

October 17, 2017

Selectboard Members Present: Joan Goodrich (Chair), Michael Kuban (Vice Chair), Susan Elder, Ruben Hook

Other Town Officials Present: Maggie Kerrin (Town Administrator), Arthur Edersheim (Town Attorney), Karen Lathrop (Town Clerk)

Others Present: Vernal Stone (Vershire Selectboard Member), Marc McKee (Vershire Selectboard Member), Thomas Stearns

The meeting was brought to order by Joan Goodrich at 6:30 pm.

Changes to the Agenda:

Add: 406 Mitigation Request
Approval of Minutes for October 3, 2017 and October 6, 2017
RFP for Snow Removal

Public Comments:

There were no public comments.

Conflicts of Interest Disclosure(s):

Ruben Hook disclosed a conflict of interest with the Tree Service bid and will recuse himself for this action.

Approve Minutes

Susan Elder moved to approve the October 3, 2017 Chelsea Selectboard Meeting and the October 6, 2017 Selectboard Special Meeting minutes as written. Ruben Hook seconded the motion. All were in favor, so moved.

Highway Department

Bridge 9 Update

Maggie informed the Board that she had reached out to Tom Chase (VTRANS) regarding the concern pertaining to the ease of wheelchair accessibility on the short ramp onto Bridge 9 coming from Creamery Road. Tom stated that the contractor will come back to the project, cut out the ramp, and re-pour it at a lower elevation. Timeline for this was set for October 23, 2017.

406 Mitigation Request

The Board reviewed, and signed, the 406 Mitigation Request asking FEMA to reconsider reimbursement for the 5 culverts replaced after the June 30th/July 1st storm, under the 406 Mitigation. Maggie will forward this to FEMA and to Vermont Emergency Management.

Susan Elder moved to approve the DR 4330, Town of Chelsea, 406 Mitigation Request. Michael Kuban seconded the motion. All were in favor, so moved.

Maggie Kerrin, Town Administrator
TownAdministrator@chelseavt.us
802-625-2023
www.chelseavt.org

Water/Wastewater- October Water Bills

Maggie stated that October water bills had been sent and that there were two outstanding payments that were past due from previous Payment Agreement letters. The Board asked that she reach out by phone, as a courtesy, to remind the two account holders that payment is now past due, and also to inform them that water would be shut off on Wednesday, at 8:30am, if payment was not received prior to that date/time.

Transfer Station

The Board reviewed, and accepted, a quote from Max Quayle, Max Stone, LLC for work that needs to be completed at the Transfer Station outbuilding.

Susan Elder moved to hire Max Quayle to finish work for the dump shed. Ruben Hook seconded the motion. All were in favor, so moved.

Executive Session – Legal

Susan Elder moved to go into executive session at 7:55PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Ruben Hook seconded the motion. All were in favor so moved. The Town Administrator, Vershire Selectboard Members, (Marc McKee and Vernal Stone), and Town Attorney were invited to stay.

Susan Elder moved to exit executive session at 8:35PM. Ruben Hook seconded the motion. All were in favor, so moved.

No action was taken.

Executive Session – Personnel

Susan Elder moved to go into executive session at 8:35PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Ruben Hook seconded the motion. All were in favor, so moved. The Town Administrator and Town Attorney were invited to stay.

Susan Elder moved to exit executive session at 8:45PM. Ruben Hook seconded the motion. All were in favor, so moved.

No action was taken.

Set Date for Public Information Meeting for Potential November 7th Vote: Zoning Bylaw and Flood Hazard Area Regulations

The Board discussed dates for the Public Information Meeting for the Vote on November 7th regarding the updated Chelsea Zoning Bylaw and Flood Hazard Area Regulations. The date of the public meeting will be November 2, 2017 at 7PM in the Town Hall. Maggie will post notices in public area locations and also publish in the Our Herald as mandated.

Chelsea Facebook Page

Susan Elder mentioned a recent training she received at the VLCT Town Fair regarding use of the Town's Facebook Page. They recommend incorporating events, photos, dog licensure information, parks and recreation information, Town Meeting Information, and other information pertinent to Town business and events. Susan also mentioned some discussion regarding Open Meeting Law and recommendations for incorporating Board/Staff emails and web site addresses into materials posted online and in public locations. Maggie will begin incorporating email and web address into her agendas and other materials, and request that Boards and staff do the same.

Fire Department Voting

The Board briefly discussed the Fire Department voting and bylaws. The Board asked Maggie to request a current copy of the Fire Department bylaws for Board review.

Library and Rec Committee Funds

Maggie stated that the Town Treasurer now has access and information pertaining to two Recreation Committee accounts (1 checking account and 1 savings account), and access and information pertaining to one Library account (a payroll account). The Board asked that Maggie speak with John Parker and Phyllis Hayward regarding the funds still not maintained by the Town Treasurer.

Social Service Appropriations Policy

The Board reviewed, and approved, the Social Service Appropriations Policy as presented.

Michael Kuban moved to adopt the Town of Chelsea, Vermont Social Service Appropriation Policy, as presented. Susan Elder seconded the motion. All were in favor, so moved.

Green Mountain Power/Efficiency Vermont LED Lights Update

The Board reviewed the street light inventory received from Green Mountain Power (GMP). At this point, per Green Mountain Power, all street lights have been changed to LED. The Board requested that Maggie contact Green Mountain Power to request reduction in the lighting wattage at two locations; one on Upper Village Road, and one on Vermont Route 113. Maggie will contact the GMP representative regarding these requests.

Tree/Stump Removal – Open Bids

Ruben Hook recused himself and left for the remainder of the meeting. The Board opened the three bids received for Tree and Stump removal in the commons. Bidders were 40 Acre Tree Service, Duranleau Construction Corporation, and Hook Construction. The Board awarded the contract to 40 Acre Tree Service. Maggie will draw up a contract and other pertinent paperwork to be completed prior to start of work.

Susan Elder moved to hire Justin Ford, 40 Acre Tree Service, for the Tree Removal and Stump Grinding on the South Common. Michael Kuban seconded the motion. All were in favor, so moved.

Town Administrator/Report

Maggie presented the budget year to date. She expressed some thoughts on slight differences in format for the upcoming budget, separating out line items to more easily track expenditures. The Board discussed effects that the 2017 June/July storm has had on the highway budget. Joan explained that monies should be reimbursed by FEMA for a portion of the storm damages. Maggie shared the updated Snow Shoveling RFP and stated that it will run in the Randolph Our Herald on Thursday, October 19th.

Sign Orders

The Board reviewed and signed the order.

Susan Elder moved to approve the orders. Ruben Hook seconded the motion. All were in favor, so moved.

Adjourn

Michael Kuban moved to adjourn the meeting at 9:40PM. Susan Elder seconded the motion. All were in favor, so moved.