

**Selectboard Special Meeting(draft)
7.24.2015**

Attendees:

Carol Olsen, Chair	Joan Goodrich	Michael Kuban	David Bradshaw
Rick Ackerman	Karen Lathrop		

Meeting to order at 6:35PM

1. Additions & Deletions

- Review & Approve Orders to be #9 move Town Admin to #10
- Better Back Road Grants-Highway
- Fema Eligibility Determination-Admin
- Moxley Bridge-Highways

2. Approve Minutes

- a. 6.23.2015 - regular meeting-**Joan Goodrich moved to approve as written with Mike Kuban seconding the motion. All were in favor, so moved.**
- b. 7.07.2015 – regular meeting- Mike was not at this meeting , so could not vote on it’s acceptance. **Joan Goodrich moved to table minutes to next meeting seconded by Mike Kuban. All were in favor, so moved.**

3. Town Garage

a. COTW report- Dave Bradshaw – Floor and curb poured, aprons still to be done. Roofer starting with the liner before metal roof to expedite inside and outside work. Electrical service is completed. Board questioned whether Contractor will pay for part of the electrical service as discussed in a prior meeting. Joan Goodrich and Carol Olsen to going to next construction meeting to confirm. Dave reports water issues still on-site. Board discussed water concerns with Dave Bradshaw & Rick Ackerman, Road Foreman. Board discussed Contractor warranty of work. Dave reported there is still some earth work to be done by the sand pile. Rick Ackerman and Dave Bradshaw to coordinate where the salt shed will be located.

b. Proposed Change Orders

- **PCO #16 –slope stabilization** – Board discussed this option. Money is not budgeted for this item. The Board prefers to stay within budget. **Mike Kuban moved to deny approval of PCO #16 in the amount of \$5,558.48 with Joan Goodrich seconding the motion. All were in favor, so moved.**
- **PCO #17 – Groundwater Diversion Swale** - The Board discussed this option, again money in not budgeted for this option. **Joan Goodrich moved to deny PCO # 17 in the amount of \$ 2,010.64 with Mike Kuban seconding the motion. All were in favor, so moved.**

c. **Submittal 35- Interior Color Choices-** The Contractor has not brought the flooring selection in yet. **Joan Goodrich moved to table color choices until next meeting with Mike Kuban seconding the motion. All were in favor, so moved.**

d. **Garage Propane Tank/Fuel** – Dave Bradshaw reported he contacting suppliers for tank costs. The cost of owning the tank would be \$8000.00 with the Town paying for the earth work if buried. The Board discussed the merits of owning the tank. Karen reported what has historically been done in

the past, which was to lock in pricing for fuel with the School. This year, the fuel was locked in but that was for oil. Due to budget constraints the Board tasked the Town Administrator to request quotes for propane for the new town garage for this year. **No action taken.**

4. Highway Department

a. **Truck Extended Warranty-** Joan Goodrich tabled until next meeting with Mike Kuban seconding. All were in favor, so voted.

b. Moxley Bridge- Karen reported the VTRANS historical preservationist Judith Ehlick who is reviewing the Structures Grant has some questions about a metal beam under the bridge. Rick Ackerman and Karen Lathrop to look into it with the Contractor and have the Contractor explain his process to her. **No action taken.**

c. Better Back Roads – Town Administrator, Karen Lathrop, reported the Town of Chelsea received notification of a Better Back Roads Grant in the amount of \$4000.00 to create a Road Inventory with Two Rivers Ottauquechee Regional Commission. Rick Ackerman will coordinate with Karen Lathrop and Rita Seto. **No action taken.**

d. Access Permit - Permit requested by Terry Libby. Rick Ackerman will check out the location and report back to Board. **Joan Goodrich move to table permit until next meeting seconded by Mike Kuban. All were in favor, so moved.**

5. Water/Wastewater Department

a. **Delinquent Accounts-** Joan Goodrich moved to table until next meeting with Mike Kuban seconding the motion. All were in favor, so moved.

6. Town Clerk

a. **Dogs-** Karen reported around 44 dogs still unlicensed. Second notices to go out next week. Also reported a dog bite incident but it did not meet criteria for a hearing. **No action taken.**

b. **Grand List-** Karen Lathrop stated the Listers have set the Grand List and the Board should set the taxes shortly. The Board tasked Karen to invite Jane Cushman, Treasurer to the next meeting on August 4, 2015. **No action taken.**

7. Treasurer's Office

a. **Mullen Rental Agreement-** The Board reviewed the lease agreement. **Joan Goodrich move to accept the commercial lease agreement for the Treasurers's office in the amount of \$ 550.00 per month, with Mike Kuban seconding the motion. All in favor, so moved.**

8. Personnel

a. **Review applications** – Karen reported 6 highway applications have gone out and three came back in and four Zoning Applications went out with one being returned. She reported she ran the ad for both through the It's Classifieds and The Times Argus. The Board would like all to be present to review the applications. **Joan Goodrich moved to table review of applications until the Special Selectboard Meeting on 7.28.15 at 6 PM at the Town Hall with Mike Kuban seconding the motion. All were in favor, so moved.**

9. Approve Orders

a. Board reviewed orders. Joan had question on \$1885.00 to Water Department. Karen tasked with finding her the information. **Joan Goodrich moved to accept orders with Mike Kuban seconding the motions. All were in favor, so moved.**

10. Town Administrator Report

a. **VLCT Insurance** – Karen reported there is no coverage on the fire hydrant that was hit. It is Property in the Open and not on the Town’s schedule of insured items but the Town may choose to cover it if they want to. Karen has tried to contact the Trooper for an accident report. The Board discussed ways to find the information out. **No action taken.**

c. **Ordinances & Policies- Drug & Alcohol, Personnel, ATV-** Karen reported mixed results on Towns with ATV ordinances. The Board discussed speaking with Rick to see how heavily our Class 4 roads are used. The Board was still in favor of an ATV ordinance so tasked Karen with drafting one. **No action taken.**

d. **Deputy Health Officer-** Karen reported it would be a good idea to have one in case Rebecca Savidge was unavailable. **As there is no candidate yet Joan Goodrich moved to table with Mike Kuban seconding the motion. All were in favor, so moved.**

e. **RFP for Audit or Compilation-**Karen reported she had spoken with Mr. Robert Giroux of the Vermont Municipal Bond Bank about what was needed for a Compilation in lieu of an Audit which would be less costly to the Town. A waiver of audit letter was drafted to send to the Vermont Municipal Bond Bank. **Joan Goodrich moved to petition the Vermont Municipal Bond Bank for a compilation instead of a town audit, with Karen to check on date of last audit if any, before sending letter. Mike Kuban seconded the motion. All were in favor, so moved.**

f. **FEMA-Eligibility Determination-**Karen reported the Town received correspondence from FEMA stating the Town did not qualify for the Hazard Mitigation Grant the State submitted on their behalf in 2014 for FEMA -4022-DR as the Town did not have a FEMA approved local Hazard Mitigation Plan in place. She reported the State of Vermont is in the process of appealing the decision. The State has 60 days to put an appeal in. **No action taken.**

g. **Library** - Karen reported the children’s librarian is looking for some storage space for their projects. Karen suggested letting them use the space under the stair in one of the dressing rooms. **The Board approved storage space for the Children’s Librarian under the steps in the dressing room on the right.**

10. Adjournment

Mike Kuban moved to adjourn at 8:25 pm with Joan Goodrich seconding the motion. All were in favor, so moved.