

# Selectboard Meeting Minutes

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May 2, 2017

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

Other Town Officials Present: Maggie Kerrin (Town Administrator), Tim McCormick (Zoning Administrator), Rick Ackerman (Road Foreman) Nolan LaFrancis, (Water/Wastewater Operator) Snook Downing (Transfer Station Attendant), Frank Keene (Cemetery Commission, Chair)

Others Present: Brian Hayward

The meeting was brought to order by Joan Goodrich at 6:30 pm.

There were no disclosures of conflicts of interest.

Changes, Additions, or Deletions

Add: DuBois and King Annual Landfill Inspection Proposal  
Transfer Station Tickets  
Transfer Station Building Progress

Public Comment

Frank Keene attended the meeting to discuss his difficulty finding someone to mow the Town cemeteries. He expressed to the Board that funds were available, but wanted to discuss potential options and was seeking input regarding hiring mowers for the season. Frank will collaborate with the Town Administrator next year to post mowing Request for Proposals (RFPs) jointly.

Brian Hayward attended as representative from the Masons. They would like to donate a Gazebo to the Town, much like the one that use to be on the Common. The Board asked that he come back to the next meeting with more information to include: size of gazebo, upkeep, location, a sketch, purpose, signage, and thoughts regarding a policy or ordinance for use. Brian stated the he will attempt to put that information together and bring it back to the Board for further discussion and consideration.

Approve Minutes from April 18, 2017 Selectboard Meeting and April 24, 2017 Special Selectboard Meeting

Approval of minutes was tabled until next Selectboard meeting.

Chelsea Farmer's Market - New Manager Introduction/Discussion

The new Farmer's Market Manager was unable to attend the meeting. Discussion was tabled.

Water/Wastewater

The Town Administrator discussed her outreach to Ashley Lucht, DWSRF Project Manager, regarding a potential water system upgrade. Ashley had previously been called in regarding water leaks. Nolan informed the Board that only a handful of meters (10 or 12) aren't currently working. He said that rebuilt ones can be purchased inexpensively. He stated that the system works better if all meters are the same. The Board decided against having Ashley come in for review of the system at this time.

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## Transfer Station

The Town Administrator and Transfer Station Attendant felt that Green-Up Day preparations were in order. The new building installed at the Transfer Station still requires insulation, electrical work, and batten boards added to the building. The Town Administrator shared Tunbridge's method of using tickets for use at the transfer station versus cash. The Board requested that some research be done regarding decals that can be placed in resident/non-resident vehicles. The Board discussed fees currently being charged. They requested the Town Administrator get a current price list for review at the next meeting. The Board also reviewed the DuBois and King proposal for a landfill inspection in May. Local business owners will be invited to the next Selectboard meeting to discuss the mandatory food scraps recycling for businesses effective July 1, 2017.

Ruben Hook made a motion to increase the price for car tires (currently \$2.50) to \$3.00 effective May 5, 2017. Susan Elder seconded the motion. All were in favor, so moved.

Susan Elder made a motion to increase the price for truck tires (currently \$8.00) to \$10.00 starting on May 5, 2017.

Susan Elder made a motion to approve the proposal from DuBois and King, dated April 14, 2017, for \$1100.00 and acceptance of their included report. Greg Kotyk seconded the motion. All were in favor, so moved.

Joan Goodrich signed the DuBois and King proposal for the 2017 landfill inspection.

## Highway Department

The Board reviewed quotes received for a water softener system at the Town Garage.

Susan Elder made a motion to go with Culligan for their quote on the water softener system for the Town Highway Garage. Greg Kotyk seconded the motion. All were in favor, so moved.

The Board discussed the Bypass Grant monies received for the upcoming Bridge 9 and Bridge 11 projects; these monies are to maintain roads while the detours are going on. Unused monies do not need to be returned to the State; there is no reimbursement process needed. The Board discussed the need to order detour signage and to make sure signs are installed in advance of the project. They also recommended ordering a few extra signs in case they are needed during the project. The Board discussed the Bridge Project Pre-Closure meeting scheduled for May 16<sup>th</sup> at 5:30pm in the Town Hall, prior to the next Selectboard meeting. The Town Clerk was concerned about ability to exit Creamery Road when the Bridge 9 project is occurring. The State assures the Town Administrator that everyone will be able to exit turning right out of Creamery Road.

## Calkins Network-Technology Upgrade Recommendations

The Board reviewed the estimate from Calkins Network to upgrade the Town's technology. The Board tabled discussion after review and asked the Town Administrator to bring a year to date budget with percentages included to the next meeting to determine availability of funds.

## Animal Control/Dog Ordinance

The Town Administrator told the Board that she had begun reworking the Model Dog Ordinance from Vermont League of Cities and Towns. She will be meeting with the Town Clerk, Animal Control Officer, and Health Officer once a first draft is complete, and hopes to have a draft ready for the Board at the

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next meeting. The Board asked that she review the Animal Control Officer's job description and that she speak with the current Animal Control Officer to ask what skills will be needed for a new Animal Control Officer. They also asked that the Town Administrator follow up with Random Rescue regarding a potential contract for services.

### Efficiency Vermont/Green Mountain Power Street Lights-Change to LED

The Board reviewed the information from Paul Markowitz, Community Energy Program Manager from Efficiency Vermont regarding changing to LED lighting for Chelsea streetlights. The Board asked the Town Administrator to follow up with Paul to make sure there was no obligation or costs associated with signing the initial memorandum of agreement. Discussion was tabled until the next meeting.

### Vehicles Parked on North Common

The Board discussed concern about the parking of some vehicles on the North Common. The Board requested that the Zoning Administrator forward some previous correspondence sent regarding similar concerns to the Town Administrator for review. The Town Administrator will prepare a letter to be sent addressing the concerns.

### Mowing Service Bids for 2017

Susan Elder moved to go into executive session at 8:42PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Ruben Hook seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

Susan Elder moved to come out of executive session at 8:46PM. Greg Kotyk seconded the motion. All were in favor, so moved.

Susan Elder moved to hire Brian Farnham, Farnham Lawn Care, for lawn care for this summer. Ruben Hook seconded the motion. All were in favor, so moved.

### Executive Session – Legal

Susan Elder moved to go into executive session at 8:47PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Ruben Hook seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

Susan Elder moved to come out of executive session 9:10PM. Ruben Hook seconded the motion. All were in favor, so moved.

Susan Elder moved to accept the counter offer made by Attorney Nate Stearns but funds need to be deposited by May 5, 2017. Ruben Hook seconded the motion. All were in favor, so moved.

### Executive Session - Personnel

Susan Elder moved to go into executive session at 9:11PM after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Mike Kuban seconded the motion. All were in favor so moved. The Town Administrator was invited to stay.

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Susan Elder moved to come out of executive session 9:42PM. Ruben Hook seconded the motion. All were in favor, so moved. No action was taken.

### Town Administrator Report

Nothing further at this time.

### Approve Orders

Susan Elder moved to approve the orders. Ruben Hook seconded the motion. All were in favor, so moved.

### Adjourn

Susan Elder moved to adjourn the meeting at 9:47PM. Greg Kotyk seconded the motion. All were in favor, so moved.