

Chelsea Selectboard Meeting Minutes (DRAFT)
Tuesday, 21 April 2020 7:00PM
Chelsea Town Hall/Zoom

Selectboard Members Present: Geoffrey Clayton, Liam Hogan, Levar Cole, Kate MacLean, Jeremy Hook
Other Town Officials/Employees Present: Kent Gilman – Administrative Assistant, Rick Ackerman – Phone,
Members of the Public Present: Marianne McCann – Herald Reporter, Phillip Mulligan, Warren Osterndorf,
Elizabeth Morrison – Librarian

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- I. Call Meeting to Order:** Meeting called to order by Geoff at 7:05 PM
- II. Changes/Additions to the Agenda:** Park Bench, Resolution for Colleges to stay open, Shield for Karen, Library Book sorting, move OCSD out of executive session.
- III. Public Comments:** None
- IV. Conflict of Interest Disclosure:** Liam – Library book sorting
- V. Approve Selectboard Meeting Minutes From 7 April 2020:** Motion made by Liam, 2nd Kate, amended to fix Susan Elder’s name – remove “s” – Liam 2nd Kate. Motion and amendment Approve.
- VI. Town Hall Heating System:** Phillip Mulligan gave a report about the 2 estimates received for the cost of installation. Lyme Green - \$42,395, Pellergy \$115,750. Both have different approaches on how to best heat the building. There are currently 4 different furnaces of different ages. It was suggested that the town get itself away from oil dependency and go to wood heat. Lyme Green has worked on some of the current furnaces. This was information gathering only. No decisions were made at this time.
- VII. EOC:** Tray if available by phone if we need her. She has been keeping the board updated by email. She would like to condense weekly update to a friendly form like a weekly digest. Tracy would like the Board to appoint a Point of Contact. Motion was made by Levar, 2nd Liam, to have Kate be the Point person to Tracy, and distributing information to the Town. Approve with Kate abstaining.
- VIII. Town Health Offices:** Phillip Mulligan mentioned that he might be able to help as an Assistant Health officer, with building issue, but he did not want to be the Town Health Officer. Liam is going to approach 2 other people he knows about the position.
- IX. COVID-19 Plan Update:**
- a. General Update: Mailings will be hopefully going out on Wednesday. Everything else is going forward.
 - b. Kate: Shield for Karen – Plexiglass shield for the in the Town Clerk’s office – Kent will get this built. Also, Karen is getting low on Hand sanitizer and wipes – having trouble getting.
 - c. WiFi Hot Spots: VTel – Outdoor router – free install and use until end of COVID-19 or end of 2020. They would need a clear view of the tower on Beacon Hill, and a place high enough to install the router. Kate is going to look into more. Liam mentioned about doing repeaters on Main Street, feeding of the router in the Library. He is going to look into the cost of this option.

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X. Highway:

- a. Moxley Bids: Motion was made by Jeremy, 2nd Liam, to award the Bid contract to Wright Construction for the Moxley Covered Bridge. Approved
- b. COVID-19 Guidelines – State has eased restrictions. Crew should be okay. Grading is okay to do. Keep social distance and wear mask when in close area. Crew is okay on masks.

XI. Town Clerk:

- a. Need a motion to waive payment of late fees on dog licenses: Motion was made by Liam, 2nd Kate, to waive payment of late fees on dog licenses. Amended to say until 1 Jan 2021 by Liam, 2nd Jeremy. Motion and Amendment was Approved.

XII. Appointments:

- a. Planning Commission – Bob Brannon: Motion was made by Levar, 2nd Kate to appoint Bob Brannon to a 3 yr term on the Planning Commission. Approved
- b. EC Fiber Alternate – Bob Brannon: Motion was made by Kate, 2nd Liam, to appoint Bob Brannon as the EC Fiber Alternate. Approved.
- c. Decision on rest of positions: Will be discussed more at another meeting. Keep on the agenda permanently.

XIII. Library: Use of the Attic to sort books. When the library is open, then it can be done? Would be a lot more difficult. They are expecting a large volume of used books to be coming in after COVID-19 over, as many people are cleaning things out now. There would only be 1 person, and she would just be using the attic and balcony. Motion was made by Kate, 2nd Levar, to allow 1 library volunteer to work according to the Governor’s low contact release sorting books in the attic. Approved with Liam abstaining for conflict of interest.

XIV. Transfer Station/Landfill:

- a. CVSWMMD – MSP Grant: Motion was made by Jeremy, 2nd Levar, to approve the amended Grant Application. Approved

XV. Administrative Assistant Report:

- a. Complaint about Dog Owners: Read email received from Town Clerk about Town’s people complaint about dogs doing their business on the park and Commons, and not being cleaned up after. Reviewed ordinance. There is info in there about fines for this kind of thing. Need to find out more info -Kent to do. Send out notices of violations if needed. Address more at next meeting.

XVI. Approve Orders: Motion was made by Jeremy, 2nd Liam to approve orders. Approved.

XVII. Orange County Sheriff’s Contract: Discussion decided to just approve contract, with more discussion in the future about the 2021 contract and what the town is going to want to do. Motion was made by Jeremy, 2nd Liam, to sign the contract with the Orange County Sheriff’s Department not to exceed \$12,500. Approved.

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- XVIII. Park Bench:** The Hogan family would like to donate a park bench or bleachers to be placed at either Heath Field or one of the commons in Memory of Bobby Kennedy. Liam will check with Rec Committee. Will also need to research to see if there is any policy on donations or placement of benches on the commons (Kent).
- XIX. Resolution for Keeping NVU And VTC campuses open:** Kate was going to look at the rough draft that Liam had written up and discuss later in the meeting. We may need to have a special meeting to decide on this later this week. Upon review the Board would like to have a day to look at and review.
- XX. Personnel:**
- a. Administrative Assistant job description rewrite. Need some more review. Put on agenda for next meeting.
- XXI. Executive Session – Personnel:** None
- XXII. Day to Day operations:** How do we want to do this? Geoff to look into more. Add to agenda for next meeting.
- XXIII. Creation of new committees:** Public Safety, Emergency Safety, Economic Development – Look into how these can be created. Add to agenda for next meeting.
- XXIV. Adjourn:** Motion made by Jeremy, 2nd Lever to adjourn at 10:31. Approved.