

Selectboard Meeting Minutes

November 14, 2017

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

Other Town Officials Present: Maggie Kerrin (Town Administrator), Tim McCormick, (Zoning Administrator), Karen Lathrop (Town Clerk), Anne Carroll (Development Review Board, Chair)

Others Present: None

Changes to the Agenda

Add: Authorize Town Administrator to sign contracts on behalf of the Selectboard
Approve Minutes for November 9, 2017

Public Comments:

There were no public comments.

Conflicts of Interest Disclosure(s):

There were no conflict of interest disclosures

Approve Minutes for November 2, 2017 Selectboard Special Meeting, November 2, 2017 Public Informational Meeting to Discuss Chelsea Zoning Bylaw Revisions and Chelsea Flood Hazard Area Regulations Revisions Prior to November 7, 2017, and November 9, Selectboard Meeting Minutes

Tabled until November 21, 2017 Selectboard Meeting

Executive Session – Personnel

Susan Elder moved to go into executive session at 6:35PM 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 and Zoning Administrator were invited to stay.

Susan Elder moved to exit executive session at 7:00PM. Ruben Hook seconded the motion. All were in favor, so moved.

Highway Department – Nothing to report

Water/Wastewater

Maggie stated that she had signed and sent out the Brook Field Services 2018 Preventative Maintenance Agreement for Standby Generator with approval of the Selectboard the week prior.

Transfer Station

Susan stated concerns that the Transfer Station needed to have some cleaning up done. Maggie will speak with the Transfer Station attendant regarding specific concerns. Maggie mentioned the use of green bags sold for usage at the Transfer Station. The Board asked that she get pricing information and report back once received.

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Generators

The Board discussed the possibility of installing a generator at the Town Garage for emergencies and in the case of needing that location as an emergency shelter at some point in future. Maggie will contact local contractors to get pricing. Maggie will also get information from Vermont Emergency Management and Red Cross regarding the requirements and process for opening an emergency and/or warming shelter.

40 Acre Tree Service – Contract

The Selectboard reviewed and signed the contract for 40 Acre Tree Service for removal of stumps and a large maple tree from the North and South Commons.

Susan Elder moved that the Town Administrator may sign contracts on behalf of the Board that have been previously approved by the Selectboard. Michael Kuban seconded the motion. All were in favor, so moved.

Snow Shoveling – Bids

The Board reviewed the single bid received for shoveling. The contract was not awarded and the Board asked that the Town Administrator place the opportunity on Front Porch Forum and on the wall outside Will's Store to see if there is any other interest.

Public Records – Personal Devices

Michael Kuban initiated the conversation regarding Town business conducted on personal devices. He referenced a recent state document he had received discussing public records stored in personal devices. The Board determined to initiate separate emails for Town business separate from any personal accounts they may have. Maggie will contact Vermont League of Cities and Towns for a sample computer usage policy and will check the personnel policy for appropriate coverage of this topic also.

2018 Budget

The Board reviewed the in process budget worksheet. The Board will be having weekly Selectboard meetings to review, discuss, and adjust until it's completion.

Zoning Administrator

Zoning Administrator topics to be discussed in Executive Session

Town Administrator

Better Roads Grant Application

Susan Elder moved to have Maggie sign and submit a Better Roads Grant application. Ruben Hook seconded the motion. All were in favor, so moved.

Washington Electric Cooperative, Inc. Permit Request

Susan Elder moved to approve the Washington Electric Cooperative permit concerning utility upgrades. Michael Kuban seconded the motion. All were in favor, so moved.

Robert's Poor Fund Request

Susan Elder moved to approve paying a balance for Boardway and Cilley, Inc., too be paid out of the Robert's Poor Fund for requestor. Michal Kuban seconded the motion. All were in favor, so moved.

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Executive Session – Legal

Susan Elder moved to go into executive session at 8:20PM 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 and Zoning Administrator were invited to stay.

Susan Elder moved to exit executive session at 8:58M. Ruben Hook seconded the motion. All were in favor, so moved.

Approve Orders

The Board reviewed, approved, and signed the orders.

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

Executive Session – Personnel

Susan Elder moved to go into executive session at 8:59PM 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.

Michael Kuban moved to exit executive session at 9:19PM. Joan Goodrich seconded the motion. All were in favor, so moved.

Adjourn

Michael Kuban moved to adjourn at 9:20PM. Joan Goodrich seconded the motion. All were in favor, so moved.