

Chelsea Selectboard Meeting Minutes (DRAFT)
Tuesday, 19 May 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, Karen Lathrop – Town Clerk, Dickson Corbett – Planning Commission Chair
Members of the Public Present: Marianne McCann – Herald Reporter, Frank Keene, Terry Carty, Warren Osterndorf, Erica Ko - Thetford

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- I. Call Meeting to Order:** Meeting called to order by Geoff Clayton at 7:02 pm
- II. Changes/Additions to the Agenda:** None
- III. Public Comments:** Kent read a brief description of Governor Scott’s Proclamation for Vermont Public Works Week 17-23 May 2020.
- IV. Conflict of Interest Disclosure:** None
- V. Approve Selectboard Meeting Minutes From 5 May 2020 and 7 May 2020.** Motion was made by Liam, 2nd Kate to approve both sets of minutes. Approved.
- VI. Roberts-Gould Field Mowing Contract** – Contract was presented for Brian Farnham to do the mowing at \$100 each mowing, 19 May – 1 Nov 2020. Motion was made by Liam, 2nd Kate to approve the contract. Approved.
- VII. Town Hall Sidewalk Repair** – Presented from a meeting with Kent and Rick Ackerman, Cost would be up to \$1000 to remove some bad asphalt, clean up and repave the walkway in front of the Town hall. Questions was raised about funds – will be coming out of Town Hall Maintenance fund. Motion was made by Jeremy, 2nd Levar, spend up to \$1000 to redo the walk with some new asphalt. Approved.
- VIII. Treasurer –**
- a. Auditor – Went over the budget amount by \$980. Had a bunch of extra work that needed to be done. Need to figure out cost. We went over the amended amount. Is the auditor seeking our comments to finalize audit. Need to get explanation of overage. Gayle will talk to auditor and see what happened and why. Gayle has already written out check – will need to redo.
- IX. Town Clerk –**
- a. Building Cleaning after opening – More needed? Reviewed Karen’s proposal for opening to the public. Bathroom is not to be used by the public. No extra cleaning. Levar to check on this more to make sure we are not in violation of Federal or State statutes. Karen may start using window service for dealing with the public.
- X. Wireless Communications Tower 7:45-8:15** - Actually started at about 7:55 until 8:25. Dickson Corbett gave an overview and procedures of how to proceed. Planning Commission to convene a public hearing, Selectboard is invited. This need to happen prior to a formal letter going to the Public Utilities Commission deadline – 30 June. Date for the meeting to be set soon – looking at second week in June. Motion was made by Kate, 2nd Jeremy, to join forces with the Planning Commission for meeting for public input. Approved. Dickson will coordinate meeting schedule with the various parties. Erica Ko from Thetford gave a brief overview of what Thetford is doing with a similar project and the difficulties they are having. There was a discussion for a separate meeting by the Selectboard. No decision was made.

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XI. Highway –

- a. Pent Road – Ditching and culvert replacement will start 1 June. Warren Osterndorf requested meeting someone to get more information about this project. Was told Rick would contact him.
- b. Equipment Rental – Robert Button’s Excavator rental - \$4000 for 1 month, to be used on the Pent Road project, and if time allows other ditching nearby. Motion was made by Liam, 2nd Kate to rent Robert Button’s excavator. Amended to include amount of \$4000 by Liam, 2nd Kate. Motion and amendment were approved. Also, discussion about Roadside mower rental for 2 weeks – will look at more later.

XII. Administrative Assistant Job Description: Motion was made by Levar, 2nd Liam, to approve the job description. Approved. Kent to put together the posting of the job for the Herald and the Town Website and get info to Kate for other postings. Jeremy and Levar to work on questions for interview. Advertise position with deadline of 10 July 2020 to have resume and applications in by so the board can review them.

XIII. Approve Orders - Motion was made by Jeremy, 2nd Levar to approve orders, minus Auditor’s check. Approved.

XIV. Executive Session -

- a. Water Bill – Motion was made by Kate, 2nd Levar, to enter executive session for the purpose of discussing a water bill at 9:19 pm. Approved. Motion was made by Jeremy, 2nd Liam to exit executive session at 9:33 pm. Approved. No action was taken.

XV. Adjourn: Motion was made by Liam, 2nd Jeremy to adjourn at 9:37 PM. Approved.