

# Selectboard Meeting Minutes

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May 15, 2018

Selectboard Members Present: Susan Elder (Vice Chair), Kent Gilman, Cynthia Masterman

Other Town Officials Present: Maggie Kerrin (Town Administrator), Karen Lathrop (Town Clerk)

Others Present: None

Susan Elder called the meeting to order at 6:50PM.

## Changes to the Agenda

Add: May 8, 2018 Selectboard Special Meeting Minutes  
Accura Printing Agreement  
Bank Signer  
Vermont 110 Quick Stop Inc. Liquor License  
Efficiency Vermont Incentive Agreement

## Public Comments:

There were no public comments and no conflict of interest disclosures.

Approve May 1, 2018 Selectboard Meeting Minutes, May 4, 2018 Special Selectboard Meeting Minutes, and May 8 Selectboard Special Meeting Minutes

**Cynthia Masterman moved to approve the Selectboard Meeting minutes for May 1, 2018, May 4, 2018, and May 8, 2018 as presented. Kent Gilman seconded the motion. All were in favor, so moved.**

## Vermont 110 Quick Stop, Inc. Liquor License

The Board reviewed and approved the Vermont 110 Quick Stop LLC Liquor licenses as presented.

**Kent Gilman moved to accept the liquor license for Vermont Route 110 Quick Stop, LLC.**

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

## Transfer Station

The Town Administrator advised the Board of the email received from Cathleen Gent (Chittenden Solid Waste Management District) outlining the requirement for accepting Leaf and Yard Waste at the Transfer Station. She also advised that the High Meadows Fund ends as of June 30, 2018. The Town will begin receiving/paying invoices after that date for food scrap removal. The Town Administrator also told the Board that Charles Johnston (DuBois and King) will be checking with Kasey Kathan (Solid Waste Management Program/VT Department of Environmental Conservation) to determine if testing for PFAS needs to be done at the landfill in Chelsea during the DuBois and King annual landfill inspection.

## Highway Department

The Town Administrator informed the Board of the need to assign a Board member as a FEMA representative with the ability to be input into and access the FEMA portal for business related to the July 2017 storm damage. The Town Administrator informed the Board that the Municipal Grants in Aid grant received last year has a construction deadline of June 30, 2018. This grant will cover work to be done on Brook Road. She also informed that Board that the Better Roads Grant received to cover a culvert inventory and road erosion is slated for Summer of 2018. She relayed to the Board that the Road Foreman informed that he recently order \$4000-\$4500 of chloride for the roads. Kent Gilman stated

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that Round 2 of the Municipal Grants in Aid have been announced. The Town will address this opportunity at the next Selectboard meeting scheduled for June 5, 2018.

**Cynthia Masterman moved to have Kent Gilman assigned to FEMA for the July 2017 storm damages. Susan Elder seconded the motion. All were in favor, so moved.**

### Water/Wastewater

The Town Administrator shared some NEMRC water billing documentation showing 0 consumption billing information. The Board acknowledged that some meters are turned off and that some meters are not working. The Board revisited past discussion about updating the meters. The Town Administrator will ask the Town Treasurer how much money is in the meter replacement fund.

**Cynthia Masterman moved to void Sarah McCullough's water bill for first quarter of 2018 and waive the \$75.00 shut off fee. Kent Gilman seconded the motion. All were in favor, so moved.**

### FEMA Buyout Award Update

The Town Administrator informed the Board that the FEMA Buyout project has finally been awarded; the Town is now awaiting an official agreement letter. She informed the Board that they will need to assign someone to oversee the FEMA Buyout projects.

**Kent Gilman moved to assign Cynthia Masterman as a Selectboard Representative to oversee the FEMA Buyout/Elevation projects. Susan Elder seconded the motion. All were in favor, so moved.**

### Chelsea Village Designation Renewal

The Board reviewed and approved the Chelsea Village Designation Renewal Packet as received by Christopher Damiani (Two Rivers-Ottawaquechee Regional Commission).

**Kent Gilman moved to approve the renewal application packet for Chelsea's Village Designation Renewal. Susan Elder seconded the motion. All were in favor, so moved.**

### Accura Printing Agreement

The Board reviewed a proposed agreement letter from Accura Printing to print the Town's Annual Reports for the same cost for the next two years (assuming all specs stay, within reason, the same).

**Cynthia Masterman moved to accept the offer from Accura Printing to print the Town Annual Reports at \$2.98 per book for the next two years. Kent Gilman seconded the motion. All were in favor, so moved.**

### Efficiency Vermont Incentive Agreement

The Board reviewed an Efficiency Vermont Incentive Agreement to cover the estimated costs of efficiency improvements resulting from the replacement of LED lighting for Town streetlights.

**Kent Gilman moved to approve the Efficiency Vermont Incentive Agreement Project #6012-DO69 for replacement of streetlights by Green Mountain Power. Cynthia Masterman seconded the motion. All were in favor, so moved.**

### Executive Session - Legal

**Kent Gilman 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.**

**Cynthia Masterman seconded the motion. All were in favor, so moved. The Town Administrator was invited to stay.**

**Kent Gilman moved to enter into executive session at 8:15PM after making a specific finding that**

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premature general public knowledge regarding pending litigation. Cynthia Masterman seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to exit executive session at 8:38PM. Kent Gilman seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to have Susan Elder sign the agreement between Tom Haluch and the Town of Chelsea after corrections and revisions have been made to Section 3. Kent Gilman seconded the motion. All were in favor, so moved.

### Town Administrator Report

The Town Administrator requested to be removed as signer from all bank accounts. She informed them that she had reached out to VLCT and hoped to place an ad for the open position at the Chelsea Water/Wastewater Department. She shared a request from Mark Blount regarding a request to put up a 50x70' tent for graduation. The Town Administrator requested a motion be made regarding the refusal of the State Historic Preservation Grant so that she could inform the state. She stated that Will Veve had contacted her regarding the solar project proposal for the landfill. The Board determined they would be doing more research before making a final determination regarding a solar project. She gave them an update on unlicensed dogs to date; only 5 remain unlicensed. The Town Clerk will give a final updated list to Greg Kotyk after May 30<sup>th</sup> for enforcement action per the Town of Chelsea Ordinance Regulating Dogs and Wolf Hybrids. She also shared the Town Library's request to have fees waived for a rental agreement to host a Library Benefit Concert on August 25, 2018.

Cynthia Masterman moved to have Maggie Kerrin removed from all accounts at Mascoma Bank. Kent Gilman seconded the motion. All were in favor, so moved.

Kent Gilman moved to give permission to Mark Blount to put up the tent on the South Common on June 7<sup>th</sup>, to have it in place for graduation on June 8<sup>th</sup> graduation, and to remove it on June 9<sup>th</sup>. Cynthia Masterman seconded the motion. All were in favor, so moved

Susan Elder moved to turn down the Historic Preservation Grant for the Town Hall work due to stringent state oversight. Kent Gilman seconded the motion. All were in favor, so moved.

Cynthia Masterman moved to waive rental agreement fees for the Town Hall for the Library Benefit Tour happening on August 25, 2018. Kent Gilman seconded the motion. All were in favor, so moved.

### Approve Order

The Board reviewed and approved the orders.

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

### Adjourn

Cynthia Masterman moved to adjourn at 9:12PM. Susan Elder seconded the motion. All were in favor, so moved.