

Selectboard Meeting Minutes

May 1, 2018

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

Other Town Officials Present: Maggie Kerrin (Town Administrator); Tim McCormick (Zoning Administrator), Rick Ackerman (Road Foreman); Nolan LaFrancis (Water/Wastewater Chief Operator), Snook Downing (Transfer Station Attendant), Karen Lathrop (Town Clerk); Gayle Durkee (Town Treasurer)

Others Present: Bob Frenier (State Representative), Jennie Martin (Chelsea Farmer's Market Manager), Kent Gilman

Michael Kuban called the meeting to order at 6:00PM.

Changes to the Agenda

Add: Request for Proposal for Mowing – Open Bids

Public Comments:

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

Approve April 17, 2018 Selectboard Meeting Minutes

The Board reviewed the April 17, 2018 Selectboard Meeting Minutes

Cynthia Masterman moved to approve the April 17, 2018 Selectboard Meeting minutes as written. Susan Elder seconded the motion. All were in favor, so moved.

Jennie Martin – Chelsea Farmer's Market Activities

Jennie shared her enthusiasm, as first year Farmer's Market Manager, for the upcoming Chelsea Farmer's Market season. The Farmer's Market will hold many Vermont grown and/or produced items. One new change will include a pop up café in the market. The Farmer's Market will begin on Friday, May 18, 2018. The traditional Farmer's Market banner will be hung from Friday to Sunday.

Listers – Budget Review

The Listers were unable to attend this meeting. The Board requested that the Town Administrator reach out and invite them to briefly attend the May 15, 2018 Selectboard Meeting. The Board also asked the Town Administrator to reset the Lister's email account to ensure that all emails go to all three Listers.

Campaigning at the Transfer Station/Policy

Bob Frenier, State Representative, addressed the Board regarding political campaigning at the Transfer Station. The Board referenced an email received from the Senior Staff Attorney at Vermont League of Cities and Towns, and also expressed their concern about town liability and public safety. The Chelsea Transfer Station is a small location, best suited to minimal distraction. The Board welcomed Mr. Frenier, and any other political candidate, to come visit Chelsea's village streets, knock on doors, meet the people that are Chelsea.

Selectboard Meeting Minutes

Town Clerk Items – Budget Review

The Town Clerk discussed her budget to date. She stated that she had hired Phyllis Hayward as her Assistant Town Clerk, and also will continue using Gayle Durkee as her assistant. She stated that she will need to use some of her Assistant Clerk funds to train Phyllis.

Town Treasurer – Budget Review

The Board reviewed the Town Treasurer's budget. The Town Administrator reminded them that the current Treasurer had only incurred detailed expenses since her start date of March 8, 2018.

Custodian Budget Review

There was no discussion regarding custodian budget to date.

Highway Department – Budget Review

The Board reviewed and discussed the Highway Department budget. The Town Administrator reminded them that this year we separated out many line items for the highway department using estimates of what we thought would be expended, per the advice of our accountant. These estimates were a base place to move from in future. Rick Ackerman (Road Foreman) stated that almost all federally compliant signs are now up. Salt and sand items were discussed, as well as the manner in which we currently account for fuel usage by the Fire and Ambulance Department. Michael Kuban suggested putting a clipboard at the pump to record usage. Rick stated that all vehicles are currently running well. He asked about purchases that require immediate action and how he would handle that per the new purchasing policy. The Board determined that he could contact the Town Administrator or a Board member to get approval in such circumstances.

Transfer Station-Budget Review/Yard and Leaf Collections/Grow Compost Invoices-Cost Review/ Updated Transfer Station Cost Sheet

The Board reviewed the Transfer Station budget. The Town Administrator stated that there would be some upcoming expenses for the Transfer Station, to include Grow Compost costs and also a potential fee for leaf and yard waste removal. Some discussion was also held regarding potential costs associated with any annual maintenance of the compactor. She also mentioned concern about any potential safety issues with staff cleaning the compactors. These expenditures will need to be included in the 2019 budget. Discussion was held regarding the best location for the leaf and yard waste to be stored onsite, as well as any costs or efforts from the Highway Department in removing it bi-annually or annually. Rick and Maggie will be doing a site visit to the Transfer Station to meet with staff from Central Vermont Solid Waste Management District to discuss set up for the leaf and yard waste. Snook stated that he may need an additional phone set at the Transfer Station. This request is not a budget concern. The Board also reviewed and approved the updated Transfer Station Cost List as presented.

Susan Elder moved to accept the new Transfer Station Cost List. Greg Kotyk seconded the motion. All were in favor, so moved.

Water/Wastewater- Budget Review – Rate Setting/Liens/Water Department Ordinance/Generator Contract/PFAS Water Sampling/Health Center Exemption/Assistant Operator Position

The Board reviewed the water/wastewater budget. There was some discussion about the status of the generator to be installed from Brook Field Services, as well as some discussion about the history of the Chelsea Health Center Exemption. The Board requested that the job opening for the Assistant Water/Wastewater Operator be published again; potentially in the Our Herald and/or Vermont League of Cities and Towns classified ads. The Board reviewed the Chelsea Water Department Ordinance and requested that the Chief Operator submit notification to the Treasurer when customers have their

Selectboard Meeting Minutes

water turned on and off; the Treasurer will mail invoices for the \$75.00 fee for each service, each time. The Board determined to revisit water rates each quarter. A notice will be submitted in future billings to inform consumers. The Board also discussed the manner in which a lien can be attached to a property due to delinquent water/sewer charges. The Town Administrator gave a brief summary of the water testing that will need to occur at the Chelsea Landfill. Ideally, this will be included in the DuBois and King annual inspection. The estimated cost for this initial test is \$300.00. Future testing and costs may occur dependent on results.

Local Emergency Operations Plan (LEOP)

The Board reviewed and approved Michael Kuban to sign the LEOP after changes mentioned were made.

Susan Elder moved to approve Michael Kuban signing the LEOP after changes mentioned were made. Cynthia Masterman seconded the motion. All were in favor, so moved.

DRB/Zoning Administrator Update – DRB Rules of Procedure/Staff/Zoning Bylaws/Discrepancies/Zoning Permit Fees

The Zoning Administrator requested changes be made to the DRB Rules of Procedure to include: location change to Chelsea Public Library; dates change to 1st and 3rd Wednesday of each month, and under Section V: Alternate Members, change “The Selectboard shall...” to “The Selectboard may...” Tim also discussed some changes he felt were needed to the Chelsea Zoning Bylaw, recently amended and approved in November 2017. The Board requested that he bring his concerns to the Planning Commission and ask that they initiate the process of making these updates/changes.

Susan Elder moved to accept the DRB Rules of Procedure and Conflict of Interest changes as noted. Greg Kotyk seconded the motion. All were in favor, so moved.

Executive Session – Legal – Not Needed

Executive Session - Personnel

Susan Elder moved to enter executive session (Personnel) at 9:31pm. Cynthia Masterman seconded the motion. All were in favor, so moved.

Susan Elder moved to exit executive session at 10:09pm. Cynthia Masterman seconded the motion. All were in favor, so moved.

Susan Elder moved to accept the resignation of Phyllis Hayward as custodian. Greg Kotyk seconded the motion. All were in favor, so moved.

Town Administrator Report

The Board reviewed the Town Administrator’s budget. The Town Administrator shared the Chelsea DRB Notice of Hearing for May 16, 2018. She gave an update on the status of the July storm flooding (FEMA); FEMA hopes to have all data input and some estimated reimbursement values back to the town by August. She reviewed notes from a meeting recently held with the Town Clerk, to include the suggestion of creating a trouble-shooting binder for residents/vendors who rent the Town Hall.

Approve Order

The Board reviewed and approved the orders.

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

Selectboard Meeting Minutes

RFP Mowing – Bid Opening

The Board reviewed the four bids that were provided for mowing services for the 2018 season. Bids submitted were from: Farnham Lawn Care, Eli's Odd Jobs, Jerf's Lawn Care & Tent Rental, and Green Mountain Mowing LLC.

Susan Elder moved to hire Farnham Lawn Care for the 2018 mowing season. Greg Kotyk seconded the motion. All were in favor, so moved.

Selectboard Appointment

The Board discussed the open seat on the Selectboard.

Cynthia Masterman moved to offer the appointment for Selectboard for the remaining one year term to Kent Gilman. Greg Kotyk seconded the motion.

Adjourn

Susan Elder moved to adjourn at 10:30PM. Cynthia Masterman seconded the motion. All were in favor, so moved.