

Chelsea Selectboard Meeting Minutes (FINAL)
Tuesday, June 4, 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), Katherine Zachary (Selectboard Administrative Assistant)

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

I. Call Meeting to Order: Susan Elder called the meeting to order at 6:30pm.

II. Changes/Additions to the Agenda:

Micro-cell Survey
Max Stone LLC Estimate
Wagon Wheel Liquor License
Dog bite(s) Update

III. Conflict of Interest Disclosure

None

IV. Approve Selectboard Meeting Minutes of May 21, 2019

Susan moved to approve the Selectboard Meeting Minutes of May 21, 2019; Karen seconded; approved.

V. Executive Session – Legal (differs from Original Agenda)

Susan moved to go into Executive Session at 6:37pm; Karen seconded.

Kent moved to exit Executive Session at 6:50 pm; Susan seconded; no action was taken.

VI. Town Treasurer (differs from Original Agenda)

No discussion

VII. Custodial Position Update (differs from Original Agenda)

The position has been filled and all necessary paperwork has been completed.

VIII. EC Fiber representative for Chelsea (differs from Original Agenda)

This position remains vacant.

IX. Roberts Poor Fund Guidelines Policy (differs from Original Agenda)

A discussion was had on the original intent of the Fund. Susan will be drafting general guidelines for future Boards to consider when making decisions concerning the Funds.

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X. Tree Warden Appointment (differs from Original Agenda)

Karen stated that Mark Lembke would be willing to act as Tree Warden if he can do it nine (9) months of the year. Susan moved to appoint him as Tree Warden; Kent seconded; appointment approved.

XI. Administrative Assistant's Report (differs from Original Agenda)

Katherine presented two (2) DMV registrations for town equipment needing signature. The Board signed the registrations. Also submitted was an Equipment Rental Lease that Katherine will give to Rick re. the leasing of a Town excavator. The TRORC Invitation to Participate in Municipal Roads Grants-in-Aid Program was also presented to the Board. Katherine e-mailed the VLCT Health Officer Training Series brochure to Linda Kuban.

Katherine will post the Conflicts of Interest Policy on the town's website.

The long version of the RFP for Audit Services was published in The Herald before approval was given.

Katherine presented the Use of the Village Greens Form request from the Flea Market for signature. Kent moved that it be approved and signed; Karen seconded; approved.

The TENCO lease agreement for \$8,500.00 for the John Deere mower was signed by the Board upon motion made by Kent and seconded by Karen.

Katherine will ask Tim McCormick to assist with the US Census Bureau New Construction Program.

a. Micro-cell survey (added to original Agenda)

Susan responded to the micro-cell survey and answered several questions.

XII. Town Clerk (differs from Original Agenda)

a. Max Stone LLC Estimate (added to original Agenda)

Susan and the Board reviewed the Max Stone, LLC \$4,750.00 estimate for the Town Hall repairs. The Town Hall fund of \$10,000.00 should cover the cost of the repairs. There are three (3) events scheduled for the month of June which will be using the Town Hall. Susan moved to approve the repairs at the estimate cost; Karen seconded; approved. Katherine will contact Max begin the repairs and to look at the windows that need caulking.

b. Wagon Wheel Liquor License (added to original Agenda)

The Wagon Wheel has applied for an (outdoor consumption) liquor license for July 13, 2019. This was also done last year with no issues. Kent moved to approve the one-day permit; Susan seconded; motion passes.

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c. Dog Bite Update (added to original Agenda)

Karen informed the board of the dog licensing process. There have been two (2) dog bites in the last week. Linda Kuban assisted with one of the incidents. Karen sends license reminders to dog owners that a dog must be licensed upon reaching six (6) months.

The Town does not have an animal control officer or constable to deal with dog issues. The Selectboard can issue warrants/violations. Karen will contact neighboring towns to inquire as to their processes.

Karen stated that a Restoration and Preservation Fund must be started (as per statutory mandate) which will pay for the digitizing of records.

XIII. Transfer Station (differs from Original Agenda)

a. Myers Container Service contract

The Myers contract will soon be expiring. An RFP will be drafted and posted relating to the collection and disposal of garbage and rubbish.

XIV. Water/Wastewater (differs from Original Agenda)

No discussion

XV. Highway Department (differs from Original Agenda)

XVI. Approve Orders (differs from Original Agenda)

Susan moved to approve the Orders at 8:21 pm; Kent seconded; so moved; Orders were approved.

XVII. Adjourn (differs from Original Agenda)

Kent moved to adjourn at 8:48 pm; Karen seconded; adjourned.