

Selectboard Meeting Minutes

August 8, 2017

Selectboard Members Present: Joan Goodrich (Chair), Susan Elder, Greg Kotyk, Ruben Hook

Other Town Officials Present: Maggie Kerrin (Town Administrator), Rick Ackerman (Road Foreman), Dickson Corbett (Planning Commission, Chair), Linda Kuban (Health Officer)

Others Present: Chase Ackerman

The meeting was called to order by Joan Goodrich at 6:30 pm.

There were no public comments and no conflict of interest disclosures.

Changes to the Agenda:

Add: Tax Rate – Revisited

CPM Bridge 9 and 11 Site Visit

VT Alert Presentation-Randall Bronson, VEM

Stop Sign on Upper Village and Washington Turnpike Road

Zoning Bylaw – Revisited

Approve Minutes of July 11, 2017

Motion by Susan Elder, second by Ruben Hook, to approve the minutes of July 25, 2017 as presented for the Old Town Garage Meeting and for the regular Selectboard Meeting. All were in favor, so moved.

First Branch Ambulance (FBA) Contract

The Board discussed the proposed FBA contract with Linda Kuban. The specific concern was would FBA still be taking on the fees charged by FBA that were in excess of resident's insurance coverage. Linda explained to the Board that Medicare and Medicaid law requires that FBA "use due diligence" in attempting to collect on outstanding accounts. Linda stated that FBA will attempt to collect excess fees, but does not send to collections if/when unpaid.

Motion by Susan Elder, second by Greg Kotyk, to sign the 2017-2018 ambulance contract between the Town of Chelsea and First Branch Ambulance. All were in favor, so moved.

Maggie will meet with Linda and Karen for signature and notary, and will get signed copy to Linda.

Mini Cell Phone Tower

The Board reviewed the updated information from Maggie, per Tyler Hermanson, GIS Specialist, Vermont Enhanced 9-1-1 Board. Tyler's information stated that the Town has the authority to name Town Roads; no other entity can do that. He explained that the Town also holds liability for any negative occurrences resulting from not naming roads correctly when brought to the Selectboard's attention.

Motion by Susan Elder, second by Greg Kotyk, to respond to Tyler Hermanson from the State and suggest that after consulting with emergency services the Selectboard would much rather see a combined effort between the State and Town and Chelsea Emergency Services in tackling the wider issue of many wrongly numbers streets in Town. All were in favor, so moved.

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Maggie will draft a letter to Tyler stating the same.

DRB Interview/Appointment

Tabled until the August 22, 2017 Selectboard Meeting.

Zoning Bylaw – Revisited

Dickson Corbett addressed the Board regarding the draft Zoning Bylaw. Specific sections discussed were page 7, section 2.4 (Exemptions); pages 13-18 (Village District, Rural Residential District, Industrial District, and Mixed Use Development District); and page 20, section 4.2 (Home Industry). The Board thanked Dickson for his work on this project and for taking the time to clarify.

Water/Wastewater

Delinquency/Disconnection Notices

The Board discussed the current water/sewer delinquent list (total delinquent amount to date of \$26,819.62). They also reviewed a delinquency/disconnection letter drafted to be completed and mailed on August 14th if approved by the Board. Joan asked Maggie to get the draft letter from Jane regarding payment agreements for overdue accounts. This letter gives delinquent water/sewer customers an opportunity to agree to pay their delinquent amount in equal payments over a 12 month period as long as they stay current on their new bills when received. The Board agreed to send letters for all delinquent accounts on Monday, August 14th.

Chelsea Water System Sanitary Survey – August 15th at 11AM

Maggie explained that the Dana Nagy from VT Agency of Natural Resources, Department of Environmental Conservation, Drinking Water and Groundwater Protection Division would be coming to Chelsea and meeting with Nolan to complete the Chelsea Water System Sanitary Survey on August 15th at 11AM.

Transfer Station

Joan opened a bid from Jim Coffey, The American Electrical Contracting Company that would address electrical needs at the Transfer Station. Total quote for all electrical work included is \$3517.00. An additional \$355.00 would be charged for addition of a 1' conduit from the existing shack to the new shack with underground phone wire, connected to existing phone line (if it exists) to a jack in the new shack. Joan anticipates that the highway crew would dig trenches for the pipe for phone and electricity and fill after piping is down.

Motion by Greg Kotyk, second by Susan Elder, to contract with Jim Coffey, The American Electrical Company, based on the entire estimated dated July 27, 2017 regarding repairs to the Transfer Station building. All were in favor, so moved.

Maggie reminded the Board that there will be a Special Collection at the Transfer Station on September 7th from 5-7PM. She has contacted the waste management district to request posters that can be hung referencing materials to be collected on that date.

Stop Sign at Upper Village Road and Washington Turnpike

Greg mentioned concern about the visual of a stop sign at Upper Village Road and Washington Turnpike. He stated this was a potential road safety issue. Maggie will ask Rick to check on this.

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Tree Stumps in the Common

Greg brought up concerns regarding the stumps that are in the North Common. The Board discussed their thought that these were supposed to be addressed by Pete Amber while he was doing tree work prior to the Flea Market. The Board asked Maggie to check with Mike Kuban to see if there had been a written estimate/agreement prior to the work being done, and if so, were these stumps included in that estimate/agreement. The Board also discussed concern about a big Maple tree on the Common. Maggie will follow up with Mike and Jane regarding estimates, invoices and/or payments made. Maggie suggested this is a good time to consider bid policies and purchase policies.

Tax Rate – Revisited

The Board reviewed recent information received from Jane Cushman, Treasurer regarding a decrease in both the Hold Harmless dollar amount being received from the State and the reduction in the Grand List. Based on this information the Board determined to reset the Tax Rate at 0.6773.

Motion by Susan Elder, second by Greg Kotyk, to set the 2017 Tax Rate as presented, and to amend the figure to 0.6773. All were in favor, so moved.

Town Administrator/Report

Maggie discussed the current delinquent animal license list provided by Karen Lathrop, Town Clerk. With the adoption of a new dog ordinance, once in effect, this ordinance will allow ticketing for unlicensed dogs. Maggie suggested the Board have Karen send reminder notices to homes with unlicensed dogs, and to send a copy of the new dog ordinance with a request/reminder to dog owners to please license their dogs. The Board agreed. Maggie will ask Karen to please send letters and copies of the dog ordinance.

The Board reviewed the July 2017 report submitted by Vermont State Police reflecting the 11 activities/responses from the State Police during that month.

Maggie and Joan briefly discussed the meeting with Todd Sears from Vermont Emergency Management (VEM). Resulting from that meeting is an upcoming meeting with Randall Bronson (VEM) to meet with those listed on the Local Emergency Operation Plan (LEOP) for a presentation and demonstration of the Vermont Alert system. Tentative date/time is August 22nd at 5:30PM in the Town Hall.

Maggie talked with the Board about a request from Jeff McGuire/CPM to have the Selectboard and Rick Ackerman meet with them in the upcoming week to review the work done at Bridge's 9 and 11. Maggie will set that meeting for August 16th at 4PM and will warn appropriately so that all Board members can attend if they choose. She also reminded them of the Moxley Bridge Site Visit scheduled for 11AM that day. That meeting is also sufficiently warned so that all can attend if available.

Highway Department

Moxley Bridge Grant – RFP Review – Mandatory Site Visit – August 16th

Maggie informed that Board that the Request for Proposal (RFP) has been sent for publication and that the mandatory pre-bid site visit will occur on August 16th at 11AM.

FEMA - July Storm

Maggie informed the Board that she continues putting together numbers from Rick's timesheets and invoices regarding road work, hours, equipment, and materials needed for repairs to the roads from the

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July rain storm. Rick will continue to keep records of all ongoing storm related repair costs as they occur.

Chelsea- Grants in Aid Pilot Program – Award \$16,400/\$3,280 Match

Maggie shared with the Board the updated grant award information received from Rita Seto. The updated Grant allocation to Chelsea is now \$16,400 with a \$3,280 match. Rita will be working with Rick to determine potential projects for this grant.

Executive Session – Legal

Susan Elder moved to go into executive session at 9:05PM (Legal) after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Ruben Hook seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

Susan Elder moved to exit executive session at 9:10 PM. Ruben Hook seconded the motion. All were in favor, so moved.

No action taken.

Approve Orders

The Board reviewed and signed the orders. The Board also reviewed the budget to date, as presented. Discussion was held about which funds to consider committing before end of fiscal year.

Susan Elder moved to approve all orders. Greg Kotyk seconded the motion. All were in favor, so moved.

Adjourn

Ruben Hook moved to adjourn the meeting at 9:15PM. Greg Kotyk seconded the motion. All were in favor, so moved.