

Chelsea Selectboard Minutes (FINAL)
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)

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)

The Board discussed a land/lease issue which resulted in a Quit Claim Deed executed by the Board.

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.

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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.

The Board discussed various proposed Town Office and Town Hall maintenance projects.

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 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. Susan seconded; so moved.

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

Motion was made and seconded to approve pay and benefit changes for the town employees.

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

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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.