

**Selectboard Meeting  
October 6, 2015**

Attendees:

Carol Olsen, Chair	Joan Goodrich	Ruben Hook	Michael Button
Nadine Sanborn	David Mize	Rick Ackerman	Starr Strong
Robert Frenier	David Button	Chuck Goodling, Dubois & King	
Karen Lathrop	David Bradshaw	Carl Hubbell	

Meeting came to order at 6:30 PM

**Additions & Deletions**

- Joan Goodrich – VLCT Town Business Meeting – Delegate – after Town Administrator
- Joan Goodrich – Report on Budgeting Workshop after Town Administrator
- Karen Lathrop – Bench Sheets under Water/Sewer
- Karen Lathrop – TRORC Grant Agreement for Better Back Roads Grant under Town Administrator
- Karen Lathrop – VTRANS correspondence concerning Moxley Bridge under Town Administrator
- Carol Olsen - Transfer Station be moved to behind homestead appeals
- Starr Strong & Robert Frenier – Permission for signage on Town Land for Health Center

**Approve Minutes**

**Joan Goodrich moved to approve minutes for September 15, 2015 as written. Ruben Hook seconded the motion. All were in favor, so moved.**

**Homestead Appeals**

Joan Goodrich gave the Board background on how homestead penalty appeals are handled. Mr. Mize and Ms. Sanborn both qualify for hardship exemption as they lost family members in the past year. **Michael Button moved to waive the homestead penalty for Mr. David Mize and Ms. Nadine Sanborn due to hardship. Joan Goodrich seconded the motion. All were in favor, so moved.**

**Transfer Station**

**a. Monthly Report** -Carl Hubbell reported receipts are down from the prior month. New part time help is working out well. Discussion on maintenance of Transfer Station, all looked well. Carl to work on cleaning behind the push bar of the recycling compactor as time allows. **No action taken.**

**Health Center Signage**

Starr Strong and Bob Frenier, Trustees of the Chelsea Health Center requested permission to place marketing signs on Town Land. They also have the option to put them on private landowner property with permission. Discussion on where they would like to place them on Town Property. The Board would have to speak with the ZA to see if permissible, in the past it has not been. **No action taken.**

**Town Garage**

**a. COTW Report**-Dave Bradshaw reported work continues- painting, light fixtures fire alarm system, and plumbers. Dry hydrant is in and needs to be inspected. Roof panels are in but scheduled

replacement timeline unknown. Electricity is in. Propane tank will arrive end of next week. Board stated plumbing for propane must be in place for it to go in. Dave to ensure it happens. **No action taken.**

**b. Salt Shed-** Karen Lathrop reported she met with Clarke Elliott from Civil Engineering Associates for a site visit for the salt shed design. Board discussed size of the salt shed ( 17 w'x30'l x18'h) and other factors such as footer( typical) and wall thickness(12"). Discussion on whether the salt shed would hold up occupancy permit for garage. Dave Bradshaw thought not. **Mike Button moved to engage the services of Civil Engineering Associates to design a salt shed to the dimensions discussed. Joan Goodrich seconded the motion. All were in favor, so moved.**

**c. Diesel Fuel Tank** – Karen brought forth her information from Dead River \$6,700.00 for new dual wall tank, 8,400.00 for single wall with containment and two lease to own proposals. Dave Bradshaw reported there is a used dual walled tank for sale. Dave Bradshaw to find out cost on tank and report to Board. Rick Ackerman to check out pricing for tanks from other outlets. Karen stated, application permit is based on price. Board would like more information. Karen tasked to speak with Dead River Rep and see if there is help in the permit process and report back to the Board. Any Sale Contract must state liability of moving the tank must be sellers. **Mike Button moved to accept to buy a tank from Dead River. Ruben Hook seconded the motion. Board discussion on the motion. Joan Goodrich amended the motion to state which contract. No second on the amended motion. Joan Good -rich withdrew her amendment to the motion. The main motion was put to a vote. None in favor, motion voted down.** Board decision to gather more information and bring to next meeting.

**d. PCO# 18 Stairwell Revision** – Chuck Goodling from Dubois and King outlined the stairwell revision. The Board stated the Town would not absorb the cost of the revision. Board discussion on the three week extension of time with Chuck Goodling, stating, it was a series of processes that were being delayed as one item cannot be finished such as coating the floor, until all the other work is completed. Chuck notated on PCO# 18 that Dubois and King would add a credit in the amount of \$4,295.98 on their next billing invoice.

**Joan Goodrich moved to accept PCO# 18 with the assurance from Dubois and King the costs of the stairwell revision would be deducted from the next Dubois and King invoice. Ruben Hook seconded the motion. All were in favor, so moved.**

### **Highway Department**

Financing Proposals for 7500 SFA 4x4- the Board reviewed the proposals that came in. Two proposals were for loan amounts only and one was a lease to own proposal for a five or seven year term. Board discussion with Rick on timeframe of truck ownership. Mike Button moved to accept the seven year proposal with 3.21% interest rate from Kansas State Bank. Ruben Hook seconded the motion. All were in favor, so moved.

### **Compilation Proposals**

The Board opened three bids for compilation.

- Sullivan & Powers Co., P.C. \$2,500.00
- Batchelder Associates, P.C. \$4,000.00
- Ron L. Beaulieu & Company \$3,748.00

Board reviewed the three bids. **Mike Button moved to accept the lowest bidder, Sullivan and Powers Co., P.C. for compilation services. Joan Goodrich seconded the motion. All were in favor, so moved.**

## **Water/Sewer**

**a. Coliform Sampling Plan-** Karen Lathrop reported that new standards are being instituted for Revised Coliform Sampling of wells and Towns must have plans must be in place and sent to the State by March 31, 2016. She reported Nolan LaFrancis had also received the letter and was working on the plan. **No action taken.**

**b. Bench Sheets - Board Chair signed the bench sheets.**

## **Town Plan**

Board discussed when to set hearing for the amended Town Plan. Karen L. tasked to speak with Kate Willard on changes discussed at Planning Commission Hearing that were not incorporated into plan and report to Board. **Mike Button moved to set Legislative Hearing date for November 10, 2015 at the Town Hall at 7 PM. Joan Goodrich seconded the motion. All were in favor, so moved.**

## **Town Administrator Report**

**a. ZA Position –** Town Administrator reported Board's offer was turned down as there were too many evening meetings. Board tasked Town Administrator to call the Board's other choice and make the same offer.

**b. Water Supply Letter -**The Water Supply letter was sign by the Fire Chief and transmitted to the Division of Fire Safety.

**c. Division of Fire Safety –** salt shed and above ground tank applications still in the process of completion not ready for submission.

**d. VLCT Safety Hazard Survey-** The Town has a 30 day window to create a plan to submit to VLCT on how to implement their action plan. VLCT Insurance Renewal- Board reviewed the renewal and tasked the Town Administrator to add the two wells to the Property Schedule. Board tasked Town Administrator to ascertain when the Town Garage must be added to policy.

**e. Drug & Alcohol Policy tabled.**

**f. Federal Surplus Supply Contract tabled.**

**h. VLCT Town Fair Business Meeting-** Joan Goodrich will be attending and would like to be the voting delegate for town. **Mike Button moved Joan Goodrich be the Town Delegate for the VLCT Business Meeting. Ruben Hook seconded the motion. All were in favor, so moved.**

**i. Better Back Roads Grant Agreement -** Town Administrator reported the Town received a grant that will be administered through TRORC planning services. The Grant amount is \$4,000.00 with the Town share of \$800.00 in kind for a capital plan for the roads. **Mike Button moved to accept the planning agreement with TRORC for the 2015 Better Back Roads Grant. Ruben Hook seconded the motion. All were in favor, so moved.**

**j. Moxley Bridge Correspondence from VTRANS.** Chris Bump, from District Four, e-mailed the Town that Structures Section of VTRANS has offered to look at the bridge and may be able to come up with a cheaper solution that would meet Historic Preservation's requirements. The design work would be at no cost to the Town. They would proceed forward unless they hear from the Town. **There was Board discussion but no action taken.**

**k. Budgeting Workshop -** Joan Goodrich reported on the Budget workshop, she and Karen attended September 30, 2015. She listed transparency in creating the budget is highly suggested, reporting of e-grants as a must, an earlier budgeting period, and a suggested open budget meeting before Town Meeting. Karen Lathrop shared, the Bond Bank information as it pertains to the Garage. Board discussed the necessity of policies the town needs to have in place. **No action taken.**

**Joan Goodrich moved to adjourn the meeting with Ruben Hook seconding the motion. All were in favor, so moved. Adjourned at 9:33 pm.**

