

Selectboard Meeting Minutes  
7.7.15

Attendees:

Joan Goodrich	Carol Olsen	Ruben Hook	Mike Button
Karen Lathrop	David Bradshaw	Rick Ackerman	Nolan LaFrancis
David Button			

**1. Additions & Deletions**

- 5.20.15 Bi-weekly Construction Minutes for approval under Approve Minutes
- Correspondence from Efficiency Vermont under Town Admin
- Town- School Agreement under Town Admin
- Authorization of representative for Project AR3-045 & RF3-230 under Town Admin
- Listers to become # 9 with adjournment # 10

**2. Approve Minutes**

- 6.30.15 meeting minutes- Tabled
- 5.20.15 Bi-Weekly Construction Minutes- Tabled

**3. Personnel - Executive Session-Personnel**

Mike Button moved and Joan Goodrich seconded to enter into executive session to discuss personnel at 6:37pm. All in favor, so moved.

Mike Button moved and Joan Goodrich seconded to exit executive session at 6:55 pm. Board requested proof of certification for work in a confined space or a waiver of certification from Nolan LaFrancis.

**4. Town Garage**

a. David Bradshaw, COTW for Town Garage , gave a brief update on the construction at the Town Garage. Under-slab work this week and concrete pour next week. All under-slab work must be completed this week including electrical service to the fuel pump ( see c ). Dave Bradshaw has concerns about the septic tank being too close to the surface and freezing. He suggested insulating it before it is buried. Material costs of around \$200.00. The Board had discussions with Ruggco Inc. and Dubois and King on tank depth and no need for insulation. Ruben Hook moved and Joan Goodrich moved to allow John Calamaio to cover the septic tank with insulation for the cost of the insulation and the Board would take it up with Dubois and King later. All were in favor, so moved.

**b. Color Choices –Tabled till next meeting.**

**c. Conduit Pricing- David Bradshaw and the Board reviewed the under-slab electrical work costs from American electrical. Cost with contractor percentage run around \$ 1,438 (to inside corner of building only) for power to fuel pump. Dave estimates another \$575.00 to run the extra 40 feet underground outside to where the fuel pump will be sited. As this was not an item in the signed contract, there is no PCO for it. Dave requested an allowance of \$2200.00 for fuel tank electrical service to be installed before the concrete is poured. Joan Goodrich**

**moved and Mike Button seconded to approve a maximum allowance of \$2200.00 to go towards the fuel tank power installation before the floor is poured. All in favor, so moved.**

**d. PCO #14 Underground Electrical Service to Existing Utility Pole**

**Board reviewed the PCO with Dave Bradshaw. This PCO is for the extra 100' of electrical service not in the contract at the time of the bidding, as the poles had not been moved to the road and there was one shown on the plans near the new garage site. Discussion around whether Contractor would absorb some of the costs for underground electrical as at a previous meeting on 5.20.15 Contractor stated they would pick up half the cost of the above ground electrical costs. This item to be brought up at next Bi-weekly Construction Meeting. Dave reports three conduits, 1 electrical, 1 telephone, 1 extra . Discussion on optional concrete encasement. Joan Goodrich moved and Ruben Hook move to approve PCO #14 in the amount of \$3,557.19 which does not include concrete encasement. All in favor, so moved.**

**5. Highway Department**

a. ATV –comments from Board – Weshire ATV club has requested the use of some class three and class four roads. Those being Beedle Road, Vershire Ctr Road and some of Jenkins Brook. The Board wanted to know if Rick Ackerman, Road Foreman, had been asked for his input. Town Administrator, stated she spoke with him briefly and he did not express a problem with it. The Board is in favor if it brings people into Town and it benefits the businesses. Snow machines already have trails and it benefits Town. The Board thought the Rec Field could be a start point if need be. Board tasked the Town Administrator to work on reaching out to resources for information on pros and cons other Towns have experienced with ATV vehicles, write a draft ordinance, research adoption measures and present to the Board findings at a future meeting. No action taken.

**6. Water Department**

a. Notification of Delinquency – Board discussed notification of enforcement for delinquent water and sewer bills being placed in the remarks section of the bill for the next quarterly billing in October, revisions of the delinquent notices and guidelines for Jane Cushman for delinquent accounts. Carol Olsen and Joan Goodrich to go over guidelines with Jane Cushman. No action taken.

**7. Approve Orders**

Board reviewed orders. Joan Goodrich move and Ruben Hook seconded to approve the Selectboard Orders. All in favor, so moved.

**8. Town Administrator Report**

a. Employment Ads – Karen went over costs of advertisements and gave information about online advertising. Board suggested using “the classifieds” and wcax for more coverage. Board would like to hold off on online coverage and see who applies with the advertising we have.  
b. State Education Tax Rates – Non-Residential Tax Rate \$ 1.535 Homestead \$ 1.5825.  
c. Recycling – Collection Barrels are out, decals still on order. Highway crew not to sort.  
d. Bridge feedback – State sent corrected local bypass info –Selectboard tasked Town Administrator to contact Ms. Fitch and share with them Beacon Hill is not a viable option.  
e. Federal Surplus Property Program Application –Tabled  
f. Drug & Alcohol Policy – In the process of writing it. It will become an appendice to the Personnel Policy being revised

- g. Town of Chelsea/Chelsea Public School Agreement- This is an annual agreement between Town and School for school to use Town Hall as off-site evacuation area. Mike Button moved and Joan Goodrich seconded signing the agreement with the Chelsea Public School for the use of the Town Hall for off-site evacuation area. All in favor, so moved.
- h. Authorized Representative for Project AR3-046-1 & RF3-230. The State requires an authorized representative named for information purposes for these projects. Mike Button moved and Joan Goodrich seconded to authorize Karen Lathrop, Town Administrator, to be the authorized representative to the State. All in favor, so moved.

9. Listers

Joan Goodrich is concerned about public documents not being available as needed as the Lister's do not hold regular hours. The Town Clerk explained she only has print ability to the Property Records Card, which is the top card, but not to other sections of the Grand List. She has read only ability. The Clerk will ask the Lister's if this can be remedied or a paper copy be made available for the public to look at. No action taken.

9. Adjournment

Joan Goodrich moved and Ruben Hook seconded to adjourn at 9:15 pm. All in favor, so moved.