies who would come take them. She stressed the need to at least break even and not run a deficit. Board noted there had not been an increase in the last three year that they are aware of and the “ per container” fee is how we pay for hauling costs. Board discussion on going to a punch ticket system instead of operating on the cash system the Town has in place. **Board tabled for further review at the next meeting.**

c. Back-up plan & Update on Vacant Position – Karen L. reported she went up to learn how the Station works in case Dennis B. cannot attend. Also reported she has given out four applications and received two back. **No action taken.**

Highway Department

a. Access Permit – Brinkman Application on Pepper Road for a permanent driveway. Rick A. signed off on it. **Joan G. moved to approve the access permit on Pepper Road for Stan Brinkman. Sue E. seconded the motion. All were in favor, so moved.**

b. Town Garage Warranty Item – Board reviewed bill from Dimmick’s and Ruggco’s Inc. e-mail. Karen L. stated she has not been able to speak with Larry Ruggles and will contact him tomorrow. Board instructed Karen L. to have local contractors paid as issues arise. Board tasked Karen L. to work on all warranty items as they come up with Ruggco Inc.

c. Moxley Bridge Project – Susan E. attended the Bridge Committee meeting. The Moxley Bridge was one of three projects presented to the State for reapplication and funding. No action was taken at the meeting in Montpelier. Susan E. reported it was an easy presentation and fairly quick compared to another Town’s project.

Bridge 9 - Deed of Temporary Rights – bridge south of the Town Hall on VT RT 110 – utility easement. Board discussion on State exemption from damage, subcontractors responsibility. **Joan G. moved to sign the State of Vermont Grant of Temporary Rights for the bridge #9 for right of way with Ruben H. seconding the motion. All were in favor, so moved.**

Water Department

a. Rate Reduction for 289 VT RTE 110- request for a rate reduction. It is a three unit complex, empty store downstairs and two rented apartments. Board noted all multi- unit houses have one meter. Billed by unit and billed only on water consumption after it has reached a certain level. Board looked over water audit for the last year and reviewed last five

quarters. Water usage has not changed significantly even though one unit is empty. Board Members have differing opinions as to whether they should follow what has historically been done. Mike B. states the infrastructure is there and that is what should be billed on. Susan E. stated when a unit is dropped it places a burden on the other users. She stated a policy needs to be in place. Mike B. noted historically multi-unit users have been reduced in the past. Ruben H. stated our system is so small it impacts all the users. Board noted the ordinance has not been updated in years. **Susan Elder moved to deny the request for rate reduction for 289 VT RT 110 property with Ruben Hook seconding the motion. All were in favor, so moved.**

b. Bench Sheets- Historically a Board member has signed them. Karen L. contacted the State Drinking and Ground Water Division to see who is authorized to sign. The Board reviewed the list. Mike B. would like Karen L to learn about the Bench Sheets from Nolan LaFrancis. Karen L. stated there needs to be a secondary person and it should be from the Selectboard. **Ruben H. moved Karen Lathrop to sign bench sheets with Susan E. seconding the motion. All were in favor, so moved.**

Town Clerk

a. Presidential Primary – BCA – Karen L. explained that the Presidential Primary takes place on Town Meeting Day and with two stalwart BCA members who will not be able to be at the election this year, she will need help from the BCA as well as asking some 17 year olds who might be interested in working the polls for extra credit. There will be a meeting before the Election for education of the process.

Town Administrator

a. Grants

- Equipment Grant – due 4.30.16 and 8.31.16
- Town Highway Grant – due 4.15.2016
- BetterRoads Grant – due 4.15.2016

Karen L. reported the Pacif Action Plan is being completed slowly, most items should be done by end of April. Each item is marked as Category A, B or C. To apply for an equipment grant all A items must be completed, and most B items also.

There is also a Town Highway Grant Program that the Town applies for annually and it is for a paving grant. Will speak to Rick A. about it.

The Better Roads Grant – This grant deals with culvert inventory, capital road programs and correction of road related erosion problems or storm water mitigation for gravel and paved roads.

b. Policies – Karen L. suggests the Personnel Policy be the first policy to be updated. She will contact VLCT for help with it. The Town may utilize up to three hours with a lawyer at no expense to work on Human Resources section. She will put the Drug and Alcohol Policy on the next meeting agenda.

c. Correspondence

- Bill from Central Vermont Humane Society for stray cat – Board reviewed letter.
- Selectboard Institute Flyer – to be given out to new Selectboard Member

- TRORC formally approved Town Plan and voted to confirm our Town Planning Process which enables the Town to be eligible for future planning grants.

Approve Orders

Linda Watson submitted a bill for salt for in front of her 28.00/salt. Joan G. reported volunteers used to take care of sidewalks but when homeowners stopped taking care of their part of the sidewalks, the Town took over as people were walking on the street. Board discussed sidewalk outside of Treasurer's office and by Lynda Watson's. Board opinion was the Town does not contract with homeowners for maintenance of the sidewalks. **Joan G. move to approve orders with the exception of \$28.00 salt bill from Lynda Watson with Susan E. seconding the motion. All were in favor, so moved.**

Town Meeting

Board discussion on why there was not Selectboard Report for the Town Report. Board agreed there should have been one. The report should be a positive message to the populace. It was the Board's consensus to draft an insert to the Town Report with the following:

- Town Garage
- Trucks – 2012 balloon payment
- Grader Payment
- Selectboard Budget Increase- Town Admin
- Implementation of Five member Board
- Adoption of the Town Plan
- Flood Plain Study
- Flood By Laws
- Message on LOMA's

Board discussion followed whether a presentation by each member on a section of the budget would be appreciated by the Townspeople. Mr. Williamson, Townsperson, stated he thought it would be good idea as he had some problems with the last year's Town Report. Mr. Williamson also stated there are issues with the culverts not be cleaned out on the back roads and he feels it is causing water issues with erosion. Mr. Williamson also had questions on the Town Garage and warranty items and the Board assured him deficiencies would be addressed. The Board thanked Mr. Williamson for coming to the meeting.

Open House

Karen L. reported refreshments are lined up and the use of the Granges coffee makers also. She will have all the necessary items for the day. She will be at the Town Garage on Saturday 9-1.

Executive Session - Personnel

Joan G. moved to go into executive session for personnel at 9:12pm with Susan E. seconding the motion. All were in favor, so moved.

Joan G. moved to come out of executive session at 9:40 pm with Susan W. seconding the motion. All were in favor, so moved.

The Board disclosed Transfer Station Personnel pay increase, and Animal Control Officer pay increase. **Joan G. moved to raise Dennis Boardman's pay to \$11.00/hour until a replacement is found with Ruben Hook seconding the motion. All were in favor, so moved. Joan G. moved Animal Control Office rate per hour increase from \$10.00 to \$12.00 with Susan E. seconding the motion. All in favor, so moved.**

Board disclosed employment applications were reviewed and no further action was taken. Board to review at next regular meeting.

Adjournment

Joan G. moved to adjourn at 9:45 pm with Ruben H. seconding the motion. All were in favor, so moved.

Respectfully submitted:

Karen Lathrop, Town Administrator