

Chelsea Selectboard Meeting Minutes Final
Tuesday, 17 March 2020 7:00PM
Chelsea Public Library

Selectboard Members Present: Geoffrey Clayton, Liam Hogan, Jeremy Hook, Kate MacLean (Video), Levar Cole (Video)

Other Town Officials/Employees Present: Kent Gilman-Admin Assist, Elizabeth Morrison-Librarian, Sam Allen-Rec Committee

Members of the Public Present: Tim Courts, Marianne McCann-The Herald

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- I. Call Meeting to Order:** The meeting was called to order by Liam at 7:05
- II. Changes/Additions to the Agenda:** Talk about keeping to offices open or closed
- III. Public Comments:** None
- IV. Conflict of Interest Disclosure:** None
- V. Approve Selectboard Meeting Minutes From 3 March 2020:** Motion made by Levar, 2nd by Kate. Approved
- VI. Sam Allen – Rec Committee:** Rec Committee would like to put in a playground structure by the Basketball Court, in the SW corner of lot. It would be for all children and accessible to handicap children also. 2 past structures had to be taken down as not safe or ADA compliant. Rec Committee is applying for grants to help cover the cost of this project, and just need Selectboard approval to proceed. Received a copy of the project and would like to review it. Tabled until 31 Mar meeting, motion made by Geoff, 2nd by Jeremy. Approve
- VII. Tim Courts – Water Bill:** He has 1 building with 2 residences. He is billed for 2 water fees. Reviewed the Chelsea Water Department Ordinance. Still need to look at a Bill. Tabled until board can review the bill – Motion made by Geoff, 2nd Kate. Approved.
- VIII. Chelsea Arts Collective – Use of Green:** Request for use of the Green on 5 Sept 2020, 10:00 AM to 3:00 PM, Motion made by Geoff, 2nd Kate. Approved
- IX. Chelsea Library:**
- a. Serving Permit: - Chili Cookoff cancelled – not needed.
 - b. Trustee Appointment – Jessica Anderson – Motion made to appoint Jessica to Trustees of the Public Library Board by Levar, 2nd Kate. Approved
- X. LEMP – Review and Readoption – Tracy Simon:** Went over revised LEMP by each section. Tracy requested a hard copy of the Hazard Mitigation Plan – Kent to provide one, for the COOP(Continuity of Operations Plan) project. Kate will be the point person on this. Would like to have a COOP initial meeting with Fire, EMS, Roads and Water/Sewer. LEMP Readoption – Motion made by Geoff, 2nd Jeremy. Approved.
- XI. Mascoma Bank – Use of Green:** Request for use of the Green on 24 July 2020, 8:30AM to 2:30 PM, Motion made by Levar, 2nd Geoff. Approved.
- XII. Chelsea Farmers Market – Use of Green:** Fridays 22 May to 25 Sep 2020 3:00 PM to 6:00 PM Kate secluded herself, Motion made by Geoff, 2nd Jeremy. Approve – 4 years, 1 abstained.

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XIII. Emergency Management Plan for Virus Outbreak:

- a. Town: did under LEMP review.
- b. Employees: Need a plan and who would cover offices. Keep Town offices open or close. Other towns – Tunbridge, Williamstown, Randolph, are closed to public, open by appointment, business only. Motion was made for Geoff and Kent to contact all employees, draft a list of Alternates, and close the offices to the Public, but still be open via phone, emails and appointments. Motion made by Geoff 2nd Levar. Approved. Kent asked to provide a list of info to board members on alternates and make notices. Transfer station to be figured out thru emails. Provide gloves, maybe a slit in the door or some other option for handling money. Motion made to get gloves and figure out a plan – retracted. Make gloves and mask available to all town employees if they want them. Liam to talk to Linda Kuban about were to get. Kent to check on budget for funding.

XIV. Town Clerk – Liquor License: Hubble Shire Farm – Motion made to approve by Geoff, 2nd Jeremy. Approved.

XV. Highway:

- a. Certificate of Compliance – Motion made to approve by Geoff, 2nd Jeremy. Approved.
- b. Municipal Roads General Permit – Discussion about what this is. Motion made to approve by Geoff, 2nd Jeremy. Approve 4 years 1 nay.

XVI. Appointments: Tabled until later

XVII. Approve Orders: Motion made by Geoff, 2nd Jeremy. Approved.

XVIII. Administrative Assistant Report:

- a. Select the Official Newspaper – Was decided at the organizational meeting – The Herald
- b. Use of Roberts-Gould Field – Email Lou and First Branch Athletics about form and schedule. Put on a future agenda for more discussion.
- c. Assisted Living Today email request – Put on agenda for next meeting
- d. All other item on agenda were passed over for a future meeting.

XIX. Executive Session - Personnel Postponed

XX. Adjourn: Motion made by Kate, 2nd Geoff – 9:55 PM