

# Selectboard Meeting Minutes

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March 20, 2018

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

Other Town Officials Present: Maggie Kerrin (Town Administrator); Gayle Durkee (Treasurer), Karen Lathrop (Town Clerk), Rick Ackerman (Road Foreman)

Others Present: Phillip Mulligan, Mark Richardson, Sherri Richardson

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

## Changes to the Agenda

Add: Treasurer's Salary

Phillip Mulligan – Wood pellet boiler for Town Hall/Regional Energy Committee Idea

Town Clerk Items

Water/Sewer Assistant Chief Operator Resignation

## Public Comments:

Susan Elder mentioned the July 6<sup>th</sup> Civic Day which will host demonstrations from many different Chelsea clubs and organizations.

## Conflicts of Interest Disclosure(s):

There were no conflict of interest disclosures.

Approve minutes for February 26, 2018, March 1, 2018, March 6, 2018, March 7, 2018 Selectboard Meeting Minutes

**Susan Elder moved to approve the Selectboard Meeting minutes for February 26, 2018, March 1, 2018, March 6, 2018, and March 7, 2018. Joan Goodrich seconded the motion. All were in favor, so moved.**

## Notice of Vacancy Discussion

The Board discussed the receipt of a Letter of Resignation from Jane Cushman as Town Treasurer, received on March 6, 2018. A Notice of Vacancy was posted within 10 days. The Board initially accepted this letter as resignation for both the Town Treasurer position and the Delinquent Tax Collector position. After further clarification, Jane has accepted the position of Delinquent Tax Collector. Gayle Durkee is now Town Treasurer until or unless a petition is received requesting a Special Town Meeting, or until the next Annual Town Meeting.

## Town Treasurer's Salary

The Board determined the new Town Treasurer's salary to be the amount budgeted for this calendar year minus what the past Treasurer has already received, with the remaining amount to be divided into equal payments throughout the remainder of the calendar year.

## Phillip Mulligan – Wood pellet boiler for Town Hall/Regional Energy Committee Idea

Phillip Mulligan talked with the Board about consideration of installing a pellet boiler to replace the 4 existing furnaces in the Town Hall. The Board will be having engineers/contractors come to inspect the building and give a full assessment of what is required to get the building in good order. Phillip asked if

# Selectboard Meeting Minutes

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he could be involved in future discussion when determinations are being made. He also talked with the Board about involving bordering communities in energy discussions in a more regional manner.

## Highway Department - Cemetery Street Plowing

The Board discussed a request from a resident on Cemetery Street regarding the Chelsea Road Foreman's request that she move her vehicles further off the roadway so as not to interfere with road plowing. The Board determined that sufficient snow will have to be cleared by the resident in order to allow proper parking of her vehicles off of the main road to allow snow to be cleared effectively. The Town Administrator will relay that information to the resident.

## 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 for input/feedback and will bring the revised draft to the next Selectboard meeting scheduled for April 3, 2018.

## Town Clerk Items

The Town Clerk referenced a document that had been removed from her office without her prior knowledge. There was much discussion about who should receive/review/sign forms that are received in the course of business, public records, and who has access to which offices. A key inventory was suggested. Joan stated that she had received positive feedback regarding the TULIP insurance coverage option for events that occur in the Town Hall.

## Town of Chelsea Highway Permits – Washington Electric Cooperative

The Board reviewed and signed the Town Highway Permits (2) for Washington Electric Cooperative to construct a 7200 volt of electric distribution line on Williamstown Road.

**Susan Elder moved to approve the Washington Electric Cooperative Town Highway Permits (2) for Williamstown Road in Chelsea, Vermont. Michael Kuban seconded the motion. All were in favor, so moved.**

## Water/Wastewater

The Board will be setting water rates at their next meeting on April 3, 2018. Delinquent water/sewer accounts were reviewed and previous payment agreements discussed. The Board accepted the resignation of Kent Gilman as Assistant Chief Operator for the Water/Wastewater System. Highway Foreman and/or road crew will be available to the Chief Operator as needed until a new hire has occurred.

**Michael Kuban moved to accept the resignation of Kent Gilman, Assistant Chief Operator for the Water/Wastewater Department, effective immediately. Susan Elder seconded the motion. All were in favor, so moved.**

**Susan Elder moved to have Maggie advertise this position. Michael Kuban seconded the motion. All were in favor, so moved.**

## Transfer Station

The Board discussed getting a safety vest for the Transfer Station Attendant and also working with the highway crew to determine what road signs would be best to post above and below the Transfer Station entrance to slow traffic. Discussion also included re-visiting the "green bag" purchase for trash or the possibility of getting stickers made that could be applied to bagged trash brought to the transfer station. The Board will be certain to give a 2-3 month notice prior to any changes being made regarding payment

# Selectboard Meeting Minutes

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at the Transfer Station.

Development Review Board Rules of Procedure/Conflict of Interest Policy

The Board approved the amended Development Review Board Rules of Procedure/Conflict of Interest Policy. They also appointed Carol Olson as the 5<sup>th</sup> DRB Board member.

**Susan Elder moved to approve the Development Review Board Policy amended March 20, 2018 as presented. Michael Kuban seconded the motion. All were in favor, so moved.**

**Susan Elder moved to appoint Carol Olson as the 5<sup>th</sup> Development Review Board member. Cynthia Masterman seconded the motion. All were in favor, so moved.**

The Board also discussed the need to appoint members to the Recreation Committee in the future.

Town Administrator Report

Zoning Administrator Computer – The Board reviewed and approved the estimate and purchase of a laptop computer from Calkins Networks, LLC for the Zoning Administrator.

**Michael Kuban moved to approve the proposal from Calkins Networks for \$1390.00 for Tim McCormick's laptop. Cynthia Masterman seconded the motion. All were in favor, so moved.**

Letter to Mascoma Bank

The Board reviewed the letter to Mascoma bank regarding changes to account access.

**Susan Elder moved to approve Maggie Kerrin as second signatory on the town bank accounts in case of emergency or when the Town Treasurer is not available. Michael Kuban seconded the motion. All were in favor, so moved.**

Letter to Jennifer Doyle re: Elevation Buyout Project

The Board reviewed a letter to be sent to Jennifer Doyle regarding the FEMA elevation buyout project. A copy of this letter will also be forwarded to FEMA and Emergency Management in an attempt to move forward with this project.

Bridge 9 and Bridge 11 Completion and Acceptance Document

The Board reviewed the Completion and Acceptance document received from the State of Vermont regarding Bridges 9 and 11.

Annual Landfill Inspection Report

The Board reviewed the annual inspection report for the closed Chelsea landfill. The Town Administrator will work with the Road Foreman to determine what work can be completed by them, and will determine if vendors/contractors will be needed beyond that to accommodate the needs included in the report.

Brookfield Services

The Board reviewed and approved the contract for a generator for the Water/Wastewater Plant after revisions regarding freight and taxes are made.

**Susan Elder moved to have Maggie Kerrin sign the Brookfield Service contract after revisions discussed. Michael Kuban seconded the motion. All were in favor, so moved.**

2018 CVSWMD Paint/Battery/Bulb/Electronics Collections Event

The Board reviewed and approved the special collections notice from CVSWMD, which was signed by

# Selectboard Meeting Minutes

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Joan Goodrich. The Town Administrator will submit to Mike Peabody, Program Coordinator, CVSWMD. **Susan Elder moved to sign the acceptance notice from CVSWMD. Michael Kuban seconded the motion. All were in favor, so moved.**

## 2018 Budget to Date

The Board reviewed the budget to date as presented by the Town Treasurer. Request was made to include a date in future and also to add a percentage column.

## Job Descriptions

The Board reviewed and approved the updated Town Administrator job description with one correction to be made, and a revised document presented to the Selectboard at their April 3, 2018 Selectboard meeting with a page included for Board/Employee signatures.

**Susan Elder moved to approve the Town Administrator job description with one correction to be made under Specific Duties and Responsibilities. Cynthia Masterman seconded the motion. All were in favor, so moved.**

## Sheehey, Furlong & Behm

The Board discussed the notice from Sheehey, Furlong & Behm referencing fulfillment of Vermont Electric Power Company and Vermont Transco LLC's pre-operation Certificate of Public Goods conditions with respect to the Chelsea Substation.

## Executive Session - Legal

Michael Kuban moved, at 9:14PM, to find that premature general public knowledge regarding pending litigation and other legal matters would clearly place the Town at a substantial disadvantage. Susan Elder seconded the motion. All were in favor, so moved. The Town Administrator was invited to stay.

Michael Kuban moved to enter into executive session at 9:15PM to discuss legal matters. Susan Elder seconded the motion. All were in favor, so moved.

Michael Kuban moved to exit Executive Session at 9:39PM. Susan Elder seconded the motion. All were in favor, so moved.

## Approve Order

**Susan Elder moved to sign the orders. Michael Kuban seconded the motion. All were in favor, so moved.**

## Adjourn

**Michael Kuban moved to adjourn at 9:55PM. Susan Elder seconded the motion. All were in favor, so moved.**