

Selectboard Minutes  
November 3, 2015

Attendees:

Michael Button	Joan Goodrich	Ruben Hook	Karen Lathrop
Nolan LaFrancis	Rick Ackerman	Susan Elder	Carl Hubbell

Meeting brought to order at 6:00 PM

**Additions & Deletions**

- Add Approve Orders
- Add Norris Inc. Agreement under Town Garage
- Add Selectboard Vacancy under Executive Session
- Add Gilman Correspondence under Town Administrator
- Add Town Hall Roof under Town Administrator
- Add Water Letter to Water/Sewer
- Add & Move Water/Sewer Budget after executive session as item A.

**Executive Session**

**Joan Goodrich moved to enter executive session to discuss employees and the Selectboard Vacancy at 6:07 p.m. with Ruben Hook seconding the motion. All were in favor, so moved.**

**Ruben Hook move to exit executive session at 6:27 p.m. with Joan Goodrich seconding the motion. All were in favor, so moved.**

The Board disclosed no action taken on personnel. The Board disclosed there were two persons interested in the Selectboard position, Susan Elder and Marty Gratz. **Joan Goodrich moved to appoint Susan Elder to the vacant Selectboard Position for the remainder of the year ensuing until next Town Meeting. Ruben Hook seconded the motion. All were in favor, so moved.**

**Water/Sewer Department**

**a. Budget**

Nolan LaFrancis presented his budgets for water and sewer for the Board to review. Water budget has gone up 6.84%. He presented the contract from Liquid Engineering Corp. for water tank cleaning for Board review. Board discussed tank cleaning. Sewer budget had a 0.85% increase from last year. Nolan LaFrancis requested payroll increases for himself and Rick Ackerman \$21.00/hour, an increase for Brian Lamson at 19.50/hour and an increase of .50cents/hour for Lawrence Stewart. The Board thanked Nolan for his timely budget. No action taken.

**b. Brook Field Services Preventive Maintenance Agreement**

Nolan LaFrancis stated this is an annual contract and program 2 covers all the Towns needs to be in compliance with the State. He gave a brief history of the generator. **Joan Goodrich moved to contract with Brook Field Services for Program 2 in the amount of \$1685.00 for preventive maintenance services, seconded by Ruben Hook. All were in favor, so moved.**

**c. Water Letter**

Joan Goodrich reported the shut off letter was consistent with Statute word for word except for a difference in interest. The Town has 1% per month and 12% per year while the Statute states 1.5% per month and 18% per year. Joan Goodrich stated a change in the shut off letter in wording to "service" and inclusion of rates for connection (\$25), disconnection (\$25), and labor(\$37.50/hour), contact to be Carol Olsen, Chair, as the person appeals be sent to. Board discussion on collection of

interest, bills being paid while appeals are ongoing, ordinance dates of merger and adoption. Karen Lathrop offered to research the dates in the General Proceeding Books. **No action taken.**

#### Town Garage

##### a. COTW report

- tentative punch list created and being worked on
- waiting on phone lines for alarm
- disturbed by no foreman on site last couple of day
- was not notified of problem with roof ridge cap – no damage to interior to report
- Fairpoint Communications was a no show for telephone lines for fire alarms
- water sample came back positive and the system has been chlorinated

Joan Goodrich shared with the Board the Town Garage Roof ridge cap issue. It was not fastened down and the issues that were brought to her attention and Ruggco's correction of the issue. Joan Goodrich also shared information from last bi-weekly meeting. Fans were suggested by the Contractor to push heat down. Dave Bradshaw suggested a gate or guard rails & safety signs so people cannot drive out onto sand pile. Board asked for update on above ground tank permit. Town Admin stated not in yet.

##### b. Salt Shed

Karen Lathrop requested feedback on draft from CEA on Salt Shed Plans e-mailed last week. Board stated they were fine. Discussion between Board and Road Foreman on temporary structure for winter. **No action taken.**

##### c. Proposed Change Orders –**Tabled**

##### d. Fire Alarm Monitoring Contract

Karen presented the contract for the Town Garage fire alarm monitoring through Norris Inc. Board reviewed contract. **Joan Goodrich moved to sign the contract with Norris Inc. in the amount of \$324.00 for annual monitoring for the Town Garage fire alarm system with Ruben Hook seconding the motion. All were in favor, so moved.**

#### Highway Department

##### a. Old Town Garage

Rick Ackerman expressed the wish the Board keep the power on at the old town garage as they would be storing the sidewalk snow blower and sander there. Rick Ackerman also asked if Vershire could store items there for the winter. Board would like an opinion from VLCT on this and would require a formal agreement. **No action taken.**

#### Town Administrator

##### a. Hazard Mitigation Plan

Karen Lathrop presented the certificate of adoption by resolution for the Chelsea Hazard Mitigation Plan to the Board. Board reviewed it. **Ruben Hook moved to sign the certificate of adoption for the Town of Chelsea Hazard Mitigation Plan, seconded by Joan Goodrich. All were in favor, so moved.**

##### b. Town Garage Insurance

Karen Lathrop reported the Town Garage insured with the effective date of 11.4.2015 in the amount of \$950,000.00. Board discussion on rider for tools and portable equipment, VLCT representative walk thru with Board. Karen Lathrop tasked to find more information on both topics. **No action taken.**

**c. Employee Health Insurance**

Karen Lathrop submitted the insurance package from BlueCross/Blue Shield for the 2016 budget. The plan the Town has offered in the past is the Platinum plan, and premiums have gone up 1.05%. Board reviewed the plan and elected to continue with the same plan. **Deemed administrative and no motion necessary.**

**d. Hall Roof**

Karen Lathrop would like the Board's input on what to do with the Slate Roof on the Town Hall for the winter. She has spoken with some company's but no one has responded well. Board directed her to contact the company used in the past to look at it and make it water tight for the winter.

**e. Correspondence-**

**Gilman Letter** – Board reviewed correspondence from Will Gilman concerning the Roberts-Gould Athletic Field. Board had questions on several items. Karen Lathrop to contact Will Gilman and report back to Board. **No action taken.**

**Chelsea BHF 0169 (9) Bridge 9 - Tylin International** - The Board has correspondence from Tylin International, the engineering firm the Vermont Agency of Transportation is using for the Accelerated Bridge Projects. It is notification to the Town of the application for Flood Hazard Area & River Corridor Rule- Individual Permit Request. **No action taken.**

**Brookfield Draft Town Plan** -The Board received a copy of the Draft Brookfield Town Plan. **No action taken.**

**Transfer Station**

**a. Monthly Update**

Carl Hubbell will have an update at the next meeting. Carl Hubbell reported the Transfer Station could apply to take televisions. The Board is in full agreement they do not want to start taking televisions. Carl Hubbell would like to start thinking about an early start on accepting food waste. The meeting he went to a rep from CVSWMD stated they would be able to pick up Town Food Waste after they pick up the Schools. The Board feels more information is necessary. It needs to be looked into. There was discussion about work hours, backup employees and time cards. It will be revisited at a later date. **No action taken.**

**Adjournment**

**Joan Goodrich** move to adjourn at 8:40 p.m. with **Ruben Hook** seconding the motion. **All were in favor so moved.**