

Chelsea Selectboard Meeting Minutes (DRAFT)  
Tuesday, 7 July 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, Tracy Simon – Emergency Director

**Members of the Public Present:** Marianne McCann – Herald Reporter, Matty Blair, Susan Elder, Bernard (Snook) Downing, Aaron Prem, Samantha Lefebvre

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- I. **Call Meeting to Order:** Meeting called to order by Geoffrey Clayton at 7:04 pm
  
  - II. **Changes/Additions to the Agenda:** Community Garden on FEMA Properties – Add to 21 July agenda for more discussion
  
  - III. **Public Comments:** Kate on behalf of Joe Spinella: Incident with his mother where she fell on the sidewalk across from Riverbend Nursing Home last winter. Very concerned about the condition of the sidewalk. Is this a Town issue or not – It is. Have Rick look into.  
Levar – Question he has received: When are we going to open the Town Hall for meetings and also allow groups to use the Village Greens? Add to the 21 July agenda for more discussion. Anyone who wants to use the Village Greens please submit a Request of use application.
  
  - IV. **Conflict of Interest Disclosure:** None
  
  - V. **Approve Selectboard Meeting Minutes From 16 June 2020:** Motion made by Liam, 2<sup>nd</sup> Kate to approve the minutes. Approved.
  
  - VI. **Orange County Sheriff Department:** Susan Elder: Has the department actually improved in traffic enforcement or not. Has anything been showing up on the bills regarding the number of tickets issued? No detail on bills regarding tickets. Scan and email to the Board. Keep on agenda for next few weeks.
  
  - VII. **Old Town Drain behind the Creamery:** Bob Button would like to have the drain moved so it is not being piped under the Creamery. Rick said that could be done. Rick needs to get cost.
  
  - VIII. **Drain Behind Button's Store:** Was not done correctly when it was replaced 40 yrs ago. Needs to be corrected. Have the Planning Commission look into this matter and put this together along with other drainage problems that need to be addressed along that side of VT 110. Have all the projects work together.
  
  - IX. **Use of Roberts-Gould Field by Three Corner Babe Ruth:** New application with shortened dates of 1 July thru 1 September. Motion was made by Kate, 2<sup>nd</sup> Liam to approve the request for the use of the Roberts-Gould Field by Three Corner Babe Ruth. Motion was Amended by Kate, 2<sup>nd</sup> Levar to include the dates 1 July – 1 September. Motion and amendment passed.
  
  - X. **South Common Flower Boxes:** Presentation by Matty Blair for gardens on the South Common. These would be more of community gardens with raised beds not flower boxes. Possibility of maybe putting these on the FEMA Properties after the houses are removed. Need to see if raised beds and fences are allowed. Question was raised about whether the Town had a Poor Farm or Town Farm that might used for this. Consensus of Board was not to put the boxes on the South Common, but to explore other options.

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**XI. Emergency Director update:**

- a. Covid-19 and PPE: Need to start laying up some PPE (Personal Protective Equipment) Supplies (Masks and cleaning supplies) so the Town is ahead the next surge. 22 people need PPE potentially. State and EOC are saying Towns should look into purchasing and stockpiling PPE. How big of a stockpile do we need. WWTF and Highway department need OSHA approved PPE. Where is the money coming from to pay for this – Will look into.
- b. Line item in the Budget for Emergency Management expenses related to EOC operations and other items.
- c. Webinar on COOP (Continuity of Operations Plan). Need to get this started. Will check to see if there may be grant funds available to help with this.

**XII. Marty Gratz – FEMA Application:** Update on project: Application was withdrawn – FEMA was requesting a significant amount of additional details that was never provided. Marty needed to get an engineer involved.

**XIII. Treasurer:**

- a. Spectrum internet not strong enough – Not always reliable. May be issue with tree leaved out. Need to look at more.
- b. FEMA Bank Account – Not being used – Close? Close it if Gayle feels it needs to be closed. Kent to let her know.

**XIV. Kate COVID-19 Community Update:** Not much working on now. Been working on issue of Isolation – being alone and mental health issues, with Jen Doyle, Errol Hinton, Bill Smith. King Arthur Flour is no longer baking for food shelves as of 15 July.

**XV. Town Clerk:**

- a. Liquor License: License Renewal for VT RTE 110 Quick Stop. Motion was made by Jeremy, 2<sup>nd</sup> Kate, to renew the Liquor License for VT RTE 110 Quick Stop. Approved.

**XVI. Transfer Station/Landfill:**

- a. Water Testing Results: Read an email on results for the water testing for the closed landfill. All were good, PH is up a little bit, but it is not from the landfill. This should be the last test need and the landfill can be moved to final stage of just maintenance.

**XVII. Asbestos Removal Bids:**

Received the following Bids:

Alderson, Inc - \$91,664  
Catamount Environmental - \$48,400  
Dec Tam Corporation - \$57,729  
Modern Environmental Contracting - \$31,070

Questions were raised about needing a performance bond – Modern Environmental is currently applying for one. As we hold the purse strings to see the job gets done, and Clay Point Associates feels that this company is qualified enough to not need the bond the Board decided to go ahead with bids. Motion was made by Jeremy, 2<sup>nd</sup> Liam to award the bid to Modern Environmental Contracting for \$31,070. Approved.

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**XVIII. Highway:**

- a. Moxley Update: Wright Construction will start moving in equipment on 8 July. They are looking at 6 weeks to finish the job.
- b. Personnel: Brian Lamson has given his notice. The job has been posted.  
Appointments need filling:

**XIX. Appointments need filling:**

- a. Fence Viewer – 3
- b. Pound Keeper – Residency not required
- c. CVSWM Rep and Alternate
- d. Inspector/Surveyor of Wood and Lumber
- e. Town Service Officer
- f. **TAC Rep** – Need to post notice of vacancy

**XX. Public Safety and Emergency Committee:** Members from different areas. Need to have more clear and concise language – specific duties and work. Liam, do you have people for this yet? Do this as an independent committee or as a sub committee of the Selectboard. Do it as sub committee of Selectboard. Need a vice chair and members. What would the reporting requirements be and meeting schedule?

**XXI. Administrative Assistant Report:**

- a. FEMA House update: Asbestos timeline was presented along with timeline about Demo RFP and timeline. Photo Documentation is progressing with photo taken this week.

**XXII. Approve Orders:** Motion was made by Jeremy, 2<sup>nd</sup> Levar to approve orders. Approved.

**XXIII. Executive Session – Personnel:** not needed.

**XXIV. Adjourn:** Motion was made by Kate, 2<sup>nd</sup> Jeremy to adjourn at 10:06. Approved.

Next meeting will be 21 July 2020 via Zoom.