

Selectboard Meeting
February 3, 2015

Attendees:

Carol Olsen	Michael Button	Michael Kuban	Carl Hubbell
Chuck Goodling	Rick Ackerman	Karen Lathrop	

Meeting came to order at 6:38 p.m.

Adjustments to the Agenda:

Rick Ackerman requested New Truck/Equipment replacement be added under the Highway Department
Carol Olsen requested the Board change the order of the agenda, with Highway Department taking priority and moving approval of minutes closer to the end of the meeting.

Highway Department:

a. Garage Project- Chuck Goodling was invited to meet with the Board for an update. Chuck gave a brief synopsis of what has transpired with the Town Garage to date and stated the Selectboard was now at Phase V of the project. An agreement between the Town and Dubois & King needs to be signed if the Board wishes to retain Dubois & King as the Engineer of the Construction Phase. There are several sections to the agreement that the Selectboard need to decide on as not all are included in the \$40,000.00 compensation package quoted by Dubois & King. Next steps would then be a pre- construction conference between the owner (Town of Chelsea), the Engineer, and the Contractor. To which the Contractor would bring his Performance of Bond and Insurance Certificate. The Board would then sign off on a Notice to Proceed.

Michael Kuban wanted to know when the Pre-Construction Meeting could take place to which Chuck replied as soon as the agreement with Dubois and King has been signed. Proposed date chosen by the Board was February 11, 2015, meeting at the Treasurer's Office. As stated earlier, Phase V has a compensation package of \$40,000.00 for administrative duties and approximately 24 hours per week (randomly chosen by Chuck), for Construction Services for inspection of the project. This is not a solid number, more time could be needed.

Chuck presented the Board with the Permit for Construction to be signed, which would be submitted to the Division of Fire Safety along with a check from the Town in the amount of \$5868.80. Carol Olsen signed the permit. Michael Button to contact the Treasurer in the morning to ensure a check is cut and available for Mr. Goodling to pick up on Wednesday. When asked what the response time on the permit would be, Chuck indicated he would be dropping the permit off in person on Wednesday and would follow it up with an e-mail and document the response, but stated he did not think it would push our timeline back and the contractor could still do all the earthwork, sewer installation and such. He did not foresee a problem. Mike Kuban will continue to be the contact point for the Town with Chuck Goodling as he has been throughout the process.

The Board thanked Mr. Goodling for updating the Board and will discuss this further in executive session. No action taken.

b. New Truck/Equipment Replacement- Rick Ackerman gave a verbal report of the new trucks he has been researching in order to replace his older truck. The report included costs of trade-in allowance, truck frame, dump body, and extended warranty. With lease to own, in a five year lease the total cost of a new truck could be \$137,000.00+ if the trade in allowance of \$55,000.00 was taken out. The old truck's highest trade in value with one company was \$55,000.00 The Board inquired as to whether the Highway Department was following a timeline for equipment change-out. Rick stated the department was running a year behind. When asked if he had looked at a longer lease period, Rick stated he had not. The Board would like to see more numbers on lease to own for a longer lease period, and numbers on extended warranties to compare side by side. The Board would like Rick to refine his numbers on the best two offers and bring a spreadsheet for comparison of trucks by the Board to the February 17, 2015 meeting so they can make an informed decision of which truck would better suit the Town. No action taken.

The Board inquired as to whether his staff was working out well for him this winter. Rick replied, there have been instances where there has not been enough coverage during storms and he and Brian Lamson have had to cover that. The Board encouraged him look to look for replacement help all though they acknowledge it is a hard position to fill as it is temporary work.

Solid Waste:

a. Carl Hubbell passed out his monthly update to the Selectboard stating receipts were lower due to the below zero weather. He has had Rick Allen in to look at an electrical problem with the trash compactor, but Rick will need to come back in milder weather when he can work under the machinery. He has not had the problem but the once. He reported, he is not having success with his substitute and the Board instructed him to start looking for another one.

Use of the Town Commons:

The Chelsea Flea Market has requested the use of the commons for their Flea Market on July 10 and 11, 2015. Mike Button moved to grant use of the commons to the Chelsea Flea Market on July 10 and 11, 2015 with Mike Kuban seconding the motion. The only discussion on the topic was whether the Farmers Market would conflict. Carol Olsen said they worked around each other well last summer. All were in favor and the motion passed.

Use of the Town Hall:

Karen Lathrop provided the Chelsea Funnery's request via e-mail for a reduction in fees for the use of the Town Hall. Michael Button moved to reduce the fee for the rental of the Town Hall by the Chelsea Funnery to the amount they were charged the previous year with Michael Kuban seconding the motion. All were in favor and the motion passed.

Water/Sewer Department:

a. Water Ordinance Revisions- Karen Lathrop asked the Board for some guidance. She gave a copy of the Newbury Water Ordinance to Carol Olsen. Karen Lathrop recommended amending the ordinance to have more definitions, and to amend a one- time activation/deactivation cycle per a 12 month period. The Board discussed whether this would work well on a multi-unit apartment building. The Board discussed resuming contact with Ashley

Lucht from the State, now that our loss of water is almost non-existent. More quarterly tracking needed. No action taken.

b. Karen presented the Sanitary Survey to the Board on behalf of Nolan LaFrancis, having spoken with Nolan on the items in it. 1. There is a back flow protection device on an eyewash station that either needs to be removed if not necessary or be inspected each year. The letter states that a licensed plumber may determine if that level of protection is necessary. Nolan has spoken with a licensed plumber and will get a determination and respond to the DEC Drinking Water and Groundwater Protection Division by June 1, 2015 via letter. 2. The letter addressed System Expansion and stated the Town is rated for 35gpm on the Brookhaven well. It went on to state if the Town wanted to expand the water system in the future they would need to demonstrate additional source capacity for the DW-4 and Kennedy Well. DEC requires a written response by February 27, 2015. The Board instructed Karen check with Nolan LaFrancis to see if we already have source capacity numbers for those wells and to draft a letter to be sent to DEC stating no expansion at this point in time.

Public Official Vacancy:

a. Karen Lathrop brought to the Board's attention the need to appoint a new Health Officer as soon as possible. The Board instructed Karen to draft a letter to Rebecca Savidge to see if there was interest in being appointed. The Board suggested the letter contain statutory requirements so Rebecca may make an informed choice.

VLCT's Municipal Policy:

The Board discussed the open meeting section of the draft policy and was generally supportive of the policy as drafted by our lobby group. No action taken.

Minute Approval:

Michael Button moved to approve the minute of the January 20, 2015 meeting with Michael Kuban seconding the motion. All were in favor and the motion passed.

Executive Session:

Michael Kuban moved to enter into executive session at 8:30 p.m. for personnel review, seconded by Michael Button. All were in favor and the motion passed.

Michael Kuban moved to come out of executive session at 9:10 p.m. seconded by Michael Button. All were in favor and the motion passed. The Board will send correspondence to the personnel reviewed.

Adjournment:

Michael Button moved to adjourn the meeting, seconded by Michael Kuban. All were in favor and the motion passed. Meeting adjourned at 9:12 p.m.

