

# Selectboard Meeting Minutes - Final

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**August 21, 2018**

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

**Other Town Officials Present:** Karen Lathrop (Town Clerk), Katherine Zachary (Selectboard Administrative Assistant)

**Others Present:** Carl Demrow

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**Call to Order:** Michael Kuban called the meeting to order at 6:32PM.

## **Changes to the Agenda**

There were no additions, changes to the Agenda

## **Public Comments:**

There were no public comments.

## **Conflicts of Interest Disclosure(s):**

There were no conflict of interest disclosures.

## **Approve August 7, 2018 Selectboard Meeting Minutes**

Greg Kotyk moved to approve the Selectboard Meeting minutes for August 7, 2018 as presented. Susan Elder seconded the motion. All were in favor, so moved.

## **Sign FEMA contract**

Contract signed  
FEMA appraisal tabled

## **Zoning Issue Baraw Hill Rd.**

Tim visited, made contact. Karen Lathrop cc'd Rick. Tabled.

## **Town Clerk**

Mark Whitney's number is not on the 911 list. Karen Lathrop described the locale around the Chelsea Line Rd. and possibility of having conforming 4 digit numbers. Chelsea is a non-standard town and does not have conforming numbers. Kathy Myers does not want her number changed. Mark Whitney has no opposition to having a larger number. Selectboard does not need to vote on assigning Mark a new number.

Susan Elder suggested that a "to-do" list be started in anticipation of Town Meeting. It would include 911 issue and warning posted for the use of cost-saving LED lights by the town.

Karen Lathrop discussed two (2) dog-bite(s) incidents involving the same dog(s). She contacted the Health Officer, Linda Kuban, and asked that the record(s) be released. Michael read two (2) letters (August 14 and August 20, 2018) from the Health Officer relating to the incidents. If involved residents return completed incident forms/complaints, the Selectboard will set the matter down for a hearing

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within 7 days of receiving same. Karen will provide questions and issues to be covered at the hearing. No official complaint received to date. Dog owners have been made aware of complaint.

## **Transfer Station**

The staging can be stored in town garage once it is bought and transported by Rick Ackerman ( Road Foreman) in the town truck. It could be bought with monies from the State account as there would be a lower cost. Approximate cost is between \$200 and \$600.

The Selectboard thanked Karen for taking on the duties and tasks of the Administrative Assistant for the last several months during the vacancy.

## **Water/Wastewater**

Michael Kuban signed the bill of sale for the generator.

Zeb, a new employee, started work yesterday.

Certain Water and sewer delinquencies have been paid.

## **Highway Department**

Michael Kuban received correspondence from Maryann Woods, audit specialist at VTrans, asking to review/audit town records for several projects. Meeting was to take place on August 15, 2018 but has now been moved to Thursday, August 30, 2018.

The repaving/shimming project at Beacon Hill and Upper Village Rd. has not begun.

## **Executive Session – Legal**

Susan Elder moved to go into executive session at 6:58PM to discuss two (2) requests for the payment of funeral expenses out of Roberts Poor Fund. Motion seconded. All were in favor, so moved. The Town Administrative Assistant was invited to stay.

Requests approved.

Susan Elder moved to exit executive session at 7:10PM. Motion seconded. All were in favor, so moved.

## **Approve Orders**

The Board reviewed and approved the orders. Motion made to sign the orders. Motion seconded. All were in favor, so moved.

The **Selectboard Administrative Assistant** ("SBAA") shared the brochures from VLCT for the upcoming Town Fair on October 4-6, 2018 and the budget training session on September 11, 2018. The Selectboard agreed that the SBAA attend both. The information will be given to Gayle Durkee, Town Treasurer, to send payment for the sessions.

Susan Elder stated there would be no designated voting town delegate at the VLCT Annual Business Meeting on October 3, 2018.

The SBAA also shared the latest correspondence from the Orange County Attorney's Office, dated July 16 and July 19, 2018, and August 13, 2018, relating to the road sign damage and petit larceny charges ~~filed.~~

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The SBAA will follow up with Attorney's Office as to the status of same and the diversion program referral.

The SBAA submitted an August 16, 2018 LOMR-FW Determination Document for Removal for 7 Creamery Road.

The SBAA submitted the "Town of Chelsea Road Erosion Inventory Report", dated August 1, 2018, prepared by TRORC and the "Control of Hazardous Energy During Vehicle Maintenance-Written Program and Procedures", updated May 2018.

The SBAA read a thank you note sent to the Selectboard by an applicant who was interviewed for town employment.

The SBAA submitted a July 12, 2018 thank you letter sent to Michael Kuban by TRORC for the annual dues payment.

The SBAA will advise the Selectboard of her weekly schedule.

The SBAA will follow up with IT as to the retrieval of office phone messages.

The SBAA also requested what should be done with the over-weight documents and Certificates of Liability Insurance found in her desk. She will match the two and then file them.

The SBAA advised the Selectboard that Karen Lathrop (Town Clerk) will show her how to post the Selectboard Minutes.

### **Adjourn**

Susan Elder moved to adjourn at 7:51PM. Motion seconded. All were in favor, so moved.