

Town of Chelsea  
Selectboard Meeting Minutes (Draft)  
7.05.2016

Present: Mike Button, Ruben Hook, Joan Goodrich, Susan Elder, Mike Kuban, Wayne Symonds, Will Gilman, Tim Carter, DeRoss Kellogg, Rick Ackerman, Linda Kuban and Karen Lathrop.

Meeting was brought to order at 6:30 PM.

1. Additions or Deletions

- Item 9 tabled
- Add Fireworks to Item 4

2. Approve Minutes

Susan E. moved to approve minutes of 6.21.2016 with Joan G. seconding the motion. All were in favor, so moved.

3. Bridges 9 & 11

a. Pedestrian Shuttle

Mr. Symonds, State P.E., was present to discuss the pedestrian shuttle and answer questions the Board had about the upcoming Bridge Projects. He reported bidding would go out in the fall and construction mobilization would happen at the end of April with closures starting the end of June/early July for the first bridge (11) and end of July early August for the second bridge(9). The State is intent on missing Towns larger events such as graduation, flea market and fourth of July celebrations, while ensuring there are enough days in the schedule to accommodate inclement weather events. Mr. Symonds said the pedestrian shuttle would most likely run during daylight hours only on the local bypass route. Susan E. questioned whether they would provide a shuttle for bridge 9 as suggested by their e-mail? There was concern about bridge 11 pedestrians. Mr. Symonds said they could also provide a shuttle for bridge 11 also and told the Board, the State would be doing a pedestrian census to see how much traffic there was. Joan G. questioned when the coordinator for the project would be hired. Mr. Symonds reported a coordinator would come on board the project in the fall and they would begin an intense and condensed public outreach program and would coordinate with the Town on the best way to get the word out. Will Gilman noted next year's flea market is very early on July 8, 2016. The Board thanked Mr. Symonds for coming to the meeting.

4. Roberts-Gould Athletic Field Celebration

a. Signage

Tim Carter asked permission to put a sign up for the celebration . The signage for the celebration would a 4x8 piece of plywood mounted on a trailer with lag bolts. They would not put the trailer on the common until after the Flea Market and it would be stationed near the Flower fountain. Tim Carter noted the North Common is the best place as it is noticed by people traveling two State Routes. Joan G. moved to permit the Roberts-Gould sign to be put up on Sunday after the flea market with Ruben H. seconding the motion. All were in favor, so moved.

b. Fire Works

Board discussion with Deross Kellogg, Tim Carter and Will Gilman about insurance. Deross Kellogg

has insurance to cover the event but not in the amount VLCT was suggesting. Fireworks were smaller. Additional insurance would cost \$1800.00 if Board finds necessary it would be purchased. Fireworks date would be July 16<sup>th</sup> with 17<sup>th</sup> as rain date. John Upham, Fire Warden will sign permit. Fire Department members would be present. Fireworks to be fired from center field angled out. Mike Kuban moved to allow the fireworks show on July 16<sup>th</sup> with a rain date of July 17<sup>th</sup> provided proof of insurance from Deross Kellogg with Susan E. seconding the motion. All were in favor, so moved.

5. Highway Department

a. Paving Quotes

Rick Ackerman presented quotes for paving the E. Randolph Road and reclaiming the Upper Village Road. Board reviewed quotes and noted Blak Top's quote is \$7,000.00 more than Pike Paving for the same work. Rick A. stated Town would be doing the grading on the project. Joan Goodrich moved to accept Pike Paving quote for paving E. Randolph Road, and reclaiming the Upper Village Road with Mike Kuban seconding the motion. All were in favor, so moved.

b. Moxley Bridge- RFP

Town Admin presented the Project Review Sheet for the Moxley Bridge Project and a draft of the RFP for review. Joan G. expressed concern about timeline for construction with the permitting process. Rick A. noted grant is good for two years, should be okay. Board noted overweight farm vehicles are using the bridge where there is a river ford for overweight vehicles. Board recommends a letter to be sent to those stating no use of bridge due to weight restrictions.

c. Part time Highway Position

Rick A. reported he might have a person interested in the position. Town Admin stated she has advertised the position for two weeks. Board instructed Rick A. to inquire as to whether the person was interested and if so he should fill out an application. Will look at applications at next meeting.

6. Water/Sewer Department

a. Budget Review

Board reviewed budget for Water/Sewer Department. Concerns about line item in Sewer Dept About operating expenses left with 7.5% left. Town Admin to look into. Concerns about line item in Water Dept about operating expenses left with 18.61%. Town Admin stated Chief Operator does a bulk order in Spring for chemicals which could account for this.

b. Personnel -90 day review

Board reviewed a recommendation letter from Nolan LaFrancis, for 90 day review for Kent Gilman. Joan G. moved upon Board review of Nolan LaFrancis's recommendation letter, to let the 90 day review period lapse with Mike Kuban seconding the motion. All were in favor, so moved.

7. Inter-municipal Facility & Equipment Agreements

Mike Button, Chair reported a conversation with John Upham, Fire Chief, about insurance companies asking for agreements between entities when using another entities facility for storage of equipment. Board discussion of basic insurance requirements. Mike B. stated this is about risk mitigation. Linda Kuban offered her insights having to insure the ambulance for Tunbridge fair. Board discussed the larger picture of where the fire department and ambulance department will need to base their vehicles. Board tasked Town Admin to contact John U. and request what their insurance company requires. Board discussion on whether the query should

go to Prudential Committee. Joan G. offered to contact them. To be addressed at future meeting. No action taken.

8. Fire Warden Re- Appointment

Town Admin reported John Upham is willing to be the Fire Warden. It is a five year appointment. Joan G. move to re-appoint John Upham Fire Warden with Ruben Hook seconding the appointment. All were in favor, so moved.

9. Vendors - Tabled

10. Flood Study Update

Susan E. reported there was a Flood Study Meeting with Dubois & King, AOT, TRORC and the Towns. Dubois and King presented their solutions to State Bridge 10, Maple Avenue Bridge and the N. Common Bridge. Susan E. stated most notable was Dubois & Kings recommendation to close the N. Common Bridge and turn it into a pedestrian bridge. AOT was in favor. Susan E. reported she did not think the Town would approve of this. All solutions will be presented to Town at a meeting in September with a date of meeting to be announced. Susan E. reported she would be willing to share materials from the meeting with anyone who wanted to look at it.

11. Budget Review

Board reviewed budget. Sections for discussion were Sand, Gravel and Solid Waste income. Under Highway, Rick A. reported to the Board 3000 yds of sand still to be purchased. Board discussion on gravel for paving coming out of paving grant. Rick A. reported resurfacing is planned for every year. Gravel budget will be used for Upper Village Road also. Rick A. expressed concern the extra money from last year is not noted in the report.

Mike B. noted solid waste income is down from last year. A discussion on out of Town people using the Transfer Station and how to ensure the Town is not subsidizing other Townspersons recycling. Discussion on a sticker system. To be reviewed at a future meeting with more information.

12. Approve Orders

a. Vendor Orders

Board reviewed orders. Mike Kuban moved to approve orders, with Ruben Hook seconding the motion. All were in favor, so moved.

b. Order Approval Process

Board discussion on the off week order approval with Joan G. stating one person should be responsible for signing the orders and if they could not make it, they would be responsible for calling a secondary person. She offered to be the person. The Board discussed going to a two week payroll period. It would save money. Joan G. stated the School has a standing order they sign at the beginning of the school year. Susan E. stated with enough notice to employees there should not be a problem going to a two week period. Board divided on the subject. To be discussed at a future meeting. No action taken.

13. "Draft" Flood Regulation Area Hearing

The Board discussed various dates for the legislative hearing on the "Draft" Flood Regulation Area. Ruben Hook moved to have the hearing on Tuesday, September 13, 2016 at 7 pm at the

Town Hall, with Mike Kuban seconding the motion. All were in favor, so moved. Town Admin tasked with warning the hearing.

14. Town Administrator Report

- a. Website is now operative and has the most current information on it. Town Admin will continue to post to it until new one is up and running and people are trained to post their own content.
- b. Brookhaven Contract has been signed with no changes to content. Town Admin spoke with Neil Kennedy, Chelsea Rec Treasurer, who did not see any problem with it. Joan Goodrich signed it upon notice that the Rec Committee had reviewed it.
- c. Consumer Confidence Report has been completed and distributed by Nolan LaFrancis and is posted on the Town website and notice is posted on Front Porch Forum.

15. Adjournment

Ruben Hook moved to adjourn at 8:40 pm with Joan G. seconding the motion. All in favor, so moved.