

Chelsea Selectboard Minutes (DRAFT)
Tuesday, February 19, 2019 6:30PM
Chelsea Public Library

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

Other Town Officials/Employees Present: Karen Lathrop (Town Clerk), Katherine Zachary (Selectboard Administrative Assistant)

Members of the Public Present: Marianne McCann (The Herald)

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

II. Changes/Additions to the Agenda

- a. Approval of Selectboard Meeting Minutes of January 29, 2019
- b. Moxley Bridge
- c. Dog Ordinance Violation
- d. IT update

III. Conflict of Interest Disclosure

None

IV. Approve Selectboard meeting minutes of February 5, 2019

Kent moved to approve the January 29, 2019 (addition to the Agenda; *see above*) and February 5, 2019; Greg seconded; all in favor; approved.

V. Martha Gratz (numbered sequence varies from original Agenda)

Ms. Gratz stated that she needs drawings for the proposed elevation. Several structural engineers have been recommended and she would appreciate the Town's assistance with the project. Carpenter(s), electrician(s) and mason(s) will be needed for the project. Mike Kuban will speak to Lauren Oates, the State Hazard Mitigation Officer with Vermont Emergency Management about the project.

VI. Will's Liquor License Application (numbered sequence varies from original Agenda)

Karen Lathrop presented the Will's Store liquor license renewal application for 2019. Susan moved to approve the application; Kent seconded; all in favor; approved.

VII. IT Update (added to the Agenda)

Karen told the Board that in January of 2020, the current Windows Operating System will no longer be supported. There may need to be an upgrade of software and/or computers. Mike stated that a technology fund may need to be started.

Karen also stated that no additions to the Town Warning may be made.

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The Auditors' Report is not in the Town Report.

There may need to be another Meeting after Town Meeting.

Susan thought it would be a good idea to connect with Corbett, the Town Moderator before Town Meeting. She will do that.

Mike suggested that it may be a good idea to have general wording in the Warning in the coming years.

VIII. Moxley Bridge (added to the Agenda)

Kent met with Chris Bump the District 4 Project Manager. A bridge inspection was done in the last three (2) weeks. The design needs some minor changes. The proposed cost is \$110,000.00 with 90% reimbursement to the Town. VTrans would like to be involved in the bidding process. A certified bridge expert needs to be involved in the project because of the historic nature of the covered bridge. VTrans would be willing to write the RFP. There is a ranking system for contractor selection. Chris does not have anyone available to oversee the project but has two (2) interns who could be involved.

Greg asked as to what the issues are. Mike stated that it is structurally unsound for large loads. It is the only covered bridge in Chelsea. Greg asked as to whether there should be a posted weight restriction. Mike added that there is posted restriction now that gets ignored. There is no way to enforce the restriction.

Kent stated that the floor beams need replacement. When the work is completed, the bridge will be able to sustain 8,000 pound loads. Ideally, the bidding process should be started in early April. The bridge repair is not in the budget. The bridge cannot be braced from the bottom as there cannot be anything placed in the water. There are three or four companies who are qualified to the work. Kent will e-mail Chris re. work-in-kind. The contribution of the Town to the project will not be changed with any change orders. Maple Street Bridge is 98 years old.

IX. Dog Ordinance Violation (added to the Agenda)

Greg received an e-mail from a resident about a dog without a leash in the cemetery. Greg has not seen the dog and he is not aware of the dog having bitten anyone. Susan said the leash ordinance needs to be enforced without exception.

X. Delinquent Water/Sewer (numbered sequence varies from original Agenda)

The Board reviewed the list of overdue water and sewer bills and agreed that Gayle should send delinquent notices on pink paper. The restaurant in town is closed now and the water should be turned off.

XI. Executive Session (if needed) (numbered sequence varies from original Agenda)

The Board went into Executive Session at 7:58 to discuss personnel issues. The Board came out of Executive Session and approved the release of escrow monies held re. Robert Button.

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The Orders were approved and signed with the exception of Trottier's invoice. (X. on the original Agenda)

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

Katherine shared the February 15, 2019 letter from CVSWMD noting that a Town representative needs to be appointed. This will be brought up at Town Meeting.

SAM requires a notarized letter designating an Entity Administrator. Katherine has been designated as such. Kent will sign before Karen Lathrop.

The US Census Bureau has asked that a Boundary Survey be completed and returned.

A Vermont Rural Fire Protection Program Survey needs to be completed.

XIII. Approve Orders (numbered sequence varies from original Agenda)
See **XI**.

XIV. Adjourn (numbered sequence varies from original Agenda)
Susan moved to adjourn at 8:40pm; Kent seconded; all were in favor; adjourned.