

Selectboard Meeting Minutes

May 23, 2017

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

Other Town Officials Present: Maggie Kerrin (Town Administrator), Tim McCormick (Zoning Administrator), Rick Ackerman (Road Foreman), Brian Lamson (Road Crew), Nolan LaFrancis, (Water/Wastewater Chief Operator), Kent Gilman (Water/Wastewater Assistant Operator), Snook Downing (Transfer Station Attendant), Frank Keene (Cemetery Commission, Chair), Karen Lathrop (Town Clerk), Phyllis Hayward (Lister/Staff), Linda Kuban (Health Officer)

Others Present: Linda Ingold (Safeline Executive Director), Allen Flint, Dennis Boardman

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

There were no public comment and no disclosures of conflicts of interest.

Changes, Additions, or Deletions

Add: Landfill Inspection Discussion

Girl Scout's Request to Hang Painting in Town Hall

Approve Minutes from April 18, 2017 Selectboard Meeting, April 24, 2017 Special Selectboard Meeting, May 2, 2017 Selectboard Meeting, and May 16, 2017 State Bridge Pre-Closure and Selectboard Meeting Minutes

Susan Elder made a motion to approve the April 18, April 24, and May 2, 2017 Selectboard Meeting Minutes. Joan Goodrich seconded the motion. All were in favor, so moved.

Ruben Hook made a motion to approve the May 16, 2017 State Bridge Pre-Closure Meeting and Selectboard Meeting Minutes. Joan Goodrich seconded the motion. All were in favor, so moved.

PILOT Discussion for Safeline – Linda Ingold/Executive Director

Linda Ingold, Executive Director for Safeline attended the meeting to state that her organization wanted to be good citizens and pay their fair share of monies to the Town of Chelsea to cover Fire and Rescue and other services that benefit them. Maggie explained that the correct term would not be PILOT, but rather a gift to the Town. Per Carl Andeer, staff attorney at Vermont League of Cities and Towns (VLCT), PILOT are reimbursements to towns for state-owned properties that are exempt from municipal property taxes. PILOT does not pertain to non-profits. Maggie will work with Linda to come up with a written agreement that expresses Safeline's intent regarding such a gift to the Town.

Cemetery Grave Stones/Maintenance/Upkeep

Allen Flint and Dennis Boardman attended the meeting to express their concerns about cemetery grave stones that are down. Allen asked the Board if the Selectboard could give monies to care for the old cemeteries. Joan Goodrich told him that there are currently not monies specifically designated for that, but that the interest from the cemetery perpetual care funds could be used. Frank Keene, Cemetery Commissioner told Allen and the Board that he had been working on these old cemetery stones and had found a technique that seemed to be working to repair the headstones. Frank is trying to get all the headstones repaired by Memorial Day. Joan asked Allen and Frank to work together to come up with an estimate of costs needed to repair the stones.

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Kent Gilman – Transportation Advisory Committee (TAC) Update

Kent Gilman gave the Board an update regarding TAC. Of primary interest was notice that Jacqueline Dagesse, VTRANS Public Information Outreach Coordinator, would be providing weekly updates on the Bridge Construction for Bridges 9 and 11. Kent asked that these updates be provided every 2-3 days. Kent also updated the Board on the Royalton/Thetford Park and Ride Projects, VTRANS Bike Ped Grants, and the 2017 Better Roads Grants recently awarded to Towns.

Review Personnel Job Descriptions

The Board reviewed job descriptions with staff in an attempt to update them and reflect what current staff duties are to be included in the revisions. Maggie will begin updating the job descriptions in collaboration with staff members. Maggie will contact VTRANS and VLCT to determine what trainings are required for highway, water/wastewater, and transfer station staff to be sure that is included in the job description. Once complete, the updated job descriptions will be brought back to the Board for approval. The Board also discussed the need to update some technology so that all staff will have access to email.

Highway Department – Bridge Construction/Detour Signage/Preparation Update

Rick Ackerman, Road Foreman, assured the Board that the highway crew is on track and prepared for the upcoming Bridge 9 and 11 reconstruction projects.

Water/Wastewater

Nolan LaFrancis, Chief Operator for the Chelsea Water/Wastewater system, talked with the Board about the upcoming electronic discharge monitoring reports that are scheduled to begin on June 15th. Maggie will set up the system, adding Nolan as the signature authority confirming accuracy of data included in the reports. Joan and Maggie will be attending training on May 31st regarding the new electronic reporting system. Some reporting will still be mailed to the State. Maggie will work with Nolan to troubleshoot any concerns and ensure that reports are completed timely.

Municipalpay/Cash Free Office

Maggie shared information with the Board regarding Municipalpay. MuniPay is an online service that allows municipalities to accept payments in person, by phone, by mail, or online. A small service fee is associated with this service. Discussion was tabled, no action taken.

Transfer Station

The Board reviewed the revised fees list for the Transfer Station. Further changes included increasing the cost for freezers and refrigerators from \$10.00 to \$15.00, and to increase the cost for air conditioners from \$5.00 to \$7.00. The Board also discussed the upcoming visit of staff from Central Vermont Solid Waste Management District (CVSWMD) to Chelsea on June 6th at 5:30PM. CVSWMD staff will be coming to speak with residents and business owners about the food scraps recycling mandate to become effective July 1, 2017. Maggie will contact local businesses that generate food waste to inform them of the upcoming meeting. The Board also discussed the upcoming landfill inspection scheduled for May 31, 2017 at 2PM.

Animal Control/Dog Ordinance

Maggie presented the first draft of the revised Dog Ordinance to the Board. The Board discussed aspects such as whether to regulate dog bites on, as well as off owner property, the process for distributing dog bite complaint forms to the Board and Town Administrator, the state mandated dog

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census, and the overall concern of ensuring public safety. Maggie will continue editing the draft and bring back to the Board for approval.

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

The Board approved signing the Memorandum of Agreement between Efficiency Vermont and the Town of Chelsea. This agreement is the first step in a collaborative effort between the Town, Efficiency Vermont, and Green Mountain Power, to change our current street lighting for LED lighting.

Susan Elder made a motion to approve signing the Memorandum of Agreement between Efficiency Vermont and the Town of Chelsea concerning converting to LED street lighting. Michael Kuban seconded the motion. All were in favor, so moved.

Girl Scout Brownie Request to Hang Community Painting in the Town Hall

The Board reviewed the request from the Girl Scouts to hang a current painting done at Community Day to be hung in the Town Hall. Discussion was tabled to next meeting.

Executive Session – Legal

Susan Elder moved to go into executive session at 9:00PM 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 was invited to stay.

Susan Elder moved to come out of executive session 9:15PM. Michael Kuban seconded the motion. All were in favor, so moved.

Susan Elder made a motion to allot \$18,750 from the Town's recent legal settlement agreement as follows: \$10,000 returned to the legal fees account, \$3,500 towards upgrading the Town computer systems, and the remainder to be determined when we have more information about committed funds. Michael Kuban seconded the motion. All were in favor, so moved.

Maggie will follow up with Sullivan Powers and Company regarding establishing committed funds.

Executive Session - Personnel

Not needed

Town Administrator Report

Maggie asked the Board to consider a meeting with State/FEMA representatives and affected residents regarding the FEMA buyouts from Hurricane Irene. The Board approved setting up a meeting for June 20, 2017 at 5:30PM. Maggie will coordinate with State/FEMA representatives and contact affected residents to let them know about the upcoming meeting. Maggie shared the delinquent utility billing list reflecting all delinquent water/sewer accounts as of 5/23/2017. The Board asked Maggie to send disconnect notices in accordance with legal requirements. Maggie asked the Board to consider approving a non-profit Town Hall usage rate of \$45.00 per day, versus \$60 per day for general use, for Safe Art. Safe Art has requested use of the Town Hall for one week in June and one week in August. The Board approved this request. The Board also considered a request from Phyllis Hayward regarding parking for the Flea Market this summer. Approval included closing off the town street between the library and the North Common to only vendors and residents that live there, including the alleyway between the library and apartment building. The Board also approved placing barriers at the entrance

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and exit of the street which could be moved for emergency vehicles, and roping off an additional area in front of the bank for handicap parking. The Board asked Maggie to relay a request for more police support during this event.

Approve Orders

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

Adjourn

Michael Kuban moved to adjourn the meeting at 9:30PM. Susan Elder seconded the motion. All were in favor, so moved.