

Selectboard Meeting Minutes

April 3, 2018

Selectboard Members Present: Michael Kuban (Chair), Susan Elder (Vice Chair), Cynthia Masterman

Other Town Officials Present: Maggie Kerrin (Town Administrator); Tim McCormick (Zoning Administrator), Rick Ackerman (Road Foreman)

Others Present: Kent Gilman, Bob Aicher, Zoe Aicher, Douglas Lyford

Michael Kuban called the meeting to order at 6:30PM.

Changes to the Agenda

Add: Bob Aicher – Chelsea Area Senior Center Event Request

Public Comments:

There were no public comments.

Conflicts of Interest Disclosure(s):

There were no conflict of interest disclosures.

Approve March 20, 2018 and March 23, 2018 Selectboard Meeting Minutes

The Board reviewed and accepted the amended Selectboard Meeting minutes for March 20, 2018, and approved minutes for the March 23, 2018 Selectboard Meeting Minutes

Susan Elder moved to approve the Selectboard Meeting minutes for March 23, 2018 as presented.

Cynthia Masterman seconded the motion. All were in favor, so moved.

Bob Aicher-Chelsea Area Senior Center Event

Bob requested approval for the placement of a porta-potty tucked along the exterior wall of the library for use during a Chelsea Area Senior Center event consisting of dinner, followed by a show, to occur on May 5th.

Cynthia Masterman moved to allow the installation of a single porta-potty, by the Chelsea Area Senior Center, for their event on May 5, 2018. The porta-potty shall be placed 1 day prior to this event, and removed on Monday, after the event. Susan Elder seconded the motion. All were in favor, so moved.

Notice of Vacancy - Selectboard

The Selectboard spoke with Douglas Lyford and Kent Gilman regarding the Selectboard position vacancy. Several other residents have also expressed interest in the vacant seat on the Selectboard. The Board determined to hold short interviews with interested parties at their next Selectboard meeting on April 17, 2018. Interviews will begin at 5:30 (10 minutes each). The regular Selectboard meeting agenda will begin at 6:30PM. Interested parties should contact either a Selectboard member or the Town Administrator to be added to the interview schedule prior to April 17th.

Executive Session – Legal

Susan Elder moved to go into executive session at 7:04PM to discuss the negotiating or securing of real estate purchase or lease options. Cynthia Masterman seconded the motion. All were in favor, so moved. The Town Administrator and Zoning Administrator were invited to stay.

Susan Elder moved to exit executive session at 7:30PM. Cynthia Masterman seconded the motion. All

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were in favor, so moved.

No action was taken.

Executive Session - Legal

Cynthia Masterman moved to find that premature general public knowledge regarding pending litigation, other legal matters, and the disclosure of confidential attorney-client communications between the Selectboard and the Town's Attorney, would clearly place the Town at a substantial disadvantage. Susan Elder seconded the motion. All were in favor, so moved. The Town Administrator and Zoning Administrator were invited to stay.

Cynthia Masterman moved to go into executive session at 7:32PM. Susan Elder seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to exit executive session at 8:22PM. Susan Elder seconded the motion. All were in favor, so moved.

No action was taken.

Animal Control Ordinance – Enforcement

The Board discussed the Town of Chelsea Ordinance Regulating Dogs and Wolf-Hybrids (dated 7/25/2017) and the manner in which it will be used to reinforce the need for proper dog licensing. The Town Clerk will provide the Selectboard with a list of unlicensed dogs by May 30th. The Board will designate a Selectboard member as animal control ordinance enforcement officer. The Selectboard Member/Enforcement Officer will be authorized to issue a municipal complaint form, resulting in civil penalties for violation of the ordinance.

Highway Department

2012 International – The Board reviewed expenditures for Calendar Year 2017 and 2018 January to date repairs for the 2012 International.

July 6, 2018 – Civic Day

Susan Elder discussed the upcoming Civic Day event scheduled for July 6th. She requested that North Common Street be blocked to through traffic during this event to ensure resident/participant safety.

Cynthia Masterman moved to block off North Common Street on July 6, 2018 from 3:00-6:30PM to be used for the Civic Day celebration. Michael Kuban seconded the motion. All were in favor, so moved.

Consideration of Premium Care Extended Service Plan for 2015 F350 Vehicle

The Board reviewed and approved the purchase of a Premium Care Extended Service Plan for the 2015 F350 Vehicle (8years/60,000 miles) for the cost of \$3,375.00.

Cynthia Masterman moved to purchase the extended warranty for \$3,375.00 to give us 8 years/60,000 miles extended warranty on the 2015 F350. Susan Elder seconded the motion. All were in favor, so moved.

Water/Wastewater

The Board reviewed delinquent water bill status and the water rate/unit/status report presented. They determined to have the units marked as inactive confirmed by the Water/Sewer Chief Operator prior to setting the new water/sewer rate. The Town Administrator will forward to the Chief Operator for review and feedback. The Board will revisit setting the new water/sewer rates at their meeting on April 17th.

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Transfer Station-Solid Waste Hauling Services RFP

The Board reviewed the Request for Proposal (RFP) for Solid Waste Hauling Services advertisement and full RFP.

Susan Elder moved to approve the Request for Proposal for Solid Waste Hauling Services advertisement as written for publication in next week's Our Herald. Cynthia Masterman seconded the motion. All were in favor, so moved.

Town Property Mowing Services RFP

The Board reviewed the Request for Proposal (RFP) for Town Property Mowing Services advertisement and full RFP.

Susan Elder moved to accept the Request for Proposal for Town Property Mowing Services advertisement as written for publication in next week's Our Herald. Cynthia Masterman seconded the motion. All were in favor, so moved.

VLCT Model Purchasing Policy Review

The Board reviewed the draft VLCT Model Purchasing Policy Review. The Town Administrator will forward a revised version to the department heads/appropriate staff for input/feedback and will bring the revised draft to the next Selectboard meeting scheduled for April 17, 2018.

Chelsea Web Mapping Site Discussion

The Board reviewed consideration of a possible web mapping site for the Town of Chelsea proposed by Peter Bergstrom. The Board determined to not participate in this mapping proposal at this time.

Executive Session – Personnel

Cynthia Masterman moved to enter Executive Session at 9:30PM to discuss personnel matters. Susan Elder seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to exit Executive Session at 10:17PM. Susan Elder seconded the motion. All were in favor, so moved.

The Selectboard reviewed the job listing for Assistant Chief Operator to be submitted for print in this next week's Our Herald.

Susan Elder moved to approve the ad for Assistant Chief Operator at the Chelsea Water Department. Cynthia Masterman seconded the motion. All were in favor, so moved.

The Selectboard and Town Administrator reviewed and signed the Town Administrator's revised job description.

Susan Elder moved to sign the revised job description for the Town Administrator. Cynthia Masterman seconded the motion. All were in favor, so moved.

Town Administrator Report

The Town Administrator shared the Certificate of Non-Redemption/Judgment and Decree of Foreclosure by Judicial Sale for the property at 96 East Randolph Road. She stated that Michael Kuban will be working with the Emergency Management Director to update the Local Emergency Operations Plan; due to be submitted to Two Rivers-Ottawaquechee Regional Commission by May 1, 2018. She also shared some news regarding two potential grant opportunities for Central Vermont Solid Waste Management

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District. An update was given on the efforts to move forward with the FEMA elevation projects. A summary was reviewed of a schedule bi-weekly meeting with the Town Clerk. In addition, Mascoma Bank confirmed processing of the requested bank changes; all changes should be completed by end of day Wednesday (April 4th), with copy of paperwork submitted to the Town Administrator once complete.

Approve Order

The Board reviewed and approved the orders.

Cynthia Masterman moved to sign the orders. Susan Elder seconded the motion. All were in favor, so moved.

Adjourn

Susan Elder moved to adjourn at 10:32PM. Cynthia Masterman seconded the motion. All were in favor, so moved.