

Chelsea Selectboard Meeting Minutes (DRAFT)
Tuesday, 7 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, Gayle Durkee - Treasurer
Members of the Public Present: Marianne McCann – Herald Reporter, Susan Elder

- I. **Call Meeting to Order:** Meeting called to order by Geoff at 7:07 pm
- II. **Changes/Additions to the Agenda:**
 - a. Food Shelf
 - b. Discussion on Facebook/Media Relations/Questions
- III. **Public Comments:** None
- IV. **Conflict of Interest Disclosure:** None
- V. **Approve Selectboard Meeting Minutes From 31 March 2020 and Amendment to 17 March 2020**

Motion to approve the amendment to 17 March minutes made by Levar, 2nd Kate. Approved
Motion to approve the 31 March 2020 minutes made by Levar, 2nd Liam. Approved
- VI. **Food Shelf:** Susan Elders: Mostly here to listen to Kate’s COVID 19 Response report. Short Discussion about the use of North Common Rd. All set there, with signs coming from the highway crew. Discussion on insurance for Volunteers – are they covered under town insurance? Working communities says no. They have not had any request yet. Volunteers for the Food Shelf should be covered under the insurance umbrella of the Vermont Food Bank. Other volunteers can get personal liability insurance or sign a waiver/hold harmless agreement.
- VII. **Bid Opening for Moxley Covered Bridge:** Bids are as follows: Alpine Construction - \$ 374,000, Neil H. Daniels, Inc - \$ 214,725, Wright Construction - \$ 104,000, Blow and Cote - \$ 131,350. Discussion on how long of a time frame Board has to select on and award bid. Would like to look into more. Motion to table decision until 21 Mar 2020 meeting made by Liam, 2nd Jeremy. Approved. Kent will let bidders know.
- VIII. **Treasurer:**
 - a. Auditor – Extra work being done was because of not having beginning lines and balances and having to create these and also the capital Assets and expenses sheet. Motion to approve Auditor’s additional fee of \$3000 to cap at \$12000 made by Levar, 2nd Jeremy. Approved.
- IX. **COVID-19 Responses in Chelsea – Kate:**
 - a. What other towns around us are doing: Corinth – Community Coalition is reporting to the Selectboard, Washington is not doing anything from the Town’s perspective, Vershire is having weekly meeting with town leaders, Tunbridge – EMD is active, is the point contact for calls and questions and there is a newsletter going out virtually weekly.
 - b. EOC (Emergency Operation Center): None are open, Tunbridge’s EMD is active.
 - c. Communications between Town and Community: Washington – Town members made a newsletter about COVID-19 and other important information and did a direct mailing. Corinth – has sent 1 town wide letter with COVID-19 information and numbers. Vershire – Same as Corinth, plus making a phone tree for high risk people. Tunbridge has no letter but has put up big signs with information. Kate would like to have the selectboard more involved in what she has been doing. Would like to get a newsletter out to the towns people, so they have hardcopy with key resources and people on it. Also, would like to do a weekly Zoom/call meeting with pertinent people in town

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to cover issues that are needing to be worked on. The newsletter would be a 1 time Card with all the pandemic information on it – Town info, Local business or services #, and other COVID 19 information. Look at Washington’s letter that went out.

- d. Funding/Budget/Possible Grants: Kate can get a grant to cover the cost of the letters, but only as an individual. She does not think the Town can get a grant to do this. Motion was made to cap mailing cost at \$300 for the letters with funds coming from the Selectboard Supplies budget by Liam, 2nd Jeremy. Approved.
- e. EOC – Emergency Operations Center: To open this will be Tracy’s decision. We will need to discuss later. Put on the 21 April Agenda.

- X. **Discussion on Facebook/Media Relations/Questions:** Brief discussion, no action taken at this time.
- XI. **DRB Stipends:** \$750 was suggested for the 5 people. Motion was made to put this stipend before the town for the town meeting vote
- XII. **Town Clerk:** None
- XIII. **Water/Wastewater:** None
- XIV. **Transfer Station/Landfill:**
 - a. Closed Landfill monitoring and Site management: Review of deadlines that need to be met to keep certification.
 - b. CVSWMD – MSP Grant: Discussed last year’s grant for Electronics, Paint, Batteries and Bulbs. Motion was made to apply for a grant this year for the same items, and set a date by Levar, 2nd Jeremy. Approved.
 - c. Host a Workshop in 2020: Discussion on several workshops offered. Would like to look into one on Composting. Need to check with the Library to see if they are doing one on composting. Motion was made to apply for a composting workshop grant by Kate, 2nd Jeremy. Approved.
- XV. **Highway:** None
- XVI. **Administrative Assistant Report:**
 - a. Orange County Sheriff’s Contract: Discussion. Motion was made to table until 21 April Executive Session by Liam, 2nd Kate. Approved.
 - b. SAM Letter: SAM stands for System for Award Management. It is the system used by the Federal Government to award funds and grants to different organizations. Motion was made to approve the letter and have Kent mail it in by Levar, 2nd Jeremy. Approved.
- XVII. **Approve Orders:** Motion made to approve by Jeremy, 2nd Liam. Approved.
- XVIII. Discussion about a total remote meeting, setting up chairs, space appropriately.
- XIX. **Executive Session – Personnel:** none
- XX. **Adjourn:** Motion made to adjourn at 10:40 pm by Jeremy, 2nd Kate. Approved.