

# Selectboard Meeting Minutes

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December 19, 2017

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

Other Town Officials Present: Maggie Kerrin (Town Administrator), Tim McCormick (Zoning Administrator), Jane Cushman (Treasurer), Karen Lathrop (Town Clerk)

Others Present: Jason Goodrich

Joan Goodrich called the meeting to order at 6:30PM.

Changes to the Agenda

Add: Library Usage, Funds, and Insurance  
Sign Contract for Shoveling Services  
Office Space/Options  
Fund Balance Policy  
Historic Preservation Bids for Town Hall

Public Comments:

There were no public comments.

Conflicts of Interest Disclosure(s):

There were no conflict of interest disclosures.

Approve Minutes for November 30, 2017, December 5, 2017, and December 13, 2017

**Susan Elder moved to approve the Selectboard Meeting Minutes for November 30, 2017, December 5, 2017, and the non-meeting minutes for December 13, 2017. Greg Kotyk seconded the motion. All were in favor, so moved.**

2018 Budget Update/Review

The Board reviewed the highway section of the 2018 DRAFT budget as it pertains to State Aid for Highways, and also reviewed the overall 2018 DRAFT budget.

**Susan Elder moved to hire a professional accountant to look at the DRAFT budget in preparation of Town Meeting Day. Greg Kotyk seconded the motion. All were in favor, so moved.**

Executive Session - Legal

**Susan Elder moved to go into executive session at 7:31PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Michael 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 8:01PM. Michael Kuban seconded the motion. All were in favor, so moved.**

**Susan Elder moved to enter an appearance on behalf of the Town of Chelsea on the pending Environmental Court appeal for Travis Wilson. Greg Kotyk seconded the motion. All were in favor, so moved.**

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Susan Elder moved to file a motion to dismiss Travis Wilson's Development Review Board appeal due to the fact that the appeal was untimely filed. Michael Kuban seconded the motion. All were in favor, so moved.

Susan Elder moved to initiate legal action, regarding Tom Haluch, for an injunction for structures not legally placed in the Town Right of Way (ROW). Greg Kotyk seconded the motion. All were in favor, so moved.

Susan Elder moved to go to court to get an order to remove Tom Haluch's stone wall. Greg Kotyk seconded the motion. All were in favor, so moved.

## Transfer Station

### Green Lantern Development Solar Project Proposal

The Board reviewed materials from Green Lantern Group regarding the possibility of placing a solar site at the location of Chelsea's non-operating Landfill (DEC site#OG130). Green Lantern Group will be returning to the Board for further discussion in the near future. The Board wants to be sure that the Planning Commission and residents are aware of further presentations and discussions in advance. Notifications will be posted to warn upcoming meetings so that everyone can participate from the start of this project consideration.

## Library Funds/Usage/Insurance

The Town Administrator gave an update to the Board regarding her meeting with the Library Trustees on December 11<sup>th</sup>. The conversation included guidance from the Vermont League of Cities and Towns about how the library funds should be handled, current library usage, and how that usage could affect the Town's liability coverage.

## Town Office Space/Options

The Board discussed options regarding current Town Office space. The Town Administrator will be consulting with a Loss Control Consultant at Vermont League of Cities and Towns regarding some of the options stated and will give feedback to the Board at their January 2, 2018 Selectboard meeting.

## 2018 Orange County Sherriff Department Contract

The Board reviewed and signed the 2018 Orange County Sherriff Department contract.

**Michael Kuban moved to sign the 2018 Orange County Sherriff Department Contract, not to exceed \$12,500. Greg Kotyk seconded the motion. All were in favor, so moved.**

## Dog Ordinance/Enforcement

The Board reviewed the current Animal Control Ordinance (dated July 25, 2017) and also a summary report for all untagged dogs to date. The Board asked the Town Administrator to draft a letter to be sent to all owners of unlicensed dogs and to include a copy of the current Animal Control Ordinance with each mailing. The Board also asked that the Town Administrator contact Random Rescue to discuss contracting for assistance/boarding of dogs that are roaming at large, potentially vicious, or vicious dogs.

## Highway Department

Nothing to report.

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## Water/Wastewater

The Board discussed delinquent water/sewer payment agreement status. The Town Administrator reminded the Board that the next quarter water/sewer bills would be going out in January 2018.

## Sign Contract for Snow Shoveling Services

The Board reviewed and signed the snow shoveling contract for the 2017-2018 winter season.

**Michael Kuban moved to sign the shoveling contract for William Lyon. Ruben Hook seconded the motion. All were in favor, so moved.**

## Approve Orders

The Board reviewed, approved, and signed the orders.

**Michael Kuban moved to approve the orders. Greg Kotyk seconded the motion. All were in favor, so moved.**

## Errors and Omissions Certificate

The Board re-signed the Errors and Omissions Certificate.

**Michael Kuban moved to re-sign the Errors and Omissions Certificate. Greg Kotyk seconded the motion. All were in favor, so moved.**

## Town Hall Historic Preservation Grant – Bid Openings

The Board reviewed the one bid for the repair of the Town Hall Roof/Flashing from Hayward Slate & Copper, LLC. of Chelsea, Vermont, and the one bid from Randall Hoyt of Tunbridge, Vermont for the repair of the Town Hall Structural Piers (3). The Town Administrator will submit both bids, for review, to the Vermont Division for Historic Preservation, prior to the Town of Chelsea awarding the bid.

## Town of Chelsea Fund Balance Policy

The Board reviewed and approved the Town of Chelsea Fund Balance Policy.

**Susan Elder moved to adopt the Town of Chelsea Fund Balance Policy. Greg Kotyk seconded the motion. All were in favor, so moved.**

**Susan Elder moved to place the remaining balance at the end of this fiscal/calendar year from the Mitigation Settlement funds into the Town's Legal Fees fund as committed funds and to keep the remaining balance of Town Hall Repairs and Maintenance funds at end of this fiscal/calendar year as committed funds for Town Hall Repairs and Maintenance. Greg Kotyk seconded the motion. All were in favor, so moved.**

## Town Administrator Report

The Town Administrator informed the Board about the recent information received from the State of Vermont Department of Environmental Conservation and Two Rivers-Ottawaquechee Regional Commission regarding the Chelsea Pizza and Deli Property.

## Adjourn

**Michael Kuban moved to adjourn at 10:09PMPM. Ruben Hook seconded the motion. All were in favor, so moved.**

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