

# Selectboard Meeting Minutes

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April 18, 2017

Selectboard Members Present: Joan Goodrich (Chair), Michael Kuban (Vice Chair), Susan Elder, Greg Kotyk

Other Town Officials Present: Maggie Kerrin (Town Administrator), Tim McCormick (Zoning Administrator), Karen Lathrop (Town Clerk), Linda Kuban (Health Officer), Dave Farnham (Emergency Management Director)

Others Present: Jay Ratico

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

There were no disclosures of conflicts of interest.

## Changes, Additions, or Deletions

Add: Vendors

Transfer Station Annual Inspection

FEMA buyouts

Ambulance contract

## Public Comment

Jay Ratico asked the Board if they had reconsidered their decision regarding the Stitzel, Page, and Fletcher legal opinion of TH#60. Joan told Jay that the Board had reconsidered, had reviewed the legal opinion again, and still agreed with the attorney.

## Approve Minutes

Susan Elder moved to approve the minutes for April 4, 2017 as written. Mike Kuban seconded the motion. All were in favor, so moved.

## Animal Control/Dog Ordinance

The Board, Town Administrator, Town Clerk, and Health Officer reviewed a sample Dog Ordinance from Vermont League of Cities and Towns. The Town Administrator will work with the Health Officer, Animal Control Officer, and the Town Clerk to revise this ordinance to meet the needs of the Town. The Town Administrator will also work with Random Rescue to review samples agreements with her organization with the goal of creating a service agreement with the Town of Chelsea and Random Rescue in the near future.

## Ambulance Contract

Linda Kuban would like to initiate a contract with the Town of Chelsea for services received from First Branch Ambulance. She submitted a sample contract for review. No action was taken.

## Local Emergency Operations Plan (LEOP)

David Farnham presented a 2017 LEOP update to the Board for review and acceptance/signature. Mike Kuban signed it as Vice Chair of the Board. The Board requested that David be sure copies are distributed to the Selectboard members, the Fire Department, the Highway Foreman, and the Town Administrator.

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## Highway Department

The Board reviewed the Town Garage water analysis results received from Culligans. The Town Administrator will request a quote for a water softener system from them for the Town Garage.

The Board also asked the Town Administrator to follow up with the Road Foreman regarding signage for the bypass detours. The Board would like detour signage posted two weeks prior to Bridge 9 and 11 project start dates.

## Executive Session – Legal

Susan Elder moved to go into executive session at 7:30PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Mike Kuban seconded the motion. All were in favor so moved. The Town Administrator and Zoning Administrator were invited to stay.

Susan Elder moved to come out of executive session at 8:14PM. Mike Kuban seconded the motion. All were in favor, so moved. No action was taken.

## Planning Commission Vacancy

The Town Administrator advised the Board that there is another vacancy on the Planning Commission. The Town Administrator will post that vacancy, along with the CVSWMD vacancy, on Front Porch Forum.

## Revisit Water/Sewer Rates

The Board revisited the water/sewer rates. Mike Kuban moved to revise the water rate to \$81.50 per quarter and the sewer rate to \$120.75 per quarter. Susan Elder seconded the motion. All were in favor, so moved.

## Town Administrator Report

The Board reviewed the Town Administrator's report. The Town Administrator expressed concerns about the current effectiveness of the Town's technology.

Susan Elder moved that the Town hire Calkins Network to review the Town's computer network systems. Mike Kuban seconded the motion. All were in favor, so moved.

Susan Elder moved that we accept the contract to lease a copier with Canon Solutions for the Town Administrator/Town Treasurer's office. Mike Kuban seconded the motion. All were in favor, so moved.

The Town Administrator and Board discussed the handling of vendor requests. The Board will revisit the need for an ordinance to address such concerns. The Board asks that all vendor requests come to the Town Administrator and before the Board. The Board will be looking for business licensure and certificates of insurance naming the Town for such requests.

## Transfer Station

The Board discussed the DuBois and King annual inspection for the Transfer Station. Joan asked that the Town Administrator review the need to have it completed this year and to be sure that we haven't reached a 20 year exemption.

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### Executive Session – Personnel

Susan Elder moved to go into executive session at 9:17PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Mike Kuban seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

Susan Elder moved to come out of executive session at 9:52PM. Mike Kuban seconded the motion. All were in favor, so moved.

Susan Elder moved that the Town Administrator purchase a small refrigerator and microwave for the Town Administrator/Town Treasurer's office. Mike Kuban seconded the motion. All were in favor, so moved.

Susan Elder moved that the Town Administrator receive 2 weeks of vacation after her first year of employment per pre-hire negotiations. Mike Kuban seconded the motion. All were in favor, so moved.

Susan Elder moved to approve that the Town Administrator receive her IRA/match retroactive to her hire date of January 23, 2017 per pre-hire negotiations. Mike Kuban seconded the motion. All were in favor, so moved.

### Sign Orders

Mike Kuban moved to approve the orders. Susan Elder seconded the motion. All were in favor, so moved.

### Adjourn

Mike Kuban moved to adjourn the meeting at 9:58PM. Susan Elder seconded the motion. All were in favor, so moved.