

Chelsea Selectboard Minutes (DRAFT)  
Tuesday, January 22, 2019 6:30PM  
Chelsea Library

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

**Other Town Officials/Employees Present:** Gayle Durkee (Town Treasurer), Katherine Zachary (Selectboard Administrative Assistant)

**Members of the Public Present:** Dave Bradshaw, Justin Sauerwein, Marianne McCann (The Herald)

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**I. Call Meeting to Order:** Mike Kuban called the meeting to order at 6:35pm.

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

Sauerwein land-lease/property issue was added to the Agenda.

**III. Conflict of Interest Disclosure**

Susan Elder will recuse herself from the Sauerwein property discussion.

**IV. Approve Selectboard Meeting Minutes of January 8, 2019 and January 15, 2019**

Susan Elder moved to approve the January 8, 2019 Meeting Minutes; Greg seconded; approved. Susan Elder moved to approve the January 15, 2019 Meeting Minutes with the following change/correction as to Town employee pay increases:

*“The pay increase for Town employees will be 1.5% this year and 1.5% next year, this rate mirroring the State’s...” **changed/corrected to:***

*“An increase in pay for Town employees will be discussed and a decision made at next week’s Meeting...Pay increases and benefits will be keyed in to the position and budgeted in that manner.”.*

Greg seconded; approved.

**V. Sauerwein land-lease/property issue (addition to the Agenda)**

Mr. Sauerwein stated that he had purchased two (2) parcels of land from S. Sanford. A portion of the properties overlap with the original 100 acre lot of the Orange County Grade School Land lease. He stated that he is in the process of granting a conservation easement to the VT Land Trust and needs to have the land lease issue resolved. He is hoping that the Town will Quit Claim the subject land. Mike stated that in 2020, all Vermont towns will have to give up claim to these lands. Greg asked whether the Town’s attorney needs to look at the matter prior to granting the Quit Claim. Mike stated that this was not done in the past. Greg inquired as to whether the property boundaries are clear. Kent stated that the Town would only be releasing the portion of the lease land that is on the Sauerwein property. Mr. Sauerwein offered to bring in land maps generated by the Land Trust if it would be helpful to the Board and provide clarification. Mike added there would be no benefit to the Town to keep the subject land lease as it would be released in 2020 anyway. Kent moved to approve the release of the land lease on

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the Sauerwein property; Greg seconded; all in favor; approved. The Quit Claim deed was signed by the Board and then notarized by Gayle.

**VI. Town Treasurer** (numbered sequence varies from original Agenda)

Gayle told the Board that she is working on the Town's Line of Credit. All Board members must sign. There has been no receipt from the recreation committee. The recent 2018 mowing bill was paid in 2019 and taken out of the 2019 allowance. Mike asked Gayle to provide a health insurance (offer) form to all Town employees. Gayle will include same with the w-2s which will be provided to Town employees with next week's paycheck.

Gayle commented that raises took effect in March of last year.

The Heath Field project was paid out of the South Washington project FEMA highway monies. Mike added that FEMA money is not considered income as it is not generated by taxes.

Charlotte (owner of the Route 110 Salon building in which the Town has offices) will be changing the lock on the front door. Gayle will get keys for everyone. Greg added that the door to the Town offices is not secure. It would be a good idea to ask Charlotte for a more secure door. Kent will speak to Charlotte about a new door.

The Line of Credit does not need to be voted on by the Board as it is a standing order.

**VII. Town Clerk** (numbered sequence varies from original Agenda)

No discussion

**VIII. Transfer Station** (numbered sequence varies from original Agenda)

No discussion

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

No discussion

**X. Highway** (numbered sequence varies from original Agenda)

No discussion

**XI. 2019 Budget Discussion(s)** (numbered sequence varies from original Agenda)

Dave Bradshaw appeared on behalf of the West Hill Cemetery and informed the Board that its 2019 request is level-funded at \$1200.

The Board signed the Line of Credit documents.

The Orange County Sheriff's contract was signed. Susan stated that the Town does not have any other option(s) than to go with the Orange County Sheriff. Greg stated that there needs to

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be more accountability. There were only four (4) hours of the Sheriff's service given to the Town last month. Chelsea has certain issues needing to be addressed by the Sheriff's office. The cost of the services outlined in the contract averages out to be 22.6 hours of coverage a month. Gayle can pull out past invoices to see the breakdown of services. VT State Police respond to serious criminal incidents.

Susan moved to approve the term and the \$12,500 contract cost for the Sheriff's services. Greg seconded; approved.

Mike read the proposed Warning for Town Meeting. The Warning will not include any changes to the number of members on the Selectboard. Susan moved to accept the Warning as modified; Greg seconded; approved.

**XII. Executive Session – Legal (if needed)** (numbered sequence varies from original Agenda)

Greg moved to go into Executive Session at 7:31pm to discuss pay raises and size of the Selectboard in the future. Susan seconded; so moved.

Susan moved to exit Executive Session at 8:20pm; Greg seconded; all in favor; so moved.

Greg moved to approve pay raises for all Town employees by 1.5% and to give \$4000 in quarterly increments to eligible employees not taking health insurance benefits. This amount must be budgeted.

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

Katherine informed the Board that one of the FEMA buyout property appraisals needs to be corrected as it identifies the wrong property owner(s). She has contacted the appraiser to make the correction. The SAM renewal process is being started so that the Town can continue to receive Federal grants. Katherine presented the Public Assistance Management Costs Selection to the Board. Mike signed the Selection Form for reimbursement of management costs relative to FEMA project DR 4330 (S. Washington Road project).

**XIV. Adjourn** (numbered sequence varies from original Agenda)

Mike moved to adjourn at 8:45pm; Greg seconded; all were in favor; adjourned.