

Selectboard Meeting Minutes

April 17, 2018

Selectboard Members Present: Michael Kuban (Chair), Susan Elder (Vice Chair), Greg Kotyk, Cynthia Masterman

Other Town Officials Present: Maggie Kerrin (Town Administrator); Rick Ackerman (Road Foreman); Karen Lathrop (Town Clerk); Gayle Durkee (Town Treasurer), Phyllis Hayward (Lister)

Others Present: Bill Huff, Kent Gilman, Sarah Caouette, Carrie DeLallo

Michael Kuban called the meeting to order at 6:02PM.

Changes to the Agenda

Add: Chelsea Arts Collective/Chelsea Arts Festival

Remove: Cemetery Street-Parking Accessibility

Public Comments:

Susan Elder asked if agendas could be closed at the point the agenda and materials have been forwarded to the Board, and that additional materials/items that come up just prior to meeting be held until the following Selectboard meeting. The Board determined that agendas would be closed to new items once agenda is posted and agenda/materials are forwarded to the Board.

Conflicts of Interest Disclosure(s):

There were no conflict of interest disclosures.

Bill Huff – Request for use of Town Common

Bill Huff (Candidate for Orange District Senate Seat) addressed the Board regarding an event he would like to have on Saturday, June 2, 2018. This event would be a pulled pork BBQ fundraiser. Food would be prepared by Brian Kasten from Thetford; proceeds to support Bill's campaign.

Susan Elder moved to approve use of the North Common on Saturday, June 2, 2018, from 11:00am-3:30pm pending approval of licenses and certificate of insurance naming the Town as additional insured. Greg Kotyk seconded the motion. All were in favor, so moved.

Carol Olsen-Selectboard Candidate Interview – withdrawn

Kent Gilman – Selectboard Candidate Interview

Kent Gilman interviewed with the Selectboard regarding the Selectboard vacancy/position. Kent stated that he is a native to Chelsea and would like to do something for the Town, in addition to being the Transportation Advisory Council representative. There were no other candidates to interview and no determination was made regarding the Selectboard position.

Executive Session – Personnel

Susan Elder moved to enter Executive Session – Personnel at 6:35PM. Greg Kotyk seconded the motion. All were in favor, so moved.

Susan Elder moved to exit Executive Session – Personnel at 6:59PM. Greg Kotyk seconded the motion. All were in favor, so moved.

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No action taken.

Approve April 3, 2018 Selectboard Meeting Minutes

The Board reviewed and approved the April 3, 2018 Selectboard Meeting Minutes.

Susan Elder moved to approve the Selectboard Meeting minutes for April 3, 2018 as presented.

Cynthia Masterman seconded the motion. All were in favor, so moved.

Chelsea Arts Collective/Arts Festival

Sarah Caouette and Carrie DeLallo spoke with the Board regarding their upcoming Chelsea Arts Festival, to be held on August 25, 2018. The Arts Collective is reaching statewide for artists to participate in this event. Some discussion was held regarding the consideration and requirements for food vendors. The Arts Collective will continue updating the Board as this event nears.

Transportation Advisory Committee Representative Appointment

The Board discussed a recent request from TRORC to appoint a TAC representative for the Town of Chelsea. Kent Gilman stated that he would be willing to continue on as TAC rep.

Susan Elder moved to nominate Kent Gilman as the Town of Chelsea TAC representative for TRORC.

All were in favor, so moved.

Liquor License / Outside Consumption – Wagon Wheel

Liquor License – Wills

The Board reviewed and approved the 3 Liquor licenses as presented.

Cynthia Masterman moved to approve the 2018 Liquor License Renewal Application for Will's Store.

Susan Elder seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to approve the 2018 Liquor License Renewal Application, First Class Restaurant/Bar License to Sell Malt and Vinous Beverages for the Wagon Wheel Bar and Grill.

Susan Elder seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to approve the 2018 Liquor License Renewal Application for Outside Consumption for the Wagon Wheel Bar and Grill. Susan Elder seconded the motion. All were in favor, so moved.

Cemetery Street – Parking Accessibility - Tabled

Highway Department

Access Permits

The Board reviewed and approved the updated access permit.

Susan Elder moved to approve the newly revised Access Permit. Greg Kotyk seconded the motion. All were in favor, so moved.

2012 International – The Board discussed the 2012 International, anticipated costs for repairs in this 2018 fund year, and potential costs to lease/purchase, as/if/when needed. The Town Administrator, Town Treasurer, and Selectboard will begin working on a Capital Improvement Plan to strategize and develop a purchase plan for Highway equipment needs.

2015 Vehicle Extended Warranty

Michael Kuban signed the extended warranty, approved at the last Selectboard meeting, for the 2015

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F350. This warranty extends for a 5 year term/60,000 miles.

July 6, 2018 – Civic Day

The Board discussed the upcoming Civic Day. Rick will coordinate with the Board regarding blocking off the street. The event date is July 7, 2018

VTRANS Grant Application

The Board reviewed and signed the VTRANS Municipal Highway Grant Application.

Susan Elder moved to approve the VTRANS Municipal Highway Grant Application. Greg Kotyk seconded the motion. All were in favor, so moved.

Town Treasurer Position

The Board discussed the Town Treasurer position and the aspects of the appointed position. The Town Administrator stated that, per Mascoma Bank, changes to banking accounts are complete. She also stated that the Town Treasurer is currently working with QuickBooks to change access and permissions, and that the Town Administrator will also be contacting NEMRC to update accesses also.

Animal Control Ordinance – Enforcement/Civil Violations

The Board reviewed the outstanding dog licenses as presented by the Town Clerk, and a copy of the letter that she has sent to the listed dog owners. The Town Clerk informed the Board of the numerous efforts taken to encourage and allow residents the opportunity to license their dogs. In addition, the Board reviewed the Animal Control Ordinance and the manner in which enforcement will take place. The Selectboard, as a whole, will act as enforcement officer with Greg Kotyk taking a lead in that effort. The Board will begin enforcement per the Animal Control Ordinance (posted on the Town website) after May 30th, 2018, at which time the Selectboard will review an updated list and take action from there.

Water/Wastewater

The Board reviewed the list of units/users for the water and sewer billings. They set the new water/sewer rates as follows. Rates will be reviewed again for 3rd quarter. The Board also discussed the Chelsea Water Department Ordinance (adopted November 2016) which states there is a \$75.00 charge for water shut offs and an \$75.00 for turning the water back on (effective January 14, 2017). The Board also discussed the timeline for the Chelsea Health Center exemption for municipal taxes.

Susan Elder moved to approve the 2nd quarter water/sewer rates at \$82.76 for water per unit and \$121.74 for sewer per unit. Greg Kotyk seconded the motion. All were in favor, so moved.

Transfer Station

DuBois and King 2018 Chelsea Landfill Inspection

The Board reviewed and signed the DuBois and King proposal for the 2018 Chelsea Landfill Inspection. The Board also discussed the requirements from the Agency of Natural Resources (letter dated March 12, 2018) noting three recommendations for maintenance at the Chelsea Landfill. The Road Foreman and Town Administrator will continue to address these requirements.

Susan Elder moved to approve the DuBois and King proposal for the 2018 Chelsea Landfill Inspection for \$1,300.00 Greg Kotyk seconded the motion. All were in favor, so moved.

PFAS Water Sampling – Tabled until May 1, 2018 Selectboard Meeting

NEMRC Proposal – Tabled until May 1, 2018 Selectboard Meeting

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VLCT Model Purchasing Policy Review

The Board reviewed and approved the Town of Chelsea Purchasing Policy.

Susan Elder moved to approve the Town of Chelsea Purchasing Policy as presented. Cynthia Masterman seconded the motion. All were in favor, so moved.

Executive Session – Legal – Tabled

Town Administrator Report

The Board reviewed and approved a letter to be sent requesting reimbursement for guardrail damage. The Board reiterated that only official Town information will be placed on the Town website and Town Facebook page. The Board reviewed the contract for Brook Field Services for purchase and installation of a generator at the Water/Wastewater Station. A request for change in the compensation and billing portion of the drafted contract. The Board reviewed the budget as it stands currently this fiscal year. All Board/Department heads will be asked to come and speak to their budgets on May 1, 2018. The Request for Proposal for mowing was discussed. It is currently posted on the Town website, but will be modified to include Heath Field, and Lincoln and Allen Cemeteries. The Town Administrator gave a brief summary of a recent meeting with the Town Clerk. The Town Administrator requested the Board determine an alternate designee to sign order on off weeks. Greg Kotyk is first designee.

Susan Elder moved to approve Cynthia Masterman as alternate designee to sign order on off weeks. Greg Kotyk seconded the motion. All were in favor, so moved.

Approve Order

The Board reviewed and approved the orders.

Susan Elder moved to sign the orders. Greg Kotyk seconded the motion. All were in favor, so moved.

Adjourn

Susan Elder moved to adjourn at 9:30PM. Greg Kotyk seconded the motion. All were in favor, so moved.