

Chelsea Selectboard Meeting Minutes (FINAL)
Tuesday, April 16, 2019 6:30PM
Chelsea Public Library

Selectboard Members Present: Susan Elder (Chair), Kent Gilman, Karen Lathrop

Other Town Officials/Employees Present: Tim McCormick (Zoning Administrator), John Upham (Fire Chief), Katherine Zachary (Selectboard Administrative Assistant)

Members of the Public Present: Robert Aicher, Zoe Aicher, Marianne McCann (The Herald)

I. Call Meeting to Order: Susan Elder called the meeting to order at 6:32pm.

II. Changes/Additions to the Agenda

- a. Municipal Energy Survey
- b. John Upham – NIMS
- c. Emergency Management Coordinator
- d. Employee Review
- e. Custodial position update
- f. EC Fiber appointment
- g. State Emergency Operations Center

III. Conflict of Interest Disclosure

None

IV. Approve Selectboard Meeting Minutes of March 19 and April 2, 2019

Karen moved to approve the Selectboard Meeting Minutes of March 19 and April 2, 2019; Kent seconded; approved.

V. Environmental projects/Zuckerman

VI. Chelsea Senior Center Approval Requests re. May 4, 2019 “Meals on Wheels” Fund Raiser.

Mr. Aicher requested the hanging of a banner and the installation of a portable toilet for the Senior Center’s May 4th Fund Raiser. The banner would be placed by the Library between two (2) trees as was done last year. Karen stated that she had heard good things about last year’s event. Susan noted that the state legislature has a bill relating to banners erected by a municipality announcing a civic campaign, drive, or event over a highway right-of-way. Board approval will not be needed in such cases.

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Kent moved to approve the hanging of the banner and the installation of the portable toilet for the Center's Fund Raiser; Karen seconded; approved.

VII. John Upham – NIMS (added to the Agenda)

John stated that, according to Vermont League of Cities and Towns ("VLCT"), the Board is compliant provided one (1) member has done the NIMS training. Karen and Liam have both done the training. Brian, Rick, Nolan and Rick have also done the training. Going forward, job description(s) should include the NIMS training requirement, said training to be completed within 60 days of hire. At best, all the members should have the training. This would also insure that FEMA monies would not be jeopardized. The Town has never had an event requiring the use of the training. The training can be had online. There are classes that are specifically designed for Selectboard members. Employees who are trained can fill the necessary roles in the event of an incident. As the courses and training are taken, NIMS enables the trained employee to ramp up for the event and then to close it down. Leadership and accountability are the result.

John stated that the FEMA buy-out properties may be useful to the Town's fire department to conduct exercises and may be a cost-saving for the Town re. their demolition. One of the properties could be burned and then raised. Susan noted that the properties may be in close proximity to other properties and may be on the National Register of Historic Homes.

Kent asked if there is a replacement for Dave Farnham who resigned as Emergency Management Director. John did not know.

VIII. DRB Fee Increases and Board Member Changes

Tim McCormick informed the Board that Anne (Carroll) would be addressing the member changes at Wednesday's Board meeting (April 17, 2019). Fee increases would entail policy changes that would need to be publicized. A two (2) tier option re. zoning permit fees would be more positive sounding than describing the second tier as a fine or a penalty. Some towns have the fees relating to after-the-fact permit requests as being double or triple the initial permit fee.

Susan moved to increase the \$40 permit fee to \$160 and the \$50 zoning board fee to \$200 in cases where the application was after-the-fact; Kent seconded; approved.

The term limits for DRB members will be set at Wednesday's Board meeting.

The Heath Field riverbank stabilization requires both state and local permits according to Tim and Patrick Ross from the River Management Program/vt.gov The Town needs to submit an application which would include photos and sketches. The Town would have to pay the application fee and submit photos and sketches.

Kent informed the Board about the Horseshoe Club and the eroding riverbank. No work can be done without a permit in the flood zone. Ownership of this land has to be investigated as there are different fund options that can deal with the stabilization that is required.

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The State Emergency Operations Center e-mail was circulated to the Board re. the partial activation re. the flooding and damages that ensued. Rick will be asked to take photographs.

IX. David Rugh, Esq. – FEMA buyout (numbered sequence varies from original Agenda)

David Rugh e-mailed the necessary verbiage for the motions to be made regarding the FEMA buy-out properties. The following motions were made by Karen and seconded by Susan:

a) Motion to accept conveyance of the +/-0.45-acre property at 349 VT Route 110 from Richard Dybvig by Warranty Deed subject to the deed restrictions imposed by FEMA and to authorize Susan Elder to attend the closing on the Town's behalf and to execute any deeds, contracts, tax returns and any other closing documents needed for the property to be conveyed to the Town.

b) Motion to accept conveyance of the +/-0.34-acre property at 12 Maple Avenue from Elizabeth Babcock and Michael Lyon by Warranty Deed subject to the deed restrictions imposed by FEMA and to authorize Susan Elder to attend the closing on the Town's behalf and to execute any deeds, contracts, tax returns and any other closing documents needed for the property to be conveyed to the Town.

c) Motion to accept conveyance of the +/-0.08-acre property at 266 VT Route 110 from Ronald and Cynthia Allen by Warranty Deed subject to the deed restrictions imposed by FEMA and to authorize Susan Elder to attend the closing on the Town's behalf and to execute any deeds, contracts, tax returns and any other closing documents needed for the property to be conveyed to the Town.

Motions carried.

X. Administrative Assistant's Report (numbered sequence varies from original Agenda)

Katherine informed the Board of the need to appoint the EC Fiber representative for the Town of Chelsea. Susan moved to appoint Marianne McCann as the representative; Karen seconded; approved.

Katherine informed the Board that the Annual Financial Plan for Highways (TA-60) needed their review and signature. Susan moved to approve the Annual Financial Plan for Town Highways (TA 60); Kent seconded; approved.

Katherine informed the board that an issue had arisen re. one of the FEMA buyout properties and possible reimbursement to the Town for monies expended for tenant assistance.

Katherine has put the custodial position vacancy on the town's website. She will have it advertised in the Herald and also post around Town.

XI. Town Treasurer (numbered sequence varies from original Agenda)

No discussion

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XII. Town Clerk (numbered sequence varies from original Agenda)

Karen provided a Conflict of Interest Policy to the Board which is now a necessity for all towns. Kent moved to accept the policy; Susan seconded; approved.

The US Census Bureau will be using the Town Hall to conduct interview beginning next week.

Special collection(s) at the transfer station will be taking place in the fall if a \$2000 grant is obtained. The collection would have to be a day separate from the normal transfer station collection. Kent moved to apply for the Municipal Services Program Grant; Susan seconded; Karen will be the contact person and will ask Warren Lathrop to assist in the collections at the Station.

An RFP will be drafted for audit services for the Town.

Susan will respond to the Municipal Energy Survey request.

a. Liquor license(s) for Wagon Wheel and Quick Stop

Karen has received three (3) liquor license renewal applications. The applicants do not have any violations or complaints. These applications are submitted annually. Susan moved to approve the renewal applications; Kent seconded; approved.

XIII. Transfer Station (numbered sequence varies from original Agenda)

No discussion

XIV. Water/Wastewater (numbered sequence varies from original Agenda)

No discussion

XV. Highway Department (numbered sequence varies from original Agenda)

No discussion

XVI. Executive Session - Legal (numbered sequence varies from original Agenda)

After making “a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage”, Susan moved to go into Executive Session at 8:33pm; Kent seconded.

Susan moved to exit Executive Session at 8:39 pm; Kent seconded.

Susan moved to approve the request from a resident for assistance with burial costs; Kent seconded; approved.

XVII. Approve Orders (numbered sequence varies from original Agenda)

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Susan moved to approve the Orders; Karen seconded; the Orders were signed.

XVIII. Adjourn

Kent moved to adjourn at 8:47pm; Karen seconded; adjourned.