

Chelsea Selectboard Minutes (FINAL)  
Tuesday, December 18, 2018 6:30PM  
Chelsea Public Library

**Selectboard Members Present:** Mike Kuban (Chairman), Susan Elder (Vice-Chair), Cynthia Masterman, Kent Gilman, Greg Kotyk

**Other Town Officials/Employees Present:** Gayle Durkee (Town Treasurer), Karen Lathrop (Town Clerk), Mark Lembke (TRORC rep.), Katherine Zachary (Selectboard Administrative Assistant)

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**I. Call Meeting to Order:** Mike Kuban called the meeting to order at 6:31PM

**II. Changes/Additions to the Agenda**

- a. Susan – Update on the Orange County Courthouse annual Orange county budget meeting of December 10, 2018; possible dog issue.

**III. Conflict of Interest Disclosure**

None

**IV. Approve Selectboard Meeting Minutes of December 4, 2018** with one correction/addition: Mike Kuban will not be seeking reelection as Chairman of the Selectboard. (pg. 4. #14).

Susan moved to approve the modified Minutes; Kent seconded; all in favor; so moved.

**V. Mark Lembke – TRORC**

Mark represents the Town of Chelsea on the Two Rivers-Ottawaquechee Regional Commission Clean Water Advisory Committee. He is stepping down from the position and has provided the following websites should they be needed for future use:

[www.trorc.org/environmentalplanning/clean-water-advisory-committee](http://www.trorc.org/environmentalplanning/clean-water-advisory-committee);

<https://anrweb.vt.gov/DEC/cleanwaterdashboard/wpdsearch.aspx> (data base of existing projects);

<https://dec.vermont.gov/watershed/map/basin-planning> (tactical basin planning site). Ideally, it would be a good idea to have someone represent the Town who is familiar with the town roads (i.e. Rick Ackerman). Mark will continue being the Green-Up Day coordinator.

The Board thanked Mark for his commitment and work.

**VI. Town Treasurer**

The hydraulic seeder and trailer were paid out of the Town Equipment Fund. Gayle will be putting money back into this Fund from savings. The Line of Credit is still owed \$125,000.00. \$10,000.00 will be coming out of the General Fund and being deposited into the Town Hall Renovation Fund.

**VII. Town Clerk**

Karen brought to the Board's attention that that she has not received her raise correctly this year. The Town Treasurer relied upon the \$21,000.00 figure in the 2017 Annual Report. The correct

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figure is \$21,807.69. Karen's last check for this year will make up the difference representing 2 months at the new rate.

Karen informed the Board that pellet stoves are being researched for possible use in Town Hall. At the present time, there are 4 boilers/heating units in Town Hall – one servicing the Library, one in the Town Clerk's office and two co-joined for the vestibule and Hall.

\$30,000.00 has always been budgeted for Town Hall repairs. These funds have not been used in the past.

The Selectboard will send Peter Amber a "thank-you" card for putting the Christmas lights on the Commons tree.

**VIII. Transfer Station**

Transfer Station will be open customary hours in the coming year.

**IX. Water/Wastewater**

Kent noted that there are varying propane prices depending on the supplier. Katherine will research the issue. The State does not normally advise of changes in the supplier(s) used.

Any changes considered by the Town should be brought to Nolan's attention.

**X. Highway Department**

Katherine will provide the Selectboard members with Rick's pager no. Katherine advised the Board of information gleaned from Rick that afternoon. The garage is always open should an emergency arise and the Board need to enter to make contact with the Highway Department. There is no base radio in the garage. Rick can always be reached on his pager.

Kent stated that a decision re. the purchase of a new mower should be made before the end of the year. The two (2) models first proposed are different in price and range between \$15,000 and \$16,000. One has a larger motor. Both are 4WD. Which mower is better should be asked of Rick. Katherine will contact Rick tomorrow about the estimates for the mowers and their difference. These will then be e-mailed to the Board.

The Board does not know the status of the school tractor. After the first of the year, it will become the property of the First Branch Unified District.

Gayle stated that the TENCO bill was reduced from \$8,500 to \$2,500 re. repairs on a Highway truck. Rick will contact TENCO before Gayle pays their invoice.

Susan Elder stated that all quotes, estimates coming to the Highway Dept. should be in writing. Greg agreed.

**XI. 2019 Budget Discussion(s)**

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Karen stated that Town Clerk's budget is level-funded except for her pay. IT service costs for the coming year are lower than the previous year. The books do not need restoration as paper is still in good condition. Software has not been upgraded. Mike asked whether NMRIC (sp.?) will affect her office. Karen stated it would not as she already has this software.

A portion from marriage and license fees is given to the State. Over \$3,000 was generated from dog license fees last year.

**XII. Orange County Courthouse Annual Orange County budget meeting of December 10, 2018**  
(not on original Agenda)

Susan gave an update on the meeting. She along with Cynthia, Greg and Katherine attended the meeting at the courthouse. There was much discussion about the status of the former Wellspring School building which presently is rented to one (1) tenant. No decision has been made as to whether it should be renovated or razed due to no agreement between the two (2) judges handling the matter.

Next Budget meeting will be held on January 31, 2019.

Greg noted that the Wellspring Building is losing between \$10,000 and \$18,000 a year.

Discussion was had about the Cemetery Accounts. Gayle stated that there is a \$15,000 Certificate of Deposit flagged for the Perpetual Fund. It has a low interest rate. She noted that there have been some large donations.

**XIII. Dog Issue** (not on original Agenda)

Susan brought to the attention of the Board the matter of the husky owned by the Potter family on Creamery Road which is left out in all types of weather with no shelter.

**XIV. Executive Session** (numbered sequence varies from original Agenda)

Susan moved to go into Executive session at 7:50pm; Greg seconded; all were in favor; so moved.

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

- a. Orange County Sheriff's Department Agreement – signature required. The Agreement was not signed as it needs further discussion with the Sheriff's Department.
- b. VLCT PACIF Insurance renewal – Katherine informed the board that the PACIF insurance invoice has come in. She will give this to Gayle to pay for the coming year's coverage.
- c. Katherine informed the Board of the following: VLCT PACIF Certificates of Coverage - \$10M general liability coverage, \$10M auto liability coverage, \$5M Workers Comp. Coverage (statutory), \$10M Property coverage.

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- d. Katherine read Nolan's letter to the Board to the Board re. pay increases.
- e. Katherine informed the Board that she signed the application for a Grant extension for BC1790 (Moxley Bridge).
- f. Katherine shared with the Board the HELP.org letter requesting that their work on substance abuse have a link on Town's website. Cynthia stated that there are many online resources for the community re. drug programs and information.
- 8. Katherine shared with the Board Karen's December 17, 2018 e-mail re. the Planning Board.
- 9. Katherine noted that \$54,955.21 has come in from FEMA for projects 7459 (Baraw Hill/Blackhawk Road) and 7469 (S. Washington Road).

**XVI. Approve Orders** (numbered sequence varies from original Agenda)

Orders were signed.

**XVII. Adjourn**

Susan moved to adjourn at 7:53pm; Greg seconded; all were in favor; so moved.